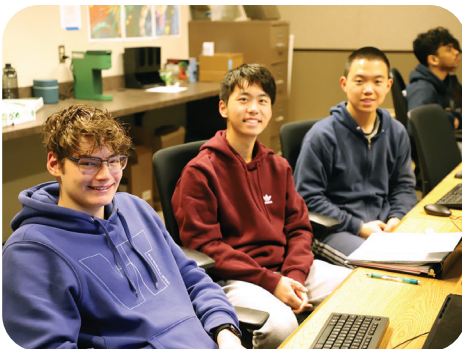


# Family Information

2024-2025



**Important information  
about the privacy, health  
and safety of your student**

Includes a one-page school year calendar  
to clip and save

# Lake Washington School District | 2024-25 Calendar



## August 2024

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

## September 2024

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

## October 2024

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

## November 2024

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

## December 2024

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

## January 2025

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

## February 2025

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

## March 2025

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

## April 2025

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

## May 2025

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

## June 2025

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

## July 2025

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

## Important Dates

Aug. 26-30	LEAP Days
Sept. 2	No school - Labor Day
Sept. 3	First Day of School (grades 1-12)
Sept. 3-5	Kindergarten Family Connections
Sept. 3-5	Half-Day Elementary Conferences (grades 1-5)
Sept. 6	First Day of School for Kindergarten**
Sept. 10	First Day of Preschool
Sept. 11	1.5 hrs. early release schedule begins
Sept. 19	First Day of SNAPS Preschool
Oct. 15-17	Preschool Conferences (No Preschool Programs)
Oct. 18	No school - LEAP Day
Nov. 5	Last Day 1st Quarter (Secondary)
Nov. 11	No school - Veterans Day
Nov. 12	Secondary Grades Due
Nov. 27	Half Day
Nov. 28-29	No school - Thanksgiving Vacation
Dec. 23-Jan. 3	Winter Break
Jan. 20	No school - MLK Jr. Day
Jan. 22	Elementary Grades Due
Jan. 24	Last Day 1st Semester (Secondary)

Jan. 28, 30-31	Half-Day Elementary Conferences;
Jan. 28-31	Preschool Conferences (No Preschool Programs)
Feb. 3	Secondary Grades Due
Feb. 13-14	No school - Mid-Winter Break
Feb. 17	No school - Presidents Day
March 7	No school - LEAP Day
April 4	Last Day 3rd Quarter (Secondary)
April 11	Secondary Grades Due
April 14-18	No school - Spring Break
May 20-22	Preschool Conferences (No Preschool Programs)
May 23	No school - LEAP Day
May 26	No school - Memorial Day
May 27	Snow Make-up Day
June 10	Last Day of SNAPS Preschool
June 11	Elementary Grades Due
June 13	Last Day of Preschool
June 18	Half-Day - Last Day of School
	Last Day 2nd Semester (Secondary)
	Secondary Grades Due

**Key**

No School	Half Day	First/Last Day
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\* Check Important Dates Section

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

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

\*\*Staggered start for Kindergarten - schools will provide details.

*Updated 6/10/24*

# Table of Contents | Information for families

This booklet contains important information for families to start the school year. The district is legally required to provide some of this information. We also have included some important information that may be helpful to you. This information supplements the information that will be provided by your student's school. If you have questions on this information, call 425-936-1200 and you will be connected to the appropriate department.



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# General Information | List of Schools

Preschool		
<b>Kirkland:</b> Bell Elementary, Juanita Elementary, Sandburg Elementary		936-2845
<b>Redmond:</b> Old Redmond Schoolhouse, Wilder Elementary		
<b>Sammamish:</b> Carson Elementary		
Elementary Schools		
Alcott	4213 - 228 <sup>th</sup> Ave. NE Redmond 98053	936-2490
Audubon	3045 - 180 <sup>th</sup> Ave. NE, Redmond 98052	936-2500
Bell	11212 NE 112 <sup>th</sup> St., Kirkland 98033	936-2510
Blackwell	3225 - 205 <sup>th</sup> Pl. NE, Sammamish 98074	936-2520
Carson	1035 244 <sup>th</sup> Ave. NE, Sammamish 98074	936-2750
Clara Barton	12101 172nd Ave NE, Redmond 98052	936-2480
Community	11133 NE 65 <sup>th</sup> St., Kirkland 98033	936-2395
Dickinson	7040 - 208 <sup>th</sup> Ave. NE, Redmond 98053	936-2530
Discovery (at Sandburg)	12801 - 84 <sup>th</sup> Ave. NE, Kirkland 98034	936-2704
Einstein	18025 NE 116 <sup>th</sup> St., Redmond 98052	936-2540
Ella Baker	9595 Eastridge Drive NE, Redmond 98053	936-2790
Explorer (at Dickinson)	7040 - 208 <sup>th</sup> Ave. NE, Redmond 98053	936-2533
Franklin	12434 NE 60 <sup>th</sup> St., Kirkland 98033	936-2550
Frost	11801 NE 140 <sup>th</sup> St., Kirkland 98034	936-2560
Juanita	9635 NE 132 <sup>nd</sup> St., Kirkland 98034	936-2570
Keller	13820 - 108 <sup>th</sup> Ave. NE, Kirkland 98034	936-2580
Kirk	1312 - 6 <sup>th</sup> St., Kirkland 98033	936-2590
Lakeview	10400 NE 68 <sup>th</sup> St., Kirkland 98033	936-2600
Mann	17001 NE 104 <sup>th</sup> St., Redmond 98052	936-2610
McAuliffe	23823 NE 22 <sup>nd</sup> St., Sammamish 98074	936-2620
Mead	1725 - 216 <sup>th</sup> Ave. NE, Sammamish 98074	936-2630
Muir	14012 - 132 <sup>nd</sup> Ave. NE, Kirkland 98034	936-2640
Redmond	16800 NE 80 <sup>th</sup> St., Redmond 98052	936-2660
Rockwell	11125 - 162 <sup>nd</sup> Ave. NE, Redmond 98052	936-2670
Rosa Parks	22845 NE Cedar Park Crescent, Redmond 98053	936-2650
Rose Hill	8110 - 128 <sup>th</sup> Ave. NE, Kirkland 98033	936-2680
Rush	6101 - 152 <sup>nd</sup> Ave. NE, Redmond 98052	936-2690
Sandburg	12801 - 84 <sup>th</sup> Ave. NE, Kirkland 98034	936-2700
Smith	23305 NE 14 <sup>th</sup> St., Sammamish 98074	936-2710
Thoreau	8224 NE 138 <sup>th</sup> St., Kirkland 98034	936-2720
Twain	9525 - 130 <sup>th</sup> Ave. NE, Kirkland 98033	936-2730
Wilder	22130 NE 133 <sup>rd</sup> St., Woodinville 98077	936-2740

Middle Schools		
Environmental & Adventure (at Finn Hill)	8040 NE 132 <sup>nd</sup> St., Kirkland 98034	936-2355
Evergreen	6900 208 <sup>th</sup> Ave NE, Redmond 98053	936-2320
Finn Hill	8040 NE 132 <sup>nd</sup> St., Kirkland 98034	936-2340
Inglewood	24120 NE 8 <sup>th</sup> St., Sammamish 98074	936-2360
International	11133 NE 65 <sup>th</sup> St., Kirkland 98033	936-2380
Kamiakin	14111 - 132 <sup>nd</sup> Ave. NE, Kirkland 98034	936-2400
Kirkland	430 - 18 <sup>th</sup> Ave., Kirkland 98033	936-2420
Northstar (Emerson campus)	10903 NE 53 <sup>rd</sup> St., Kirkland 98033	936-2390
Redmond	10055 - 166 <sup>th</sup> Ave. NE, Redmond 98052	936-2440
Renaissance (at EHS)	400 228 <sup>th</sup> Ave. NE, Sammamish 98074	936-1544
Rose Hill	13505 NE 75 <sup>th</sup> St., Redmond 98052	936-2460
Stella Schola (at RHMS)	13505 NE 75 <sup>th</sup> St., Redmond 98052	936-2475
Timberline	9900 Redmond Ridge Dr. NE, Redmond 98053	936-2820

High Schools		
Eastlake	400 228 <sup>th</sup> Ave NE, Sammamish 98074	936-1500
Emerson	10903 NE 53 <sup>rd</sup> St., Kirkland 98033	936-2300
Futures School (at JHS)	10601 NE 132 <sup>nd</sup> St., Kirkland 98034	936-1635
International	11133 NE 65 <sup>th</sup> St., Kirkland 98033	936-2380
Juanita	10601 NE 132 <sup>nd</sup> St., Kirkland 98034	936-1600
Lake Washington	12033 NE 80 <sup>th</sup> St., Kirkland 98033	936-1700
Redmond	17272 NE 104 <sup>th</sup> St., Redmond 98052	936-1800
Tesla STEM	4301 228 <sup>th</sup> Ave NE, Redmond 98053	936-2770

Other Programs		
Emerson K-12	10903 NE 53 <sup>rd</sup> St., Kirkland 98033	936-2311
18-21 Transition Services	Transition Academy at YWCA 16601 NE 80th St. Basement Redmond, WA 98052-6643  Transition Academy at Together Center 16305 NE 87th St. Redmond, WA 98052-3578	936-1200
WANIC Skills Center	11605 132 <sup>nd</sup> Ave NE #A108 Kirkland 98034	739-8400 <a href="http://wanic.org">wanic.org</a>

Partner Organizations		
Lake Washington PTSA Council	936-1216, <a href="http://www.lwptsa.net">www.lwptsa.net</a>	
Lake Washington Schools Foundation	936-1414, <a href="http://www.lwsf.org">www.lwsf.org</a>	

# General Information | District Administration

**NOTE: The area code is 425 for all phone numbers.**

Lake Washington School District		Departments	
<b>Resource Center</b> 16250 NE 74th St. Redmond 98052 Monday-Friday, 7:30 a.m.-4:30 p.m.  Mailing address: P.O. Box 97039 Redmond, WA 98073-9739	936-1200	<b>Accelerated Programs</b> Director, <i>Maya Arnone</i>	936-1238
<b>Support Services</b> 15212 NE 95th St. Redmond 98052  <a href="http://www.lwsd.org">www.lwsd.org</a>	936-1100	<b>Athletics &amp; Activities</b> Director, <i>John Appelgate</i>	936-1367
<b>Board of Directors - 936-1257</b> See <i>operational governance policy OGP-01, School Board Legal Status and Director Districts</i> , for a description of the director district boundaries. The boundaries <b>do not</b> correspond directly to neighborhood school boundaries. Choice schools are not listed in specific director districts since these schools draw students from throughout the district. Each director must live within their director district but represent the district as a whole.		<b>Business Services</b> Director, <i>Chris Brenengen</i>	936-1250
Leah Choi, Dist. 3, <i>President</i>	<a href="mailto:SBDistrict3@lwsd.org">SBDistrict3@lwsd.org</a>	<b>Data, Research and Accountability</b> Director, <i>Tim Krieger</i>	936-1371
Lisa Guthrie, Dist. 2, <i>Vice President</i>	<a href="mailto:SBDistrict2@lwsd.org">SBDistrict2@lwsd.org</a>	<b>Equity &amp; Family Engagement</b> Director, <i>Pablo Ortega</i>	936-1469
Lindsey Yocum, Dist. 5, <i>Legislative Rep.</i>	<a href="mailto:SBDistrict5@lwsd.org">SBDistrict5@lwsd.org</a>	<b>Human Resources</b> Director, Talent Acquisition, <i>Zakiya Cita</i> Director, Talent Acquisition, <i>Appy Panda</i> Director, Staffing & Operations, <i>Michael Clark</i> Director, Employee Relations, <i>Kraig Michels</i> Director, Labor Relations, <i>Dr. Richard Patterson</i>	936-1266
Eric Laliberte, Dist. 1	<a href="mailto:SBDistrict1@lwsd.org">SBDistrict1@lwsd.org</a>	<b>Professional Learning</b> Director, <i>Emily Young</i>	936-1224
Mark Stuart, Dist. 4	<a href="mailto:SBDistrict4@lwsd.org">SBDistrict4@lwsd.org</a>	<b>Risk &amp; Safety Services</b> Director, <i>Scott Emry</i>	936-1113
<b>Superintendent's Office</b>		<b>School Support – Level Directors - Elementary</b> Director, <i>Sandy Dennehy - Central</i> Director, <i>Stephanie Clark - West</i> Director, <i>Heidi Paul - East</i>	936-1219
Superintendent, <i>Dr. Jon Holmen</i>	936-1257	<b>School Support – Level Directors - Secondary</b> Director, <i>Dr. Matthew Livingston - Juanita &amp; Lake Washington Areas</i> Director, <i>Dr. Whitney Meissner - Eastlake &amp; Redmond Areas</i>	
Deputy Superintendent, Equity, Community and Talent Strategy, <i>Matt Gillingham</i>	936-1254	<b>Special Services</b> Executive Director, <i>Dr. Shannon Hitch</i>	936-1201
Deputy Superintendent, Student, School and Instructional Services, <i>Scott Beebe</i>	936-1217	<b>Special Services – Early Learning (Preschool, Early Childhood Education)</b> , Director, <i>Kim Brenner</i>	936-1309
Associate Superintendent, Business & Support Services, <i>Barbara Posthumus</i>	936-1331	<b>Special Services - Elementary Education</b> Director, <i>Craig Mott</i> Director, <i>Debbie Wagner</i>	936-1201
Associate Superintendent, Talent Strategy and Communications, <i>Dr. Joy Ross</i>	936-1266	<b>Special Services - Secondary Education</b> Director, <i>Dr. Natalie Pullen</i> Director, <i>Erin Romanuk</i>	936-1201
Associate Superintendent, School Support Services, <i>Dale Cote</i>	936-1219	<b>Student Services (Harassment, Intimidation &amp; Bullying; Student Discipline Hearing Officer)</b> Director, <i>Johnny Phu</i>	936-1225
Associate Superintendent, Instructional Services, <i>Dr. Jen Rose</i>	936-1351	<b>Support Services</b> Executive Director, <i>Brian Buck</i> Director of Maintenance and Operations, <i>Kenney Johnson</i>	936-1102
Director of Communications, <i>Shannon Parthemer</i>	936-1342	<b>Technology Services</b> Executive Director, <i>Forrest Baker</i>	936-1105
<b>Other Services</b>		<b>Teaching &amp; Learning Services</b> Director (Elementary), <i>Kelly M. Pease</i> Director (Secondary), <i>Nyla Fritz</i> Director of Multilingual Learning, <i>Julián Cortés</i>	936-1200
Extended Day Program, <i>Michael Andera</i>	936-1175		
Health Services, <i>Shelley O'Rourke</i>	936-1519		
Nutrition Services	936-1393		
Print Center	936-1110		
Transportation Services, <i>Jon Kollman</i>	936-1120		
Volunteers, <i>Chris Robison</i>	936-1270		
Web Specialist, <i>Stephanie Koura</i>	936-1443		

# General Information

## Child Find

Child Find is a program for the purpose of locating, evaluating and identifying student's ages birth to 22 years with a suspected disability. Child Find seeks to identify students who reside within the boundaries of Lake Washington School District, or those who attend a private school within the boundaries of Lake Washington School District, and are not receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District through the guidance team process.

If you have a child in kindergarten to 12th grade/age 22 and are concerned about his/her communication skills, motor skills, cognitive skills, social-emotional or behavioral skills, or academic skills, please contact your neighborhood school and ask for the school psychologist or school principal. You may also contact the Special Services main office at 425-936-1201. For children ages birth through preschool age, please contact Old Redmond Schoolhouse at 425-936-2840 and request Child Find information.

## District Policies

All district policies are available on the Lake Washington School District website. Visit [www.lwsd.org](http://www.lwsd.org) and click "About Us" on the home page. Then click "Policies and Regulations." The "Instruction (2000)" section includes policies regarding basic programs, special programs, activities, instructional resources and academic achievement.

The "Students (3000)" section addresses policies on admissions, attendance, rights and responsibilities, conduct, discipline, and health and welfare services.

The "Community Relations (4000)" section includes policies that deal with the public and community organizations.

## School Closures & Emergency Preparedness

### Severe weather and other emergencies

When emergency conditions make getting to or from school difficult or staying there a problem, 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](http://www.lwsd.org) and look for a pop-up window with the announcement.

- Go to [www.flashalert.net](http://www.flashalert.net), which lists schools all over the Puget Sound area. You can sign up to get text alerts from this service as well.
- Call the main district telephone number (425-936-1200) to listen to a message, or
- Tune in to area radio and television.

In addition, LWSO will use an 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 schools are closed, the following programs and activities are cancelled: regular school, Extended Day program, all activities including athletic events and music programs, parent meetings and building use. (If conditions change during the day, special arrangements may be made for some activities.)

### Late start and 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: All preschool morning and afternoon sessions, out-of-district transportation, before school music, and Quest pull-out classes.

### Special announcements

A variation of the above plans will be announced if necessary due to a power failure or other conditions.

### Safety

Keeping students and staff safe is a top priority. A Layered School Safety approach is how the district provides a comprehensive safety plan for every school. This approach recognizes that no single barrier or intervention is sufficient by itself to maintain a safe campus. Rather, using multiple layers acts like a filter to be able to identify, resolve and mitigate threats and hazards. These efforts involve staff, students, parents, local fire departments and law enforcement.

In the event of an emergency at school, the district will provide communication regarding the type of emergency as quickly as possible. If it is required that parents pick up students (reunification), clear directions will be given on where and how to do this through district communication methods. **Please do not come to school during the emergency.**

For more information, visit: <https://www.lwsd.org/programs-and-services/safety>.

## Breakfast and Lunch Meals

The Lake Washington School District Nutrition Services Department welcomes all students and parents to participate in the district's school meal program. Healthy breakfasts and lunches are served every school day. Students can choose from a variety of entrees, fruits, vegetables and beverages. Pricing for school meals are as follows:

Meal Prices for 2024-25		
	Breakfast	Lunch
Elementary	\$2.75	\$4.25
Secondary	\$3.00	\$4.50
Adults	\$4.00	\$5.50

*There will be no charge for those eligible for free or reduced meal benefits.*

There will be no charge for those eligible to receive benefits for free or reduced meals who have a current application on file. To receive meal assistance benefits for the 2024-25 school year, a new application for free and reduced meals will need to be filled out. We strongly encourage all families who might be eligible for benefits to submit an application. Applications for the 2024-25 school year will be available by August 1, 2024 to complete online (preferred method) through Myschoolapps, or by manually filling out an application found on the [district website](#).

## Meal Charge Procedure

LWSO's Nutrition Services Department takes pride in providing nutritious meals to students to support learning each school day. It is the responsibility of parents or guardians to prepay for school meals, provide a meal from home, or complete an annual application establishing eligibility for free or reduced meal benefits .

Under no circumstance do we want a child to go without a meal during the school day. Students will be allowed to debit their school meal account for the purchase of a complete breakfast or lunch when their account shows insufficient funds or when the student does not have sufficient funds in the form of cash or a check. The purchase of ala carte items including 2nd entrees, milk or juice and snacks are strictly prohibited when an account is negative or will become negative due to the charge.

Adults are not allowed to charge a meal or purchase any ala carte items if they have a negative balance on their account or will become negative due to the charge.

Nutrition Services will make every effort to communicate with families the status of their student's negative meal account balances through the following efforts:



## Accounts with negative balances:

- Families will receive an automated email message and notification in ParentSquare once per week (Fridays) regarding their child's meal account balance. Notifications will continue until the account balance is paid off.
- If the child's account balance continues to remain negative after these attempts, Nutrition Services will contact the school designee who will connect with the families to problem solve ways to resolve the negative balance issue.
- Unresolved negative balances at the end of the year will be submitted to the accounting office for collection.

We strongly encourage families to complete the School Meal Benefit application annually through [Myschoolapps](#) to determine if they qualify for free or reduced meal benefits.

Families are encouraged to enroll in the online prepayment service [www.myschoolbucks.com](http://www.myschoolbucks.com) for meal account payments and account tracking. There is a convenience fee for this payment service, however, there is no fee associated with account balance inquires through MySchoolBucks.

## Health and Wellness

Through input from students, parents, and staff, Lake Washington School District has established a Nutrition, Health, and Physical Fitness (Wellness) Policy that includes goals for nutrition education, physical activity, and other school based activities. Also included are nutrition guidelines for all foods sold and available on campus during the school day with the objective of promoting student health and wellness. We review the policy regularly and welcome feedback from all stakeholders. Questions, comments, or input regarding the LWSD's Wellness Policy can be emailed to: [NutritionServ@lwsd.org](mailto:NutritionServ@lwsd.org).

Additional information about the district's nutrition services program, including: menus/nutrition, meal prices/payment, free & reduced meals, special diets, meal charge procedure, and student wellness can be found on the district website at <https://www.lwsd.org/students-families/breakfast-and-lunch-menus>.

## Families should contact Nutrition Services for the following:

- If you do not want your child to purchase a la carte foods, an alert can be placed on your student's account.
- If you need assistance with payment options to address school meal charges.
- Questions regarding negative school meal balances.
- Comments or input regarding the LWSD Wellness Policy

## Nutrition Services

[NutritionServ@lwsd.org](mailto:NutritionServ@lwsd.org)

Phone: 425-936-1393

Office Hours: Mon.-Fri., 7:30 a.m.–3:30 p.m.

## Become a Volunteer

Parents are encouraged to volunteer in their child's school as one way to be more involved. For safety reasons, only volunteers who have been screened by the district are allowed to volunteer in our schools and chaperone students on field trips. Every parent who wants to help in their child's classroom or go on a field trip will need to complete an LWSD volunteer application and be approved by the district's volunteer office **before** the event occurs or **before** they begin volunteering in the school. Volunteers must sign in and out at the school office, following the school's standard procedure.

If you are applying for the first time, we recommend that you complete your application during the summer or at the beginning of the school year to ensure that your application has been approved before you plan to volunteer. Volunteer approvals are valid for two years from the date of approval. If you are due to renew your volunteer application, the renewal window opens 30 days prior to the expiration of your current application. You should receive an email reminding you of the need to renew with instructions on how to do so. Check with your school office to see if your approval status is current.

## How to apply

To submit a volunteer application, visit the volunteer section of the LWSD website at: [www.lwsd.org/volunteer](http://www.lwsd.org/volunteer). Click on the button that says: **Online Volunteer Application** and follow all of the steps to submit the application. If you have any questions, please contact the volunteer office at 425-936-1270 or [volunteers@lwsd.org](mailto:volunteers@lwsd.org).

## Public Records Requests

The district provides information that is considered a public record, upon request. The Washington State Public Records Act provides for the release of public records maintained by a public agency, such as the school district, with limited exceptions.

The district encourages requests for access to, or copies of, public records, by submitting a request online at: <https://lwsdwa.justfoia.com/publicportal/home/newrequest>. Alternatively, requests for public records can be made by writing to: Public Records Office, P.O. Box 97039, Redmond, WA 98073-9739; or by email: [publicrecordsrequest@lwsd.org](mailto:publicrecordsrequest@lwsd.org).

Copies of records are subject to a fee. For more information contact 425-936-1137.

## Parent Involvement

Studies show that parental involvement in their child's education is a critical factor for success. A home environment that encourages learning is more important for student achievement than income, education level or cultural background. Children whose parents are involved in their education go farther in school. And the earlier you get involved in your child's education, the more effect it has on their success.

Involvement can be as simple as talking about school. Children who talk regularly about school with their parents perform better academically. Other important activities are to actively organize and monitor your student's time and help them with homework. Reading is particularly affected by home activities. The most important activity parents can do for their child's reading success is to read aloud to them.

One great way to get involved with your child's education is to volunteer at their school. Volunteer directly with the school or get involved with the PTSA. Contact your school's office or the district's volunteer office at 425-936-1270 for more information.

## Lake Washington PTSA Council

Website: [www.lwptsa.net](http://www.lwptsa.net)

Phone: 425-936-1216

## Home Internet Access & Computers

Need affordable home internet service? Access to the Internet is critical to students for learning at home and to connect families with schools. Please consider the following options:

- **Affordable Connectivity Program** ([affordableconnectivity.gov](http://affordableconnectivity.gov)) – Free or low-cost broadband internet access for qualifying families.
- **Everyone On** ([everyoneon.org](http://everyoneon.org)) – list of national low cost or free internet access resources.
- **Internet Essentials** – connect low-income families to home Internet. Visit [internetessentials.com](http://internetessentials.com) or call 855-846-8376.
- **Comcast Xfinity** – Wifi hotspots across King County will be available to anyone who needs them for free.
- **Lake Washington School District** – offers free cellular hotspots to families that do not have home Internet service. Check with student's school office.
- **1 Green Planet** ([1greenplanet.com](http://1greenplanet.com)) – donating personal computers for district students in need for online learning at home. Call 425-428-4414 for availability.

# Privacy Information



## Protection of Pupil Rights Amendment (PPRA)

PPRA is a federal law that gives parents certain rights regarding surveys, collection and use of information for marketing purposes and certain physical exams.

### PPRA gives parents the right to:

1. Provide written consent before students are required to take a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - Political affiliations or beliefs of the student or student’s parent
  - Mental or psychological problems of the student or student’s family
  - Sex behavior or attitudes
  - Illegal, anti-social, self-incriminating, or demeaning behavior
  - Critical appraisals of other individuals with whom respondents have close family relationships
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
  - Religious practices, affiliations, or beliefs of the student or student’s parent
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
2. Receive notice and an opportunity to opt a student out of:
  - Any other protected information survey, regardless of funding
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
  - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
3. Inspect, upon request and before administration or use:
  - Protected information surveys of students
  - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
  - Instructional material used as part of the educational curriculum

These privacy rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Lake Washington School District has developed processes regarding these rights. The district has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lake Washington will directly notify parents of these policies after any substantive changes, in addition to this yearly notice. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt the student out of participation of the specific activity or survey.

Lake Washington will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their student out of such activities and surveys. Parents will also be given a chance to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.



## Family Educational Rights and Privacy Act (FERPA)

Under the federal Family Educational Rights and Privacy Act (FERPA), a parent/guardian (and students over 18 years of age) has certain rights concerning how Lake Washington School District releases educational records. The district may release some basic information on the student, called directory information. A parent/guardian and students over 18 can direct the district to keep that information confidential.

### Releasing Student Information

Although there are some exceptions, in general, the district cannot release information about a student without written consent from a parent/guardian.

### Exceptions to Releasing Student Information

One exception is that the district can forward educational records on request to a school in which a student plans to enroll.

A second exception is that student information may also be given to school officials with legitimate educational interests. FERPA defines "school official" to include "a contractor, consultant, volunteer, or other party to whom an agency of institution has outsourced institutional services or functions." A school official may therefore include an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the School Board; contractors (a person or company with whom the district has contracted to perform a special task or service, such as an attorney, auditor, medical consultant, therapist, Learning Management System or provider of educational digital tool or digital curriculum which has undergone district review and approval as meeting contractor status under FERPA); consultants; volunteers; or a parent or student serving on an official committee or assisting another school official in performing duties. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities.

The district's approved learning management system, digital tool and curriculum providers are also compliant with the Children's Online Privacy Protection Act (COPPA). Student information shared with these providers is done on a need-to-know basis, used solely for the delivery of educational services to the district and not for any commercial purpose.

### Directory Information

The district is allowed to release "directory information" to a requestor, outside of the district, unless the parent/guardian requests information be withheld by completing the

Directory Information withhold process. Directory information is information that would not generally be considered harmful or an invasion of privacy if disclosed. The district's approved consultants under the school official exception to FERPA are considered part of the district. Information is only released through an official Public Records Request.

The following information is considered directory information:

- Student's full legal name
- Address
- Email addresses: parent/guardian and school-assigned
- Phone number
- Photograph/image
- Schools attended
- Grade level
- Parent/guardian names
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Enrollment status
- Diplomas and awards
- Date of birth

This information may be used in a variety of ways, such as a school yearbook, school or district newsletters or website, or released to news media.

### Directory Information Withhold Process

To keep directory information private, parents/guardians must request that their child's directory information be withheld before September 15 of each school year. If you are enrolling your student mid-year, the request must be made within five days of enrollment. These requests can be made through the Online Student Information Verification process during the summer, the Student Information tab in Skyward Family Access, or you can write a letter to your school's principal letting him/her know that you would like to opt out of the release of directory information under FERPA. Changes can be made after September 14, however, some directory releases may have already occurred by the family's request date.

**Important: If you do not complete the directory information withhold processes (either online or on paper), your child's directory information may be released.**

**Note:** The district cannot control the release of certain directory information, such as photographs/images or names, when students participate in school events open to the general public such as athletic competitions, concerts or plays.

## Military or Higher Education

Under federal law, directory information can also be released to military recruiters and to institutions of higher education for students who are in ninth grade to 12th grade. If you do not want this information released to military organizations, please check the military box on the "Request to Prevent Disclosure of Directory Information – Military & Higher Education (Grades 9-12)" form.

If you do not want this information released to institutions of higher education, please check the higher education box on the "Request to Prevent Disclosure of Directory Information – Military & Higher Education (Grades 9-12)" form.

You and your student will still be able to request sending their records to specific colleges or universities: the Directory Information Withhold request simply means the district will not include your student's directory information in a request for information.

Please note that both military and higher education organizations may gain access to your student's information from other sources. By checking the boxes on the electronic forms as mentioned above, simply means the District will not provide the student information to the Military or Higher Education institution.

### Reviewing & Appealing Contents of Records

Under the law, a parent/guardian has the right to inspect and review their student's educational records within 45 days of submitting a written request to the school's principal. The principal will then notify the parent/guardian of the time and place where the records may be reviewed.

### Concerns with Student Records

If concerns arise about the accuracy or appropriateness of a student's educational records maintained by the school, the parent/guardian is encouraged to inform the principal. The principal will meet with the parent/guardian and attempt to resolve the matter. If the concern is not satisfactorily resolved within 30 school days, the parent/guardian will have the opportunity for a hearing before the Superintendent or designee. The request for the hearing must be made in writing. The hearing will be held within a reasonable time following the request. More information is available in the student records policies in the administrative policies section of the district website.

If a parent/guardian is still not satisfied following this process, the parent can insert into the challenged records a written explanation or comment regarding the content of such records.

# Nondiscrimination and Office of Education Ombuds (OEO)

## Annual Nondiscrimination Notification

The Lake Washington School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to Scouting America 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,  
425-936-1333, [civilrights@lwsd.org](mailto:civilrights@lwsd.org)

Title IX Coordinator,  
Director of Athletics & Activities  
425-936-1289, [titleix@lwsd.org](mailto:titleix@lwsd.org)

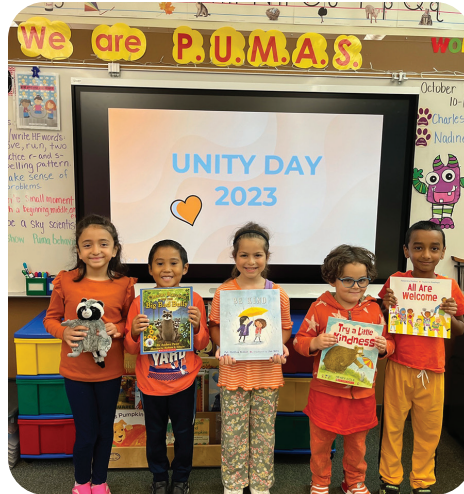
504 Coordinator,  
Director of Special Services,  
425-936-1201, [section504@lwsd.org](mailto:section504@lwsd.org)

16250 N.E. 74th Street  
Redmond, WA 98052

## Office of Education Ombuds (OEO)

The Washington State Office of Education Ombuds (OEO) listens, shares information and referrals, and works with families, communities, and schools to address concerns so that every student can fully participate and thrive in our state's public schools. OEO provides support in multiple languages and has telephone interpretation available. To get help or learn more about what OEO does, please visit our website: <https://www.oeo.wa.gov/en>; email [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov), or call: 1-866-297-2597 (interpretation available).

The Washington State Governor's Office of the Education Ombuds (OEO) is an independent state agency that helps to reduce educational opportunity gaps by supporting families, students, educators, and other stakeholders in communities across Washington in understanding the K-12 school system and resolving concerns collaboratively. OEO services are free and confidential. Anyone can contact OEO with a question or concern about K-12 public schools.



## Title IX and EEOC Notification

The Lake Washington School District complies with all federal and state rules and regulations and 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, gender identity or gender expression, 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 Scouting America and other designated youth groups. This holds true for all district employment and for all students who are interested in participating in educational programs and/or extracurricular school activities.

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

Kraig Michels, Civil Rights Coordinator,  
Director of Human Resources,  
Employee Relations  
16250 NE 74th Street  
Redmond Washington, 98052  
425-936-1333  
[civilrights@lwsd.org](mailto:civilrights@lwsd.org)

John Appelgate, Title IX Coordinator  
Director of Athletics & Activities  
16250 NE 74th Street  
Redmond Washington, 98052  
425-936-1367  
[titleix@lwsd.org](mailto:titleix@lwsd.org)

Craig Mott, Section 504/ADA Coordinator  
Director of Special Services  
16250 NE 74th Street  
Redmond Washington, 98052  
425-936-1201  
[section504@lwsd.org](mailto:section504@lwsd.org)

## Section 504 of the Rehabilitation Act

Section 504 prohibits discrimination against persons with a disability in any program receiving Federal financial assistance.

The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working)
- has a record of such an impairment
- is regarded as having such an impairment

Lake Washington School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify and evaluate the child. If he/she is determined to be eligible under Section 504, the district is responsible to afford access to an appropriate education. If a parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Section 504 Coordinator: 425-936-1201  
Email: [section504@lwsd.org](mailto:section504@lwsd.org)

Mailing Address: P.O. Box 97039,  
Redmond, WA 98073

# Health and Safety Information



## Accidents and Student Medical Insurance

In the event of an accident or illness, Lake Washington School District will make every reasonable effort to contact the parent or guardian immediately. That's why it's important for you to fill out the emergency notification form and return it to school promptly. Be sure to notify the school office if any of the information on that form changes during the school year. However, if the parent or guardian is not available, the district will secure proper emergency medical care as needed. Any medical care expense as a result of this emergency medical care will be the responsibility of the student's parent or guardian or their medical insurance, if any.

It's important for parents to understand that the district does not provide medical insurance for student injuries. However, the district does provide an opportunity to participate in a voluntary medical/health insurance program, available for purchase through Meyers-Stevens & Toohy and Co., Inc. The brochure for this plan is included in the parent packet.

Please take a moment to review this information so that you can determine if you would benefit from this program.

## Asbestos Safety

This notice informs you that there is asbestos in some of our schools. Though present in some building materials, it does not represent a health hazard to people. In 2018, an asbestos re-inspection was made at our schools. Asbestos-containing building materials were found to be in good condition. A plan is in place to ensure that the remaining asbestos will not represent a future health hazard. This plan includes periodic inspections and frequent observational surveys.

You may wonder why all of the asbestos is not removed. According to the Environmental Protection Agency (EPA), asbestos only presents a health hazard when fibers become airborne and are inhaled. The mere presence of asbestos in materials does not represent a health hazard. Therefore, the EPA recommends that asbestos only be removed during renovation activities.

The majority of asbestos-containing materials in our schools are located in or around mechanical areas that are not accessed by the public. Floor tile and the glue that holds the tile may also contain very small amounts of asbestos. When asbestos removal projects are undertaken, we take the essential precautions to test and abate as required by the EPA.

Our asbestos management plan identifies locations of the materials assumed to contain asbestos and calls for the removal of any asbestos-containing materials that either present a risk or are present in an area being renovated. The plan also indicates the schedule of inspections and response actions. This plan is located in school offices for your review.

## Pest Management

The district manages problem pests through an integrated pest management (IPM) program.

On occasion, Lake Washington School District has the need to use pesticides (i.e., herbicides and insecticides) to manage vegetation and insect pests. To the extent possible with available resources, the goal of the integrated pest management (IPM) program is to protect human health, reduce loss from pest damage and minimize environmental pollution and human exposure to pesticides.

Pest management solutions can range from monitoring the problem to baiting and trapping or to spraying. Alternate, non-chemical pest control methods will be used as a first approach whenever possible. Pesticides are used only when necessary and in the least toxic formulation required. Spraying is done when monitoring indicates that vegetation or an insect pest will cause unacceptable medical, economic or aesthetic injury.

There is no fixed schedule for IPM treatments.

If the district deems it necessary to use chemical sprays to manage vegetation and/or insect pests, the following guidelines are adhered to:

- Whenever possible, pesticide spraying treatments will be managed at times when school is not in session. When it is necessary to apply pesticides when school is in session, the areas will be clearly marked and isolated from the school population.
- Pesticides used in the district must be pre-approved by Support Services.
- Records of applications and Safety Data Sheets (SDS) for approved materials are on file at the Support Services Center.

Notification and posting of pesticide treatments will be made in accordance with applicable state laws.

If an emergency application is necessary while school is in session, such as an application to control stinging insects, notification will be posted at the site of the application and at the school's office.



# Health

## Immunization Requirements

Each child must have a record of their immunizations on a medically verified Certificate of Immunization Status (CIS) or have a completed Certificate of Exemption on file for each of the diseases for which full immunization is required before the first day of attendance. It is the duty of the administrator, by law, to exclude children from school, preschool, or childcare

if they do not meet immunization requirements on or before the first day of attendance. All children under the age of 19 can get immunizations at no cost in our state from clinics participating in the Vaccine for Children (VFC) program. Some health care providers' offices charge an administration fee, but you can ask to have the administration fee waived if you can't pay. Find VFC clinics by using this vaccine map at <https://fortress.wa.gov/doh/vaccinemap>.

**Washington State Department of Health**



**School and Child Care Immunization:**

[www.doh.wa.gov/scci](http://www.doh.wa.gov/scci)

**School Immunization Chart:**

<https://doh.wa.gov/sites/default/files/2023-12/348295-ParentSchoolChart-2024-2025.pdf>

Required Immunizations for School Year 2024-25		According to the Washington Administrative Code WAC 246-105-030, any child attending school, preschool, or childcare in Washington state is required by law to be fully immunized against or have an exemption in place for the following diseases:					
Washington State Department of Health	DTaP/Tdap (Diphtheria, Tetanus, Pertussis)	Hepatitis B	Hib (Haemophilus influenzae type B)	MMR (Measles, mumps, rubella)	PCV (Pneumococcal Conjugate)	Polio	Varicella (Chickenpox)
<b>Preschool</b> Age 19 months to <4 years on September 1st	4 doses DTaP	3 doses	3 or 4 doses* (depending on vaccine)	1 dose	4 doses*	3 doses	1 dose**
<b>Preschool/ Transitional Kindergarten</b> 4 years of age or older on September 1st	5 doses DTaP*	3 doses	3 or 4 doses* (depending on vaccine) (Not required at 5 years of age or older)	2 doses	4 doses* (Not required at 5 years of age or older)	4 doses*	2 doses**
<b>Kindergarten through 6th grade</b>	5 doses DTaP*	3 doses	Not required	2 doses	Not required	4 doses*	2 doses**
<b>Grades 7 through 11</b>	5 doses DTaP* Plus Tdap at age ≥ 10 years	3 doses	Not required	2 doses	Not required	4 doses*	2 doses**
<b>12th Grade</b>	5 doses DTaP* Plus Tdap at age ≥ 7 years	3 doses	Not required	2 doses	Not required	4 doses*	2 doses**

\*Vaccine doses may be acceptable with fewer than listed depending on when they were given. \*\*Health care provider verification of history of chickenpox disease is also acceptable. Students must get vaccine doses at the correct timeframes to be in compliance with school requirements.

## Life-Threatening Health Conditions

The safety and well-being of students is one of our paramount duties. Washington state law (RCW 28A.210.320 and WAC 392-380) requires that before a student may attend school, a parent must present a medication or treatment order addressing any life-threatening health condition the child has that may require medical services to be performed at school. Parents must also provide any medication or equipment identified in the order that is necessary to carry out the order. A nursing care plan to implement the order must also be in place.

Per RCW 28A.210.320, a "life-threatening condition" shall mean a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.

**Life-threatening health conditions include but are not limited to:**

- Diabetes
- Severe allergies requiring epinephrine
- Epilepsy/seizure disorder
- Asthma requiring an inhaler
- Cardiac/heart conditions

For more information regarding life-threatening health condition requirements visit:

<https://www.lwsd.org/about-us/forms-library>.

# Health

## Meningococcal and HPV Disease and Prevention

As a parent, there is nothing more important than safeguarding your child's health. The Washington State Legislature requires schools to make this information available to families about meningococcal disease and human papillomavirus (HPV). Know the facts about these diseases and the vaccines available to protect your student.



### Meningococcal Disease and Prevention

#### What is meningococcal disease?

Meningococcal disease is a serious illness. It spreads through close contact by coughing, kissing, or sharing anything by mouth, such as water bottles, eating utensils, lip balm, or toothbrushes. It can cause pneumonia, blood infections, and meningitis (swelling of the covering of the brain and spinal cord). Severe disease can cause brain damage, loss of hearing or limbs, and death. Fortunately, this life-threatening infection is rare – with only about 20 to 30 reported cases each year in Washington. Adolescents and young adults are more likely to get meningococcal disease, especially if they live in group settings like college dorms.

#### How can I protect my student from meningococcal disease?

The meningococcal conjugate vaccine, or MCV4, prevents against four types of the disease. It is a 2-dose series recommended for all children between 11 and 12 years of age, and again at 16 to 18 years of age. The meningococcal B vaccine, or MenB, is recommended during a meningococcal B disease outbreak or based on shared decision making with your health care provider.

### Human Papillomavirus (HPV) and Prevention

#### What is HPV?

HPV is a very common virus that can cause cancers later in life. Nearly 42 million people are currently infected with HPV in the United States. About 13 million people, including teens, become infected with HPV each year. In the U.S., an estimated 36,000 people are affected by a cancer caused by HPV infection each year. While there is screening for cervical cancer that can detect cancer early, there is no recommended screening for the other cancers caused by HPV infection, like cancers of the back of the throat, anus, penis, vagina, or vulva.

#### How can I protect my student from HPV?

HPV vaccination provides safe, effective, and lasting protection against the HPV infections that most commonly cause cancer. HPV vaccination works extremely well. HPV vaccine has the potential to prevent more than 90% of HPV-attributable cancers. Since HPV vaccination was first recommended in 2006, infections with HPV types that cause most HPV cancers and genital warts have dropped 88% among teen girls and 81% among young adult women.

#### Who should get the vaccine and when should they get it?

Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all boys and girls starting at ages 9 to 14. If boys or girls do not get the first dose of HPV vaccine before age 15, they will need three doses.

#### For more information about meningococcal disease and how to prevent it:

- Washington State Department of Health: <https://doh.wa.gov/you-and-your-family/illness-and-disease-z/meningitis-meningococcal-disease>
- CDC meningococcal disease and vaccine information: <https://www.cdc.gov/vaccines/parents/diseases/mening.html>

#### For more information on HPV, the vaccine, and cervical cancer:

- Washington State Department of Health: [www.doh.wa.gov/hpv](http://www.doh.wa.gov/hpv)
- Centers for Disease Control & Prevention: [www.cdc.gov/hpv](http://www.cdc.gov/hpv)

#### Where can I find the meningococcal and HPV vaccines?

Talk to your health care provider about the vaccines your student needs. **In addition to meningococcal and HPV vaccines, your preteen should receive Tdap.**

Washington offers vaccines at no cost to kids through age 18 with the Childhood Vaccine Program. Participating providers may charge an office visit fee or administration fee to give the vaccine. If you can't afford these fees, you can ask to have them waived. This provider map can be used to find providers in the Childhood Vaccine Program: <https://fortress.wa.gov/doh/vaccinemap/>

# Electronic Resources | Internet Access, Email & School

Lake Washington School District provides access to current technologies, including email and the internet, to enhance the educational process. The rich sources of information available on the Internet enhance the ability to do research, communicate and collaborate with others, and access content appropriate for their own instructional program.

## Internet, Email and Classroom Teams Access

Because the use of the Internet and online tools have become an integral part of learning and society, all students are granted Internet access when they are enrolled in our schools. District email accounts are issued to all students for communication as well as access to other digital applications for teaching and learning. Teachers guide the use of email for students in earlier grades.

The district's electronic resources policy and procedures outline the district's commitments concerning the use of technology as well as more specific expectations about their use. Students are expected to follow the district's Acceptable Use Procedures when using the district email system and when gaining access to the Internet via district computers and network. Both the policy and the Acceptable Use Procedures follow.

## Electronic Resources Policy

The Lake Washington School District provides a wide range of electronic resources to its students for the purpose of advancing the educational mission of the district. These resources are provided and maintained at the district's and, therefore, the public's expense and are to be used to promote positive and effective digital citizenship among students.

The district recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers; and that students need to be proficient and safe users of information, media, and technology to succeed in a digital world. To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

The Acceptable Use Procedures that follow provide details regarding the appropriate and inappropriate use of district electronic resources. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the district computer network requires that all users conduct themselves in a responsible, decent, ethical and polite manner while using the district computers. As users of district electronic resources and computers, students are expected to review and understand the Acceptable Use Procedures (AUP) and guidelines contained therein.

## Student Acceptable Use Procedures (AUP)

### Scope

The following procedures apply to all district students and cover all aspects of the district network. The district network includes wired and wireless computers/ devices and peripheral equipment, files and storage, email, and Internet content and all computer software, applications, or resources licensed to the district.

### Appropriate Network Use

The district expects students to exercise good judgment and use the computer equipment in an appropriate manner. Use of the equipment is expected to be related to educational purposes.

Unacceptable/Prohibited network use by students includes:

- **Commercial Use:** Using district network for personal or private gain, personal business, or commercial advantage is prohibited.
- **Political Use:** Using district network for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using district computers to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office.
- **Illegal or Indecent Use:** Using district network for illegal, bullying, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is

prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, a hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.

- **Disruptive Use:** District network may not be used to interfere or disrupt other users, services, or equipment. For example, disruptions include distribution of unsolicited advertising ("Spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of district computers or other resources accessible through the district's computer network ("Cracking" or "Hacking").
- **Personal Use:** District network may not be used for purposes of personal use not specifically authorized by a teacher or other district staff member. This includes connecting personal devices to the district network.

The district will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or any other errors or omissions. The district will not be responsible for unauthorized financial obligations resulting from the use of or access to the district's computer network or the Internet.



## Internet Safety

Students should not reveal personal information, including home address and phone number on websites, email, or as content on any other electronic medium. Students should not reveal personal information about another individual on any electronic medium. No student pictures or names can be published on any class, school, or district website unless the appropriate permission has been verified according to district policy. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

## Internet Safety Instruction

All students will be educated about cyber bullying awareness and response and about appropriate online behavior, including interacting with other individuals on email and/or on social networking sites and in chat rooms. Schools will make every effort to provide Internet Safety Instruction; however, in the absence of such instruction, students are still expected to follow all Acceptable Use Procedures (AUP). Age appropriate training materials will be made available to administration, staff, and families.

## Filtering and Monitoring

Filtering software is used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Other objectionable material could be filtered as identified by the superintendent or designee.

- Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
- Any attempts to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to district browser settings, use of personal portable Wi-Fi devices, and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- Email inconsistent with the educational mission of the district will be considered SPAM and blocked from entering district email boxes;

- The district will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to district computers;
- Staff members who supervise students, control electronic equipment, or have occasion to observe student use of said equipment online must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the district; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct, and assist effectively.

## Network Security and Privacy

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorized owner of the account, for authorized district purposes. Students are responsible for all activity on their account and must not share their account password.

These procedures are designed to safeguard network user accounts:

- Change passwords according to district policy;
- Do not use another user's account;
- Do not use personal wireless hotspot devices;
- Do not connect personal smartphones, personal computers, personal storage devices, or any non-district device to the district's networks;
- Do not insert passwords into email or other communications;
- If you write down your account password, keep it out of sight;
- Do not store passwords in a file without encryption;
- Do not use the "remember password" feature of Internet browsers; and
- Lock the screen or log off if leaving the computer.

## Student Data

District staff must maintain the confidentiality of student data in

accordance with the Family Education Rights and Privacy Act (FERPA). Permission to publish any student work requires permission from the parent or guardian.

## Privacy

The district network, computers, Internet, and use of email are not inherently secure or private. The district reserves the right to monitor, inspect, copy, review and store, without prior notice, information about the content and usage of:

- The network;
- User files and disk space utilization;
- User applications and bandwidth utilization;
- User document files, folders and electronic communications;
- Email;
- Internet access; and,
- Any and all information transmitted or received in connection with network and email use.

The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the state of Washington. Backup is made of all district staff email correspondence for purposes of public disclosure and disaster recovery.

## Copyright

Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.

## Discipline

Violation of any of the conditions of use explained in the Student Use of Electronic Resources policy or in these Acceptable Use Procedures (AUP) could be cause for disciplinary action, up to and including revocation of network and computer access privileges, restitution, suspension or expulsion, and/or police report in accordance with District Student Discipline Policies and Procedures.

# LWSD | Contact Information

School district staff members who can help answer any questions about the information in this Family Information Booklet

## **Volunteer Screening**

### **School Closures & Emergency Preparedness Family Educational Rights and Privacy Act (FERPA)**

Shannon Parthemer, Director of Communications  
[sparthemer@lwsd.org](mailto:sparthemer@lwsd.org), 425-936-1342

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

Tim Krieger, Director of Data, Research and Accountability  
[tkrieger@lwsd.org](mailto:tkrieger@lwsd.org), 425-936-1371

## **Immunization Requirements**

### **Life-Threatening Health Conditions**

### **Meningococcal Disease**

### **Human Papillomavirus (HPV)**

Shelley O'Rourke, Health Services Manager  
[sorourke@lwsd.org](mailto:sorourke@lwsd.org), 425-936-1519

## **Accidents and Student Medical Insurance**

### **Public Records Requests**

Scott Emry, Director of Risk and Safety Services  
[semry@lwsd.org](mailto:semry@lwsd.org), 425-936-1119

## **Asbestos Safety**

### **Pest Management**

Brian Buck, Executive Director of Support Services  
[bbuck@lwsd.org](mailto:bbuck@lwsd.org), 425-936-1102

## **Child Find**

K-12th grade: 425-936-1201  
Birth-Preschool: 425-936-2760

## **Section 504 of the Rehabilitation Act**

Craig Mott, Director of Special Services -  
Secondary Education  
[section504@lwsd.org](mailto:section504@lwsd.org), 425-936-1201

## **Electronic Resources – Internet Access, Email & School**

Forrest Baker, Executive Director of Technology Services  
[fbaker@lwsd.org](mailto:fbaker@lwsd.org), 425-936-1285

## **EEOC Notification**

### **Annual Nondiscrimination Notification**

Dr. Richard Patterson, Director of Human Resources,  
Certificated Employee & Labor Relations  
[ripatterson@lwsd.org](mailto:ripatterson@lwsd.org), 425-936-1251

## **Title IX**

John Appelgate, Director of Athletics & Activities  
[titleix@lwsd.org](mailto:titleix@lwsd.org), 425-936-1367

## **Building Excellence**

Lake Washington School District's Building Excellence Plan is a multi-phase plan to provide permanent classrooms for students, address aging facilities and reduce reliance on portables. Voters approved Phase I of the Building Excellence Plan in February 2022. Phase II will focus on aging facilities with a goal of rebuilding/enlarging the four remaining schools that have not received upgrades or rebuilds since the start of the 1998 modernization program. More information: [www.lwsd.org/2024-levy](http://www.lwsd.org/2024-levy).



## **Lake Washington School District #414**

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[www.lwsd.org](http://www.lwsd.org)

