

CHRISTA MCAULIFFE ELEMENTARY

2019-2020 PARENT STUDENT HANDBOOK



Vision: All students future ready

Mission: Christa McAuliffe Elementary exists to ensure all students are empowered and inspired to learn and achieve academic success.

Core Values:

- Reach for the Stars
- Be Kind and Respectful
- Be Safe and Responsible
- Be Your Best

Christa McAuliffe Elementary School

23823 NE 22nd Street
Sammamish, WA 98074
Phone: 425-936-2620
Fax: 425-836-4238

Brady Howden, Principal

Email – bhowden@lwsd.org

Rebekah Westra, Associate Principal

Email – rwestra@lwsd.org

Emergency Numbers

Police Department — 911
Fire Department — 911
Poison Control — 206-526-2121

Safe Arrival

425-936-2621
(for absent or late students)

Web Site

www.lwsd.org/mcauliffe

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Welcome

Welcome to Christa McAuliffe Elementary Home of the Challengers

Dear Parents and Students:

Welcome to the 2019-2020 school year at Christa McAuliffe Elementary School. The parent-student handbook is full of important information for a successful school year. Please take a moment to read it together as a family. After you've read the handbook, please sign the corresponding handout in your welcome folder and return it to your child's teacher. This will indicate that you have read and understood our school and district policies.

We consider it a great privilege to work with your children and look forward to fostering a fun, nurturing, and challenging learning environment. The staff at McAuliffe places an emphasis on collaborating with each other so that students are receiving the best instruction possible. We believe that all students have the ability to succeed both academically and personally and look forward to working with students to accomplish this goal.

Parental involvement is a key component to the success of students at McAuliffe. I would like to invite all parents to be a part of our school community. We welcome and encourage parent volunteers and hope that you will take advantage of the many opportunities available to you. These opportunities include attending/volunteering at PTSA events, working in classrooms, chaperoning field trips, leading art lessons, and more. Please contact your child's teacher for ways to become involved in the classroom. You can also find information on upcoming events and volunteer opportunities on the PTSA website (www.mcauliffeptsa.org).

We are excited to continue our "Reach for the Stars" program at McAuliffe. This program promotes a positive school culture through positive reinforcement and an incentive program for students. Students are encouraged to "Be Safe and Responsible", "Be Kind and Respectful", and "Be Your Best". Our Reach for the Stars program is aligned with the life skills as defined on our school report card and supported with our school discipline policy.

As we begin another year at McAuliffe, I would like to be the first to say "Welcome Back!" I am honored to be the principal of Christa McAuliffe Elementary and look forward to working with our talented educators, supportive parents, and amazing students again this year. Thank you in advance for making McAuliffe a wonderful place for children to learn.

Here's to a great school year!
Sincerely,

Brady Howden
Principal, Christa McAuliffe Elementary

Lake Washington School District | 2019-20 Calendar – REVISED



August 2019

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 2019

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 2019

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 2019

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 2019

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 2020

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 2020

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

March 2020

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 2020

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 2020

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 2020

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 2020

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. 6	First Day of School (Kindergarten)
Sept. 11	1.5 hrs. early release schedule begins
Sept. 12	First Day of School (Preschool)
Sept. 17	First Day of School (SNAPS Preschool)
Oct. 14, 15, 17	Half-Day Elementary Conferences 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	No school – 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 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 13	No school – LEAP Day
April 3	Last Day 3rd Quarter (Secondary)
April 6-10	No school – Spring Break
April 17	Secondary Grades Due
May 13, 14, 15	Preschool Conferences (No Preschool Programs)
May 22	No school – LEAP Day
May 25	No school – Memorial Day
May 26	Snow Make-up Day
June 5	Last Day of School (SNAPS Preschool)
June 10	Elementary Grades Due
June 16	Last Day of School (Preschool)
June 17	Half-Day – Last Day of School (K-12) 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.

Updated 5/17/19

Daily Schedule

9:05	Students may begin arriving on campus
9:15	First Bell
9:20	School Starts
10:35-10:50	Recess K, 1, 2, 2/3 POQ, 4/5 POQ
11:45-12:15	Lunch - K
11:50-12:15	Lunch- 1
12:15-12:45	Lunch Recess – K, 1
12:25 - 12:50	Lunch- 2, 2/3 Q, 3, 2/3 POQ* (M,T,F)
12:50-1:20	Lunch Recess 2, 2/3 Q, 3, 2/3 POQ* (M,T,F)
1:00-1:25	Lunch 4, 4/5 Q, 5, 4/5 POQ* (TH)
1:25 -1:55	Lunch Recess 4, 4/5 Q, 5, 4/5 POQ* (TH)
2:50 - 3:05	Recess 2/3 Q, 3, 4, 4/5 Q, 5, 2/3 POQ, 4/5 POQ*
2:20	WEDNESDAY EARLY DISMISSAL
3:50	DISMISSAL (M,T,TH,F)

***PULL-OUT QUEST SCHEDULE**

*M – ALCOTT, MCAULIFFE 2/3

*T – CARSON, SMITH 2/3

*TH – ALL SCHOOLS 4/5

*F – BLACKWELL, MEADE 2/3

Christa McAuliffe – STAFF

Position	Staff Name	Email
Principal	Brady Howden	bhowden@lwsd.org
Associate Principal	Rebekah Westra	rwestra@lwsd.org
Office Manager	Kathleen Jeffcoat	kjeffcoat@lwsd.org
Secretary/Registrar	Heather Cobb	hcobb@lwsd.org
Kindergarten	Tahani Hammad	thammad@lwsd.org
	Barb Weibel	bweibel@lwsd.org
	Gail Viamonte	gviamonte@lwsd.org
	Kirsten Sutherland	ksutherland@lwsd.org
1st	Lori Reilly	lreilly@lwsd.org
	Paige Lilly	plilly@lwsd.org
	MaryLou Nakao	mnakau@lwsd.org
2nd	Anna Jaross	ajaross@lwsd.org
	Karen Herd	kherd@lwsd.org
	Tammi Liberda	tliberda@lwsd.org
3rd	Lori Softli	lsoftli@lwsd.org
	Kelly Flajole	kflajole@lwsd.org
	Kelly Schmidt	kschmidt@lwsd.org
	Taylor Hill	tayhill@lwsd.org
4th	Megan Dillon	TBD
	Katie Brown	katbrown@lwsd.org
	Michelle Toth	mtoth@lwsd.org
5th	Jessie Wellington	jwellington@lwsd.org
	Jesse Magraw	jmagraw@lwsd.org
	Jim Kendall	jkendall@lwsd.org
2/3 Quest	Theresa Daumit	tdaumit@lwsd.org
4/5 Quest	Saimoon Banerjee	sbanerjee@lwsd.org
	Shannon Palermi	spalermi@lwsd.org
	Isabeau Coskey	TBD
Pull Out Quest ELL	Bryanna Fulghum	bfulghum@lwsd.org
Library	Anna Jaramillo	ajaramillo@lwsd.org
Music	Julie Martin	jumartin@lwsd.org
	Janet Warren	jwarren@lwsd.org
	Bradley Berg	braberg@lwsd.org
Physical Education	Stacie Strong	sstrong@lwsd.org
	Suzanne Hart	shart@lwsd.org
Safety Net	AmyJo Carey	acarey@lwsd.org
Resource Room	Emily Josefowitz	ejosefowitz@lwsd.org

Learning Center	Tiffany Forrest Bailey Fagerlee Lynn Palzer	tforrest@lwsd.org bfagerlee@lwsd.org lpalzer@lwsd.org
Para-Educator	Paula Smiley Sandra Hagy Manjushree Thandu Renee Rossi Christie Federspiel Kriss Wells Mary Hughes Jenna Huff Nathalie Fonte Kathy Vanderkooi Shannon Yee Vijay Kaliamurthy June Isler Bev Marcinko Esther Manlapaz Jill Manasco Heather Kolbly Lisa Daniel Sam Hurkadli	psmiley@lwsd.org shagy@lwsd.org mthandu@lwsd.org rossi@lwsd.org cfederspiel@lwsd.org kwells@lwsd.org maryhughes@lwsd.org jhuff@lwsd.org nfonte@lwsd.org kvanderkooi@lwsd.org shyee@lwsd.org vkaliyamurthy@lwsd.org juisler@lwsd.org bmarcinko@lwsd.org TBD TBD mkolbly@lwsd.org ldaniel@lwsd.org shurkadli@lwsd.org
PT OT		
Psychologist Counselor Speech Language Pathologist		
Nurse	Claire Goveia	cgoveia@lwsd.org
Health Room Instructional Assistants	Jyothi Rao Bev Carpenter Lisa Henderson Laura Gallant Shoshana Joyce Terry Zigler Mitchell Sims-Fahey	jy rao@lwsd.org bcarpenter@lwsd.org lhenderson@lwsd.org lgallant@lwsd.org shojoyce@lwsd.org tezigler@lwsd.org msimsfahey@lwsd.org
Custodians		

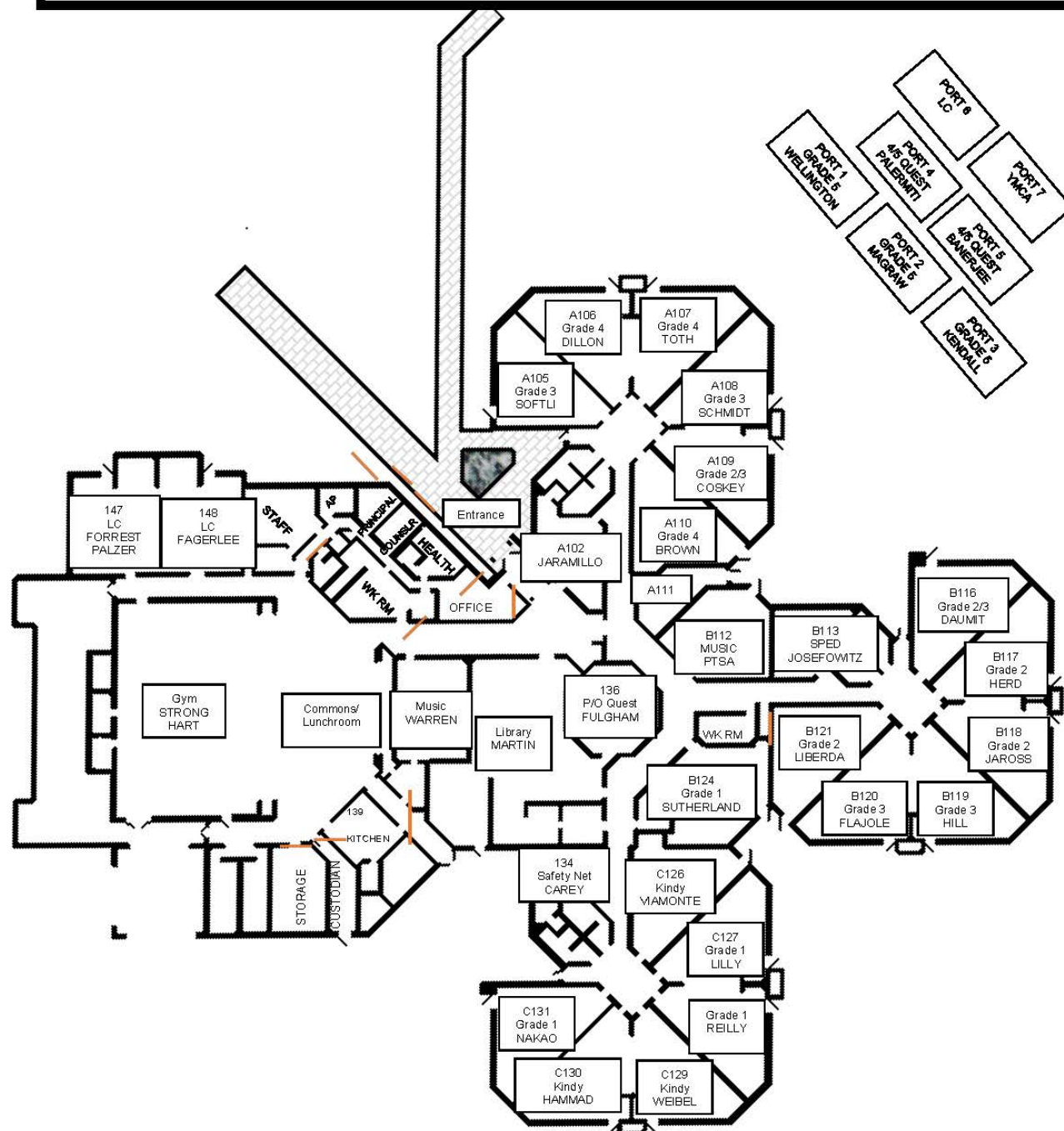
McAuliffe PTSA President and Vice-President 2019-2020

President: Sarah Kimsey President@mcauliffeptsa.org
Vice-President: Kate Gordon Execvp@mcauliffeptsa.org

Christa McAuliffe Elementary School

MAP OF SCHOOL AND CLASSES

2019-2020 School Year



Communication

The following methods give our parents updated information about classroom activities, curriculum and special events:

- Items are brief. The goal is to provide an update of school events.
- McAuliffe Website (www.lwsd.org/mcauliffe)
- McAuliffe PTSA Website (www.mcauliffeptsa.org)
- McAuliffe Reader Board
- Teacher Newsletters
- Haiku

Curriculum Night – September 5

Curriculum night gives teachers and parents an opportunity to meet each other. Teachers provide an outline of the curriculum and expectations for the school year. The times are:

Grades 1, 2, 2/3 Q **6:00-7:10 p.m.**

Grades 3, 4, 5, 4/5 Q **6:45-8:00 p.m.**

Conference Weeks

Parent/teacher conferences provide time for parents to meet with teachers and discuss their child's progress in school. Parents are welcome to request additional conferences at any time.

Fall Conferences **October 14, 15, 17**

Winter Conferences **January 28, 30, 31**

Textbooks/Library Books

Students are responsible to the school for the proper care of textbooks and library books and must pay for lost or damaged books. Students will be required to pay fines for damaged books in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected, since the book will need to be replaced. Each student shall return all textbooks and library books issued when due, leaving the school, or at the end of the school year. Report cards will be held at the end of the year until all fines are paid.

Dog Policy

No dogs are allowed on school premises between the hours of 7:00am – 4:30pm, Monday – Friday

Playground Hours

The Christa McAuliffe playground is closed to non-McAuliffe students between the hours of 7:00am -4:30pm, Monday-Friday.

Safe Arrival, Dismissal, Attendance Policies and Procedures

Please call the school office if your child will be absent or arriving late. Our Safe Arrival number is **425-936-2621**. Please call before 9:30 am. We have an answering machine, so you may call at any time before 9:30 am of the day of absence. Leave your child's name, grade, and teacher's name along with a message stating whether your child will be absent or late.

Arrival: Students should come to school **no earlier than 9:05 a.m.** as there is no supervision until this time. Students go directly to their outside classroom line and enter the classroom after the first bell. If a child arrives late, they should go directly to the school office to fill out an Admit Slip for admittance to class. Students are marked tardy if they arrive after 9:20 a.m. Students are to remain on the school grounds during the school day.

Dismissal: School ends each day at 3:50 p.m. Students not picked up by 4:05 p.m. will come to the office to wait for their parent to pick them up as there is no outside supervision at this time. **PLEASE NOTE: The office closes at 4:15.**

Early Dismissal: We are aware that, on occasion, emergencies and doctor appointments may require you to have your child dismissed before the end of school at 3:50 p.m. If your appointment is after 3:30 p.m., please write a note to your child's teacher so the teacher will send them down to the office to wait for you. **Due to an enormous number of classroom interruptions, we will not call the classrooms after 3:30 pm on Mon, Tue, Thurs. or Fridays or 2:00 pm on Weds.** We ask that parents sign their children out in the office and the office will call the student from the classroom. Parents will need to wait in the lobby for their child. This will help diminish classroom disruptions. Students are released only to parents, guardians or those having special parent permission. Students cannot wait outside for parents to drive by. If someone other than a parent/guardian will be signing the child out from school, please send a signed authorization to the office that morning. We discourage signing out your child early on a regular basis because of the disruption it causes both in the learning environment in the classroom and the office. We recognize that this will, at times, be unavoidable.

LWSD Elementary Attendance and Tardy Policy

Regular and timely attendance is crucial for students to be successful at school. As a result, our school frequently monitors attendance to ensure that students do not miss valuable instruction time.

The Attendance policy requires daily monitoring of attendance, with attendance letters being mailed to families when a specific number of absences are reached.

The process will be as follows:

- Attendance letters will be sent to students who have 5 excused absences in a 30-day period
- Attendance letters will be sent to students who have 10 excused absences in a school year
- Attendance letters will be sent to students who have 2 unexcused absences in a 30-day period

Families will be contacted to schedule a conference once students have reached five excused absences in a 30-day period, ten or more absences in a school year, or two unexcused absences in a 30-day period.

A conference **is not** required if you have provided a doctor's note for your student's illness or have pre-arranged the absence in writing, such as an email to your child's teacher. Pre-arranged absences must include a plan to support your child so they do not fall behind academically (ex: reading nightly, writing a journal, etc.). Per school policy, teachers will not provide homework or other materials for absences.

Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count. However, if we determine a student has chronic attendance issues, we will schedule a meeting to put a plan in place to improve attendance. Chronic attendance issues are defined as being absent 10% of school days. We will also continue to monitor student tardies using the 10% threshold.



Christa McAuliffe Elementary School
 23823 N.E. 22nd Street - Sammamish, WA 98074-3517
 (425) 936-2620 – Fax: (425) 836-4238

Brady Howden - Principal
 Rebekah Westra- Associate Principal
 Kathleen Jeffcoat - Office Manager
 Heather Cobb - Registrar

PRE-APPROVED ABSENCE REQUEST FORM FOR ABSENCES OF 1 OR MORE DAYS

Submit to the office **at least one week** prior to the requested absence dates

Today's Date _____

Please try to schedule family trips during non-school dates. It is very difficult to make up lost instructional time. Absences for family trips without prior principal permission will result in an **unexcused absence for the dates. Absences may only be excused with prior principal permission.**

Student Name(s)	Grade	Teacher Name	Prior Attendance (Office Use only)

Begin Date of Absence: _____

Date Student will Return: _____

Reason for Absence: _____

LAKE WASHINGTON SCHOOL DISTRICT ATTENDANCE REGULATION – EXCUSED ABSENCES
Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day. Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R located on the LWSD web site. (www.lwsd.org/about-us/policy-and-regulations/student-absences-and-excuses-jed-r)

Academic Plan

Students are expected to complete regularly assigned work upon return to school when absent. The teacher will provide a list of make-up assignments following the student's return, along with a reasonable timeline for completion. The student is responsible for completing missed work. The following are suggested activities that may be completed so that the student does not fall behind academically. Additional assistance or guidance may be attached as well.

- Reading – student may complete independent reading, parent may read to child, and/or student can keep a reading log
- Math – student may complete math fact practice, and/or real-life problem solving
- Writing – student may keep a journal, write letters or post cards to family or friends

I have read the District Regulation JED-R and I understand I am having my child miss _____ days of classroom instruction.

 Parent/Guardian Signature

 Date

For Office Use: _____ Absence Excused _____ Absence Not Excused Reason _____

Principal or Designee's Signature _____

 Date

Conference Required (10 days or greater): ____ Yes ____ No

Your student's school will be contacting you to schedule a conference at a mutually agreeable, reasonable time with at least one District employee, to identify the barriers and supports available to you and your student related to this absence.

BECCA Bill:

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.*

Missing Assignments Due to Extended Absences:

In class assignments and make-up work will not be provided for students absent due to family vacations. Reasonable accommodations will be made for students absent due to severe medical issues. Additional information regarding our school's homework policies can be found in the "Homework Policy" section of the handbook.

Medication

Following are the Lake Washington School District procedures for administering medication.

Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e., at breakfast, after school and at bedtime. The administering of medication at school should only be considered after all other solutions have been explored.

For any medication to be administered at school (prescription or over-the-counter), a Medication Authorization Form must be completed by the parent and physician. Students are not permitted to transport medication of any kind to school. It must be turned into the office with appropriate paperwork by the parent only.

All medications must be in the original container with the appropriate pharmacy label.

The promotion of health and safety for all students is a significant priority in our school and we believe this policy will enable us to meet this priority.

Illness and Injury

Any illness or injury will be reported to the classroom teacher, who will then have the student report to the office. Students who have a head injury at school will be wearing a green wrist band. This is to identify them to bus drivers, specialists, playground supervisors as having some type of head injury. Parents will be notified of child's head injury.

Good attendance is encouraged for academic learning and for developing good habits for the future as a working adult. However, if your child is ill, allow him or her to remain home until the illness has run its course. A measure we use to determine illness is a temperature of 100 degrees or above, or sub normal temperature. If this happens to a child at school, a parent or guardian will be notified to arrange transportation home. **Your child should be fever-free for 24 hours before returning to school.** Other symptoms that would require a student remain at home are: Eyes – thick mucus or pus draining from the eye or pink eye. Sore Throat – especially with fever or swollen glands. Diarrhea – 1 or more watery stools in a 24 hour period. Rash – body rash, especially with fever and itching. Lice or Scabies – Children may not return to school until they have been treated and are free of lice.

Be sure your child's emergency card is updated in the office. Students cannot be released to anyone unless they are listed on the emergency card.

Children sent home: In case of injury or illness, every effort will be made to contact parents or a family doctor. In the event of a serious accident; we will call for an aid car to take the child to the nearest emergency room.

Parking Lot Safety

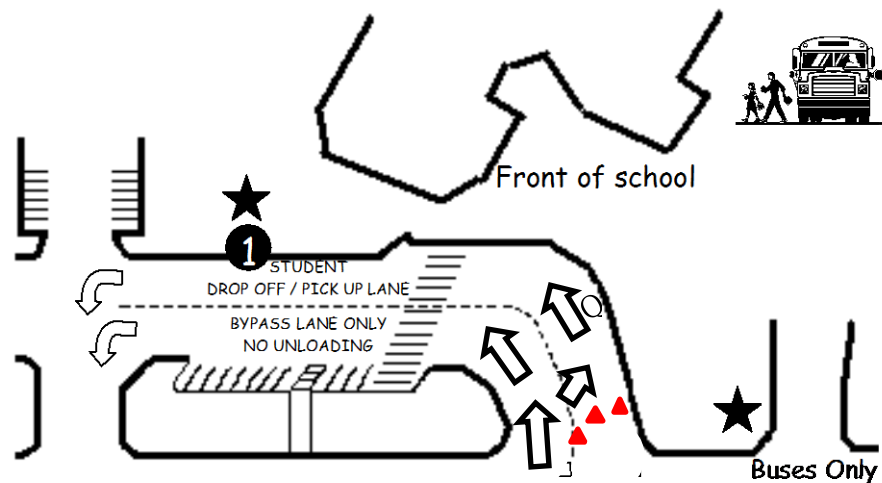
General Safety: Drivers should make sure to obey posted speed limits and watch for students using cross walks. Drivers wishing to park their vehicle may use the pass through lane to access open parking stalls on the front of side of the school.

Car Pick-up and Drop-off: Parents wishing to drop off or pick up students should use the loading and unloading area along the red curb. Parents should not stop in the pass through lane as that lane is used for vehicles accessing parking stalls and/or exiting school grounds. Parents using the loading/unloading areas must stay in their vehicles, moving forward to open spaces to help ease congestion. Lastly, students must enter the vehicle on the curb side of the vehicle.

During School Car Pick-up and Drop-off: Please use the “5 Minute Parking” spots in the front of the school when picking up or dropping off your child during school hours. The City of Sammamish Fire Department has asked that parents refrain from parking their vehicle along the red curbs and leaving it unattended.

Parking lot safety (walking): Parents and students must use cross walks that are manned by student patrols. Please refrain from jay walking at all times. Students who would like to ride bicycles to school must be in at least 3rd grade and complete the “application to ride my bike to school” form that is located in the school office. Students with bicycles must walk their bikes when on school grounds, using normal walking procedures. In addition, they must secure their bike in the bike rack provided. Bikes must be walked from the 4 corners (236th/22nd) to school.

We appreciate your support by following these guidelines. This will help ensure that students are safe when arriving and departing school.



1 = Loading / Unloading here

★ = Crosswalk guards

School Phone

Messages to Students: To alleviate classroom interruptions and protect learning, students are not called to the phone for parent messages. In addition, parents should not email teachers during the day with messages for their child as teachers may not check their email in time to convey the message. If you have an urgent message for your child, please call the school office and the message will be communicated with them in a timely manner.

Parent Conferences/School Visits

Conferences: McAuliffe teachers view the education of students as a partnership between parents and teachers. There will be times when parents have questions or concerns that require a parent/teacher conference. If you would like to speak with a teacher please email or call to set up a time that is convenient for both parties. In accordance with Lake Washington School District policy, all classroom visitations and conferences must be set up with teachers in advance. Unexpected visits before, during, or after school can be a disruption to student learning. Normal sign-in procedures must be followed when visiting for a conference with your child's teacher.

School Visits Allowed: Parents are welcome to attend school assemblies, student performances, and special celebrations (ex: kindergarten promotion, fifth grade move-up ceremony). Parents are also welcome to eat lunch with their child in the lunchroom on special occasions (ex: birthdays, all-school BBQ). Normal sign-in procedures must be followed when visiting the school for these events.

School Visits Not Allowed: For safety reasons, parents are not allowed to attend student recesses. It is also important that we monitor all adult volunteers for special events. As a result, only those adults who have passed a background check and who have signed up in advance to be a special event volunteer will be allowed to attend/support such events (ex: Field Day). No drop-in visits are allowed.

Volunteer Guidelines

Parents are encouraged and welcomed to volunteer at our school. There are a variety of ways that parents can volunteer at school, including: Leading small groups, production work, chaperoning field trips, leading Art Start lessons, spending a day as a Watch D.O.G.S. volunteer, and more.

To become a volunteer, parents must first complete a Volunteer Application form. This form can be obtained from the Office Manager or online at the link provided below. This application is good for two years.

Online Application: www.lwsd.org/For-Community/Volunteers/Pages/

For security reasons, we require that all volunteers and visitors sign in at the front office when they arrive and wear a name badge for identification. Please sign out when you leave the school.

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outing with students.

Volunteers **should**:

1. Act immediately on judgements of student safety.
2. Ask for direction, clarification, or assistance from staff as needed.
3. Actively assist students and/or participate in class activities as needed.
4. Be a good role model for our students.

Volunteers **should not**:

1. Use their volunteer time to discuss questions or concerns about their child/program.
2. Discuss other student issues regarding behavior or academics inside or outside of school.
3. Visit their child during recess without prior approval from the school.
4. Converse with other volunteers in the class setting in a way that might disrupt student learning.

Entry Control System

An Entry Control System has been installed at all Lake Washington schools. All exterior doors, including the front entrance, will be locked during the school day.

Upon arrival to the school visitors will press a button at the front entrance that notifies the office of their arrival. At that time visitors will be asked to state their name and purpose for visitation. The visitor will then be allowed access to the building and go directly to the office where they will be asked to present a photo ID and follow the school's visitor sign-in or student check-out procedures. If the visitor is volunteering in the school or attending a meeting, a badge will be issued to the visitor to be visibly worn at all times while in the school building.

The front entrance will be unlocked at the before and after school to allow access to school and PTSA programs and evening events. Doors will also be unlocked at the principal's discretion for special all-school events to allow easier access to families attending these events (ex: school assemblies, student performances, etc.).

Lunch Program Procedures

The lunch program is restricted by law not to loan food service money or to carry debts. However, children do forget and emergency lunches will be given for the first two times and are to be paid back the next day. We cannot build up negative accounts. After two emergency lunches, children will be allowed selections from the salad bar until the account is paid. If you have an e-mail address, please include that address on your student's emergency card and account information will be sent directly to your address *as time allows*. The LWSD Food Services department may be reached at 425-936-1393.

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

Lunch Prices

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

Individual student lunch:	\$3.25
Individual student milk:	.50
Adult Lunches	\$4.25

You are encouraged to deposit money into an account for lunch and/or milk. Students with an account merely take their card, drop it in a basket and get their food. The LWSD Food Services department has an automated phone system that alerts parents to low or negative account balances. The McAuliffe cashier will contact families regarding low lunch balances as time allows. Ultimately, however, it is the parent's responsibility to keep track of student accounts.

Monthly menus will be sent home with students at the beginning of the month in Payload packets.

You may make deposits to lunch accounts by:

1. Sending a check or cash to school in an envelope. Clearly indicate your child's name and teacher's name on the check. One check is fine for multiple siblings, just make a note on the memo line as to how the amount should be split.
2. Calling Food Services at 425.936.1393 to use a VISA or Mastercard to charge a deposit.
3. Using the Lake Washington School District website (www.lwsd.org) and using Parent Access to charge a deposit. **Please be sure to click on the "pay now" button and write down the subsequent transaction number!**

Lunchroom Plan

Expectations

- Low voices
- Stay in seat
- Clean your area
- Enter and exit through designated doors

Parent Emergency Information

The staff at McAuliffe takes our responsibilities to keep your children safe and secure very seriously. We have detailed plans in place to care for our students and reunite them with parents in the case of an emergency.

If an emergency occurs that requires the school to close early, such as fire or earthquake, please adhere to the following guidelines:

- Do not call the school; there are district procedures for informing the public via radio and television regarding emergencies.
- The parking lot will be closed off to allow access only for emergency vehicles. Do not block the entrance to the parking lot.
- If you live nearby, please walk to reduce traffic congestion.
- If you drive, please be courteous, and park where there is space.

- If it is a city wide emergency it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them.
- Be sure to bring your picture I.D. with you to the school. We are required to identify each individual picking up a child.
- Follow the directions of school staff. Staff will be posted around entrances of the school directing parents where to go so that they can check their child out properly, ensuring that all students are accounted for.

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

Early Release Procedures: Snow

The following procedures will be in place should the Lake Washington School District shorten the school day due to snow:

Parent Notification:

- Parents will be notified of an early release day by the school district via phone.
- Parents will be reminded of our school's early release procedures via email.

Student Release Procedures:

- Parents are to pick up students at the outside classroom doors.
- Teachers will release students to parents/alternate emergency contact.
 - Teachers will verify that the person picking up the student is listed as a parent/alternate emergency contact on the student's emergency card. Teachers may ask for ID, if needed.
 - Teachers will have parents sign out the student.
- If the adult picking up the student is not listed as an emergency contact the teacher will send them to the front office.
 - The front office will then call the parent/guardian to get a verbal "ok" to release the student.

You may check your emergency contact information for your child on Family Access. Parents are allowed to have up to 5 emergency contacts. Please email Cathryn Brown at cabrown@lwsd.org if you would like to change/update your emergency contact information.

DRESS POLICY

Student attire must be safe, appropriate, and not disruptive to school operations and the learning atmosphere. The wearing of inappropriate clothing will result in a call home for a change of clothes.

Our school dress expectations are:

- Shoes must be appropriate for physical education and recess. Students wearing unsafe shoes will not be allowed to participate in these activities. Open-toed shoes are not allowed for safety reasons.
- Shorts and skirts may be worn to school. It is recommended that these clothing items are no shorter than approximately mid-thigh (finger tip rule). It is expected that all dress is appropriate.
- Shirts and tops must extend to the waistline with no midriff exposed. Strapless shirts are not allowed and tops must fit and provide appropriate coverage.
- Hats, hoods, and scarves can be worn on the playground only.
- Clothing and other personal belongings displaying or advertising drugs, alcoholic beverages/insignias, or sexuality are not permitted to be worn.

TOYS AND SPORTS EQUIPMENT

Students in grades 1 – 5 are allowed to bring one toy to school. Students in kindergarten are not allowed to bring a toy to school. Any students who bring a toy to school must follow all regular playground rules and be inclusive of other students. Sports equipment is provided during recess.

The following items are NOT allowed at Christa McAuliffe Elementary

CD players, MP3 players, skateboards, rollerblades, razors, hee-ies etc. are not to be brought to school for any reason as they cause a safety hazard and are distracting from the educational process. Christa McAuliffe Elementary is not responsible for lost, stolen, or damaged items brought to school. Personal items used inappropriately will be confiscated for parent/guardian pick-up at the end of the day. Any item not picked up or if confiscated a second time will be placed in the Principal's JUNE Box for pick-up the last day of school.

BIKE POLICY

Bicycle Policy

Students who have completed a bicycle application are allowed to ride bikes to school. Bicycle applications can be found in the school office. By signing the application students agree to the following rules/guidelines:

1. All bicycles must be parked in the bike rack.
2. All students must wear approved bicycle helmets.
3. Students must walk bikes when on school grounds. This includes walking bikes to/from the 4-corners stop sign.**
4. All bicycles must have a lock

While all students are eligible to ride a bike to school, parents are encouraged to follow the Washington Traffic Safety Commission (WTSC) recommendation that students begin to ride bikes in fourth grade. Specifically, they state that "research shows that children under 4th grade do not have the ability to observe and react to hazards around them".

*Skateboards are not allowed on school property

**Students who ride scooters must adhere to all bicycle rules and be able to lock them to our bicycle racks. Scooters are not allowed in the school building and cannot be stored in the classroom. Electric scooters are not allowed.

BIRTHDAY CELEBRATIONS

Due to sensitivity of dietary restrictions and student allergies we do not allow students to bring in birthday treats. This includes cupcakes, cookies, candy, or any other food item. We also ask that invitations to birthday parties are not handed out at school. Our food and invitation policy applies to all school settings (classroom, lunchroom, playground etc.)

PSYCHOLOGIST AND SCHOOL COUNSELOR

Christa McAuliffe is served by both a School Psychologist (part-time) and a School Counselor (full-time). Teachers and parents provide input to assist in the identification of students who would benefit from these services.

INCLEMENT WEATHER

1. All children should wear coats, hats and other warm clothing to school during the cold & wet weather.
2. All children will be encouraged to go outside during recess.
3. During any weather, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
4. Absolutely no splashing, sliding or kicking of water and/or mud.
5. Students are to use common sense on the playground and remain dry. If any return to class soaking wet, their parents will be called.

Please check the LWSD Website for information about weather related changes and specific information about all of the district schools. For information about school delays and closures due to snow, high winds or electrical problems, listen to the following radio stations for information about the Lake Washington School District:

**If there is no mention of Lake Washington School District,
school will be open as scheduled.**

KJR – 950

KIRO – 710

KOMO – 1000

KING 1090

KVI – 570

LWSD Reporting Service

Our District's Tip Reporting Service

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

1. **Phone:** **425.529.5763**
2. **Text:** **Text your tip to 425.529.5763**
3. **Email:** **1342@alert1.us**
4. **Web:** **<http://1342.alert1.us>**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, 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.

ELECTRONIC DEVICES

Students are not allowed to use portable electronics during the school day. This includes cell phones, Smart Watches, gaming devices, and other non-approved electronics. Students may have these devices on their possession, but they must be turned off and in their backpacks while at school. In addition, students who use their portable electronic device in a manner that is offensive, obscene, or constitutes an invasion of privacy will be subject to school discipline. Examples of this include, but are not limited to, inappropriate photographs or text messages.

Cell Phones and Smart Watches found "on" during school hours of 8:45-3:30 will be immediately confiscated and put in the Principal's office until a parent comes to pick it up.

Electronic Books

Students in grades 4 – 5 are allowed to bring electronic books to school as long as they abide by the following guidelines:

- Devices are used for reading purposes only. They are not used for games, applications, or any non-reading related activity.
- The school is not responsible for lost, stolen, or damaged devices.
- Electronic books are not allowed during state testing.

Activity Trackers

Students are allowed to wear electronic activity trackers, such as a Fitbit, as long as they do not distract students in the classroom.

Students who fail to follow the guidelines of approved electronics (electronic books and activity trackers) will lose the privilege of using these devices at school.

Homework Policy

The faculty at Christa McAuliffe Elementary has worked to create a balanced, consistent, and purposeful homework policy that supports students in their learning through extra practice at home.

The purpose of homework is to:

- Teach students responsibility and routine
- Provide extra practice on concepts learned at school
- Involve parents in their child's learning
- Complete unfinished assignments

Types of homework assigned:

- Practice homework – reinforces concepts taught at school (ex: spelling, silent reading, math facts, etc.)
- Preparation homework – helps prepare students for upcoming instruction (ex: complete unfinished work, gathering information and materials related to a topic, etc.)
- Long range homework – ongoing projects that require students to integrate skills and content over several days or weeks (ex: research projects, revising/editing writing, etc.)
- Typing and keyboarding – practice using basic typing skills such as use of home row and finger position.

Homework time guidelines:

The amount of homework assigned increases as students progress through school. Included within the minutes below is nightly assigned reading. Please know that students will, on occasion, have special projects that require additional time spent on homework.

- Kindergarten = 10-20 minutes/night
- First Grade = 20-30 minutes/night
- Second Grade = 20-30 minutes/night
- Third Grade = 30-40 minutes/night
- Fourth Grade = 40-50 minutes/night
- Fifth Grade = 50-60 minutes/night

Our commitment to parents/students is:

- Teachers will assign homework that can be completed within the allotted time frame by a student who is "at standard" at their grade level.
- Teachers within a grade level will use consistent homework practices to ensure a consistent homework experience, regardless of which teacher they have been assigned.
- We understand that homework completion is challenging for some students. Please contact your child's teacher if he/she is having a difficult time completing assigned homework within the

allotment timeframe. Special situations should be communicated with the teacher so that we can create a plan that meets the purpose outlined in our homework policy, while at the same time not overwhelm our students with their homework responsibilities.

Homework Policy: Vacations

Christa McAuliffe staff works intentionally and diligently to provide your student with the best possible educational experience every day. Because of the rigor and pace of our curriculum, missing multiple days can cause students to fall behind in their learning. Extended absences from class can prove detrimental to student academic success.

While we believe that family vacations are important and special, we ask that you consult the school calendar prior to planning vacations. Vacations should be planned during scheduled school breaks so that students do not miss valuable instruction time. That being said, we recognize that family obligations or emergencies may require a student absence. When this is the case, students are encouraged to write a journal about their experience, read library books about their destination, or do parent-provided grade level math practice with parent assistance.

We appreciate your support by minimizing and/or avoiding extended student absences. If your child does miss time due to a vacation please know that teachers are not expected to prepare assignments in advance or to provide remedial instruction to students when they return. In addition, our district attendance policy will apply to any absences from school.

Homework Responsibilities

Students, parents, and teachers share responsibility for homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experiences.

Student Responsibilities

- Get homework assignment
- Take homework home
- Complete homework to classroom standards
- Return homework on time

Parent Responsibilities

- Provide quiet workplace
- Establish consistent homework time
- Sign and return paperwork on time
- Review student work, corrected work
- Read information sent home regarding curriculum and homework
- Review/discuss homework and corrected work
- Communicate questions, concerns, or kudos to child and teacher

Teacher Responsibilities

- Inform parents of classroom homework standards and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom standards
- Assign appropriate and purposeful homework
- Correct, record, and return homework in a timely manner where applicable
- Communicate questions, concerns, or kudos to student and parents

McAuliffe Elementary - Playground Policy

Students are expected to demonstrate good behavior while on the playground. This means doing the following:

Speak with Kindness and Use Good manners:

- Respecting the feelings of others at all times.
- Using encouraging words during play (i.e. good job, nice play, etc.).

Take Responsibility for your actions:

- Reporting all incidents to playground supervisors and following supervisor directions.
- Walking back to your classroom line immediately when the bell rings.
- Playing within playground boundaries
- Playing away from classroom windows, portables, and any P.E. equipment set up for class use.

Always do your best:

- Playing fairly.
- Trying to include all others in games and activities.

Respect yourself, others and the environment:

- Keeping your hands and feet to yourselves and abstaining from fighting, wrestling, tripping, and/or other rough play. For instance: playing touch football only (tackling is an unsafe activity).
- Respecting nature: Do not throw objects such as (but not limited to) rocks, sticks, pinecones or snowballs.
- Only eating food during school sponsored activities (i.e. popcorn day)
- Wearing appropriate clothing for the various weather conditions (i.e. hats, rain gear, closed toed shoes).
- Using approved playground equipment appropriately:
 - Sharing playground equipment.
 - Using equipment for its intended purpose.
 - Using school provided sports equipment whenever possible.
 - Only bringing permissible playground equipment.
 - Using sports equipment in the appropriate areas (ex: basketball at hoops, etc.).

Skyward and Haiku Access for Parents

Research shows that students do better when their parents are informed and involved in their education. Parent Access is a Web-based tool to help parents stay informed and engaged with their students' education. Parent Access allows parents to view their students' attendance as well as customized contact lists for their students' teachers, beginning the second week of school.

The Parent Access home page lists your student or students. One log-in links parents to all students in their family. The home page lists all of your student's teachers, providing email links to contact those teachers. If those teachers have websites or Haiku pages, links are provided.

In the *Links for You* section, the following links are available for all parents:

- **Student Information** – Confirm the contact information, emergency contacts, and health notes on file with the school. See class schedules and attendance. For secondary students, term grades and class rankings are also available.
- **Lunch Account Balances** – Check your student's lunch account balance. New this year: you can add money to your student's account balance via credit card through this secure site.

- **Volunteer application** – Parents can fill out the application to volunteer at their student's school online. All volunteers must be approved before volunteering in the schools. [Instructions](#) are now online.
- **Grades and Assignments** - is available in the Student Information section, called Family Access.
- **Access to Teacher Haiku Sites** – information varies by teacher/grade. May include newsletters, parent forms, polls, announcements, photographs, calendars, etc. Click on the "Haiku" icon on the right side of the Parent Access screen and reenter your Parent Access user name and password.

The site also features links to district and school websites.

As a parent, we suggest you register for parent access and visit the site periodically, especially since new functions may be added. Teacher email links make it easier to keep in touch with your student's teachers, to ask questions or share concerns. If you have questions about Parent Access, check the [Parent Access FAQ's](#).

Registration Instructions

1. As a parent or guardian, you may activate your account by accurately entering your first and last name along with the email address that the school already has on file on the [Parent Access registration page](#). If you do not have an email address on file with the school, please go to the school office and supply an email address. They will need to confirm your identity for your security and protection.
2. When you are finished entering your name and email address, click on the submit button. If you are successful, the information in red will give you further directions on the registration process.
3. Within the next 12 hours you will need to access your email at the address you entered in the registration process.
4. You should receive an email from the LWSD parent questions account. Open the email and follow the detailed information to complete the registration process.
5. While you are connected to the internet click on and open the link in the email message.
6. Popup blockers must be turned off to use Parent Access.

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

McAuliffe Elementary Student Behavior Expectations

At McAuliffe Elementary, we are committed to the development of all students as lifelong learners who will enhance the world as responsible and caring citizens. It is important to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful. The goal of McAuliffe Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, each child will develop a positive self-concept. This image should be reflected in their relationships with others. In continuation of the positive learning environment at McAuliffe, we will follow this discipline policy

Zero Tolerance Policy

Christa McAuliffe Elementary has no tolerance for any act of violence. Fighting or physical contact of any kind is prohibited at school or school sponsored activities. A student involved in an act of violence will be suspended from school (in-house or out of school). The use of abusive language, especially when used to escalate or inflame a situation, is considered verbal harassment. Harassment, threatening statements, intimidation and verbal abuse, i.e. name calling, ethnic or racial slurs, sexual harassment, or any derogatory statements addressed publicly to others are not allowed and violations will result in a Communication Slip, Discipline Slip or Suspension and/or referral to Principal, Vice Principal or the Counselor for further action. Overt acts of prejudice or harassment related to a person's race, color, ancestry, national origin, religion, gender, culture, ethnicity or mental, physical or sensory handicap will result in immediate and serious consequences which may include suspension from school.

Students will be successful and feel good about themselves by following these expectations. If a student chooses to disregard these expectations, the following process will be used to assist the student:

Step 1. Communication Slip*

If a school rule is violated, an instructional assistant or teacher will issue a Communication Slip and discuss with the student the unsafe or discourteous behavior. The Communication Slip MUST be signed by the child and his/her parent and returned the following day.

Step 2. Communication Slip with Consequences*

If a second rule violation occurs, a Communication Slip will be issued to the student. The student's teacher may assign a missed recess or another appropriate consequence. The Communication Slip MUST be signed by the child and his/her parent and returned the following day.

Step 3. Discipline Slip*

If a third violation of the school rules occurs, the student will receive a Discipline Slip, write an Action Plan and may need to complete an in-house Suspension. Parent/Guardian will be notified by teacher or principal. The student will need to conference with the Principal to brainstorm a list of ways to make better decisions/choices. Discipline Slips may also be issued as a first step depending on the nature of the violation.

Step 4. Discipline Slip and Parent Communication

If a fourth violation occurs, Student will receive a Discipline Slip, write an Action Plan and may need to complete an in-house or out of school Suspension, depending on the severity of the behavior. The student will need to conference with the principal to brainstorm a list of ways to make better decisions/choices, and additional communication with parent will be required, including a conference with Principal and Teacher.

Step 5.

Five or more Communication/Discipline Slips

Student will be assigned an in-house or out-of-house suspension for up to three days.

***Severe Clause:**

Behaviors that are severe in nature may result in more immediate discipline action such as loss of recess, in-school suspension, or temporary removal from school.

**Christa McAuliffe Elementary
Reach for the Stars Program**

Teachers and staff work daily with students on both academic and social skills. We have created the "Reach for the Stars" program to encourage and reinforce the following concepts:

Be Kind and Respectful
Be Responsible and Safe
Be Your Best

Students demonstrating these attributes, both in the classroom and during lunch and recess, may be awarded a "Star Ticket". The receipt of a Star Ticket is something to celebrate as a family as it recognizes student success in the above areas, which often translates into better academic performance and a more welcoming environment for all students.

Each month we celebrate our students who have received Star Tickets during a lunch time prize drawing. When students receive a Star Ticket they place a duplicate copy of the ticket in classroom "Star Bucket". Once a month the principal draws 5 names out of each classroom Star Bucket during lunch. Students selected receive a certificate and a prize. The principal also selects one student per lunch period to have "Lunch with the Principal" at a later date.



Reach for the Stars – School Wide Plan

Be Safe and Responsible

Follows school rules and accepts responsibility for personal actions

Classroom

- Keeps hands and feet to self
- Takes care of materials and workspace
- On time to school and attends class on time.
- Cleans up mess
- Follows stated rules and accepts consequences
- Owns and admits mistakes
- Truthful and honest immediately
- Brings problems to the attention of an adult
- Brings necessary materials for work

Lunchroom

- Follows school rules and accepts responsibility for personal actions
- Walks to, from and through lunchroom
- Gets permission to leave table (restroom, utensils, throw away garbage, etc.)
- Cleans up after yourself
- Takes only what can eat
- Waits turn in line
- Keeps off folding wall
- Takes home lunch account reminders in a timely fashion
- Brings only **ONE** toy or sports item in lunchroom, and must keep item on bench

Transitions (halls, bathrooms and assemblies)

- Calm, quiet, and orderly in halls
- Walks only in a forward direction
- Sits on bottom during assemblies
- Hands to self, not on bulletin boards or other items in halls (art projects, books, etc.)

Playground/School Grounds

- Returns playground equipment to its proper place.
- Comes back to the classroom clean from dirt and sand and is ready to learn at the bell.
- Helps others who are being hurt by reporting not tattling.

Be Kind and Respectful

Demonstrates respect for personal and community property

Cooperates in groups

Communicates in respectful and courteous manner

Classroom

- Polite to teachers and students
- Uses age appropriate responses
- Sits on chair correctly
- Listens and responds respectfully with mind and body
- Raises hand when appropriate
- Doesn't interrupt others
- Shows integrity ...honest and truthful without "put-downs"
- Helps others

Lunchroom

- Demonstrates respect for personal and community property
- Keep hands to self
- Eats own food ONLY
- Touches only personal food
- Communicates in respectful and courteous manner
- Uses manners such as Please and Thank You
- Quiets down quickly for announcements
- Uses inside voices
- Keeps eye contact with, and actively listens to, lunchroom monitors

Transitions (halls, bathrooms and assemblies)

- Hands to selves, not on people or bulletin boards (art projects)
- Whisper voices only used when necessary in halls
- Respectful, polite applause and laughter when appropriate during assemblies
- Follows directions the first time
- Demonstrates good listening skills (not talking to neighbors, etc.)

Playground/School Grounds

- Share
- Take turns
- Follow rules
- Be polite to everyone
- Use play sets and other equipment appropriately so everyone can enjoy our playground.
- Treat others' personal property with respect.
- Be respectful of classes in session (don't bang walls or doors, or play near windows, or bounce balls against classroom walls)

Be Your Best

Attentive and follows directions
Works well independently and uses time wisely
Organizes work space and materials
Completes work carefully and on time
Demonstrates self confidence
Accepts suggestions and opportunities for improvement
Puts forth effort

Classroom

- Goes above and beyond
- Always follows directions the "first" time
- Self-reliant; Self-manager; Shows self-control
- Knows what to do when finished
- Works carefully (checks work... completes work)
- Helps others
- Shows perseverance and pride
- Stays on task
- Best effort Goes to the next level
- Shows stamina
- Good listening with mind and body
- Active participation
- Comes prepared and ready to learn

Lunchroom

- Attentive and follows directions
- Responds to lunchroom monitor signals for attention
- Accepts suggestions and opportunities for improvement
- Makes nutritious, healthy food choices
- Eats with mouth closed
- Knows what to do when finished eating

Transitions (halls, bathrooms and assemblies)

- Focuses and pays attention to the speaker
- Follows directions
- Demonstrates respect
- Treats others the way they wish to be treated

Playground/School Grounds

- Truthful immediately and admit mistakes
- Uses Kelso Choices or Steps to Respect to solve small problems
- Does not use any put downs.
- Comes back to the classroom clean from dirt and sand and is ready to learn at the bell.
- Chooses behaviors and words that keep self and others safe.

Lake Washington School District

Mission

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

Vision

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

Student Profile

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

2019-20 Student Rights & Responsibilities

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Introduction

Purpose

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

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

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



Student Rights and Responsibilities (JF)

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

Rights	Responsibilities
<ul style="list-style-type: none"> Students have the right to a safe environment free from intimidation, sexual harassment and assault. Students have the right to a productive learning environment. Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms. Students have the right to safe passage to and from school, and while on campus. Students have the right to expect staff to help them solve their problems. Students have the right to engage in the grievance process. Students have the right to remain anonymous when reporting a violation of school rules. Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment. Students have the right to actively participate in a problem-solving process in order to facilitate successful closure. Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others. 	<ul style="list-style-type: none"> Students are responsible for their own behavior. Students are responsible for respecting the property of other people and school property. Students are responsible for attending school and all classes daily and on time. Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities. Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis). Students are responsible for informing staff of behavior that may be harmful to an individual or themselves. Students are expected to make a determined effort to learn. Students are expected to follow the instructions of teachers and other school staff. Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

Attendance

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

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

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	D/RC	EE/STS	EE/LTS
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	EE/STS/ PC/R	EE/STS/ LTS/PC/R	EE/E/LTS/ PC/R
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including: offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC	EE/STS/PC	EE/LTS/PC
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC	EE/STS/A/ PC	EE/LTS/A/ PC

Other Forms of Misconduct (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
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LOSS OF CREDIT ON ASSIGNMENT	D/RC/LOSS OF CREDIT ON ASSIGNMENT	STS/LTS/LOSS OF CREDIT ON ASSIGNMENT
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D	EE/STS	EE/STS
Attendance/ Truancy	Being absent or tardy from classes without an approved excuse.	D/RC	D/RC/LP	STS
Disruptive Conduct/ Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	D/RC	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/ Repeated	Severe/ Persistent
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	CHANGE CLOTHES	D/RC + CHANGE CLOTHES	EE/STS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	D/RC	EE/STS/PC	EE/LTS/PC
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	D/RC	EE/STS	EE/LTS
Fighting	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	D/RC	EE/STS	EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	D/RC	EE/STS	EE/STS
Gambling	Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	D/RC/CD	EE/STS/CP	EE/STS/CP
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	EE/D/PC	EE/STS/PC	EE/LTS/E/PC
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	EE/D	EE/S	EE/LTS/E
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	EE/D/PC	EE/STS/A/PC	EE/LTS/E/A/PC A/PC + EMERGENCY REMOVAL
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	D/RC	EE/STS	EE/STS
Lying	Telling or writing untruths.	D/RC	STS	STS
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, that may negatively impact the school environment. Examples include, but are not limited to: acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.	D/RC/R	EE/STS/PC	EE/LTS/PC
Physical Aggression	Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e., unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting or hitting	D/RC	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	D/R/LP	EE/STS/PC/R/LP	EE/LTS/PC/R/LP
Theft/Robbery	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	D/R/RC	EE/STS/R/PC	EE/LTS/R/PC
Tobacco and Smoking Paraphernalia	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.	D/DIVERSION	STS/DIVERSION	STS/A
Trespass/Loitering/Unauthorized Entrance	Entering or being present on school property without permission.	D	EE/STS	EE/STS
Unauthorized Use of Cell Phones or other Electronic Devices	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	CD/CP	CP	D/CP
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.	CD/CP	STS/CP/LP	LTS/CP/LP
Vandalism/Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.	RC/R/D	EE/STS/R/PC	EE/LTS/R/E/PC
Vulgar or Lewd Conduct/ Profanity	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	D/RC	EE/STS	EE/STS
Willful Disobedience, Failure to Cooperate, and Disrespect	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	D/RC	EE/STS	EE/LTS

Athletic/Activities Code of Conduct

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

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

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

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

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

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

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

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

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

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

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

Conduct Rules

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

Hazing Rituals

Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader, 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"> • Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password. • Do not destroy, modify or abuse computer hardware or software in any way. • Do not delete or add software or peripheral equipment to district computers without advance permission. • Do not use personal wireless hotspot devices while at school. • Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability. • Do not attempt to tunnel or VPN to another computer through the district network. • Do not use USB to run executable (.exe) files. • Do not use district provided storage for games, executable files or inappropriate content. • Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission. • Keep food and beverages away from laptops and desktops at all times. • Computer lab use – <ul style="list-style-type: none"> ○ Use only when a staff member is present. ○ Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way. 	<ul style="list-style-type: none"> • Use district computers for educational purposes only. No personal, commercial or political activity is allowed. • Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes. • Students should leave games, other non-district software, entertainment, and social networking at home. • Do not use the Internet to access or process pornographic or otherwise inappropriate material. • Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact. • District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages). • Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach. • Never attempt to "hack" into another student's or staff member's account. • Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.
	3. Be academically honest. <ul style="list-style-type: none"> • Do not assume that because something is on the Internet that you can copy it.

Bus Conduct (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
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• 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.
<p>Note: Exceptional Misconduct and Other Forms of Misconduct as identified early in this handbook apply to conduct on buses and at bus stops.</p>

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

Title IX Coordinator

Director of Athletics & Activities
16250 NE 74th Street
Redmond Washington, 98052
425-936-1367
titleix@lwsd.org

Section 504/ADA Coordinator

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

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or view it online here: <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). 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
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.