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* indicates new

Mead Contact Information

Margaret Mead Elementary

1725 216th Ave. N.E.
Sammamish, WA 98074
Office: (425) 936-2630
Fax: (425) 868-4721
www.lwsd.org/Mead

Mead Safe Arrival Attendance Number: (425) 936-2631 (for late or absent students)

Mead Office:

Principal:	Sandy Klein	sklein@lwsd.org
Associate Principal:	Kari Weed	kweed@lwsd.org
Office Manager:	Sharon Ward	shward@lwsd.org
Secretary:	Carol Walsh	cberry@lwsd.org

Mead PTSA

Website: www.meadptsa.org
Email: mmptsa@gmail.com
Facebook Page **Margaret Mead Elementary School**, Sammamish, WA

2016-2017 President:

Sara Cupp president@meadptsa.org

2016-2017 Vice President:

Melanie Smith vicepresident@meadptsa.org

Additional Lake Washington School District Contact Information

Inglewood Middle School

www.lwsd.org/ims
425-936-2360

Eastlake High School

www.lwsd.org/ehs
425-936-1500

LWSD Resource Center

16250 NE 74th Street
Redmond, WA 98052
www.lwsd.org
425- 936-1200



Welcome to Mead!

Welcome to Margaret Mead Elementary! This Parent-Student Handbook is intended to provide our families with the information needed to successfully prepare for a new school year. The handbook covers the topics we believe are important to ensuring that each student, staff member, and parent is well informed and has convenient access to our school's policies and procedures. The handbook includes information specific to Margaret Mead Elementary as well as information, policies and procedures from the LWSD and the State of Washington, all of which apply to our students.

At Mead, our policies and procedures are designed to support a positive learning environment and a school atmosphere that is safe, efficient, equitable and intentional. We believe students thrive with clear expectations and predictable consequences. We believe that when students, parents and staff have a common understanding of expectations, policies and procedures, we foster a community of cooperation and unity. With a school community of more than 60 staff members, 600 students, and more than 1000 parents supporting our students, clear communication and clearly articulated policies and procedures are crucial for the safety and efficiency of our students and the learning environment.

We ask all parents to take time to review this handbook and to share the contents with your student(s). Once you and your student have reviewed the handbook, please sign and return the "Handbook Agreement" form. Each Mead student should return an individual signed agreement form to their teacher by September 16.

Thank you, in advance for your partnership and support in the education of your children. By working together, we will reach our vision of "Preparing every student for lifelong success."

Sincerely,

Sandy

Sandy Klein
Principal
sklein@lwsd.org

Margaret Mead Elementary Staff 2016-2017

(As of August 18 – possibility of changes based on end of August enrollment)

General Education Teachers

K Pierina Austin
K Stephanie Egeberg
K Nicole Morgan
K Amy Snyder
K Taylor Lakhani

1 Nici Baughman
1 Jaime Knott
1 Nicci Dahl
1 Stephen Laskowski
1 Lindsay Prosser

2 Megan Andrews
2 Ellen Drummond
2 Stacy Jeremiah
2 Heidi Wilson

3 McKenzie Ballod
3 Renee Beluche
3 Ann Fitzmaurice
3 Alora Howard

4 Carol Brady
4 Helen Kraft
4 Niko Olsen
4 Vicki Porto

5 Chris Jung
5 Sue Gabica
5 Jennifer Swensen
5 Jenny Schafer

Special Education / Safety Net /ELL

Resource Room Jaclyn Beaudoin
Resource Room Michelle Kim
Safety Net Danielle Smith
ELL Renee Saucier

Specialists/Support Staff

P.E. Louise Elston
P.E. David Haworth

Library Sarah Jensen

Music Dennis Best
Music Tyler Rath

Psychologist Melanie Miller
SLP Nicole Anderson
Counselor/
504 Monitor Abby Rogers
Nurse Carina Holmquist
O.T. Jennifer Vandecar

Custodians Henry Chan
Kenneth Bowder

Food Service Selina Lin

Instructional Assistants

Jill Brunke
Jona Bolin
Linda Miller
Kathy Pelonio
Lisa Schmatz
Janet Vestal

Sp. Ed Para Educators

Andrea Parker
Debi Welcome
Carol Whitley

Main Office

Principal Sandy Klein
Associate Principal Kari Weed
Office Manager Sharon Ward
Secretary Carol Walsh

Margaret Mead Daily Schedule

8:10	Breakfast available for purchase in the gym	
8:25*	First Bell	
8:30*	Tardy Bell – Instruction begins	
10:06-10:21*	Recess	Grades K-4
11:30-12:00	Lunch	Grades K,1,2
12:00-12:30*	Recess	Grades K-5
12:30-1:00	Lunch	Grade 3,4,5
2:06-2:21*	Recess (M, T, Th, F)	Grades K,1,2,3,4
2:06-2:36	Recess (M, T, Th, F)	Grade 5
3:00*	School Dismissed (M, T, Th, F)	
1:30*	School Dismissal - Wednesday only	

Half-Day Kindergarten Schedule (M, T, Th, F)

Morning kindergarten 8:30am – 11:10am

Afternoon kindergarten 12:20pm – 3:00pm

Wednesday Early Dismissal Half-Day Kindergarten Schedule

Morning kindergarten 8:30am – 10:25am

Afternoon kindergarten 11:35am – 1:30pm

*denotes school wide bell signal

Lake Washington School District | 2016-2017 Calendar



August 2016

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

September 2016

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

October 2016

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

November 2016

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

December 2016

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

January 2017

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

February 2017

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

March 2017

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

April 2017

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

May 2017

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

June 2017

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

July 2017

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

Important Dates

Aug. 29-Sept. 2	LEAP Days	Jan. 24, 26, 27	Half-Day Elementary Conferences
Sept. 5	No school - Labor Day	Jan. 27	Last Day 1st Semester
Sept. 6	First Day of School (grades 1-12)	Feb. 3	Secondary Grades Due
Sept. 9	First Day of School for Kindergarten	Feb. 16, 17	No school - Mid-Winter Break
Sept. 14	1.5 hrs. early release schedule begins	Feb. 20	No school - Presidents Day
Oct. 17, 18, 20	Half-Day Elementary Conferences	Mar. 10	No school - LEAP Day
Oct. 21	No school - LEAP Day	Apr. 3-7	No school - Spring Break
Nov. 8	Last Day 1st Quarter (Secondary)	April 14	Last Day 3rd Quarter (Secondary)
Nov. 11	No school - Veterans Day	April 21	Secondary Grades Due
Nov. 15	Secondary Grades Due	May 29	No school - Memorial Day
Nov. 23	Half-Day	June 14	Elementary Grades Due
Nov. 24-25	No school - Thanksgiving Vacation	June 21	Half-Day - Last Day of School
Dec. 19-Jan. 2	No school - Winter Break		Last Day 2nd Semester (Secondary)
Jan. 16	No school - MLK Jr. Day		Secondary Grades Due
Jan. 18	Elementary Grades Due		

Key

No School
 Half Day
 First/Last Day

* Check Important Dates Section

Wednesday schedule:
1.5 hrs. early release for students

LEAP=Learning Enhancement Academic Planning

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

Revised 7/16

Mead Civility Code

The Mead Civility Code aligns with new LWSD Civility Policy found at <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Pages/default.aspx>

At Margaret Mead Elementary, we seek to provide a learning environment that allows students to thrive and succeed. One component leading to student success is a school community and culture based on civility.

ci-vil-i-ty - Noun

1. **courtesy; politeness**
2. **a polite action or expression: an exchange of civilities**

The Mead community (staff, parents and community volunteers) is responsible to practice and model civil behavior, creating a positive and successful learning environment. As adults, we recognize the important role we have in the eyes of our students to model these key tenants of civility – thereby championing the kind of responsible, considerate and positive behavior we hope to instill in our children. We ask all adults in the Mead community to adhere to the following: **As an adult member of the Mead community, I strive to create an atmosphere of respect as I:**

Share Responsibility for Mead

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

Honor the Professional

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

Collaborate with One Another

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

Use of Social Media by Members of the Mead Community

In order to support a positive school environment and build a trusting community, we ask that questions/concerns/complaints related to Mead Elementary - whether a concern about a student, a staff member, a policy or an initiative- be directed to and addressed individually with the appropriate person or group rather than being communicated broadly over social media or via email blast. We believe all people (staff, students, parents, community members) deserve the courtesy and respect of a direct and confidential, private conversation about a concern – “going to the source”. In order to build a positive, trusting community for our students, the Mead staff commits to practicing respectful communication practices with parents/community members and we value the same from our community.

Use Positive Communication

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

Mead's Top Ten

1. Listen
2. Think first, act second
3. Be respectful through tone of voice, choice of words and body language
4. Direct questions to the source
5. Communicate honestly with care and tact
6. Refrain from idle gossip or complaints
7. Maintain confidentiality
8. Respect even a subtle “no”
9. Be inclusive
10. Thank others and acknowledge contributions

Mead Mission / Vision / Goals

Our Mission: Prepare, Challenge, Inspire

Our Vision: Preparing every student for lifelong success

Our Goals: A community that demonstrates The **MEAD Way**:

The MEAD Way

Make Wise Choices

Expect our Best

Act with Kindness

Demonstrate Respect

Mead Student Behavior and Discipline

At Mead, our mission, vision and goals focus on academic performance as well as student behavior. We recognize that learning to be a responsible, respectful and productive citizen takes time and practice. Practice includes the opportunity to make wise choices resulting in positive personal consequences as well as opportunity to make unwise choices that result in negative personal consequences. We view mistakes and unwise choices made in the elementary school setting as an opportunity for students to learn valuable life lessons when the price or consequence is small. We know that great kids make mistakes – that’s how we all learn. Our goal at Margaret Mead Elementary is to support responsible and respectful behavior choices by setting clear expectations for students while holding them accountable for their actions using empathy and logical consequences.

Mead Staff Core Beliefs about Student Discipline

The Margaret Mead Elementary staff has collaboratively developed and agreed on the following set of core beliefs which provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

- Every attempt will be made to maintain the dignity of both the adult and the student.
- Students will be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- Students will be guided and expected to solve the problems they create without making problems for anyone else. Students will be encouraged to do most of the thinking.
- Misbehavior will be viewed as an opportunity for individual student problem solving and preparation for the real world.
- There will be a logical connection between misbehavior and the resulting consequences.
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities. (Please see the LWSD portion of this handbook for descriptions of behaviors that may result in contacting local authorities.)

The Mead Progressive Discipline Plan

At Mead, we learn, practice and follow **The Mead Way**. Throughout the year, we teach, discuss and practice the elements of each of the four *Mead Way* components. Our goal is for our students to develop personal responsibility and learn to make thoughtful, wise and caring choices for themselves that are reflected in both their academic performance and in their social interactions. The components of *The Mead Way* will include ongoing instruction of *Kelso's Choices* and *Steps to Respect*. If/when a student makes a choice that does not reflect *The Mead Way* and causes a problem for someone else, the student will be held accountable following the progressive steps outlined below:

Step 1 (a warning for most first offenses):

Who: Student & Staff Member

Goal: To provide the child a learning opportunity to acknowledge & correct a problem generated from a poor choice or inappropriate behavior

Steps:

- Student/staff discussion identifying the student's poor choice or inappropriate behavior, the problem it created and why it did not align with *The Mead Way*
- Brainstorm how the problem/choice could have been handled differently/more appropriately
- Brainstorm how to correct the problem (student generated ideas preferred)
- Staff provides support/feedback to student to allow student to correct the problem on his/her own

Step 2 (for repeat or cumulative offenses):

Who: Student, Staff, Parent

Goal: Student, staff and parent work together to correct repeated or cumulative poor choices or inappropriate behaviors

Steps:

- Student/staff discussion identifying the student's poor choice or inappropriate behavior, the problem it created and why it did not align with *The Mead Way*
- Student reflects on behavior and completes a ***Making it Right Plan***
- Staff member reviews/ revises the student's ***Making it Right Plan***
- Staff member discerns and describes logical consequences and follow up plan
- Student takes plan home to share with parent
- Parent signs the ***Making it Right Plan*** and student returns the signed plan to the staff member

Step 3 (for habitual or cumulative minor offenses requiring a third or additional ***Making it Right Plan*** during one school year; or, for **any Exceptional/Serious Misconduct** as per the LWSD Student Rights and Responsibilities portion of the Mead Parent-Student Handbook)

Who: Student / Teacher / Principal / Parent

Goal: For the student, with the direction and support of the teacher, parent and/or principal to develop a plan to correct the behavior

Steps:

- Student referral to the principal's office
- Student conference with the principal
- Parent contact by the principal – possible parent-student-principal conference
- Possible behavior contract as determined by the principal, or, consequences as appropriate and/or as prescribed by the LWSD Student Rights and Responsibilities portion of the Mead Parent-Student Handbook



Making it Right Plan

The Mead Way
Make Wise Choices
Expect Our Best
Act with Kindness
Demonstrate Respect

Student's Name _____ Date _____

- What I did:

- Why it was a problem:

- My plan to "Make it Right" is:

- In the future this is what I'll do differently:

Consequence/Follow-up:

Given by: _____ 1st 2nd 3rd/Serious – Office Referral

Student **Staff** **Parent** **Date**
White copy – Teacher Yellow copy – Parent Pink copy – Principal/Office

General Mead Information/Policies/Procedures

Absences/Safe Arrival

If your child will not be present at school for any reason (illness, vacation, appointment, etc.) we ask that you notify us of the absence. Notification should be done prior to 8:30 am via our Safe Arrival phone number (425-936-2631), **not** the main office number. If your student is absent and we haven't heard from you by 9am, a Safe Arrival volunteer will call your home and/or cell phone to make sure your student is accounted for.

Regular and punctual attendance helps students to be successful in school and is considered essential to the learning process. Please schedule appointments and/or extra-curricular activities outside school hours.

Absentee/Tardy Policy

Admit slips will be written beginning at 8:30am per the school wall clocks. The Principal will review a monthly report for absenteeism and tardiness issues.

At five (5) absences/tardies in a sixty (60)-day time period or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the family, explaining the educational impact on the student. When contact has been made, classroom teachers will also notify the school counselor.

At 10% tardy or absences, a letter will be sent from the Principal to the family indicating the continuing problem and mentioning the BECCA requirements for attendance.

If there is not improvement and tardies or absences remain at 10% 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 based on individual student situations and circumstances.

Vacation Homework Policy

Family vacations are special times, and we ask that you please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. We cannot duplicate what is learned in the classroom by only providing written make- up 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. Upon return, the student will be asked to complete them at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

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

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. 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 assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

Accidents/Illness at School

When children become ill or injured at school, parents are contacted. Margaret Mead 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 be picked up as soon as possible. Please make sure your emergency contact information includes a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Please update your work, home, cell and emergency numbers with the school as they change.

Bike Policy

The LWSD is adopting a new bike policy for 2015-16. If your student is interested in riding a bike to school, please contact the Mead office for a copy of the policy. We ask that you please review the new policy prior to allowing your student to bike to school.

Birthday Celebrations

Students celebrating a birthday will be acknowledged during daily morning announcements. Students will also receive a small birthday prize from the principal on their birthday. Students with summer birthdays will be acknowledged on their half birthday. In order to support the LWSD Nutrition Policy and the health of our students, we ask that students **not bring or distribute birthday treats at school**. For the care and respect of all students, we ask that students not pass out invitations (or thank you notes) to personal and/or home parties on school grounds. Please do not have flowers or balloons delivered to the school for your child.

Bus Pass

A **written note** from a parent/guardian is required for a child to ride the bus home with another student. Notes must be brought to the office or given to the teacher before noon to receive the appropriate Bus Pass for the driver. All after-school arrangements (going home with a friend, riding the bus, etc.) should be discussed with your child before your child comes to school. Except in extreme emergency situations, after school arrangements cannot be facilitated through the Mead office or the classroom teacher.

Care of School Property

Students are expected to treat all school property and equipment with respect and care. This includes textbooks, computers, play equipment, furniture, building structures, etc. The schools are owned and maintained by parents and taxpayers. Therefore, damage done to the building, equipment, buses or materials will be reimbursed by the student's family. Consequences for intentional damage are included in the "Student Rights and Responsibilities" section at the end of this document. Your help and cooperation is appreciated in reporting any damage to school property that you become aware of.

Classroom Parties, Rewards, Incentives

The Lake Washington Nutrition and Physical Fitness Policy supports student health and well-being. The USDA recently published a new set of standards for foods available in schools called “Smart Snacks in Schools” based on the Healthy, Hunger-Free Kids Act of 2010. Mead will follow the guidelines of these standards, supporting healthy snacks while significantly limiting junk food and high fat, high sugar snacks.

Each classroom will have no more than three (3) school sponsored class parties, celebrations, or events per year. Healthful options should be provided and encouraged during those parties, using the district –approved item list. Classroom party volunteers are asked to work with the teacher regarding the selection of food items for parties. Selections should be healthy and should include planning for students with food allergies and other food related concerns.

Communication Tools

The following communication tools are provided to give our parents/community updated information about school activism, curriculum and special events. In an effort to be “green”, newsletters will now be sent via email. If you do not have access to email, you can request a paper copy of any of the following from the Mead office.

- ***The Mead Monthly***, the principal’s monthly and brief one page bulletin sent home via email at the beginning of each month. It provides details of upcoming events, programs and district information. Please make sure the Mead office has your current email address in order for you to receive this bulletin.
- ***The Mustang Report*** is the PTSA weekly email alert with information relevant to PTSA members and parents. To sign up for Weekly Update, log on to the www.meadptsa.org.
- **Mead Website** (www.lwsd.org/Mead)
- **Mead PTSA website** (www.meadptsa.org)
- **Mead Reader board** (on 216th in front of Mead)
- **School Messenger** – an LWSD emergency alert system delivered to parents via email or phone call or text message. Parents must “opt in” for text message alerts. In order to receive this information, the Mead office MUST have your most current email and phone information!

Non-district Information

- The city of Sammamish provides residents with email or text alerts regarding weather, traffic, emergency situations, city activities, etc. To receive this information, visit the City of Sammamish website at www.ci.sammamish.wa.us and click on “Email Alert Sign Up” in the upper right corner.

Curriculum and Teaching

Curriculum, standards & assessment shape the learning experience for students. For information on curriculum, standards & assessment, visit the LWSD website at [Teaching and Curriculum - Lake Washington School District](#).

Dogs on Campus

The LWSD dog policy: no canines on campus from 7 a.m. to 4 p.m.

The district has adopted a standard policy to manage the risks associated with the presence of dogs on District property and to provide clarity for our students, families and community. The policy summary is:

- No dogs are allowed on District property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. No dogs are permitted in District athletic stadiums at any time, except for bona fide service dogs.
- At all other times dogs must be leashed and controlled by owners. Owner must clean up after their dogs and remove waste from district premises.

- There are, of course, exceptions for service animals and guide dogs. Please see the full policy KGA on [the district website](#) for more information.

Dress Code

To foster a positive school climate and respect for the learning environment, students are expected to display personal hygiene and appropriate attire. Staff judgment will be used on clothing trends not covered in the following:

1. Shoes must be appropriate for PE and playground activities.
2. The fingertip rule will apply to shorts and skirts. Length cannot be above fingertips when hands are held at the side.
3. Spaghetti straps, visible bra straps, muscle shirts, cut-off shorts, bare midriff, spandex (yoga pants) and halter-tops are examples of clothing more appropriate for after school. They are not considered appropriate for school.
5. Hats, visors and hoods can be worn before and after school and at recess only.
6. Appropriate coats, hats and shoes are necessary for inclement weather. Students are typically sent out for recess even in the rain. All coats and jackets should be labeled with the student's name.
7. Clothing and personal belongings displaying or advertising drugs, alcohol, gangs, sex or profanity are not allowed. Any student wearing this type of attire will be asked to change (a call to the parent will be initiated).

Electronic Devices/Cell Phones/E-readers

Electronic devices such as student cell phones, iPod's, DS, etc., must stay in your child's backpack and be turned off during school hours. This includes lunch and recess times. Any infractions will result in a staff member confiscating the electronic device for parent pick-up. The school is not responsible for any lost, damaged or stolen electronic devices. Parents, volunteers and visitors are asked to silence their own cell phones while on campus.

E-Readers such as kindles or nooks are allowed for independent reading. Students desiring to use an e-reader must complete the *Mead E-Book Reader Student/Parent Agreement*. This agreement can be found on the Mead website or can be obtained in the main office.

Emailing Teachers

The primary responsibility of teachers is to teach students. This involves planning and preparation, assessment and providing feedback for students on their work. While communication to parents is a critical component of a good education, immediately responding to dozens of emails each day may not be possible due to the other job responsibilities that teachers have. Below are some issues to consider before emailing a teacher:

- Timing: Remember the classroom environment and the limited time teachers have to respond to email. Teachers will respond to email or phone calls within 24 hours. If it is an urgent matter, please call the school instead of relying on email.
- Purpose of communication: If the goal is to share a piece of information or give the teacher some lead time to think about an issue you would like to discuss, an email is probably appropriate. However, if the goal is to have continuous two-way communication and meaningful dialogue, email may not be appropriate. Issues can often be resolved much faster and more effectively if people can hear each other's tone of voice and can respond immediately to questions or misinterpretations. A brief phone call or arranging a face to face meeting might be a better option.
- Sheer volume: Each elementary teacher has 18-30 students. Please think about the volume of emails this can generate. Teachers desire to have clear and open communication with parents. However, please consider the frequency and length of emails you send. If an issue requires several emails, perhaps a face to face conversation would be more appropriate, more efficient and more productive.

- If you would like to speak at length to your student's teacher, please call or email to set up an appointment. A pre-determined appointment will insure the teacher's undivided attention and will allow enough time for a productive conversation.

Emergency Closures and Late Starts

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule **please do not try to call the school**. You will be notified in the following ways:

- Phone call from the LWSD School Messenger System
- Television: KOMO-Channel 4, KING-Channel 5, KIRO-Channel 7, KSTW-Channel 11
- AM Radio: KIRO 710, KNWX 770, KOMO 1000, KMPS 1300
- FM Radio: KMPS
- Web Sites: Lake Washington School District [www.lwsd.org]
- LWSD Facebook page [Lake Washington School District - Redmond, WA - Public School | Facebook](#)
- Public Schools Emergency Communication System [FlashAlert Newswire](#)

The announcement will be:

Schools closed: This applies to extended day care, parent meetings, and special events.

Late Start and Limited Bus Service: School will start at a later time and there may be modifications in bus routes.

Special Announcements: A variation of the above plans will be announced if necessary.

It is important to seek information from the above sources regarding school closures and late starts; please do not call the school for this information.

Emergency Drills

The staff at Margaret Mead Elementary makes every effort to provide a safe environment. To ensure student safety the following drills/procedures are in place and regularly practiced with students:

- Earthquake drills and evacuations
- Fire drills/evacuations
- Lockdown drills (Lockdown/ALICE)
- Shelter in Place

In an actual emergency situation, our staff is prepared to care for students until parents/guardians are contacted. We have emergency supplies including food and water on site.

Emergency Communication to Parents

In the event of an emergency, parents will be contacted via the LWSD School Messenger System. This system can quickly send both voice mail messages and email messages to parents. In order to make sure that you receive these important messages, please make certain that the Mead office has your most current phone number and email address on file. Emergency communications may come either from the Mead school administration or from the Director of Communications at the LWSD office. In an emergency, **PLEASE DO NOT CALL THE MEAD OFFICE** for information! The Mead staff will be extremely busy managing the situation and caring for students. Parents will receive information via School Messenger as it is available. Parents can also visit the LWSD website (www.lwsd.org), the Mead website (www.lwsd.org/mead) or call the LWSD Resource Center for information (425-936-1200).

Emergency Release or Evacuation from School

There are several different scenarios that may require an early release or emergency evacuation for students. The following are the major types of incidents that you should be aware of. Please remember that in the event of an emergency that requires early release for students, you (or the emergency contact identified by you on your student's Emergency Card) will be asked for photo ID when signing out your student.

The following are some possible early release situations for you to be aware of:

➤ **Early Release- Minor Incident / Building Inhabitable**

For emergency early release events with students still in the building, parents will sign students out from their classrooms. This would be a situation like a sudden blizzard or long term power outage that required unexpected early dismissal from school.

➤ **Early Release – Major Incident / Building Uninhabitable**

For emergency early release from school for incidents that leave the building uninhabitable, students will be evacuated from the building and cared for on the soccer field awaiting parent pick up. Parents will sign students out from the soccer field where students will be arranged by class and with their teacher. This type of release situation would be for incidents such as an earthquake or a fire that has damaged the building or created a dangerous situation within the building.

➤ **Release Following a Police Incident or Evacuation**

In an extreme emergency that requires a full school lock down with police action, or a police line that parents are not allowed to cross, the Sammamish police have identified Eastlake High School as our parent-student reunification area. If an event occurred at Mead that required a police directed evacuation, students would be loaded onto busses and driven to Eastlake High to be reunited with parents. Eastlake High School is located just south of the Safeway shopping area in Sammamish at 400 228th Ave NE, Sammamish, WA.

Family Vacations (see also absentee/tardy policy above)

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 classroom instruction through making up written work. Missed assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for the student's return. Upon return, the student will complete missed work at home with parental support. Teachers are not responsible to provide work in advance for vacations, or to provide remediation for missed instruction. Upon return from a vacation, students are expected to immediately re-engage with classroom instruction, assignments, and tests as scheduled.

Food Service - Breakfast and Lunch Purchase and Policy

Breakfast and hot lunches are served daily. Our school has an electronic meal purchase system that will be used for purchasing breakfast, lunch or just milk. Parents deposit funds into student accounts in whatever amount they feel appropriate – weekly, monthly, yearly. When a child purchases breakfast, lunch or milk, the money is automatically deducted from the child's account.

***Prices:**

Breakfast	\$1.25
Student Lunch	\$2.75
Lunch plus extra entrée	\$3.75

Adult Lunch	\$3.75
Reduced lunch*	\$0.40
Milk	\$0.50

***Applications for free and reduced lunch prices are available by request in the school office.**

Zero Balance? In an effort to keep negative balances on student breakfast/lunch accounts to a minimum, the LWSD has instituted a Lunch Account Policy. Once your child's account reaches \$0.00, your child can be provided a maximum of 2 regular lunches at a cost of \$2.50 each. If, after receiving two lunches with an account balance of zero, there is still no money deposited into the student's account, the third and final lunch will be an emergency lunch which is a choice of fruit or veggies and a beverage. The cost for this is \$0.60. In order to avoid having your child receive only an emergency lunch, please add money to your child's account as soon as you receive a low balance alert. Low balance alerts are delivered via automated phone call or email from LWSD Food Services. Account balances can be checked on Parent Access at <http://www.lwsd.org/Parents/Parent-Access/Pages/default.aspx>

You can add money to a student's account in several ways:

- Send a check or cash directly to Margaret Mead Elem. Include your student's full name and student ID number on the check. Checks to be payable to L.W.S.D.
- Log in to LWSD Parent Access to make an online payment. [Pricing and Payment - Lake Washington School District](#)
- Call the LWSD Food Service office at 425-936-1393 and charge the payment to a Visa or MasterCard.
- Set up an automatic monthly withdrawal by contacting LWSD Food Services Office at 425-936-1393.

Questions regarding student lunch accounts may be directed to Jill Brunke or by email at jbrunke@lwsd.org.

Mead Homework Policy

At Margaret Mead Elementary, we believe that homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits which are the foundations of lifelong learning.

Homework Time Guidelines:

The amount of homework varies from one grade level to the next and from day to day. Homework expectations typically increase as a student progresses in grade level. Homework timelines include time for reading. If your child is consistently spending too much time each night on homework, please contact your child's teacher. The following are general LWSD guidelines for typical students:

- Kindergarten: 10 – 20 minutes of reading book bags, Monday – Thursday
- Grades 1 - 2: 10 – 20 minutes per night, Monday – Thursday
- Grades 3 – 5: 30 – 50 minutes per night, Monday – Thursday

Long Range Homework

A few times throughout the year, homework may include additional work on long range projects. These are projects that require students to integrate skills and content over several days or weeks. Examples include: Researching, revising and editing a report or paper; developing a presentation; developing a project. Teachers will provide parents specific information on long range projects.

Responsibilities for Homework

Student Responsibilities

- Before leaving school at dismissal, be clear about the homework assignment
- Take anything home needed for homework completion
- Complete homework assignment to teacher expectations

- Return homework on time

Parent Responsibilities

- Provide a quiet workspace for homework completion
- Establish a consistent homework time
- Check student planner nightly (for students in 3rd, 4th, 5th grades)
- Review student work for completion (not correction, please)
- Read information sent home regarding curriculum and homework
- Review/discuss returned homework and corrected assignments
- Communicate questions, concerns or kudos to child and teacher

Teacher Responsibilities

- Inform parents and students of classroom homework expectations and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom expectations
- Assign appropriate and purposeful homework aligned to the current day's classroom instruction
- Provide feedback on homework in a timely manner
- Communicate questions, concerns or kudos to student and parents

Opportunity Room

If a student does not complete or turn in a homework assignment, the teacher may assign "Opportunity Room" to the student during the lunch recess. Once the student has completed the work, he or she may go out to recess.

LWSD Illness Policy – When to Keep Your Child Home

Because We Care. . .

We coordinate with the King County Department of Public Health in protecting children from certain symptoms of communicable diseases. If your child has any of these symptoms, please keep him/her home, or make appropriate child care arrangements.

- APPEARANCE, BEHAVIOR – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.
- EYES – thick mucus or pus draining from the eye or pink eye (conjunctivitis).
- FEVER – temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.
- GREENISH NOSE DISCHARGE, AND/OR CHRONIC COUGH – These conditions may be contagious and may require treatment from your health care provider.
- SORE THROAT – especially with fever or swollen glands in the neck.
- DIARRHEA – watery stools in a 24 hour period especially if the child acts or looks ill.
- VOMITING – child should not return to school for 24 hours following the last episode of vomiting.
- RASH – body rash, especially with fever or itching.
- EAR INFECTIONS WITHOUT FEVER – do not need to be excluded, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- LICE, SCABIES – children may not return to school until they have been treated and are free of lice and nits (eggs). Children with scabies can be admitted after treatment.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL. *Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick. If all parents keep their sick children at home, we will have stronger, healthier, and happier children. While we regret any inconvenience this may cause, in the long run this means fewer lost work days and less illness for parents too.*

Immunizations

With the passage of the state law (RCW 28A.31.118), the schools and communities of Washington State have a mandate to protect the health and safety of children. The law states, in part: the attendance of every child at every public and private school and licensed day-care center, shall be conditional upon the presentation of the of the child's first day of attendance at a particular school with proof of either 1) full immunization, 2) the initiation and compliance with the schedule of immunization as required by law, or 3) a certification of exemption signed by a health care provider. See <http://www.doh.wa.gov> for requirements.

Insurance

If you are interested in school insurance, forms are available during *Back to Business Days* and are also available in the main office. This insurance is a supplemental accident insurance policy.

Lost and Found

A lost and found is maintained in the school. Proper identification of coats and other articles of clothing will help to assure the return of lost articles. Students are encouraged to check the lost and found quarterly, prior to unclaimed items being given to charity. Many valuable articles remain unclaimed and are given to charitable organizations.

Love and Logic

Mead is a "Love and Logic" school. For information about Love and Logic, parents have several options:

- Take the *Becoming a Love and Logic Parent Class*, taught by Principal Sandy Klein (times t.b.d.)
- Read, "Parenting with Love and Logic" by Jim Fay and Foster Cline available at Amazon.com
- Go to www.loveandlogic.com for free Love and Logic resources

More information about Love and Logic strategies at Mead will be provided throughout the year.

Medication

If there is a valid health reason which makes the administration of *ORAL* medication to a student advisable during school hours, the following procedures shall apply:

- Any medications to be administered must be accompanied by a completed "AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL" form. The form must be signed by the health care provider *AND* the parent or guardian. The form is available at school or on the district website.
- Medications must be in the original container, correctly labeled and brought to school by parents, not students.
- Over the counter medications (Advil/Tylenol, allergy/cold medications, cough drops, etc.) and naturopathic remedies also require the completed form including health care provider and parent signatures.
- Oral medications *only* with the exception of inhalers and Epipens. No eye, ear or nose drops are accepted; however parents are welcome to come to school to administer these medications to their children.

Please direct questions about student medication to the school nurse.

Personal Property at School

Students are discouraged from bringing personal items to school such as toys, trading cards, jewelry, valuables. The school is not responsible for any lost, damaged or stolen electronic devices. Students may not trade or sell personal items at school during the school day (including bus rides). If personal items become a distraction, teachers may confiscate the item(s) for pick up by parents. School personnel will not settle disputes, conflicts or concerns resulting from a student bringing personal items or property to school.

Photography/Video During the School Day

Each year, parents are given the opportunity to request their student not be photographed during the school day via the *Directory Withhold/Privacy Form*. In order to honor these legal requests, parents/volunteers/community members are asked NOT to photograph, film or videotape students, classrooms, recess or assemblies during the school day. Each teacher will arrange for photographing classroom events as appropriate, and as per the requests of families represented in the classrooms. This limitation is inclusive of any event during the school day, 8:25-3:00, including before or afterschool line up and bus transportation. PTSA afterschool events and/or evening performances or activities do not fall under this requirement and photographs/videos/films may be taken during these afterschool activities.

PTSA

The Mead PTSA is an active and organized group designed to support the students, staff and community at Mead. All parents/guardians are encouraged to become an active participant in the PTSA through membership, volunteering and/or financial support. See <http://meadptsa.org> for more information.

Report Cards/Parent Access to Grades

Students in grades K-5 will receive report cards twice a year (January and June). Parents are able to view grades online through the LWSD website (www.lwsd.org) each grading period. Use the "For Parents" tab and then click on "Parent Access" to set up an account which includes opportunity to see your student's current grades. There will be a goal setting conference (teacher, parent and student) in October as well as an academic conference in January. End of year report cards will be sent home with students on the last day of school. All outstanding lunch accounts must be paid in full and all library books returned or paid for, prior to issuing final report cards.

Securing the Building

Pods that are not being utilized for after school activities will be locked and secured at 3:30pm. Pods that support after school activities will be secured at the conclusion of the class(es). All outside doors (including the main entrance doors) will be locked at 3:30pm. Community groups utilizing the gymnasium will have access to the gym area only. The classroom side of the schoolhouse will not be accessible.

School Supplies

School supply lists can be accessed on the Mead website under the "For Parents" tab on the menu. Paper copies can be provided by the main office, if needed. Please consider purchasing your school supplies via the PTSA link to Amazon.com. By accessing the PTSA Amazon link, the Mead PTSA receives a percentage of your total purchase. Go to [Mead PTSA](#) and click on the brown Amazon box.

Student Drop Off / Pick Up by Parents

For drop off/pick up by car, please see the transportation safety section below. For parents who drop off or pick up students on foot, please do so outside of the main building. For safety and efficiency, parents are asked to select a meeting spot outside of the main building to both drop off and pick up their student. Parents are asked not to enter the building in order to walk students to the classroom in the morning. At the end of the day, parents are asked to wait outside the building for the dismissal bell, rather than waiting in interior courtyards.

Student Withdrawal

Written notification of moving from Margaret Mead Elementary School is appreciated; at least one week notice is usually sufficient. Please be sure all library books, text books, and other school property are returned prior to your move. Please check your children's lunch account balance. Final report cards cannot be issued until school property is returned and accounts are paid in full.

Telephone Usage/Messages to Students

Student access to school phones is limited to short emergency calls only when accompanied by an office pass from a staff member. Student cell phones must remain in backpacks and turned off during school hours. Parent messages to students are highly discouraged, except in emergency situations. After school plans for visiting friends, early dismissal, pick up, etc., should be arranged prior to arriving at school.

Use of School Grounds Before and After School

Students should not arrive before 8:15AM. One exception to an 8:15am arrival is for students purchasing breakfast which is available beginning at 8:10am. When arriving in the morning, students are expected to immediately line up outside of their classroom. When dismissed at the end of the day, students need to go straight home or to their arranged after-school care location. They may come back to school only with daily parental permission. There is no playground supervision before or after school.

Groups interested in using the gym or library facility for a non-profit group event may speak to Sharon Ward in the main office. There is a small fee associated with building use. Classrooms are not available for outside users.

Visitor Procedures

For the safety of children, all school visitors/volunteers to campus (parents, PTSA members, LINKS, classroom volunteers, etc.) **must check in at the office** upon arrival at Mead. All visitors will be asked to sign in, state the purpose of their visit, and their intended destination in the building. Visitors will be given an adhesive name badge or lanyard to wear while on campus. Visitors will sign out when they leave campus. This is necessary to avoid interruptions of the instructional program and to maintain building security. Items being dropped off to a student (lunch, homework, etc.) can be left at the office for student delivery at 10:06 or at lunch time. **Parents may not deliver items to a student's classroom.**

Volunteering at Mead

Volunteers are a highly valuable part of the Mead community! We encourage parents to become involved in the PTSA and/or volunteer in your student's classroom. Parents/community members interested in volunteering at Mead must complete the LWSD Volunteer Screening Process. Information on the process can be found on the LWSD website under the "For the Community" tab [Volunteering With LWSD - Lake Washington School District](#) or from the main office at Mead. Volunteers must re-apply for approval every two years. Non-approved adults will not be permitted to volunteer or be in contact with students during the school day.

Volunteers are expected to support and respect the privacy of all students. As a guest in the lives of children and their families, confidentiality is expected at all times. Volunteers must not discuss any student or student issues including behavior, academics, health or family situation with other parents or community members in or outside of school. Reporting exceptions would be for safety or abuse concerns brought to the principal, counselor, or teacher.

Volunteering during the school day is an adult opportunity at Mead. Please make childcare arrangements for younger siblings when coming to volunteer. Preschool age children may not accompany a parent volunteer.

Traffic / Driveway Safety

Drop Off and Pick Up

During morning drop off and afternoon pick up, the safety of our children is our highest priority. All staff, students and parents must work together in order to provide safety for every child. Safety precautions must be extended to the children who get themselves to school and may not have parents escorting them. We increase safety for all and decrease the risks to the children by carefully following drop off and pick up procedures. We have two options for drop off and pick up – ESP Park behind Mead, and the Mead main driveway.

- **Mead Main Driveway - Please follow the proper drop off and pick up procedures as stated below:**
 - The driveway/parking area has two lanes. The east lane is the “pass through” lane for parking or exiting only. The west lane is the drop off/pick up lane.
 - For drop off/pick up, pull forward as far as you can until you reach the loading/unloading area just passed the handicapped parking spot.
 - The loading/unloading area can accommodate three cars at a time.
 - **Do not drop-off/ pick up children anywhere except in the loading/unloading area.**
 - For safety, keep your doors closed until you reach the loading/unloading area. Safety patrol students will open your car door to allow your child to get in or out.
 - If you park in the front lot please use the crosswalks with your child.
 - If your child is delayed for some reason, do not park and stop in the loading lane. Instead, exit the parking lot and make a loop around to re-enter the pick-up lane.
 - Students can also be safely dropped off/picked up in the “bump out” lane on 216th, directly in front of Mead. Patrol members are available to safely cross students to and from this area.

- **ESP (Bill Reams East Sammamish Park)** located behind Mead off of NE 16th. This is the least crowded option for safe drop off and pick up. Safety Patrol are available before school from 8:15am – 8:25am and after school from 3:00pm to 3:12 pm. Parents can either safely drop their student off at the curb near the patrol, or, parents can park and walk their student to Mead. For after-school pick up at ESP, once students are present, please pull up to the curb and allow your student to enter your vehicle on the passenger side. If you park in a stall, plan to walk across the lot to meet your student. Students will not be allowed to cross the driveway or parking area alone to get to a vehicle.

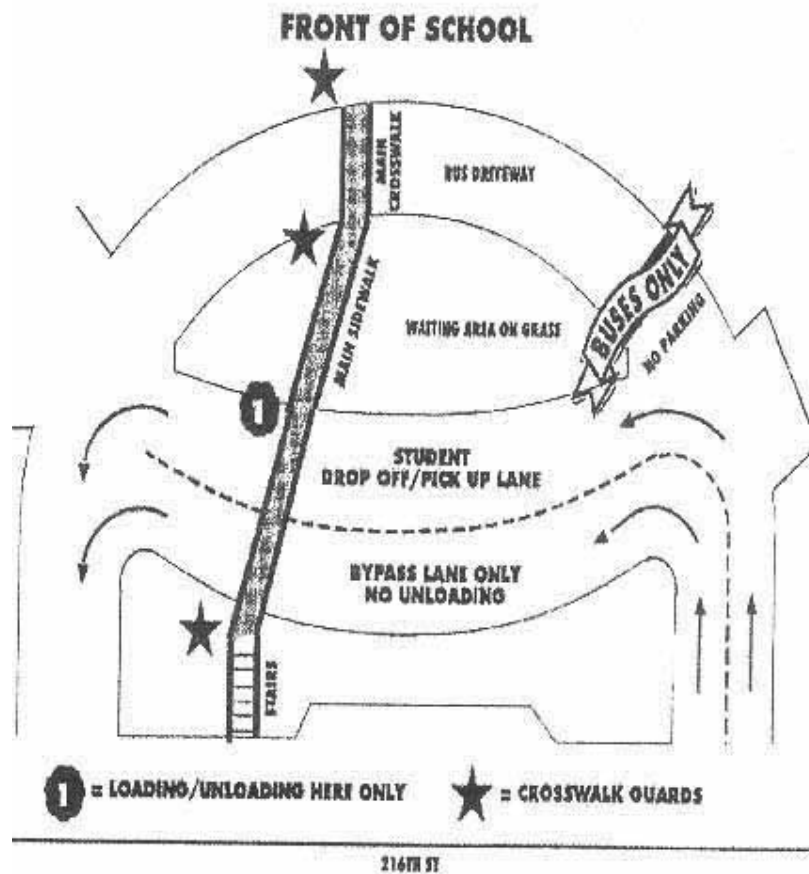
For Parents Arriving for Student Pick Up Prior to 3:00

The Sammamish Police have advised us that, while waiting for dismissal, parents may not “line up” in their car on 216th prior to 3:00pm. Cars lined up on 216th prior to 3:00 will be ticketed. Cars may not stop or stand in the main driveway entrance leading to the bus shoot. **The Police Department requests that parents who arrive prior to the 3:00 dismissal use ESP (see above) as a parking/waiting area.**

If arriving for pick up prior to 3:00, here are options to consider:

- Park at Bill Reams East Sammamish Park (ESP) in a designated stall and walk down the path to meet your student at a designated place at dismissal. The flag pole, the big purple toy, the playground tables near portable #1 or at the fence opening are great meeting spots. Please see information on Bill Reams East Sammamish Park on the next previous page.
- Park at ESP in a designated parking stall. Once school has dismissed, watch for your student. Once you see your student at the curb, either walk from your car to the sidewalk to cross with your student, or drive to the ESP pick up lane. **Students MAY NOT cross the ESP parking lot without an adult.**

- Park in a legal space in a nearby neighborhood and walk to meet your student at dismissal.
- Park in a legal space in a nearby neighborhood and wait for your student there. You might want to practice this walk with your student a few times.
- Plan to arrive at the front pick up lane between 3:00 -3:10. Once students have been dismissed at 3:00 and have made their way to the student waiting area, the pick-up lane moves very quickly. The patrol is on duty for pick up until 3:10 every day.
- **Please do not block the Mead driveway entrance at any time as busses need to enter!**



2016-17 Student Rights & Responsibilities

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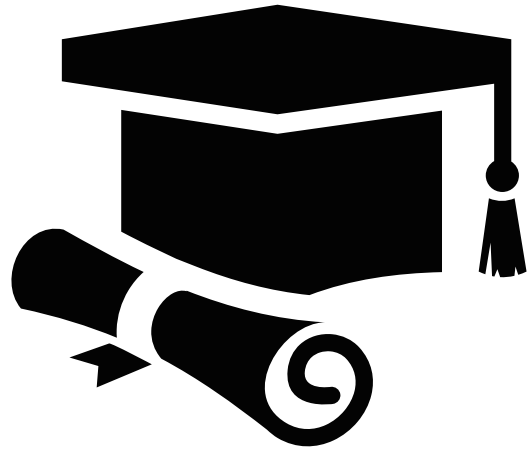
Introduction

Purpose

The Lake Washington School District's mission is that each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society. Furthermore, it is part of the mission of the District to provide a positive, harmonious environment in which diversity is respected and encouraged.

This student handbook is intended to provide all students, teachers, administrators, and parents with access to and an understanding of District expectations. These expectations help to reinforce the District's mission and the core values of a democratic society. They express the value of mutual human respect for each person that we expect to be manifested in the daily behaviors of students, staff, and volunteers

This handbook provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by the policy letters (i.e, JF). The complete policies are available on the district website: www.lwsd.org.



Student Rights and Responsibilities (JF)

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 or harmful to others. We trust that students will respectfully accept and adhere to the following:

Rights	Responsibilities
<ul style="list-style-type: none"> • 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, restrooms 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 them solve their problems. • Students have the right to engage in the grievance process. • Students have the right to remain anonymous when reporting a violation of school rules. • Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment. • Students have the right to actively participate in a problem-solving process in order to facilitate successful closure. • Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others. 	<ul style="list-style-type: none"> • 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 that is courteous, cooperative, and responsible, and that 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 that 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.

Attendance

Absences & Excuses (JED, JED-R, JEE)

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates.

Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence.

Students who demonstrate excessive absenteeism or tardiness may be subject to corrective action.

All students are expected to remain on campus for the entire school day. There are exceptions for high school students whose parents request that they be excused during lunch and students whose parents request attendance at another school or school-related activity during the school day.

Truancy (JEDA)

Under Washington state's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant.

- Parents will be notified in writing or by phone after **one unexcused** absence in a month.
- A parent conference will be initiated after **two unexcused** absences in a month in order to improve the student's attendance.
- The parent and school must enter into a contract to improve the student's attendance after **five unexcused** absences in a month, or the case may be referred to a Community Truancy Board,
- The school district may file truancy petitions with the juvenile court after **seven unexcused absences** in a month, or **ten unexcused absences** in an academic year.

Discipline Process

Corrective Action/Discipline (JG)

To support safe, nurturing and productive learning environments, Lake Washington School District encourages schools to take an instructive, restorative and corrective approach in regards to student behavior. The goals of these approaches are to:

- correct inappropriate or unacceptable behavior;
- assist students in developing empathy for others;
- accept responsibility for their actions;
- develop the capacity to improve their behavior; and
- repair the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities, which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved. Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as to reintegrate all students into the school or classroom community. This approach may be supported by the use of restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances when corrective action is needed, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate.

In the Exceptional Misconduct and Other Misconduct Codes, consequences are divided into three categories:

- **Minor/Initial** – The impact of the student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate/Repeated** – The impact of the student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Severe/Persistent** – The impact of the student's behavior has a widespread or more significant disruptive impact and/or this is behavior that has not changed after multiple times of addressing it with the student.

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in 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 a student where exceptional misconduct is involved

(i.e., conduct that is so frequent or serious in nature, in terms of the disruptive effect on 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 continuing threat of substantial disruption to other students at school.

The school's 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 that school authorities have reason to believe will have a disruptive effect upon the operation or the learning environment of the school or impinge on the rights of other students or staff at school.

Due Process

Students who are subject to discipline/corrective action will be afforded the right to due process.

Discipline will not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed. Any student subject to a short-term suspension will be provided the opportunity to make up assignments and tests missed by reason of the short-term suspension if such assignments or tests have a substantial effect on the student's semester or trimester grade; or failure to complete such assignment or tests would preclude the student from receiving credit for the course or courses.

Prior to a short-term suspension of any student, a conference will be conducted with the student that provides:

1. Notice of the alleged misconduct and violation(s) of school district rules;
2. An explanation of the evidence in support of the allegation(s);
3. An explanation of the corrective action that may be imposed; and,
4. The student will be provided the opportunity to present his/her explanation.

Prior to a long-term suspension, written notice of an opportunity for a hearing will be delivered in person or by certified mail to the student and parent or guardian of the alleged misconduct and violation(s) of school district rule(s) and an explanation of the corrective action proposed.

A grievance may be filed with the building principal for discipline or short-term suspension. An appeal may be filed with the district for long-term suspensions or expulsions. The student will be informed of the grievance/appeal process at the time a suspension occurs. Parents will be notified of a long-term suspension by certified mail.

Definitions

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, in-school or 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.

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

Student Searches ([JFG](#), [JFGA](#))

Administrators may make general searches of all student desks or storage areas without prior notice to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized 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 that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Drug Scenting Dogs

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

Codes of Conduct

Exceptional Misconduct (JFC-R)

Any conduct that 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.

*Codes:

- Discipline (D)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact (PC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)

Violation	Definition	Severity/Frequency	Consequence*
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC/R EE/LTS/PC/R EE/E/LTS/PC/R
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC EE/LTS/PC EE/E/LTS/PC
Dangerous Weapons and Other Unsafe Items	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/D/STS/PC EE/STS/LTS/PC EE/E/LTS/PC
Drugs/Alcohol Possession Use Paraphernalia	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/A/PC EE/STS/LTS/A/PC EE/LTS/RA/PC
Drugs/Alcohol Sell Buy Transfer	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/A/PC EE/STS/LTS/A/PC EE/LTS/RA/PC
Firearms	Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/E/PC EE/E/PC EE/E/PC

Violation	Definition	Severity/Frequency	Consequence*
Harassment, Intimidation, Bullying	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, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Illegal Acts	An 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.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC/R EE/STS/LTS/PC/R EE/E/LTS/PC/R
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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/A/PC EE/LTS/A/PC

Other Forms of Misconduct (JFC-R)

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	Severity/Frequency	Consequence*
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/LOSS OF CREDIT ON ASSIGNMENT D/RC/LOSS OF CREDIT ON ASSIGNMENT STS/LTS/LOSS OF CREDIT ON ASSIGNMENT
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	Minor/Initial Moderate/Repeated Severe/Persistent	D EE/STS EE/LTS
Attendance/Truancy	Being absent or tardy from classes without an approved excuse.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC D/RC/LP STS

Violation	Definition	Severity/Frequency	Consequence*
Disruptive Conduct/ Behavior	Behaving in a way 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. Includes 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	Minor/Initial Moderate/Repeated Severe/Persistent	CHANGE CLOTHES D/RC + CHANGE CLOTHES EE/STS/LTS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Fighting	Engaging in or provoking a 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Gambling	Engaging in games of chance that 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/CD EE/STS/CP EE/LTS/CP
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/D/PC EE/STS/PC EE/LTS/E/PC
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS EE/LTS EE/LTS/E
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC EE/LTS/A/PC EE/LTS/E/A/PC A/PC + EMERGENCY REMOVAL
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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Lying	Telling or writing untruths.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC STS STS/LTS

Violation	Definition	Severity/Frequency	Consequence*
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, that may negatively impact the school environment. Examples include, but are not limited to: acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/R EE/STS/PC EE/LTS/PC
Physical Aggression	Threatening injury or attempting to cause physical injury or intentionally behaving 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 or hitting	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	Minor/Initial Moderate/Repeated Severe/Persistent	D/R/LP EE/STS/PC/R/LP EE/LTS/PC/R/LP
Theft/Robbery	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	Minor/Initial Moderate/Repeated Severe/Persistent	D/R/RC EE/STS/R/PC EE/LTS/R/PC
Tobacco and Smoking Paraphernalia	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.	Minor/Initial Moderate/Repeated Severe/Persistent	STS/DIVERSION STS/DIVERSION STS/A
Trespass/Loitering/ Unauthorized Entrance	Entering or being present on school property without permission.	Minor/Initial Moderate/Repeated Severe/Persistent	D EE/STS EE/LTS
Unauthorized Use of Cell Phones or other Electronic Devices	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	Minor/Initial Moderate/Repeated Severe/Persistent	CD/CP CP D/CP
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.	Minor/Initial Moderate/Repeated Severe/Persistent	CD/CP STS/CP/LP LTS/CP/LP
Vandalism/ Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.	Minor/Initial Moderate/Repeated Severe/Persistent	RC/R/D EE/STS/R/PC EE/LTS/R/E/PC
Vulgar or Lewd Conduct/ Profanity	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Willful Disobedience, Failure to Cooperate, and Disrespect	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS

Athletic/Activities Code of Conduct

As members of a school team or WIAA sponsored activity that represents Lake Washington School District, students are expected to make a strong personal commitment to rules of training and conduct in order to maintain a strong, healthy body and represent their school in an exemplary fashion. To that end, the following rules apply to all students participating in interscholastic athletics/activities or attending a team-related activity such as out-of-season camps or tournaments. These rules will apply at all times throughout the school year, which is defined as beginning with fall tryouts to the last day of school, and includes any summer team-related activities. They will remain in effect for one calendar year from date of signature.

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:

1st Violation: A participant in possession and/or use of a controlled substance, and/or “legend drugs” including anabolic steroids, or alcoholic beverages shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. This also includes attending and/or remaining at an event where it is reasonably known by those present that consumption any of the above mentioned substances by a minor(s) occurs. In this situation it is the responsibility of the student-athlete or student involved in the activities noted above to remove him/herself beyond all reasonable doubt and proximity from the situation. Ineligibility for possession or use shall continue into the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete will meet with the school authorities. The school principal shall have the final authority as to the student athlete’s participation in the interscholastic sports program. A participant who seeks and/or receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) will be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful use of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility re-instated in the athletic program, after a minimum two-week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval but may not attend contests during the suspension period.

2nd Violation: A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 will be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

3rd Violation: A participant who violates for a third time RCW 69.41.0202 - 69.41.050 or of RCW 69.50 will be permanently ineligible for interscholastic competition.

Sale and/or distribution - per Lake Washington School District Policy, the sale and/or distribution of alcohol, or prescription or non-prescription drugs will result in the student automatically being placed on Step #2 of the Athletic/Activity Code.

Tobacco Products, Chemicals or Devices (e-cigarettes, vaporizers, cigarettes, chew, etc.)

1st Violation: The possession and/or use of tobacco products or chemicals, devices (e.g., e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances will result in: 1. The student will be suspended for a minimum of one week of competition. 2. The attendance of a cessation class will be mandatory.

2nd Violation: 1. The student will be suspended for 10 weeks of competition. If there is not 10 weeks left in the current season the suspension will carry over to the next competitive season in which they are a returning athlete. 2. Before an athlete can again represent Lake Washington School District in athletics they must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products.

3rd Violation: A student athlete who violates for a third time will be permanently prohibited from participating in any WIAA member school athletic program or activity.

Conduct Rules

Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team. All Lake Washington School District athletes are expected to adhere to all Lake Washington School District policies as explained in each school’s Student/Parent Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.

Hazing Rituals

Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader, administration or the school district.

Any student who participates willingly in a hazing ritual is subject to disciplinary action, including suspension from school or the team or both, and possible legal action dependent on the severity of the incident.

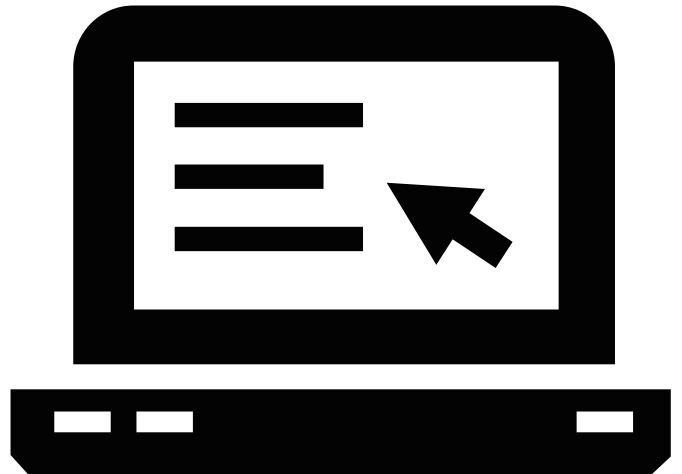
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

Initiation ceremonies and rituals are different from hazing rituals as they are positive, open, and public events. Initiation ceremonies welcome new members to a team or group, promote bonding and orientation to the purpose, culture, and expectations of the team or group. The coach, advisor and parents are informed of the ceremony and invited to participate.

Parents/guardians who wish to contest discipline may submit a grievance to the school principal for an informal conference.

Technology Code of Conduct (IIAB-R)

Lake Washington School District provides a wide range of technology 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 (AUP).



1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.
<ul style="list-style-type: none"> • Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password. • Do not destroy, modify or abuse computer hardware or software in any way. • Do not delete or add software or peripheral equipment to district computers without advance permission. • Do not use personal wireless hotspot devices while at school. • Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability. • Do not attempt to tunnel or VPN to another computer through the District network. • Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission. • Keep food and beverages away from laptops and desktops at all times. • Computer lab use – <ul style="list-style-type: none"> ○ Use only when a staff member is present. ○ Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way. 	<ul style="list-style-type: none"> • Use district computers for educational purposes only. No personal, commercial or political activity is allowed. • Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes. • Students should leave games, other non-district software, entertainment, and social networking at home. • 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). • Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach. • Never attempt to "hack" into another student's or staff member's account. • Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.
	<h3>3. Be academically honest.</h3> <ul style="list-style-type: none"> • Do not assume that because something is on the Internet that you can copy it.

Bus Conduct (JFCC)

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

Rules for passengers' conduct on school buses will be made available to each student at the beginning of each school year. These rules will also be posted in each bus. These rules and procedures also apply to students who ride charter buses or other contracted transportation provided by the school district. Safety may be compromised if the driver becomes distracted by students who violate the rules.

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.

Corrective Action for Infractions of Established Bus Rules

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration of the school year and range from warnings, detentions, and parent/guardian conferences to short-term suspensions or long-term suspensions from riding the bus. Serious infractions may result in immediate suspension of bus-riding privileges for the balance of the school year.

Suspensions 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.

Grievance

Parents/guardians who wish to contest a suspension may submit a grievance to the school principal for an informal conference.



Safety expectations at the bus stop

- Arrive at the bus stop five minutes before the scheduled bus time.
- Do not stand or play on the roadway while waiting for the bus.
- Wait to board the bus in an orderly manner.
- Respect private property while waiting for the bus.

Safety expectations while riding the bus

- Cooperate with and obey the driver at all times.
- Be courteous, use no profane language—spoken, written, or gestured.
- Elementary and middle school students need to ride their assigned bus and get off at their assigned stop, unless they have a bus pass signed by the school (certain routes may not allow bus passes based on available seating).
- Keep their head, hands, feet, and belongings inside the bus at all times.
- Only consume food or beverage if the driver has given permission to do so.
- Windows may be opened six inches; however, close the windows if the driver asks that windows remain closed.
- Do not bring animals onto the bus (service-animals excepted).
- Keep belongings (backpacks) out of the aisle.
- Remain seated while the bus is starting, stopping, or otherwise in motion.
- If assigned a specific seat by the driver, sit in that seat at all times.
- Enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

Note: Exceptional Misconduct and Other Forms of Misconduct as identified early in this handbook apply to conduct on buses and at bus stops.

Corrective Action 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 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.

A meeting may be called with the 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. If the behavior continues, additional meetings may be held with the principal, special education services and parents/guardians. 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.

In the event of multiple infractions, a meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. If the student has been suspended a total of 10 days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another 10 days cumulative suspension from transportation services.

Special Education and Preschool Drop-Off Procedure

A parent or guardian must be present when special education and preschool students are dropped off. Parents are to provide the driver with a list of adults approved to receive their student. Exception: with written approval by the parent and school, a special education student may be dropped off without an adult present.

Securing of Special Education and Preschool Students

If a student is required to be secured in the bus, it is the parents/guardians responsibility to load and secure their student going to school and to unsecure and unload their student when arriving at home.

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, the bus will be evacuated in the event of fire/danger of fire or in the event the bus is stopped in an unsafe position, such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill will receive oral instructions on how to exit.

Visit the district's [School & Bus Finder](#) web page for more transportation information.

Prohibition of Discrimination and Harassment

Human Dignity (ACA)

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 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.

Nondiscrimination (AC)

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 gender 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 employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator

Director of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
425-936-1266
civilrights@lwsd.org

Title IX Coordinator

Director of Student Services
16250 NE 74th Street
Redmond Washington, 98052
425-936-1289
titleix@lwsd.org

Section 504/ADA

Coordinator
Director of Special Services
16250 NE 74th Street
Redmond Washington,
98052
425-936-1407
section504@lwsd.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Foundations/Pages/Human-Dignity.aspx>.

Sexual Harassment (JFDA)

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed on page 12. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Sexual-Harassment.aspx>

Harassment, Intimidation and Bullying (JFD, JFD-R)

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

You can report harassment, intimidation or bullying to any school staff member or to the district's Compliance Officer (Director of Student Services, 425-936-1289, StopBullying@lwsd.org). You also have the right to file a complaint. For a copy of the district's harassment, intimidation or bullying policy and procedure, contact the school or the district office, or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Harassment-Intimidation-Bullying.aspx>

Prohibited Items

Alcohol, Drug and Tobacco (IGAG, JFCH)

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 events 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 illegal or other substance representative as such.

Dangerous Weapons (JFCJ)

The safety of students and staff in our schools is paramount. As such, it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school district premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size. Dangerous weapons are defined by state law as firearms, sling shots, sand clubs, stun guns, metal knuckles, certain knives, "nun-chu-ka" sticks, "throwing stars," and air guns, including BB guns and paintball guns. Weapons apparently capable of producing bodily harm are also prohibited as defined in RCW 9.41.270 as now or hereafter amended. Laser pointing/projecting devices are also prohibited for student use or possession.

Fake weapons or props for District-approved activities such as school plays or assemblies, approved presentations or military displays, and starter pistols used for sports activities, are permitted with prior approval of the building principal. The fake weapons or props may not be capable of firing any projectiles, must be under the control or supervision of the adult activity sponsor, and must be locked up when not in use for the activity.

Under RCW 9.91.160, it is unlawful and a violation of this policy for a person under eighteen years of age, unless the person is at least fourteen years old and has with written parental or guardian permission, to possess personal protection spray

devices on school district property. Providing or transferring a personal protection spray device to someone who is prohibited from possessing such a device is also a violation of this policy. Any use of a personal protection spray device must be consistent with RCW 9A.16.020.

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9A.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

Other Policies

Health Room/Medication (**JHCD, JHCD-R**)

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 or trained volunteer will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home.

Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Lake Washington School District's medication policy states that medication will be administered between 11:00 a.m. and 1:00 p.m. 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 Lake Washington School District 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 day of school.

Child Find (**IGB-R**)

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 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.

Enrollment/Inter-District Transfer Agreements and In-District Variances (**JC, JC-R, JECB, JECBC**)

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.aspx> for timelines and processes.

Student Records/Family Educational Rights and Privacy Act (**JO**)

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 September 15 of each school year.

Directory information is routinely used by the 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. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.