

Due to the COVID-19 Pandemic and the Remote Learning start to the year, this Handbook will be updated when students return to In-Person Learning. Please refer to the following updated pages: Staffing Pages (4-5), Student Attestation (30-31), COVID19 Facts (32-39) and 2020-21 Student Rights and Responsibilities (40-53). Use the following link to verify you and your child have reviewed the handbook and Student Rights and Responsibilities.

https://forms.office.com/Pages/ResponsePage.aspx?id=P2fUH5bfIUaGOKHYjEyF1xKbkQipV-hLu8guH8_8CbNUMDQ0Uk5EVU5UU0FYVERKOTThSNUhWN1EwMS4

Horace Mann Elementary

2020-2021

STUDENT/FAMILY HANDBOOK

&

DISCIPLINE POLICY



Mission : The Horace Mann Community provides a safe, respectful environment where individuals reach their full potential in learning and citizenship.

**Horace Mann Elementary
17001 NE 104th St.
Redmond, WA 98052**

Phone (425) 936-2610

Safe Arrival (425) 936-2611

www.lwsd.org/school/mann

School District Numbers

Resource Center	936-1200
Public Information	936-1300
Health Services	936-1170
Transportation	936-1120
Quest	936-1238
Special Education	936-1201
Food Service	936-1393
Redmond Middle School	936-2440
Redmond High School	936-1800

Dr. Jon Holmen – Superintendent

LWSD Board of Directors

Siri Bliesner

Chris Carlson

Eric Laliberte

Cassandra Sage

Mark Stuart

www.lwsd.org

Table of Contents

Staff Directory.....	5 & 6
PTSA Board of Directors	7
Horace Mann Bell Schedule	8
Horace Mann Policies	9
Discipline Policies	22
LWSD Elementary Student Right & Responsibilities... ..	30

IF YOUR CHILD DOES NOT REPORT TO SCHOOL AND OUR SAFE ARRIVAL LINE DOES NOT HAVE A MESSAGE REGARDING THE ABSENCE, OFFICE STAFF WILL CALL YOU.

Washington State Law states that absences from school are excused only for illness, medical appointments, or family emergencies. A written or phone contact must be made by the parent to the school office with the reason for the absence. Another section of the attendance law addresses parental responsibility in a child's school attendance and requires fines of up to \$100 a day of absence when a school district determines that a student is unnecessarily and excessively absent (truant from school).

ABSENTEE/TARDY POLICY

Attendance, the schedule for the day, and class instruction is conducted immediately at the start of school. Late arriving students both disrupt the orderly beginning of school and then miss out on the important beginnings of the day. Tardiness also requires an excuse from the parent. Parents/Guardian must walk students into the office for an Admit Slip into class. State law defines acceptable reasons for tardiness as illness or medical appointments.

State Law on Attendance & Truancy

Washington state's [attendance law](#), known as the Becca Bill, requires the school/district and the juvenile court to take specific actions when youth are truant, as well as in the elementary when students begin accumulating excused absences.

Help your child get prepared for the day and have them leave home so they get to school as near as possible to 8:45 a.m. The bell to enter the building rings at that time. Students who arrive at school after 8:50 a.m. are tardy and must report to the office with a parent to receive an admittance slip to the classroom.

Students who are absent 5 or more days in a month, or 10 or more days in the school year without a doctor's note will be required to meet with a school administrator to discuss the impact of missed school days, as well as to develop a plan for increasing student attendance. Students who are absent on the day of a school function are not permitted to attend school functions on that day or evening. This includes PTSA events.

Students who are absent for more than 20 consecutive school days will be withdrawn from school. Students will be readmitted upon returning but are not guaranteed the same class placement.

VACATION POLICY

At Horace Mann, we believe family vacations are important and special. But, we ask that you consult the school calendar to plan vacations during scheduled school breaks. Student achievement and classroom attendance are positively related. When students are not in school, they miss valuable instruction.

We cannot duplicate what happens in the classroom by making up work. School work is often practice or an extension of what is taught and discussed during the lesson in class. Assignments that can be completed outside the classroom environment may be accumulated and saved for your student. 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 are absent as a result of vacations scheduled during school days. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble assignments for such absences. Please do not ask teachers to pre-plan individual lesson/work based on missed classroom instruction because much of what we do is hands on, visual, auditory and often without paper and pencil.

Instead of assignments from school, we encourage family designed activities that are not just practice but bring in new learning that is interactive with the family. Such activities can include writing a journal about the trip, reading books, doing math problems related to the vacation, or collecting brochures and maps to share with the classroom. Students who are absent for more than 20 consecutive school days due to an extended vacation will be withdrawn from school. Students will be readmitted upon returning but are not guaranteed the same class placement. If you know that your student will be gone for a prearranged absence, even for one day, please fill out the required extended absence form and submit to the office.

MORNING ARRIVAL

Supervision begins at 8:35 a.m. Therefore, students are not to arrive prior to that time unless specifically arranged through the office or a teacher. The school assumes no responsibility for students before 8:35 a.m. School rules apply while students are on their way to or from school.

Before school, students are expected to line up respectfully with their classes and not be in the halls. Mannerly Awards are given to classes meeting expectations in line in the morning.

DISMISSAL

Students are to go directly home upon dismissal at 3:20 (1:50 p.m. on Wednesday) and are NOT to play on the playground or play equipment without parental supervision. Students may return to school after reporting home; however, the school assumes no supervisory responsibility or liability. School rules apply while students are on their way to or from school. Supervision at dismissal is limited, so please be on time picking up your students. Students are to be picked up within 10 minutes of dismissal. Please make arrangements if you are unable to be here within that time frame. The school assumes no responsibility for students after 3:30 p.m. (2:00 p.m. on Wednesday).

EARLY DISMISSALS

On occasion, it may be necessary to have your child dismissed from the classroom before the end of the school day. Under such circumstances the policy stated below will be followed to insure each child's safety.

1. The parents will request at the office for their child's dismissal and sign the child out of school.
2. The child will be called to the office to meet the parents. (Children may not wait outside school for parents.)
3. An authorization to withdraw a student must be signed by the parent and presented at the office if a child is to be released to anyone other than the parent/guardian.
4. If a student will be leaving school early, please notify the teacher first thing in the morning, by note or email, stating the dismissal time. This gives the teacher the opportunity to have materials prepared for the student.

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

PARKING LOT SAFETY

Horace Mann was designed and built to be a walking school. We encourage families to walk to and from school. However, if you do need to drive to school, you are required to follow our parking lot safety procedures and the direction of our staff and patrol.

Car pick-up and drop off: Drivers should make sure to obey posted speed limits and to watch for students when arriving and leaving school. If you are going to be dropping off or picking up a student(s), only use the DROP-OFF/PICK-UP zone where adults and patrols will be directing traffic.

1. This area is a NO PARKING zone.
2. Do not let students enter or leave the car in any space other than the drop off area, and
3. ALWAYS exit the vehicle from the curbside.
4. If students need assistance getting out of the car, please park the car and use crosswalks.
5. It is unsafe for parents to get out of the car in the drop-off/pick-up zone.
6. Please continue to pull forward as space allows when loading or unloading students to help ease congestion.
7. You are required to yield to buses.
(Remember that you are a role model for students who are watching you.)

Parking lot safety (walking): Parents and students must use crosswalks that are manned by staff and/or patrols. Please refrain from jay walking at all times. Students who would like to ride bicycles to school must be 4th & 5th grades and complete the "application to ride my bike to school" form that is located in the office.

SEVERE WEATHER OR OTHER EMERGENCIES

When emergency conditions make getting to or from school difficult or staying there a problem, the Lake Washington School District will use one of the plans outlined below. By

5:30 a.m., you will be able to learn which plan is in place by doing one or more of the following:

- Go to www.lwsd.org and look for the red alert box.
- Go to www.schoolreport.org, which lists schools all over the Puget Sound area.
- Call the main district telephone number to listen to a message (425-936-1200), or
- Tune in to area radio and television.

In addition, LWSD will use the School Messenger automated calling system to let parents know if school will be delayed or cancelled. You will not receive a call if school will open normally. If you want to double-check the status or learn it early, use one of the options listed above.

Be sure to keep this information handy to help you understand the brief notifications you will hear over radio and television. Plans will be updated if conditions change. *No announcement or no report means schools will operate on a normal schedule.*

Schools Closed

If school is closed, the following are cancelled: School, Extended Daycare, all activities including athletic events and parent meetings. If conditions change during the day, special arrangements may be made for some activities.

Late Start – Limited Bus Service

Under this plan, all schools will start two hours late and bus routes will be limited. The district's transportation department will send out more information in the fall about when and where your student will be picked up and dropped off when limited bus service is in effect. Students will be dismissed at regular times unless otherwise announced. Extended Day program will also be on a two hour delay. The following programs are cancelled when there is a late start: All preschool morning and afternoon sessions, morning kindergarten, out-of-district transportation, before school music, and Quest pull-out classes.

Earthquake

In case of a major earthquake while students are on a school bus, drivers will receive specific instructions from the district via radio. If conditions permit, drivers going to school will continue to pick up students on their routes. The bus will deliver them to the safety of their school. If roads limit travel, the plan is for buses to transport students to the nearest school. If a quake hits when buses are transporting children home from school, drivers will attempt to return to the school they came from or, if necessary, go to the closest school. Children will stay at school until parents or their designees arrive. Each school has its own emergency planning committee. The Horace Mann PTSA is actively involved in emergency planning. If you would like to help out please contact the PTSA.

PARENT EMERGENCY INFORMATION

The staff at Mann Elementary take our responsibilities to keep your children safe and secure very seriously. We regularly practice various safety drills throughout the year within the classroom as well as school wide. If an emergency occurs that requires the school to close early (such as a snowstorm or a windstorm) or requires us to evacuate the school building (such as a fire or earthquake), we have detailed plans in place to care for our students and reunite them with their parents as quickly as possible.

As a parent, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to stay calm. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency. You, as the parent, or an authorized person will be required to sign out your child before your child is released.

After an Emergency

- Do not call the school; there are district procedures for informing the public via radio, television and through the district website at www.lwsd.org. You may receive an automated call with details. Please be sure we have your updated contact info at all times.
- The parking lot will be closed off to allow access only for emergency vehicles. Do not block the entrance to the parking lot.
- If you live nearby, please WALK to reduce traffic congestion.
- If you drive, please be courteous, and park where there is space.
- If it is a city-wide emergency it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them.
- Be sure to bring your picture I.D. with you to school. We are required to identify each individual picking up a child.
- Parents/Emergency contacts will be directed to the student re-unification area upon arrival for picking up their child. You must be listed on the emergency card to pick up a student.

VOLUNTEERS

We welcome parent and community volunteers at Horace Mann. Many hands make the work light and we rely on the many hands of our volunteers to support our academic and extracurricular activities. Volunteers make a significant impact on Lake Washington School District. You can help students of all ages succeed in an ever-challenging world while sharpening your own skills and doing what you love.

All volunteers need to complete the LWSO Volunteer Application Process before they are allowed to volunteer. The application is available on the district website (www.lwsd.org →FOR THE COMMUNITY →Volunteering with LWSO) and can take up to two weeks to

get approval. If you want to help on a field trip or during a class party, you must be a LWSD approved volunteer.

How to apply

There are several ways to apply to volunteer:

- Parent volunteers can apply online through Parent Access. This method takes the least time for processing. Go to www.lwsd.org > For Parents > Parent Access. Log in and fill out the application.
- Print out a volunteer application from the district's website. Go to www.lwsd.org > For the Community > Volunteering with LWSD. Print out the application and follow the instructions.
- Get an application from the school or district office.

The application process requires the submission of the LWSD Volunteer application, a background check through the Washington State Patrol, and a copy of driver's license or other government identification.

Approved volunteers agree to:

- follow the Horace Mann behavior expectations and dress code
- not bring small children to school when volunteering as it is a disruption to the learning environment
- silence/turn off cell phones to avoid disrupting the learning environment • check in at the office and wear a visitor's badge

PARENT VISITATION

You are welcome to visit your children's classroom during the school day. In order to provide you with the best observation possible and to insure continuing instruction for all children, visitors are asked to comply with the following procedures:

1. Arrange a visitation day and time with the teacher in advance of the visitation. Visits are 1 hour or less.
2. Check in at the office for a visitor's badge on visitation day.
3. Wearing an ID badge is Mandatory for school safety.
4. If you choose to have lunch with your child, that will take place in an alternate setting due to space constraints.

HOMEWORK PHILOSOPHY & POLICY

Homework is a tool for reinforcing learning. It can take many forms: drill & practice, daily home study, and extension activities.

Staff recommendations for homework are as follows:

- Kindergarten & Grade 1 15-20 minutes
- Grade 2 20-30 minutes
- Grades 3 & 4 30-40 minutes
- Grades 5 40-60 minutes

Times are approximate and will vary according to teacher discretion and students' efficient use of classroom time. Individual teachers and/or grade level teams will review specific homework expectations at curriculum night and will reinforce our homework policy throughout the year.

ONLINE

Much of our curriculum and textbooks can be found online. Please see pages 27 and 28 of this handbook for instructions for accessing the online textbooks of our curriculum, class PowerSchool pages, and the gradebook.

LOST AND FOUND

Articles of clothing or other items found on the school grounds are brought to the Lost & Found, located by the library. Any article which is marked with a child's name is returned. It is a good idea to put your child's full name on the inside of the article of clothing.

Each year we have numerous unclaimed items. Please be sure to mark clothing and encourage your children to check the Lost and Found if they lose something. Unclaimed items will be donated three times a year (Winter Break, Spring Break, and June).

LUNCH PROGRAM PROCEDURES

The lunch program is restricted by law not to loan food service money or to carry debts; however, children do forget so emergency lunches will be given for the first two times and are to be paid back the next day. You may also contact Kym Hunter, our school lunch cashier, regarding account balances or other questions you might have by calling the school office. The LWSD Food Service Department may be reached at 425-936-1393.

Free and reduced lunches are available to all students unable to pay the full price through the federally supported National School Lunch Program. Information regarding free and reduced price lunches is included in the first day packet or may be obtained from the school office.

LUNCH PRICES

The following are lunch prices for the 2019-2020 school year.

Student Lunch \$3.25 Student Milk \$.50 Adult Lunches \$4.25

You are encouraged to deposit money into an account for lunch and/or milk. Students with an account take their card, drop it in a basket and get their food. The LWSD Food Services

department has an automated phone system that alerts parents to low or negative account balances as time allows. Ultimately, however, it is the parent's responsibility to keep track of student accounts. You may make deposits to lunch accounts by:

- Sending a check or cash to school in an envelope. Clearly indicate your child's name on the check. One check is fine for multiple siblings; just make a note on the memo line as to how the amount should be split.
- Call Food Services at 425-936-1393 to use a VISA or Mastercard to charge a deposit.
- Using the Lake Washington School District website (www.lwsd.org) and using Parent Access to charge a deposit. Please be sure to click on the "pay now" button and write down the subsequent transaction number.
- Using the Automatic Deposit form on lwsd.org to establish automatic withdrawals from your checking account. Please note – these take place on or about the 6th of each month.

STUDENT PROGRESS REPORTS

Students in grades kindergarten through fifth will receive a report card. To help children, it is important that teachers and parents maintain close contact. Teacher-Parent Conferences help maintain this connection.

Parents will have access to information regarding their student's progress on an electronic gradebook and are encouraged to check it regularly. To sign up for this access go to www.lwsd.org, and on the "For Parents" page click on "Parent Access".

DRESS CODE

1. Shorts may be worn to school which meet the following criteria:
 - a) either straight hemmed or cuff hemmed
 - b) should be no shorter than approximately mid-thigh
2. Tank tops with spaghetti straps, halter tops, tube tops, and cut off shirts or other attire which exposes the midriff are not approved.
3. Articles of clothing with designs displaying or advertising drugs, alcoholic beverages/insignias, sexuality, or disturbing images are not permitted to be worn.
4. No colored hair spray. No face adornments or face paint.
5. No hats, caps or hoods are suitable for wear within the classroom and the building. They may be worn at recess. No hoods or masks that cover the face can be worn at any time.
6. No flip-flops are allowed at school due to safety requirements. All shoe laces must be tied.
7. Shoes with built in wheels are not permitted at Horace Mann.

Horace Mann's Dress Code applies to all school events. As with any policy, it is hard to detail all aspects. Please remember, the Horace Mann staff will use their discretion regarding dress.

STUDENT USE OF TELEPHONE

The school office telephone will be limited to emergency use only for children. The office phones are business phones. If a student is planning to go to another student's house, these plans MUST be made ahead of time. To minimize classroom interruptions and to ensure the efficiency of the learning process, students are not called to the phone. Emergency or urgent messages only will be communicated to the student by a staff member. Please limit these messages to emergency only and call at least 1 hour before end of day to guarantee students will receive such messages. Please discuss after school arrangements in the morning before your child comes to school. In cases of an emergency, students may use the office phone.

Cell Phones

Cell Phones must be turned OFF/SILENT and kept in backpacks during the school day. Phones should not be used as cameras, voice recorders, game devices, and etc. while school is in session..

ACCEPTABLE COMPUTER USE AT HORACE MANN

Mann promotes computer ethics as well as compliance with laws. No misuse of computers is allowed, including installation of programs or applications from home, no illegal copying of software, no opening of unauthorized files, no access to system folder or control panel, and no food or drink around computers. Violators can lose privileges and parents can be required to replace damaged equipment or software. Students, parents, and volunteers need to adhere to the LWSD Acceptable Use Procedures (as published on the LWSD website) when accessing student computers or the LWSD network services.

VISITING STUDENTS

In an effort to maintain continued and consistent focus on student learning, we ask that only students currently enrolled at Horace Mann Elementary School attend class or recess anytime during the school day.

ITEMS FROM HOME

Students must be able to carry and lift their own backpack/bookbag. The backpack/book bag must be able to fit in the space provided in each classroom. Due to limited storage space in the building, all items from home must be able to be stored in the students' backpacks.

It is permissible for students to bring personal possessions from home for use on the playground. Examples include basketballs, or soccer balls. The school assumes no responsibility for the care of these items. Selling or trading items are not permitted at school. Personal items must be clearly marked with student's name. This policy discourages toys but sports equipment is okay. Hard baseballs, soft balls and soccer balls are excluded for safety reasons.

The school reserves the right to revoke this permission from students if they abuse privileges, play with the items in class, or exclude other children out of games. Students cannot exclude other students with equipment brought from home. They are expected to share with others. Skateboards, rollerblades or any other device deemed disruptive or unsafe to the learning environment, are not permitted at school.

Electronic Readers

Kindles™, Nooks™, and other reading devices are permitted at school for the purpose of reading teacher approved literature in the fourth and fifth grades. Personal eReaders should not cause distraction to the owner or others. The use of a personal eReader requires the completion of the Horace Mann eReader Hold Harmless Agreement form available in the office.

Other Electronics

To limit unnecessary disruptions cameras, iPods, Gameboys, iPads, etc. are not permitted at school.

Note: Horace Mann and/or the Lake Washington School District are not responsible for any stolen, lost, or damaged electronics brought to school.

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Students in fourth and fifth grades may ride bicycles to school. Horace Mann requires that each bicycle owner file an application for permission to ride his/her bike to school. Bicycle riders are required to obey a list of rules printed in the application. Students with bicycles must walk their bikes and use normal walking procedures while on school grounds and they must secure their bike in the bike rack provided. Please work with your child to ensure that these rules are obeyed. Bicycle helmets and locks are required. We reserve the right to withdraw the student's privilege of riding a bike to school if the rules are disobeyed. Because of safety and liability concerns, the district does not allow skateboards, scooters and rollerblades on school grounds; therefore, students are asked to leave them at home.

BIRTHDAYS

Birthday recognition is officially done monthly at Horace Mann Elementary. Individual families may choose to coordinate a healthy birthday treat with their child's teacher on their special day. It is important to give the classroom teacher advance notice to arrange the best date and time. Also, be aware that many students have dietary allergies. By giving the teacher advance notice, these students will be able to have a similar treat and not feel left out.

To avoid potential hurt feeling, we ask you not to have your child distribute any birthday party invitations at school, during recess, or on the way home. Invitations sent to school will be gathered up by the teacher and returned to the student at the end of the day.

ELEVATOR USE POLICY

The elevator at Horace Mann may be used, with special permission, by students with injuries or other impairments that make them unable to use the stairs. A doctor order of recommendation may be required. Due to safety concerns, a written parent release will be required.

HEALTH

CHILDREN ON MEDICATION AT SCHOOL

For those children on medication, a form is supplied by the school. This **MUST** be filled out by the attending physician and signed by the physician and parent or guardian. This is to be kept on file at the school office. Please do not send any type of medication, either non-prescription or prescription, to school without this form. This includes cough drops, eye drops, creams or lotions, etc. When we have a form on file, we will be glad to administer your child's medication from the office when necessary.

FOOD AND OTHER ALLERGIES

Parents are encouraged to disclose food and other allergies with our school nurse by completing the Nurse Alert form available in the office. This information will be shared with their child's teachers and a plan will be created based on the allergy's severity. Please work with our school nurse with any life-threatening health allergies as additional requirements may need to be met (specialized medication, medical orders and plans). Common accommodations for students with food allergies include: awareness of food allergies in general in our classrooms, substitute snacks and treats during class celebrations or parties provided by the parent. We ask parents to work directly with the nurse to accommodate food allergies.

WHEN TO KEEP YOUR SICK CHILD HOME FROM SCHOOL

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.
- RUNNING NOSE, AND/OR CHRONIC COUGH – these conditions may be contagious and may require treatment from your health care provider. Children with asthma may have a cough that is not contagious.

- SORE THROAT – especially with fever or swollen glands in the neck.
- DIARRHEA – 1 or more 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–the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- LICE, SCABIES – children with lice may not return to school until they have been treated and do not have any live lice. 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.

ACCIDENTS

If a student is injured seriously at school, the parents will be called immediately. If parents are not home, the contact listed on the Emergency Card will be called. If no one is available, we will use our best judgment about what to do for the child. PLEASE MAKE SURE YOUR EMERGENCY CARD IS ALWAYS UP TO DATE! Please let the office know if you need to make any changes to the emergency information. In case of an accident on the playground, it will be reported to the person on duty, the teacher and/or the office for evaluation. If deemed necessary, 911 will be called.

More information and necessary forms can be found online at lwsd.org/programs-and-services/health-services.

Horace Mann Elementary

2019 - 2020

Discipline Policy

BEHAVIOR EXPECTATIONS/DISCIPLINE POLICY

A positive approach to discipline which focuses on respect, communication, self-discipline, development of a positive self-image and prevention of behavior problems will be utilized at Horace Mann Elementary. Staff, students and parents will cooperatively establish and review expectations and discipline procedures. Students will accept responsibility and be held accountable for their behavior. The ultimate goal is a “win-win” situation for all.

Behavior Expectations for Horace Mann Students

Be Responsible (Examples include):

- Producing and valuing quality work
- Having a positive attitude
- Arriving to class on time
- Working in a cooperative way
- Dressing appropriately for learning and having a neat and clean appearance
- Understanding that expensive equipment, i.e. unapproved electronics, etc. should not be brought to school

Be Respectful (Examples include):

- Responding respectfully to others and their personal space, including other students, teachers, playground supervisors, safety patrols, and school visitors.
- Using polite and courteous language.
- Using Kelso’s choices and Step to Respect
- Picking up paper/garbage and keeping the school clean

Be Caring (Examples include):

- Using kind words.
- Refraining from sexual harassment, bullying, or intimidation.
- Refraining from using profane, vulgar or demeaning language, disrespectful tone or gestures.

Be Safe (Examples include):

- Arriving no earlier than 10 minutes before school starts and lining up quietly outside
- Receiving permission or a pass before entering the building
- Wearing appropriately fitting clothing
- Leaving the building within five minutes of the last bell and going directly home unless teacher/principal permission has been obtained to stay after school.
- Obeying the teachers, supervisors and safety patrol.
- Walking safely in halls, stairs, on sidewalks and around school

- Playing safely within playground boundaries
- Obeying the no skateboards/skateboarding policy on school property

POSITIVE BEHAVIOR EFFORTS

School-wide efforts to educate and reinforce positive behavior include Colt Compliments, Mannerly Awards, Perseverance Awards, Personal Best Recognition, student leadership roles within the school, end-of-year award recognition and counseling classroom lessons. Counseling lessons cover a variety of topics, including the Second Step curriculum and the Zones of Regulation curriculum.

Second Step:

Second Step promotes social-emotional development, safety, wellbeing, and bullying prevention. Examples of specific strategies taught within the Second Step curriculum include I-messages “I feel _____ when _____”, positive self-talk, and the problem-solving STEPs:

- Say the problem without blame
- Think of solutions that are safe and respectful
- Explore the consequences, both positive and negative
- Pick the best solution

Zones of Regulation:

Zones of Regulation promotes self-regulation and emotional control. Examples of specific strategies taught within the Zones of Regulation curriculum include recognizing physical signs of different feelings, naming your feeling, and building a “toolbox” of strategies for self-regulation. Students are able to label their physical signs and name their feeling through categorizing their feelings into four different “zones”:

- Blue zone: Low energy level. Examples may include sad, sick, or tired.
- Green zone: Normal energy level. Examples may include happy, calm, or focused.
- Yellow zone: High energy level. Examples may include frustrated, nervous, or silly.
- Red zone: Out of control energy level. Examples may include angry, mad, or upset.

Kelso Choices:

Horace Mann students are taught how to distinguish between a “big problem” requiring an adult’s help, and a “small problem” that they can solve independently. Students are taught a variety of problem-solving techniques, referred to as Kelso’s Choices, to solve small problems independently. These problem-solving techniques are:

- Talk it out and listen to others
- Share and take turns
- Ignore it
- Walk away

- Tell them to stop in a respectful way
- Apologize sincerely
- Make a deal
- Wait and cool off
- Go to another game

If students have tried two of Kelso's Choices independently to solve a small problem and it has not worked, students can then ask for adult support in solving the problem.

Horace Mann Playground Rules

Our goal is for recess to be safe and fun for all students.

1. Playground supervisors are in charge and should be respected and obeyed.
2. Kelso's Choices need to be used to solve "small problems".
3. The bell is a signal to move. Students are to stop play and return to class immediately, using the designated doors.
4. Students will walk quietly to and from recess using the designated walk ways and doors. On the west side of the building, students need to go down the stairs and up the ramp.
5. Students are not to re-enter the hallway or classrooms during recess without a pass.
6. No tackling, chasing, intimidating or dangerous games are allowed. Students need to have control of their bodies.
7. Do not play with or pick up any item from the playground and throw it (rocks, pinecones, bark, sticks, sand, dirt, snow, etc.)
8. Offensive language does not belong on the playground (name-calling, swearing, put-downs, yelling in anger, etc.)
9. No pushing or play fighting.
10. Climbing should only be on the Big Toy.
11. Students are not allowed to go over the fence, on to the parking lot or beyond the playground boundaries at any time (a playground supervisor will retrieve the ball or item for students if it is out of bounds, but still accessible).

Playground Equipment:

Our goal is that playground equipment will be used in a safe and careful manner. Reports of unsafe play or unsafe conditions should be made immediately to a playground supervisor.

1. Playground equipment must be used in the manner that it was designed and intended to be used.
2. Jump ropes are to be used for jumping only and used in a manner that will not interfere with others' games. Jump rope only on the blacktop.

3. No hardballs are allowed at school. Tennis balls, Nerf balls, footballs, soccer balls, waffle or play balls only. Kicking or hard throwing of balls is not allowed in the covered areas.
4. Books may be brought outside with a playground supervisor's permission.
5. No electronic equipment or remote control toys will be allowed (cell phones, game boys, etc.)
6. On the rings, slide and monkey bars go ONE WAY only please. For the bars, one hand must always be on them.

Horace Mann students are taught to solve problems. Some examples of techniques used include:

1. Talk it over and listen to others.
2. Apologize: "I'm sorry", or "I didn't mean it", in a sincere fashion.
3. Ask a friend or grown-up for help.
4. Take turns.
5. Share.
6. Write a plan.
7. Find something else to do.
8. Use "I" messages ("I feel___, when you___, because___).

DISCIPLINE PROCEDURES

The following methods will be utilized when dealing with student behavior:

- Classroom and building rules will be cooperatively established, reviewed and enforced.
- Positive behavior will be encouraged.
- Natural and logical consequences, restitution and restorative behavior practices will be applied.
- Communication among staff, students and parents will be ongoing.
- Support personnel will be consulted as needed.

Normally, student misbehaviors will be handled by the adult directly involved with the students. Instruction for correct behaviors and an opportunity for practice will be encouraged. Students may develop a restitution plan (make it right). Repeated and/or serious misbehaviors will be discussed with the teacher, who will determine if further action is necessary (such as conferences with parents, the principal and/or support personnel).

The Lake Washington School District follows a process of progressive discipline with students. This is an overview of how the discipline system functions.

Step 1. A verbal warning is given. When students disobey school rules, they are given the opportunity to explain their actions. They are counseled about ways to deal with the problems and are taught skills to use when solving problems. An opportunity for restitution (make it right) may also be included.

Step 2. If misbehaviors continue and/or are more serious in nature, the student will receive a Communication Slip that requires action. A conference may be held with the student, teacher or principal to remedy the problem. The student may lose recess or other privileges. Community service and/or restitution may be determined. Parents will be notified about the communication slip by the classroom teacher or principal.

Step 3. If misbehavior continues, the parent will be contacted and a conference may be held with parent, child, teacher and principal to develop a strategy for behavior change. Students are more successful when there is a strong partnership between home and school. A behavior plan would be set up to specifically address student needs.

ONLINE ACCESS

Viewing the Gradebook through the LWSO Parent Access

1. In your internet browser, go to the Lake Washington School District website, located at www.lwsd.org.
2. Hover over the For Students and Families tab and select Parent Access.
3. Click the link titled, Login to Parent Access. If this is your first time activation your account, enter your first and last name along with the email address that the school already has on file on the registration page. The For All Parents section provides access to the Skyward gradebook and other information.

If you have any problems registering for Parent Access or viewing Family Access or the Gradebook, send an email to: ParentQuestions@lwsd.org

How to help your student access envision Math:

1. In your internet browser, go to the Lake Washington School District website, located at www.lwsd.org.
2. Hover over the For Students and Families tab and select Student Resources/Student Portal.
3. Select the Pearson/envision button.
4. Enter the student's username and password and select Sign In.

How to help your student access PowerSchool Wonders Reading and envision:

1. In your internet browser, go to the Lake Washington School District website, located at www.lwsd.org.
2. Hover over the For Students and Families tab and select PowerSchool Learning.
3. Enter the student's username and password and select Sign In.

4. To access Wonders, the student must be logged in to PowerSchool.
5. Click the Apps tab in the upper right-hand corner of your screen. Then select McGraw Hill ConnectED from the drop-down menu.

Log on Information K- Students

- All K-2 students now have an individual district logon:
- The first two characters of all student accounts are s-
- The remainder of the account name is composed of the first letter of the first name plus the last name for a maximum of 20 characters. If the account is a duplicate then we follow the algorithm until it's unique.
- The password is 123456aA

- K-2 Students are unable to change that password and it is the same for every child.

3-5 Students

- All 3rd grade students now have an individual logon.
- Students in grades 3rd–5th have the standard username/password protocol:
- The first two characters of all student accounts are s-.
- The remainder of the account name is composed of the first letter of the first name plus the last name for a maximum of 20 characters. If the account is a duplicate, then we follow the algorithm until it's unique.
- The initial password is s# (lower case s followed by the pound sign) followed by the last four digits of the student's 6-digit student ID.
- They are required to change this password upon the first successful logon.
- Student passwords must adhere to the same rules as staff passwords. Due to security risks Helpdesk is not authorized to change student passwords. Check with your teacher librarian first for help with student passwords.

Mission

Each student will graduate prepared to lead a rewarding, responsible life as A contributing member of our community and greater society.

Vision

Every Student Future Ready:
Prepared for College
Prepared for the Global Workplace
Prepared for Personal Success

Student Profile

The knowledge, skills, and attributes that every student needs to be Future Ready.

*The Lake Washington School District detailed Student Profile can be found online at:
<http://www.lwsd.org/SiteCollectionDocuments/About-Us/Student-rofile.pdf>

COVID19 Elementary Student Attestation Form

Supplemental document for: COVID19 Supervisor and COVID19 Attestation & Screening Coordinator

The Washington Departments of Health and Labor & Industries requires school districts to screen all students to determine if the student has COVID-19 or has been in close contact with an individual exposed to COVID-19.

STUDENT NAME_____
DATE

In the past 24 hours has your student experienced and of the following symptoms:

- Fever of 100.4 or above
- Cough
- Shortness of Breath or Difficulty Breathing
- Chills
- Fatigue
- Muscle Pain or Body Aches
- Headache
- Loss of Taste or Smell
- Sore Throat
- Congestion or Runny Nose
- Nausea or Vomiting
- Diarrhea
- Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

YES _____

NO _____

1. Has your student been in close contact with anyone with confirmed COVID-19? Close contact means being within 6 feet (2 meters) of an infected person for 15 minutes or more.
2. Has your student had a positive COVID-19 test for active virus in the past 10 days?
3. Within the past 14 days, has a public health or medical professional told your student to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19?

If you answer YES to any of these questions, stay home and contact your school.

YES _____

NO _____

If you answered yes to any of the above, please do not bring your child to school and follow the attendance policy.

I attest that the responses regarding my child given above are true and accurate to the best of my knowledge.

Parent/Guardian Signature_____
Date

COVID19 Daily Student Screening & Attestation Flow Chart

Supplemental document for: COVID19 Supervisor, Attestation & Screening Coordinator

Daily Student Screening & Attestation

Does the student have an attestation form?



Ask screening questions of student or guardian.



Does the student have a temperature in excess of guidelines?



Go to Q room.



Go to class.



COVID19 Return to School Information for Families & Staff

Supplemental document for: COVID19 Supervisor, Medical Coordinator

The purpose of this fact sheet is to outline when students or staff can return to school after a suspected or confirmed case of COVID-19. You are receiving this information because:

- You or your child is confirmed to have COVID-19 based on laboratory test results.
- You or your child has been identified as a potential close contact of someone with confirmed COVID-19.
- You or your child have COVID-like symptoms.

When can I return to school after quarantine for a suspected or confirmed case of COVID-19?

The date when a student or staff can return to school in-person is determined by:

- If they are **confirmed** or **suspected** to have COVID-19, or are a **close contact** of someone with confirmed COVID-19 **AND**
- If they have or do not have symptoms **AND**
- If their symptoms have improved, if they do have symptoms

Definitions of confirmed COVID-19, suspected COVID-19, and close contact are included below.

When can someone with CONFIRMED COVID-19 return to school?

Confirmed COVID-19: a person (with or without symptoms) who received a positive result from a COVID-19 laboratory test.

Anyone who has symptoms and is confirmed to have COVID-19 should remain at home and away from others for:

- At least 10 days from when symptoms began
- **AND** 24 hours after fever has resolved (without fever-reducing medication)
- **AND** symptoms have improved.

People who test positive for COVID-19 but **never develop symptoms** should remain at home and away from others for at least 10 days after the date of their first positive COVID-19 test.

There are no medications specifically approved for COVID-19. Most people with mild COVID-19 will get better on their own. Drink plenty of fluids, rest, and take pain and fever-reducing medications. Stay apart from others in the home as much as possible. Some people may need medical care or hospitalization for severe COVID-19 illness. Learn more how to care for yourself or others with COVID-19 at www.kingcounty.gov/covid/self-care.

Talk with your medical provider for more information or call the King County COVID-19 Call Center between 8AM – 7PM at 206-477-3977. Interpreters are available.

When can someone with SUSPECTED COVID-19 return to school?

Suspected COVID-19: a person who shows symptoms of COVID-19 and has not been tested or is waiting for test results.

Anyone who has symptoms and has not been tested should remain at home and away from others for:

- At least 10 days from when symptoms began
- **AND** 24 hours after fever has resolved (without fever-reducing medication)
- **AND** symptoms have improved.

Anyone who has symptoms and has been tested for COVID-19 and **received a negative result** can return after:

- 24 hours after fever has resolved (without fever-reducing medication)
- **AND** other symptoms have improved.

For a list of locations that provide free COVID-19 testing, regardless of immigration or insurance status, visit: www.kingcounty.gov/covid/testing. Call the King County COVID-19 Call Center for help finding testing sites between 8AM – 7PM at 206-477-3977. Interpreters are available.

For more information about what to do if you have symptoms of COVID-19 visit: www.kingcounty.gov/covid.

When can a CLOSE CONTACT of someone with confirmed COVID-19 return to school?

Close contact: includes anyone in one or more of the following categories:

- Been within 6 feet (2 meters) of a person confirmed to have COVID-19 for at least 15 minutes.
- Live in the same household as a person with COVID-19
- Cared for a person with COVID-19
- Been in direct contact with saliva or other body secretions from a person with COVID-19 (examples: been coughed on, kissed, shared utensils, etc.)

Close contact definition still applies when cloth face coverings or masks are worn by the person with COVID-19 or the other person.

Anyone who has been in close contact with someone with confirmed COVID-19 should remain home and away from others for:

- 14 days from the last day they had close contact with the person with COVID-19
- Monitor for fever, cough, shortness of breath and other COVID-19 symptoms

Close contacts should be tested for COVID-19 no sooner than 48 hours from the date of exposure. Call your medical provider to be tested or go to a free testing site: www.kingcounty.gov/covid/testing.

Tell your school if you or someone in your household tests positive for COVID-19, as soon as possible. If the test result is negative, the close contact still must quarantine for 14 days from exposure. A negative test does not necessarily mean the person does not have COVID-19. The test result only means that they did not have COVID-19 at the time of testing and they should continue to monitor for symptoms.

For more information about what to do if you have been a close contact, visit: www.kingcounty.gov/covid.

COVID-19 Fact Sheet for Families

Supporting document for: COVID19 Supervisor, Medical Coordinator

You are receiving this Fact Sheet because:

There has been a confirmed case of COVID-19 in *[NAME OF SCHOOL]*. After investigation, it has been determined that your child is not a close contact of the confirmed case. The purpose of this fact sheet is to notify you of the situation and remind everyone of prevention measures.

For informational purposes only.

What is novel coronavirus (COVID-19)? Who is at risk for severe illness?

Novel coronavirus (COVID-19) is a new virus strain spreading from person-to-person. The virus usually causes mild illness, but it can sometimes cause severe illness and pneumonia. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

More information about who is at increased risk for severe illness and other people who need to take extra precautions can be found on the CDC website: www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html

Children are not currently a high-risk group for serious illness from this virus. There have been a few cases of multi-system inflammatory syndrome in children (MIS-C), a rare complication of COVID-19 in children. Children with certain health conditions, such as heart disease, asthma or weakened immune systems may be at higher risk.

What are the common symptoms of COVID-19?

Most coronavirus illnesses are mild with fever and cough. Adults and children with COVID-19 have reported the following symptoms or combinations of symptoms. These may appear 2 – 14 days after exposure to the virus:

- Fever of 100.4 °F or 38 °C or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

1. Have you been in close contact with anyone with confirmed COVID-19? Close contact means being within 6 feet (2 meters) of an infected person for 15 minutes or more.

2. Have you had a positive COVID-19 test for active virus in the past 10 days?

3. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19?

If you answer YES to any of these questions, stay home and contact your school.

This list does not include all possible symptoms. Please talk to your medical provider for any other symptoms that are severe or concerning to you. Children with COVID-19 usually have milder symptoms. To learn more about COVID-19 symptoms, visit the Centers for Disease Control and Prevention website (www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).

How is COVID-19 spread?

COVID-19 is thought to spread mainly through close contact from person-to-person. The virus may be spread by people who are sick and also by people who are not showing symptoms.

The virus that causes COVID-19 spreads very easily between people in the following ways:

- Between people who are in close contact with one another. Close contact means being within 6 feet (2 meters) of someone with COVID-19 for about 15 minutes.
- When an infected person coughs, sneezes, or talks close to other people. Droplets can enter the mouths or noses of people nearby or be inhaled into their lungs.
- Some people who never have symptoms can also spread the virus.

COVID-19 may also be spread when a person touches a surface that has the virus on it and then touches their own mouth, eyes, or nose. This is not thought to be the main way this virus is spreading.

Health experts are still learning more about how COVID-19 spreads and the severity of illness COVID-19 causes.

How can I protect myself and my family from COVID-19?

Currently, there are no vaccines available to prevent COVID-19 infections.

The best ways to protect yourself and your family are to:

- Stay home as much as possible. Minimize contact with people who do not live with you. Work from home when possible.
- When outside your home, practice physical distancing by staying at least 6 feet (2 meters) away from others.
- Avoid group gatherings and poorly ventilated areas.
- Wear a cloth face covering that covers your nose and mouth when you are in a public place, including outdoors if you cannot stay at least 6 feet (2 meters) away from others.
- Wash hands often with soap and water for at least 20 seconds. If not available, use hand sanitizer (60% alcohol or greater). Do not use sanitizer on children under age two.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick. Stay home when you are sick and avoid close contact with others.
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing.

DRAFT

COVID19 Close Contact Letter – Parent or Guardian

Supporting document for: COVID19 Supervisor, Medical Coordinator

Dear Parent/Guardian,

You are receiving this letter because your child has been identified as a potential close contact with a person who tested positive for COVID-19 at **[NAME OF SCHOOL]**. Close contact means being within 6 feet (2 meters) of someone for 15 minutes or more, or if someone with COVID-19 coughed on you, kissed you, or shared utensils with you.

Your child may have had close contact with someone with COVID-19 on the following date(s): **[DATES HERE]**.

What should I do now?

Public Health - Seattle & King County recommends the following:

- **Keep your child home (“quarantine”) and away from other people until [date 14 days since date of last exposure]. They should leave the home only if you are taking them to get medical care or for COVID-19 testing.**
- Watch for COVID-19 symptoms (see list below).
- Your child should not attend school, child care, or participate in other social or community activities during quarantine.
- **Your child’s siblings and other household members do not have to quarantine unless your child develops symptoms or tests positive for COVID-19.**
- Participate in a public health interview. Public Health contact tracers may reach out to you by text or phone call because your child may have been exposed to someone with COVID-19. They will share information about what to do and what support is available. They will always keep your information confidential. Contact tracers will never ask for money, bank or credit card information, passwords, or immigration status.

Should my child be tested for COVID-19?

Yes! They should be tested no sooner than 48 hours from the date of exposure. Call your medical provider to be tested or go to a [free testing site: www.kingcounty.gov/covid/testing](http://www.kingcounty.gov/covid/testing).

- **If your child’s test result shows that they have COVID-19, please notify [contact name, name of school, phone number or email] as soon as possible.**
- If your child’s test is negative, they must still quarantine until **[DATE from above]**. A negative test does not necessarily mean your child does not have COVID-19. The test result only means that they did not have COVID-19 at the time of testing.

What are the common symptoms of COVID-19?

Most COVID-19 cases are mild with fever and cough. Adults and children with COVID-19 have reported the following symptoms or combinations of symptoms, which may appear 2-14 days after exposure to the virus

- Fever of 100.4°F / 38°C or higher
- Cough

- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

This list does not include all possible symptoms. Please talk to your medical provider for any other symptoms that are severe or concerning to you.

1. Has your student been in close contact with anyone with confirmed COVID-19? Close contact means being within 6 feet (2 meters) of an infected person for 15 minutes or more.
2. Has your student had a positive COVID-19 test for active virus in the past 10 days?
3. Within the past 14 days, has a public health or medical professional told your student to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19?

If you answer YES to any of these questions, stay home and contact your school.

Children with COVID-19 usually have milder symptoms. To learn more about COVID-19 symptoms, visit the Centers for Disease Control and Prevention website:

www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.

How can I protect myself and my family from COVID-19?

- Stay home as much as possible. Minimize contact with people who do not live with you. Work from home when possible.
- When outside your home, practice physical distancing by staying at least 6 feet (2 meters) away from others.
- Avoid group gatherings and poorly ventilated areas.
- Wear a cloth face covering that covers your nose and mouth when you are in a public place, including outdoors if you cannot stay at least 6 feet (2 meters) away from others.
- Wash hands often with soap and water for at least 20 seconds. If not available, use hand sanitizer (60% alcohol or greater). Do not use sanitizer on children under age two.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick. Stay home when you are sick and avoid close contact with others.
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing.
- Clean frequently touched surfaces and objects (like doorknobs and light switches). Regular use of EPA-registered household disinfectants are [recommended](#).

- Check CDC's Travel Alerts and tips for COVID-19 at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/> if you or your family are traveling within the United States or overseas.

Currently, there are no vaccines available to prevent COVID-19 infections.

Find additional COVID-19 information at www.kingcounty.gov/covid.

If you have any questions, please contact [name of school representative] or call King County's COVID-19 Call Center between 8AM – 7PM at 206-477-3977. Interpreters are available.

Thank you,

DRAFT

2020-21 Student Rights & Responsibilities

Contents

Introduction	A2
Purpose	A2
Student Rights and Responsibilities (3200)	A2
Attendance	A3
Absences & Excuses (3122, 3122P)	A3
Truancy (3122, 3122P)	A3
Discipline Process	A3
Discipline (3241, 3241P)	A3
Student Searches (3230, 3230P)	A4
Codes of Conduct	A5
Student Conduct (3240)	A5
Other Forms of Misconduct (3240)	A6
Athletic/Activities Code of Conduct	A9
Technology Code of Conduct (2022, 2022P)	A10
Bus Conduct (6605)	A11
Prohibition of Discrimination and Harassment	A12
Human Dignity (4010)	A12
Nondiscrimination (5010)	A12
Sexual Harassment (3205, 3205P)	A13
Harassment, Intimidation and Bullying (3207, 3207P)	A13
Prohibited Items	A13
Alcohol, Drug and Tobacco (2121, 3240, 3240P)	A13
Dangerous Weapons (4210)	A13
Other Policies	A14
Health Room/Medication (3416, 3416P)	A14
Child Find (2161P)	A14
Enrollment/Inter-District Transfer Agreements and In-District Variances (3131, 3141, 3110)	A14
Student Records/Family Educational Rights and Privacy Act (3231)	A14
Our District's Tip Reporting Service – SafeSchools Alert	A14

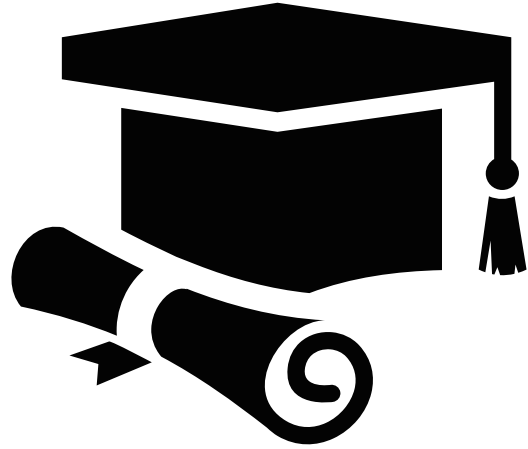
Introduction

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 numbers (i.e, 3200). The complete policies are available on the district website: www.lwsd.org.



Student Rights and Responsibilities (3200)

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 (3122, 3122P)

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 chronic absenteeism or tardiness may be required to meet with school staff or the building principal to develop a plan to support the student's educational progress.

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 (3122, 3122P)

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 **three 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

Discipline (3241, 3241P)

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 discipline 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.

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.

General Guidelines

The District may administer suspensions and expulsions for behavioral violations. In responding to behavioral violations:

Parents should be involved early in efforts to support students in meeting behavioral expectations and resolving behavioral violations.

The student's individual circumstances and the nature and circumstances of the behavioral violation must be considered to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.

Students must be provided an opportunity to receive educational services during a suspension or expulsion and should not be prevented from completing subject, grade-level, or graduation requirements as a result of discipline.

The principal or designee must report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the Superintendent or designee within twenty-four hours after the administration of the suspension or expulsion.

Reasonable efforts should be made to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time consistent with the section on readmission within this regulation.

Students may not be suspended or expelled from school for absences or tardiness.

Students may be denied admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the district while under suspension or expulsion.

Students may return to their regular educational setting following the end date of the suspension or expulsion, unless an exception is made consistent with District policy.

Specific information regarding limitations and due process for student discipline can be found in District policy ([3241](#), [3241P](#)).

Definitions

Discipline: Any action taken by the District in response to a violation of behavioral expectations (D).

Suspension: Denial of right of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes. 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 admission to the student's current school placement in response to a behavioral violation (E).

Emergency Expulsion: The removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of 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 ([3230](#))

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 authorizes administration to invite drug-scenting dogs to conduct suspicionless searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.

Codes of Conduct

Exceptional Misconduct (3240P)

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	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
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.	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.	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.	EE/D/STS/ PC	EE/STS/ LTS/PC	EE/E/LTS/ PC
Drugs/Alcohol Possession Use Paraphernalia	Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, 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. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs or alcohol.	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.	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.	EE/E/PC	EE/E/PC	EE/E/PC

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
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.	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.	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.	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.	D/RC	EE/STS/A/ PC	EE/LTS/A/ PC

Other Forms of Misconduct (3240)

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	Minor/Initial	Moderate/ Repeated	Severe/ Persistent
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.	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.	D	EE/STS	EE/STS
Attendance/ Truancy	Being absent or tardy from classes without an approved excuse.	D/RC	D/RC/LP	STS
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.	D/RC	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
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.	CHANGE CLOTHES	D/RC + CHANGE CLOTHES	EE/STS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	D/RC	EE/STS/PC	EE/LTS/PC
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	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.	D/RC	EE/STS	EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	D/RC	EE/STS	EE/STS
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.	D/RC/CD	EE/STS/CP	EE/STS/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.	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.	EE/D	EE/S	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.	EE/D/PC	EE/STS/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.	D/RC	EE/STS	EE/STS
Lying	Telling or writing untruths.	D/RC	STS	STS
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.	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	D/RC	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
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).	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.	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.	D/DIVERSION	STS/DIVERSION	STS/A
Trespass/Loitering/Unauthorized Entrance	Entering or being present on school property without permission.	D	EE/STS	EE/STS
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.	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.	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.	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.	D/RC	EE/STS	EE/STS
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.	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, administrator 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.

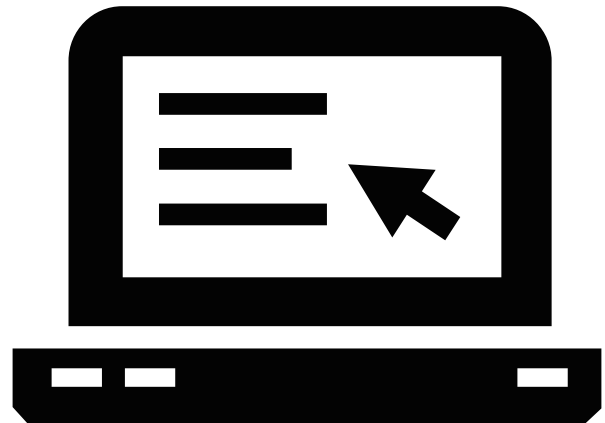
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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 (2022P)

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).



As a condition of connecting personal equipment to the district's networks, the district reserves the right to gain access to the device for analysis to resolve any identified issues or threats.

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 USB to run executable (.exe) files. • Do not use district provided storage for games, executable files or inappropriate content. • 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.
	3. Be academically honest. <ul style="list-style-type: none"> • Do not assume that because something is on the Internet that you can copy it.

Bus Conduct (6605)

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 [Transportation](#) web page for more information.

Prohibition of Discrimination and Harassment

Human Dignity (4010)

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 (5010)

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 Athletics & Activities
16250 NE 74th Street
Redmond Washington, 98052
425-936-1367
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: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/nondiscrimination-3210>.

Sexual Harassment (3205, 3205P)

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, the school principal, 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: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/sexual-harassment-of-students-3205>.

Harassment, Intimidation and Bullying (3207, 3207P)

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, the school principal, or to the district's Compliance Officer (Director of Student Services, 425-936-1225, 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 <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/prohibition-of-harassment-intimidation-and-bullying-3207>.

Prohibited Items

Alcohol, Drug and Tobacco (3240, 3240P)

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 (4210)

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 9.41.270 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 (3416, 3416P)

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 (2161P)

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 (3131, 3141, 3110)

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 for timelines and processes.

Student Records/Family Educational Rights and Privacy Act (3231)

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.

Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 425-529-5763
2. **Text:** Text your tip to 425-529-5763
3. **Email:** 1342@alert1.us
4. **Web:** <http://1342.alert1.us>



Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.