

# **RMS Student Handbook 2019-2020**

10055 166th Ave NE  
Redmond, WA 98052

**School Office: 425-936-2440**

**Attendance Line: 425-936-2441**

**School Website: <http://rms.lwsd.org>**

**PTSA Website: [www.RMSpts.org](http://www.RMSpts.org)**

**District Website: [www.lwsd.org](http://www.lwsd.org)**

**Jon Young, Principal: [joyoung@lwsd.org](mailto:joyoung@lwsd.org)**

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## **Mission**

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

## **Vision**

*Through school-wide collective commitments in a rigorous learning environment, Redmond Middle School students are prepared for the challenges and rewards of high school, future educational opportunities, the global workplace, and personal life.*

## **RMS Commitments**

1. We commit to creating a culturally responsive environment that is equitable, honors diversity, that promotes democratic ideals and good citizenship, and where mutual respect exists between and among students and staff.
2. We will hold high expectations for student achievement and character, and will guide students to make healthy and responsible choices for their lives and the learning process.
3. We will provide students with purposeful opportunities to choose what they want to learn and to take risks in the process of gathering and presenting information.
4. We will provide students with opportunities to learn and serve outside the classroom in our local and regional communities.
5. We will assist each student in their transition to high school by providing appropriate instruction, monitoring their progress, and offering guidance and support services tailored to individual needs.
6. We will help students assess their strengths and weaknesses to develop interests for careers.
7. We will stay current with content and best teaching practices in our subject area.
8. We will provide meaningful, interconnected learning experiences.
9. We will collaborate to plan and implement instruction and to reflect on performance data.

# THE GRIZZLY WAY

	<b>KIND</b>	<b>HONEST</b>	<b>PROUD</b>
<b>LUNCHROOM</b>	<ul style="list-style-type: none"> <li>• We respect staff and students</li> <li>• We are present with the people around us (electronics are off and away)</li> <li>• Tables are open to everyone</li> <li>• We acknowledge our neighbors</li> <li>• We are helpful to others</li> </ul>	<ul style="list-style-type: none"> <li>• We stay in line</li> <li>• We respect others' place in line</li> <li>• We remain in the cafeteria, and ask an adult for permission to leave when needed</li> </ul>	<ul style="list-style-type: none"> <li>• We leave no trace by cleaning up the area around us</li> <li>• We leave our backpacks under the table to make room for our peers</li> <li>• We eat our own food</li> </ul>
<b>HALLWAYS</b>	<ul style="list-style-type: none"> <li>• We are mindful of our surroundings</li> <li>• We keep our eyes up and electronics away</li> <li>• We keep to the right to make room for others</li> <li>• We keep our hands to ourselves</li> <li>• We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• We take care of our personal needs during passing time (bathroom, locker, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• We are kind and helpful to those we pass in the hallway</li> <li>• We arrive to class early and ready to learn</li> <li>• We leave no trace</li> </ul>
<b>CLASSROOMS</b>	<ul style="list-style-type: none"> <li>• We are respectful of ourselves and others</li> <li>• We disagree without being disagreeable</li> <li>• We help others</li> <li>• We encourage active participation</li> </ul>	<ul style="list-style-type: none"> <li>• We communicate our needs</li> <li>• We take responsibility over our own behavior</li> <li>• We ask for help when needed</li> <li>• We develop a growth mindset and are not afraid to learn from our mistakes</li> </ul>	<ul style="list-style-type: none"> <li>• We focus on learning by having our phones away unless directed by a teacher</li> <li>• We respect shared materials</li> <li>• We keep the classroom clean</li> <li>• We submit work that reflects our best effort</li> <li>• We bring a positive attitude</li> <li>• We come to class prepared to learn everyday</li> </ul>
<b>ASSEMBLIES</b>	<ul style="list-style-type: none"> <li>• We model active listening</li> <li>• We give our undivided attention to the speaker and electronics away</li> <li>• We keep our hands to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>• We self-monitor our own actions</li> <li>• We stay seated with our class</li> <li>• We hold each other accountable appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• We show Grizzly Spirit</li> <li>• We participate appropriately</li> <li>• We respect equipment</li> <li>• We use the aisles when entering/exiting the bleachers</li> <li>• We walk</li> </ul>

<b>BATHROOM</b> <b>Go, Flush, Wash, and Leave</b>	<ul style="list-style-type: none"> <li>• We are respectful of others privacy</li> <li>• We keep interactions minimal and positive</li> <li>• We respect the physical property (walls, floors, ceiling, mirrors, etc.)</li> <li>• We leave the bathroom the way we found it</li> <li>• We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• We follow classroom procedures and sign in/out of class with a pass and return it to class</li> <li>• We keep our electronics away as the bathroom is a photography free zone</li> </ul>	<ul style="list-style-type: none"> <li>• We keep the bathroom tidy and clean</li> <li>• We wash our hands with soap</li> <li>• We wear our bathroom pass with pride</li> </ul>
<b>OUTSIDE</b>	<ul style="list-style-type: none"> <li>• We respect the personal space of others</li> <li>• We assist in keeping the peace</li> </ul>	<ul style="list-style-type: none"> <li>• We stay within the defined boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• We follow adult instructions</li> <li>• We take care of our school property</li> <li>• We seek help when needed</li> <li>• We model courtesy within our community</li> </ul>
<b>LOCKER ROOM</b> <b>Change, Lock Valuables, Leave</b>	<ul style="list-style-type: none"> <li>• We are respectful of others' privacy</li> <li>• We keep interactions minimal and positive</li> <li>• We respect the physical property (walls, floors, ceiling, mirrors, lockers etc.)</li> <li>• We use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• We lock our valuables and respect others belongings</li> <li>• We keep our electronics away as the locker room is a photography free zone</li> </ul>	<ul style="list-style-type: none"> <li>• We change quickly and leave ready for Fitness class</li> <li>• We keep the locker room tidy and clean</li> </ul>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>• We treat people, materials, and space with care</li> </ul>	<ul style="list-style-type: none"> <li>• We come to the library with purpose and are accountable for our actions</li> <li>• We return materials on time</li> </ul>	<ul style="list-style-type: none"> <li>• We take pride in a clean, organized, and welcome space</li> <li>• We leave food, drinks, gum, and cell phones outside of the library</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>• We use appropriate language</li> <li>• We assist in keeping the peace</li> <li>• Seats are open to everyone</li> <li>• We keep our hands to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>• We ride our assigned bus and use our designated bus stop</li> <li>• We communicate when we need help</li> <li>• We follow the bus driver's instructions</li> </ul>	<ul style="list-style-type: none"> <li>• We keep our belongings at our feet or on our laps</li> <li>• We keep the bus tidy and clean</li> <li>• We represent our school and self in a positive manner</li> </ul>

## **ATTENDANCE Policies & Procedures**

### **STUDENT HOURS AT SCHOOL: 7:40 AM – 2:50 PM**

**Attendance Office: 425-936-2440      Safe Arrival Number: 425-936-2441**

Because our students need to be supervised in a safe environment, we have developed the following policies for students on campus. Students are expected to understand this material and will be held accountable for their actions and behaviors.

Redmond Middle School follows a progressive discipline model with an emphasis on restorative practices. When appropriate, students involved in breaking a policy or procedure may have the opportunity to repair relationships broken and mend harm.

#### **ARRIVAL & DEPARTURE**

- Students may arrive in the morning at 7:40 when student supervision begins. They may remain in the library, commons or great hall and may move to classrooms at 8:00 am.
- Students should be in a classroom at 8:10 when school begins.
- Students should leave campus by 2:50 after dismissal, unless they are under the direct supervision of an adult, or participating in a school-sanctioned activity or athletic event.
  - Students who walk home are expected to leave campus by 2:50.
  - Students should be picked up by a parent or guardian by 2:50.
- School entrances will be locked at 3:30. School business occurring after 3:30 must be pre-arranged.
- Students participating in after school activities will not have access to the main building after 2:50.

#### **SAFE ARRIVAL – Report all absences to 425-936-2441**

Redmond Middle is committed to the Safe Arrival Program. When a student is going to be absent, parents/guardians/families must call the Safe Arrival line at 425-936-2441 (24 hours a day) prior to 8:00 AM. If the parent or guardian has not called the safe arrival line, they should send a signed written excuse when the student returns to school or within two school days. If the student does not present an authorized excuse, the absence will be considered unexcused and the student will be reported as truant.

**As mandated by State Law, the Becca Bill, students who accumulate five (5) unexcused absences in 30 days or ten (10) unexcused absences in a school year will be referred to the King County Juvenile Court System. The court may impose sanctions on either the student and/or the parent/guardian.**

#### **TARDIES**

Tardiness is disruptive to the teaching/learning process and negatively effects student performance. All students must be in the appropriate classroom or locker room at the beginning of class. Unexcused tardies will be subject to progressive discipline. Teachers will assign lunch detentions for three tardies in a semester.

#### **PRE-ARRANGED ABSENCE**

Pre-arranged absence requests should be submitted to the Attendance Office as soon as absence dates are determined. Teachers are not required to provide school work in advance; however, students may check the Power School Learning Site for assignments, and make up missing work upon their return. Students receive one day per day absent to make up work and should check with individual teachers to discuss these situations. Some schoolwork is difficult to duplicate away from class and such absences may affect student grades.

## **ACCIDENTS OR ILLNESS AT SCHOOL**

The school will make every effort to inform parents/guardians/families of any accident or illness occurring at school that may need care or observation at home. No student will be sent home unless a parent, guardian or emergency contact has been notified. No students will be allowed to walk home if they are leaving ill.

## **DISMISSALS DURING THE SCHOOL DAY**

If it is necessary for students to leave the school grounds due to illness or other emergency, they must sign out at the Attendance Office. Dismissals for medical or dental appointments will be approved in the Attendance Office if the school office is notified in advance with a written notice or phone call. To obtain an early dismissal slip, students must bring their notice to the Attendance Office before the school day begins on the day they are to be dismissed. Parents/guardians/family must pick up their student at the Attendance Office upon their arrival at school and be prepared to show identification upon request. ***Only persons identified in Skyward as emergency contacts are allowed to pick up students from school (including siblings). Authorization must be in writing.***

## **GENERAL Policies & Procedures**

### **ATHLETIC & AFTER-SCHOOL EVENTS**

Spectators are welcome. However, students are expected to sit in the stands in the gym/commons. Once students leave the event, they are expected to leave the school grounds. Spectators waiting for the game may not wait inside the school, unless they are under the direct supervision of an adult.

***Parents/guardians/families are required to pick students up within 15 minutes of any school event ending.***

### **BACKPACKS**

Students may carry backpacks to classes during the school day, and are the responsibility of each student. They should be stored in a safe spot when in classrooms, and under tables in the lunch room. Backpacks should be secured in a locked or monitored room when a student is not able to stay with his or her pack. Students should only carry items essential for the school day. Backpacks need to be small enough to fit under a classroom chair or under a lunch table.

### **CELL PHONES/OTHER ELECTRONIC DEVICES**

Students must place all electronic devices and headphones in their backpacks between 8:00 AM and 2:40 PM and all devices must stay off and out of sight. An individual teacher may choose to allow music devices or phones in his/her classroom for a specific activity. The students MUST have all parts of the device and headphones put away in their backpacks when directed, and before leaving that classroom or they will be subject to the consequences below.

***1st offense:*** Item will be confiscated and delivered to the main office. Item may be picked up by the student at the end of the day.

***2nd offense:*** Item will be confiscated and delivered to the main office. Item must be picked up by a parent/guardian.

***Further offenses will be handled by administrator.***

**Parents/Guardians/Families: PLEASE DO NOT CONTACT YOUR STUDENT BY CELL PHONE during the school day.** You may call the office and we will be happy to deliver messages that are of an urgent nature. Students may also use the student phone in the office to contact home as needed. Redmond Middle School will not be held responsible for damage to, or loss of, such items brought to school that are unnecessary to the learning process.

## **CHEATING/PLAGIARISM**

1<sup>st</sup> offense within school year: Student can re-do the assignment for a level 3 or 85% max (depending on the grading of the class), teacher will contact home, the offense will be noted in Skyward with the grade. 2<sup>nd</sup> or more offense within school year: Student will receive an F/0 in the gradebook, teacher or administrator will contact home and/or meet with family, and student will work on an activity informing them of the effects of cheating/plagiarism.

## **CLOSED CAMPUS**

Redmond Middle School is a closed campus, which means students cannot leave the school grounds once they have arrived (even before first period) or enter the campus grounds when absent without checking in at the Attendance Office. Closed campus also means that unauthorized visitors are not allowed.

## **COMPUTERS**

Students must review and understand the LWSD Authorized Use Permit (AUP) at the beginning of the school year. School issued laptop computers are intended for school work only. Students should not personalize, add or remove software on school computers. Students are expected to use caution and care when working at school computers and will be responsible for damage or unauthorized changes made to computers. Students are expected to save school work on One Drive and are responsible for notifying school library staff of laptop issues or concerns.

## **DRESS CODE**

Primarily, we ask that student attire should be safe and appropriate. Examples may include, but are not limited to:

- Clothing, bandanas, bracelets and personal belongings should not display designs or messages about sex, drugs, alcohol, obscenity, gang affiliation, violence or harassment of any group.
- Private body parts must be covered.
- Hats and hoods are not to be worn inside the school building, except for medical and religious reasons.
- Spirit/Dress-up Days – Students who fully participate in these days may wear hats and clothing that is unique to that day style and costume, but common sense needs to be observed and students may be asked to change if attire does not follow our primary focus of safety and appropriateness.
- Masks or clothing that covers the face may never be worn at school.

## **FOOD and BEVERAGES**

Water is the only allowable beverage to be consumed in classrooms. Snacks may be consumed in classrooms at appropriate times designated by teachers. Gum is not allowed in certain classes because of safety concerns. Your teacher will let you know. Students who use gum to deface property or litter will be subject to school discipline.

## **HALL PASSES**

Students must have an authorized pass when leaving the classroom. Red Grizzly Passes are used for quick trips to the restroom or to get a drink. Written passes are required for other movement around the building during class times.

## **HOMEWORK POLICY**

Recognizing that our students participate in many family, faith-based, school and community activities outside of school, we strive for balance in our approach to homework. Please check the PowerSchool Learning/One Note or email specific teachers for their homework policies.

## **LOST AND FOUND**

Lost and found clothing items can be found beneath the main stairs. Other items including watches, jewelry and wallets may be claimed at the Attendance Office. If items are labeled, every effort is made to return items to the student. Several times a year, the lost and found items are donated to a local charitable organization and notices of these occurrences are announced in the student daily bulletin.

## **LUNCH PROCEDURES**

1. Stand in the correct line to purchase food for lunch.
2. To purchase lunch using a lunch account, the student **must have their ASB/ID card**.
3. Money can be deposited directly to the cafeteria with a personal check, phone or online.
4. Lunch is to be eaten only in the commons.

## **LUNCHROOM GUIDELINES**

1. Display appropriate behavior in the commons. We expect safe, respectful, and responsible behavior in all areas of the school (see the Grizzly Way for more details).
2. Use restrooms in the main hall downstairs with adult permission.
3. Students are to sit down at their tables immediately after getting lunch or entering the lunchroom if bringing lunch from home. Students are to remain seated during lunch.
4. All students are expected to help clean up their table and personal space, throw away trash and wait for dismissal by table. They may be allowed to go to the library or outside (weather permitting) for part of a lunch period and must remain in these designated, supervised areas.

## **PERSONAL PROPERTY**

Personal property brought to school is the responsibility of each student; the school is not responsible for loss or damages to personal property brought to school.

## **RESTRICTED AREAS**

The wooded area of campus is off limits at all times. Students may not loiter in the wooded area or on streets adjacent to the school before or after school. Students not abiding by this policy will be subject to discipline.

## **SCHEDULE CHANGES**

Classes at Redmond Middle School last either a semester or are full-year courses. To provide the optimal learning environment for students, schedule changes during the semester are not permitted.

## **STUDENT FINE/FEES PROCEDURES**

Students are issued, on loan, some items such as textbooks, library books, laptops, and P.E. locks that are the property of LWSD. These items are expected to be returned in satisfactory condition at the end of the loan period. During the time an item is checked out to a student, it is the responsibility of that student. When loss or damage occurs, the student who had the item checked out is obligated to make restitution. To facilitate this, a fine list is processed at the end of each quarter. Sports and club clearances are



withheld from any student owing a fine. Additionally, a fee of \$10.00 will be assessed for checks returned for non-sufficient funds. Assistance may be available for fines/fees if a family is unable to cover. Students/families should contact their school counselor for more information.

### **STUDENT USE OF OFFICE TELEPHONES**

Students will be allowed to use the student phones located outside the Attendance Office and in the Student Services Office in an emergency under the direct supervision of a staff member. If a student is excused from class to use the telephone, they must report to a secretary with a signed pass. Students are reminded to use the phone with care.

### **SKATEBOARDS, ROLLER SKATES AND OTHER WHEELED VEHICLES**

No skateboards, roller skates, roller blades or other wheeled items are to be on campus at any time; we have no secure area to store them. Bicycles may be ridden to/from school and bicycle racks are available for locking them during the day. RMS is not responsible for damage or loss to student property, including bikes.

### **TRANSPORTATION**

Students who arrive by car are dropped off in the front of the school. Students arriving by bus will be dropped off in the back of the school in an area designated for busses only. When students arrive they should head directly to the Commons, the Great Hall or the Library to wait for the 8:00 bell. At dismissal time students line up on the sidewalk, by bus number. Students should refer to the Bus Conduct section of the *LWSD Students Rights and Responsibilities* later in this document for expected behavior at bus stops and while riding a school bus. To ride a bus you are not assigned, a written note from a parent/guardian is required in advance.

## **ASB AND ACTIVITIES**

### **ASSOCIATED STUDENT BODY**

Every student at Redmond Middle School is eligible to be a member of ASB by purchasing an ASB card. This entitles the holder to join the ASB clubs, participate on school sport teams, vote in all school elections, and receive discounts on ASB functions and activities. Assistance may be available for fee if a family is unable to cover. Students/families should contact their school counselor for more information.

### **ASB ACTIVITIES**

ASB host three socials throughout the year. Socials are held on Fridays between sports seasons. ASB also supports the athletics program, cultural activities within the school day, and sponsors student-led clubs. There are many, and an ever growing list of ongoing clubs that are open to ASB card holders.

New clubs/groups are introduced each year by our students. Students with an idea for a club/group will need to:

1. Contact the ASB/Activities coordinator
2. Collect signatures from other interested students
3. Find a teacher willing to serve as an advisor
4. Develop a club constitution (worksheet will be provided)
5. Submit all this information to the ASB executive board for approval

**HONOR SOCIETY:** This club recognizes academic excellence and service to the community. Eligible students are 7th and 8th graders who have a 3.6 grade point average or above. Students are invited to join this club and are selected based on academics, character, service and citizenship. The club organizes activities that promote respect for our school and community.

**SOCIALS:** Socials are sponsored by the ASB for the student body of RMS; only RMS students are permitted to attend school socials. Students must purchase tickets prior to the event as announced. No tickets are sold at the door for any reason. Most socials will be held immediately after school, and students may not leave the social until it is over unless the parent is present to pick up the student. Appropriate student conduct is expected and discipline policies/actions are the same as those for the regular school day.

## ATHLETICS

The RMS athletic program plays an integral role in the total educational process of developing capabilities and providing a variety of opportunities for young people. An effective athletic program should enhance each participant mentally, emotionally and socially as well as physically. The mission of developing individual potential should be emphasized above and beyond achieving team results.

Interscholastic athletics in the LWSD are intended to provide opportunities for students to participate in structured and supervised programs that promote good sportsmanship and fair play in a competitive environment. To maximize participation for all students, the middle school athletic program is organized into three levels of competition: *Varsity, Junior Varsity, and Regionals*. Intramurals do not involve competitions against other schools. Schools will determine the sports/activities that are offered. Each program will be open to all interested students.

### ATHLETIC ELIGIBILITY

- 🐾 *Student/Athletes are required to pass all classes and maintain a 2.0 GPA. Grades will be checked multiple times throughout the season.*
- 🐾 *Students must have attended at least 1/2 day of school to attend or participate in sporting events.*

### ACTIVITY BUS

Transportation will be provided to and from away contests (return to Redmond Middle School). Parents/guardians/families are responsible for transportation after practices/games and are required to pick up students within 15 minutes of the event ending.

### SCHOOL SPORTS PARTICIPATION FEE

Fees will be collected on a per sport basis with both individual and family caps. The family caps will apply for siblings who attend the same school (not middle school and senior high). Fees must be paid separately for each sport and it will be noted on the clearance form completed by the school ASB secretary. Payment needs to be in by the first day of practice to be eligible to participate. A fee of \$10.00 will be assessed for checks returned for non-sufficient funds. The following participation fees apply for the current school year (team managers are not required to pay fees):

#### MIDDLE SCHOOL LEVEL

- 🐾 **\$75 per sport with an individual cap of \$150**
- 🐾 **Same-level family cap of \$225**

**IMPORTANT TO NOTE:** These fees are non-refundable with exceptions for quitting due to illness, injury or a move prior to the first competition. These refunds must be requested prior to the end of the related season. Quitting due to placement on team levels (varsity, junior varsity, etc.) does not warrant a refund. Assistance may be available for fines/fees if a family is unable to cover. Students/families should contact their school counselor for more information.

The Lake Washington School District #414 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating in educational programs and/or extra curricular school activities. Inquiries regarding compliance procedures may be directed to Personnel Office, Title IX Officer, P.O. 97039, Redmond, WA 98073-9739, telephone number (425) 702-3200.

## 2019-20 Student Rights & Responsibilities

### Contents

<b>Introduction</b>	<b>A2</b>
Purpose	A2
Student Rights and Responsibilities (JF)	A2
<b>Attendance</b>	<b>A3</b>
Absences & Excuses (JED, JED-R, JEE)	A3
Truancy (JEDA)	A3
<b>Discipline Process</b>	<b>A3</b>
Discipline (JG, JG-R)	A3
Student Searches (JFG, JFGA)	A4
Drug Scenting Dogs	A4
<b>Codes of Conduct</b>	<b>A5</b>
Exceptional Misconduct (JFC-R)	A5
Other Forms of Misconduct (JFC-R)	A6
Athletic/Activities Code of Conduct	A9
Technology Code of Conduct (IIAB-R)	A10
Bus Conduct (JFCC)	A11
<b>Prohibition of Discrimination and Harassment</b>	<b>A12</b>
Human Dignity (ACA)	A12
Nondiscrimination (AC)	A12
Sexual Harassment (JFDA, JFDA-R)	A13
Harassment, Intimidation and Bullying (JFD, JFD-R)	A13
<b>Prohibited Items</b>	<b>A13</b>
Alcohol, Drug and Tobacco (IGAG, JFCH)	A13
Dangerous Weapons (JFCJ)	A13
<b>Other Policies</b>	<b>A14</b>
Health Room/Medication (JHCD, JHCD-R)	A14
Child Find (IGB-R)	A14
Enrollment/Inter-District Transfer Agreements and In-District Variances (JC, JC-R, JECB, JECBC)	A14
Student Records/Family Educational Rights and Privacy Act (JO)	A14
Our District's Tip Reporting Service – SafeSchools Alert	A14

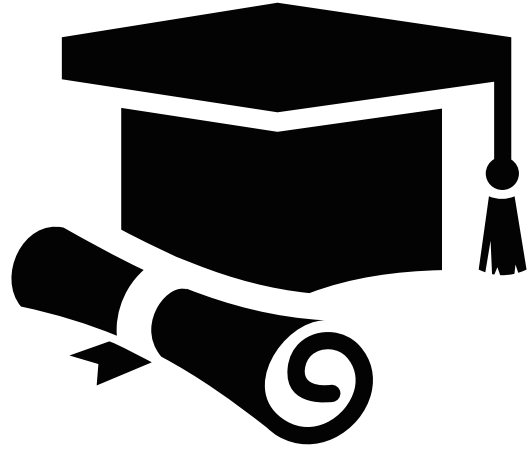
## Introduction

### 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 letters (i.e, JF). The complete policies are available on the district website: [www.lwsd.org](http://www.lwsd.org).



### Student Rights and Responsibilities (JF)

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

Rights	Responsibilities
<ul style="list-style-type: none"> <li>• Students have the right to a safe environment free from intimidation, sexual harassment and assault.</li> <li>• Students have the right to a productive learning environment.</li> <li>• Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms.</li> <li>• Students have the right to safe passage to and from school, and while on campus.</li> <li>• Students have the right to expect staff to help them solve their problems.</li> <li>• Students have the right to engage in the grievance process.</li> <li>• Students have the right to remain anonymous when reporting a violation of school rules.</li> <li>• 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.</li> <li>• Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are responsible for their own behavior.</li> <li>• Students are responsible for respecting the property of other people and school property.</li> <li>• Students are responsible for attending school and all classes daily and on time.</li> <li>• 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.</li> <li>• Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).</li> <li>• Students are responsible for informing staff of behavior that may be harmful to an individual or themselves.</li> <li>• Students are expected to make a determined effort to learn.</li> <li>• Students are expected to follow the instructions of teachers and other school staff.</li> <li>• Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.</li> </ul>

## Attendance

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

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 (JED, JED-R)

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 (JG, JG-R)

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 ([JG](#), [JG-R](#)).

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

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

## Drug Scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using illegal drugs or weapons of any kind on school grounds. RCW 28A.600.210 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 (JFC-R)

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

#### Codes:

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

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
<b>Arson</b>	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
<b>Assault</b>	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
<b>Dangerous Weapons and Other Unsafe Items</b>	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
<b>Drugs/Alcohol</b> 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
<b>Drugs/Alcohol</b> 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
<b>Firearms</b>	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
<b>Harassment, Intimidation, Bullying</b>	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
<b>Illegal Acts</b>	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
<b>Sexual Harassment</b>	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
<b>Threats</b>	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 (JFC-R)

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

Violation	Definition	Minor/Initial	Moderate/ Repeated	Severe/ Persistent
<b>Academic Dishonesty</b>	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
<b>Alteration of Records</b>	Falsifying, altering, or destroying a school record or any communication between home and school.	D	EE/STS	EE/STS
<b>Attendance/ Truancy</b>	Being absent or tardy from classes without an approved excuse.	D/RC	D/RC/LP	STS
<b>Disruptive Conduct/ Behavior</b>	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
<b>Dress Code</b>	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
<b>Endangerment of Others</b>	Acting in a manner that endangers students, staff, or community members.	D/RC	EE/STS/PC	EE/LTS/PC
<b>Extortion/Blackmail and Coercion</b>	Extorting or attempting to extort any item, information, or money.	D/RC	EE/STS	EE/LTS
<b>Fighting</b>	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
<b>Forgery</b>	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	D/RC	EE/STS	EE/STS
<b>Gambling</b>	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
<b>Gang Activity</b>	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
<b>Hazing</b>	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
<b>Immediate Danger and Disruption</b>	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
<b>Interfering with School Investigation</b>	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
<b>Lying</b>	Telling or writing untruths.	D/RC	STS	STS
<b>Negative Community Action</b>	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
<b>Physical Aggression</b>	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
<b>Prohibited Use of District Network and Digital Resources</b>	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
<b>Theft/Robbery</b>	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
<b>Tobacco and Smoking Paraphernalia</b>	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
<b>Trespass/Loitering/Unauthorized Entrance</b>	Entering or being present on school property without permission.	D	EE/STS	EE/STS
<b>Unauthorized Use of Cell Phones or other Electronic Devices</b>	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	CD/CP	CP	D/CP
<b>Unauthorized Use of Equipment</b>	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
<b>Vandalism/Destruction of Property</b>	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
<b>Vulgar or Lewd Conduct/ Profanity</b>	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
<b>Willful Disobedience, Failure to Cooperate, and Disrespect</b>	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, administration or the school district.

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

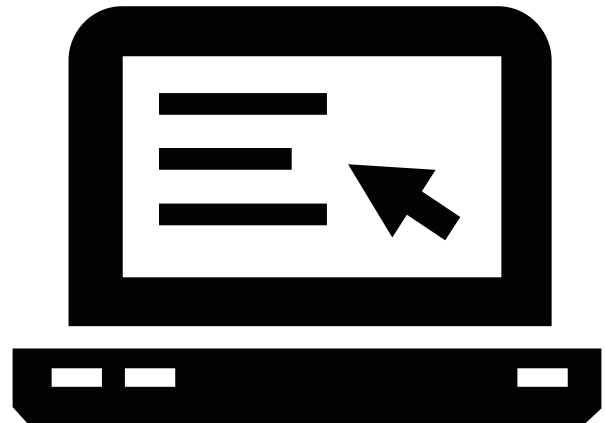
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

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

## Technology Code of Conduct (IIAB-R)

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



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

## Bus Conduct (JFCC)

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

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

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

### Corrective Action for Infractions of Established Bus Rules

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

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

### Grievance

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



#### Safety expectations at the bus stop

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

#### Safety expectations while riding the bus

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

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



## Corrective Action for Students Enrolled in Special Education

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

A meeting may be called with the principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible. If the behavior continues, additional meetings may be held with the principal, special education services and parents/guardians. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required.

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

## Special Education and Preschool Drop-Off Procedure

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

## Securing of Special Education and Preschool Students

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

## Emergency Evacuations

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. Usually, students remain on the bus during an emergency; however, the bus will be evacuated in the event of fire/danger of fire or in the event the bus is stopped in an unsafe position, such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill will receive oral instructions on how to exit.

Visit the district's [Transportation](#) web page for more information.

## Prohibition of Discrimination and Harassment

### Human Dignity (ACA)

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

### Nondiscrimination (AC)

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

#### Civil Rights Coordinator

Director of Human Resources  
16250 NE 74th Street  
Redmond Washington, 98052  
425-936-1266  
[civilrights@lwsd.org](mailto:civilrights@lwsd.org)

#### Title IX Coordinator

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

#### Section 504/ADA

Coordinator  
Director of Special Services  
16250 NE 74th Street  
Redmond Washington,  
98052  
425-936-1407  
[section504@lwsd.org](mailto:section504@lwsd.org)

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or view it online here: <http://www.lwsd.org/about-us/policy-and-regulations/nondiscrimination-ac>.

## **Sexual Harassment (JFDA, JFDA-R)**

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: <http://www.lwsd.org/about-us/policy-and-regulations/sexual-harassment-of-students-jfda>.

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

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

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

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

**You can report harassment, intimidation or bullying** to any school staff member, the school principal, or to the district's Compliance Officer (Director of Student Services, 425-936-1225, [StopBullying@lwsd.org](mailto: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 <http://www.lwsd.org/about-us/policy-and-regulations/harassment-intimidation-and-bullying-of-students-jfd>.

## **Prohibited Items**

### **Alcohol, Drug and Tobacco (IGAG, JFCH)**

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

### **Dangerous Weapons (JFCJ)**

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

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

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

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

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

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 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 ([JHCD](#), [JHCD-R](#))

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary or trained volunteer will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home.

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

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

### Child Find ([IGB-R](#))

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District

through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at 425-936-1201 or the District Child Find office at 425-936-2760 to request Child Find information.

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

Students in Washington state may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to our school district website for timelines and processes.

### Student Records/Family Educational Rights and Privacy Act ([JO](#))

The Lake Washington School District is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents unless parents register their objection prior to September 15 of each school year.

Directory information is routinely used by the District in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

### 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](mailto: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.