

Welcome to Lake Washington High School!

Lake Washington High School began as Kirkland High School (also called Union “A” High School) in 1922—a gathering of students from as far away as Monroe and Duvall. Twenty-seven years later, the school moved up the hill from Market Street to its present address. After two major remodels on that building, a brand new home for the Kangs opened September 2011—same school, different building. But school pride is not bound by the structure that houses us; our Kang spirit is as steadfast and vibrant today as it has ever been. In 1930, the student body selected purple and white—symbolizing wisdom and purity—as their school colors. Today, our colors shine just as brightly, and our school motto—*Always Rising*—reflects the same optimism and dreams that the Kangs of 1923 hoped for. And the rare character born at LWHS in 1930—a clever kangaroo called Lizzie—still delights us as our school mascot.

LWHS has a proud and colorful history. We hope you will share in that heritage and strengthen and enliven it with your own unique and valuable contributions.

Christina Thomas, Principal
Dana Greenberg, Associate Principal
Dr. Justyna King, Associate Principal
Tim Shultz, Associate Principal

Lake Washington School District

Mission: *Lake Washington High School students will graduate as lifelong learners demonstrating resilience, respect, integrity, and compassion.*

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

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GENERAL INFORMATION

Lake Washington High School
12033 NE 80th Street, Kirkland, WA 98033
www.lwsd.org/lwhs

General Information

| | |
|--|--------------|
| Attendance | 425 936-1701 |
| Counseling..... | 425 936-1702 |
| Tip Line | 866 548-3847 |
| College & Career Center | 425 936-1710 |
| Lake Washington High School Office Fax Number..... | 425 936-1751 |
| Lake Washington School District | 425 936-1200 |
| Mili Nelson, Receptionist..... | 425 936-1700 |
| JoDee Hull, Athletics Assistant | 425 936-1732 |
| Melanie Conroy, Career Specialist | 425-936-1710 |
| Amanda McChesney, Bookkeeper | 425 936-1719 |
| Sandra Hearn, BECCA Specialist..... | 425 936-1738 |
| Becky Munsell and Amida Siddick, Library..... | 425 936-1715 |
| Suzie Connor, Attendance | 425 936-1713 |
| Pauline Gillespie, Project Manager/Building Use..... | 425 936-1700 |
| Angela Jalobeanu, Registrar/Data Processing..... | 425 936-1713 |

Counseling

| | |
|--------------------------------|--------------|
| Lenore Gallucci (A-CRA) | 425 936-1702 |
| Cameron Miller (CRB-HAZ) | 425 936-1702 |
| Dawn Lamance (HEA-KAW) | 425 936-1702 |
| Taylor Reuhl (KAX-MYR) | 425 936-1702 |
| Jeff Dennis (MYS-SHE)..... | 425 936-1702 |
| Marilyn Hargraves (SHF-Z)..... | 425 936-1702 |

LAKE WASHINGTON HIGH SCHOOL OPERATING PRINCIPLES

The seven major guidelines listed below are designed to allow each of us to reach our individual and group goals, and to help us function together in a positive, fair, and cooperative way. They are important in helping to ensure that we achieve as individuals, grow as people, and benefit from and enjoy our school experiences.

- 1. Respect other people and be fair to them. Be courteous, polite, and willing to cooperate with others. Treat others in the same manner you want to be treated.**
- 2. Be a positive person and demonstrate mature behavior that you can be proud of.**
- 3. Be honest.**
- 4. Support the educational process and each individual's right to undisturbed educational opportunities. Strive to avoid disturbing others involved in class and in all learning situations.**
- 5. Be sincerely interested in growing as a person and in taking advantage of the educational opportunities available to you. Strive for regular attendance and good classroom achievement.**
- 6. Respect school and personal property.**
- 7. Be concerned for the safety of yourself and others. Avoid acts that could endanger the safety and well-being of yourself and others.**

FLAG SALUTE

Lake Washington High School adheres to the Washington State law regarding the United States flag procurement, display and exercises. RCW 28A.230.140 states, in part, *“They (School Board) shall cause appropriate flag exercise to be held in each classroom at the beginning of the school day, and in every school at the opening of all school assemblies, at which exercises those pupils so desiring shall recite the following salute to the flag: “I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.” Students not reciting the pledge shall maintain a respectful silence. The salute to the flag or the national anthem shall be rendered immediately preceding interschool events when feasible.*

The KANG WAY

Know one another
Actively participate
Name your success
Grow in strength and pride
Work together
Appreciate differences
Your voice matters

SCHOOL SPIRIT

School Mascot: Kangaroos
School Colors: Purple and White

Lake Washington High School Fight Song

Fight, Fight for Lake Washington
Purple and the White
Victory for Washington
Hear our cheer and Fight! Fight! Fight! Fight!
Roll up the scores for Washington
Keep her banner high
Glory the name
And Fight for the fame of Washington

–Major Don Adler, 1944

Lake Washington Alma Mater

Alma Mater, hail to thee
You are that part of me
That, facing foes, gives me strength to go on.
You stand beside us all;
Strong, we will never fall.
Lead on, we'll follow
Lake Washington - Hail to thee.



Bell Schedule 2019-2020

| Monday 47 minutes Periods 1-7 Kang Homeroom | Tuesday 51 minutes Periods 1-7 | Wednesday 81 minutes Periods 2,4,6 <i>ROO Intervention</i> <i>Time</i> | Thursday 81 Minutes Periods 1,3,5 & 7 <i>ROO Intervention</i> <i>Time</i> | Friday 51 minutes Periods 1-7 |
|--|---|---|--|---|
| Office Hours 7:30 – 8:00 | Office Hours 7:30 – 8:00 | Office Hours 7:30 – 8:00 | Office Hours 7:30 – 8:00 | Office Hours 7:30 – 8:00 |
| Period 1 8:00–8:50 | Period 1 8:00–8:51 | Period 2 8:00-9:21 | Period 1 8:00-9:21 | Period 1 8:00–8:51 |
| Period 2 8:54–9:41 | Period 2 8:55–9:46 | ROO Intervention Time 9:25 -10:05 (40) | ROO Intervention Time 9:25 -10:05 (40) | Period 2 8:55–9:46 |
| Kang HR (20) 9:45-10:05 | Period 3 9:50-10:41 | | | Period 3 10:09-10:56 |
| Period 3 10:09-10:56 | | | | |
| Period 4 11:00-11:47 | Period 4 10:45-11:36 | Period 4 10:09 – 11:30 | Period 3 10:09-11:30 | Period 4 10:45-11:36 |
| Period 5 A Lunch 11:47-12:17 Class 12:21-1:08 | Period 5 A Lunch 11:36-12:06 Class 12:10-1:01 | Period 6 11:34-12:55 | Period 5 A Lunch 11:30-12:00 Class 12:04-1:25 | Period 5 A Lunch 11:36-12:06 Class 12:10-1:01 |
| Period 5 Class 11:51-12:38 B Lunch 12:38-1:08 | Period 5 Class 11:40-12:31 B Lunch 12:31-1:01 | | Period 5 Class 11:34-12:55 B Lunch 12:55-1:25 | Period 5 Class 11:40-12:31 B Lunch 12:31-1:01 |
| Period 6 1:12 – 1:59 | Period 6 1:05 – 1:56 | | All School Lunch 12:55-1:20 | |
| Period 7 2:03-2:50 | Period 7 2:00-2:50 | | Period 7 1:29-2:50 | Period 7 2:00-2:50 |
| 5 th period Lunch Assignments | | | | |
| Monday | Tuesday, Friday | | Thursday | |
| A Lunch 11:47-12:17 Class 12:21-1:08 | A Lunch 11:36-12:06 Class 12:10-1:01 | | A Lunch 11:30-12:00 Class 12:04-1:25 | |
| B Lunch 12:38-1:08 Class 11:51-12:38 | Class 11:40-12:31 B Lunch 12:31-1:01 | | Class 11:34-12:55 B Lunch 12:55-1:25 | |

ACADEMIC INFORMATION

Academic Recognition Honor Roll

One of the ways students at Lake Washington High School are given recognition for their academic achievement is by being listed on the school's Honor Roll. To be so noted, a student must achieve a 3.5 or better grade point average for the semester while carrying five or more graded classes. Students qualify for the High Honor Roll by achieving a 4.0 grade point average for the semester in five or more classes with letter grades. Running Start and WANIC students are eligible.

Student-Initiated Schedule Changes

The courses that students selected during our registration process helped us develop the courses (and, in some cases, hire the teachers) for the upcoming school year. Schedule change request forms from students will be accepted September 4-13-2019 and prior to the beginning of the second semester (dates forthcoming). Requests must contain one or more of the following reasons for a schedule change:

- a senior needs a specific class for graduation
- a student's schedule is incomplete
- a student is in a class for which she/he has not met the prerequisite
- a student is placed in a course not requested and an alternate class can accommodate an additional student
- a teacher recommends the student move to a different level within the same discipline

Schedule change requests based on teacher choice, teacher style, or lunch assignments will NOT be considered. A student must print a Schedule Change Request Form and return it to the Counseling Center no earlier than Wednesday, September 4 at 8 a.m. and no later than Friday, September 13 at 8 a.m. Students will be provided a new schedule IF their schedule could be changed.

Students must attend their original classes until the schedule change process is complete. Not attending a class does not constitute a "dropped" class. Students must follow the proper procedures outlined by the Counseling Center for schedule changes.

Schedule Changes – Transcript Policy

- September 4-13 at 8 a.m.: If students have a rationale for requesting a schedule change (see above) print a Schedule Change Request Form and return it to the Counseling Center. Counselors will respond to students to let them know if the change was approved or denied.
- September 13 at 8:01 a.m. to Wednesday, September 25: Students who wish to pursue a schedule change during this time period must make an appointment to meet with their Associate Principal. Meetings can be requested via email or by completing an appointment request form in the main office. Any class dropped during this time period will result as a “W” on their transcript.
- After September 25: Any schedule change request must be reviewed in a meeting attended by the student, the student’s parent/guardian, the course teacher, the counselor and an administrator. Any class dropped after September 25 may result in an “F” on their transcript.

Credit Replacement Policy

Students who choose to take coursework from any accredited alternative school will receive “transfer” on their transcript (e.g. Transfer Math). It is the student’s responsibility to request an official transcript from any institution attended when completing the college application process. If students choose to replace their grade, the higher of the two grades will be used in calculating GPA, the lower grade will not be calculated into the GPA, and both courses will be printed on the transcript. Students are encouraged to see their counselor for clarification.

Teacher’s Assistant Positions

Pass/No Credit Course

Students may earn no more than 1.0 credit toward graduation during grades 9-12 by serving as a teacher/office/library/career/media assistant.



ACTIVITY

ID and Associated Student Body (ASB) Activity Card

Most student activities such as athletics, dances, assemblies, etc. are financed by student funds. The greatest single source of revenue comes from the ASB card. Most importantly, the card identifies the owner as a participating member of the Lake Washington Student Association.

All students receive an ID card when they register. An **ASB sticker may be purchased for \$50.00. When presented, the ASB card provides admittance to all home, regular season football, basketball, wrestling, gymnastics, soccer, and volleyball contests free of charge.** It also permits the owner to purchase KingCo tickets away from school at a reduced price in addition to some school dances, such as **Homecoming dance, Tolo, and Prom**. The ASB sticker may be purchased at time of registration or at any time during the school year. **Students who need to replace their ID/ASB card will be charged a \$5.00 fee.**

All students participating in a sport or activity sanctioned by the Associated Student Body must purchase an ASB card to participate in these events.

Class Advisors

Freshman.....Hannah Slominski
Sophomores.....Anna Joyce, Alyssa Flowers
Juniors.....Nick Verbanic, Amanda Layton
Seniors.....Whitney Horton, Justin Hopkins

Clubs/Activities

Please check the LW Activities page on our school website or PowerSchool for the most up to date information. That page will also have more information on meeting times & locations, as well as advisor information.

| CLUBS | INTEREST GROUPS |
|-------------------------------|--------------------------|
| AMERICAN SIGN LANGUAGE | Anime and Manga Art |
| ARCHITECTURE | Astronomy |
| BETA | Auto Enthusiasts Group |
| CLAY CLUB | Book Group |
| CLUB FOR ADVANCED STUDY | Car Club |
| DECA | Card Group |
| DIVERSITY ACTION TEAM | Cereal Enthusiasts |
| DRAMA | Creative Writing |
| FBLA | CYC Group |
| FEMINIST | Fashion |
| FRENCH | French |
| HIKING | Gaming Gathering |
| INTERNATIONAL | Green Team |
| JSA (Junior State of America) | Kangs with Kams |
| KEY CLUB | Kind Club |
| LATINO COLLEGE PREP | Magic the Gathering Club |
| LIBERTY | Marine Science |
| LOYALTY | Mountain Biking Group |
| LWHS BAND | Photo |
| MATH | Spirit Group |
| MODEL UNITED NATIONS | The Meme Team |
| NATIONAL ART HONOR SOCIETY | |
| NATIONAL HISTORY DAY | |
| NATIONAL HONOR SOCIETY | |
| PHILOSOPHY | |
| POETRY | |
| QUEER STRAIGHT ALLIANCE | |
| ROBOTICS | |
| SAGA | |
| SPIKE BALL | |
| STEM FOR FUN | |
| SYMPHONY | |
| THEATER | |
| THE POUCH - School Newspaper | |
| URBAN GARDENING | |

Do you want to start a new club or interest group? Check out the LW Activities page on Power School for more information and the needed forms.

Questions? See Mr. Grundl

2019-20 LWHS Dance Contract

Dances at Lake Washington High School are a memorable event for students, teachers, and parent / guardians alike. This contract is designed to ensure that every student, teacher, and parent / guardian can enjoy the dance and hold positive memories of Lake Washington High School. A student who is suspended from school on the day of a dance or any other school event may not participate in the event.

- All students and guests are required to follow LWHS guidelines and policies.
- A phone number where the parent / guardian of a student/guest can be reached on the night of the dance is required. If a student is removed from the dance, a parent / guardian will be called to pick them up from the location.

DANCE CONDUCT GUIDELINES

These guidelines apply on and off the dance floor. All attendees must be in at least the 9th grade and must be no older than age 20 to attend LWHS dances.

Sexually suggestive or provocative dancing is inappropriate for school dances and will not be tolerated. The guidelines listed below must be followed:

- No bending over.
- No touching of breasts, buttocks, or genitals.
- No dancing up against walls, doors, or each other.
- Hands on/around waists or shoulders only.
- No “making out” (overt and/or prolonged public displays of affection).

If a student violates the Dance Conduct Guidelines, they will be asked to leave the dance. Their parents / guardians will be contacted to pick them up. If a student is removed from two dances during the year, they will not be allowed to participate in any dance for the remainder of the year.

Fines/Fees

Fees are required for a variety of curricular and extracurricular programs. These are paid at the beginning of each semester/activity. Fines are assessed for unpaid fees or lost or damaged property and must be paid prior to the beginning of the next semester/activity. Books or items returned after the established deadline will result in a partial refund only. A reasonable fee of \$10.00 shall be charged for all dishonored checks returned to LWSD per RCW 62A.3-104. **All students must pay outstanding fines in order to**

purchase a ticket for any dance. Seniors who fail to pay their fines will not participate in commencement exercises.

Security Camera System

A security camera system is in use at Lake Washington High School. The security camera system helps maintain safety and security and also diminishes the potential for loss or destruction of property during non-school hours. Cameras are installed in public areas only and are not installed in areas where there is a reasonable expectation of privacy.

The security camera system may or may not be monitored or in operation at any given time. If you have reason to suspect that a camera may have recorded a crime or a violation of school rules, please report your concerns to one of the school administrators. The administrator may review security camera footage as needed to investigate a potential crime or violation of school rules.

Matt Gillingham
Associate Superintendent
Lake Washington School District



LAKE WASHINGTON HIGH SCHOOL PARKING REGULATIONS

Please read these directions carefully before filling out this application.

1. Students must **submit a completed Student Vehicle Registration Application form** available in the main office.
2. Students must **possess a valid driver's license, proof of liability insurance, and vehicle registration.** Students must **provide a photocopy of each document** in order to purchase a LWHS parking permit. **ALL** documents **MUST** be current. We will not accept out of date documents.
3. Students with special needs due to a handicap may request special parking accommodations through the school guidance team. (See Counseling Office.)
4. Students **and** parents / guardians must complete, sign, and date this application form.
5. Students **and** parents / guardians must read the Lake Washington School District's Parking Policy below.
6. All **delinquent school fees and parking fines must be paid** prior to purchase of a parking permit.
7. The fee for student parking is \$75.00 for the **Full Year**.
8. NO parking in administrative / Kirkland PD parking spots at any time.
9. Application forms may be picked up in the LWHS main office.

Please read the Lake Washington School District Parking Policy and the Lake Washington High School Parking Policy below:

Lake Washington School District Parking Policy:

“By issuance of this permit, the Lake Washington School District does not assume liability for any property damage to any private automobile parked on its property.

The owner-operator (s) of all private vehicles accepts responsibility for their own property and agrees that they are parking at their own risk.”

Lake Washington High School Parking Policy:

“All students who park their vehicle (s) on Lake Washington High School's Campus during normal school hours (8:00 am – 2:50 pm) must have a **visible** and **valid** 2019-2020 Student Parking Permit properly displayed on their vehicle.

A Parking Permit is to be used only by and for the car and drivers for whom it is issued.

The Parking Permit is not transferable and may not be resold by the student. **Students must turn in their Parking Permit when directed to do so.**”

If you leave campus in your vehicle without permission, your parking permit may be revoked without a refund!

Parking lot citations of \$30.00 each will be issued for the following:

1. **Parking without a visible and valid parking permit.** All parking tags must be clearly displayed.

2. **Improper parking of vehicle.** This includes not properly parking in stall, (taking more than one place, blocking accessibility, etc.), parking in restricted spaces (fire lanes, bus lanes, handicap only parking, **staff or visitor parking areas**, curbs, grass, etc.), or not parking in assigned area or assigned space.
3. **Parking without authorization**—not registering a new vehicle with the school.
4. **Failure to follow safe driving procedures** will result in a citation or suspension / revocation of parking privileges. This would include: speeding, racing, improper passing, going against the designated traffic flow, driving over curbs / medians, transporting other students in an unsafe manner, and any behaviors deemed to be unsafe or harmful to others.

NOTE: Repeat violators may be towed at the owner's expense. After 3 tickets, parents / guardians will be notified and students *may* lose parking permit.

ATHLETICS

Athletic/Activities Code of Conduct

As members of a high school team or WIAA sponsored activity that represents LWSD, 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 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.

Athletic/Activity Information

Students are eligible for athletic programs once they have:

- Purchased an ASB card and paid the LWSD sports participation fee.
- Completed all required registration forms. These forms are available on the LWHS Athletics webpage.
- Obtained physician clearance. A physical examination by a doctor is required every two years; the athlete's physical must be valid through the entire sports season in which the athlete plans to participate.
- Shown proof of insurance.
- Met the academic standards set by the WIAA/LWSD for participation in athletics/activities.

Conduct Rules

- Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including removal from the team. All LWSD athletes are expected to adhere to all LWSD policies as explained in each school's Student/Parent / guardian Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.
- Procedures – Implementation: Parents / guardians are encouraged to assume an active role in monitoring and enforcing the provisions of this code. Alleged violations of this code will be investigated by the Athletic Director. Sanctions will be imposed if the evidence suggests the alleged violations did indeed occur. If a violation of one or more of these rules occurs at school or during a school event, school sanctions (including suspension from school) may also apply in addition to the provisions of this code. Any student who is disciplined for violating the rules established by this code is entitled, if he/she desires, to appeal the decision to the school's administration.

King County Conference Athletics and Sportsmanship

LWHS is a member of the KingCo Conference and is responsible for following all KingCo sportsmanship and spectator regulations. At all times students are expected to display good sportsmanship, adhere to regular school rules, and follow the regulations listed below.

Sports Participation Fee

Please see the athletic secretary for information regarding sports participation fees. Fees must be paid at the time of turnout. Parents / guardians of students who need financial assistance should contact the Athletic Director at the school.

Training Rules/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 remaining at an event where consumption of any of the above-mentioned substances by a minor(s) occurs. Ineligibility 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 shall meet with 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 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) shall 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 utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated 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 shall 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 the third time RCW 69.41.020-69.41050 shall be permanently ineligible for interscholastic competition.
- “Legend drugs” means any drugs which are required by state law or regulation of the state board of pharmacy to be dispensed on prescription only or are restricted to use by practitioners only.

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 Violation 2 of the Athletic/Activity Code.

Tobacco (Cigarette, Chew, etc.)

- First Career Violation – The possession and/or use of tobacco products will result in 1) a minimum of one-week suspension from competition and 2) attending a mandatory cessation class.
- Second Career Violation – The student shall be suspended for ten (10) weeks of competition. If there is not ten weeks left in the current season, the suspension will carry over to the next competitive season in which they are a returning athlete. In addition, an athlete must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products before an athlete can again represent LWSD in athletics.
- Third Career Violation – A student athlete who violates for a third time shall be permanently prohibited from participating in any WIAA member school athletic program or activity.

School and District Events

For high school athletic events, middle school students must be accompanied by an adult. Students must show picture identification for events. All school conduct regulations remain in effect at school and district events, and apply to visitors at other schools. Students will be accountable at their home school for violations that occur at other district or league schools, or at school sponsored events. A student who is absent or suspended from school on the day of a school event may not participate in the event.

School Spirit

LWHS has an excellent tradition of great school spirit. We believe school spirit has six important parts:

1. Courtesy - Toward fellow students, teachers, staff members, the opposing teams and referees/officials of school athletic contests.
2. Pride - In everything our school endeavors to accomplish and has accomplished. Our desire is to be the best we can possibly be, to reach our highest potential.
3. Loyalty - To our school, fellow students, staff, and total school community. Loyal students support their school and do their utmost to keep scholastic and activity standards at their highest possible level.
4. Sportsmanship - The ability to win or lose gracefully; to treat our opponents and officials with courtesy and respect; to represent ourselves and our school in an exemplary manner that reflects positively on our total school community.
5. Support - Whether as a participant or a spectator, positive support and encouragement are key ingredients to any successful program and are part of our tradition of great school spirit.
6. Respect - Recognizing that we are a diverse community, we want to provide a positive environment in which diversity is respected.

Spectator Regulations for Athletic Contests

These KingCo and WIAA “spectator guidelines” are published in hopes that high school athletics will be kept within the proper spirit of competition. It is hoped that all Kangs will abide by these guidelines. Cooperation is appreciated and expected.

1. **There shall be no unsupervised noisemakers, megaphones or noise amplifiers in any student rooting section during an athletic contest.**
2. **“Booing” of officials or opponents is unsportsmanlike and will not be tolerated.**
3. **Vulgar, obscene or suggestive yells or signs are not to be part of any rooting section.**
4. **Spectators are to remain off the playing surface at all times!**

WIAA Recommendations (Washington Interscholastic Activities Association)

1. Remember that the game is for the players. They are here because they want to play and enjoy the experience. Good sportsmanship will enhance this educational experience.
2. Refrain from distracting the players during play.
3. Recognize and appreciate skill in performance, regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will.
4. Treat officials with respect before, during, and after the contest. We cannot play the games without officials as they are an integral part of the game, and they should be recognized as impartial arbitrators.
5. Display good conduct. Even though students pay admission, the management has the authority to remove any spectator who does not conduct himself/herself respectfully. Abusive language is to be avoided.
6. Remember that each student's view of the game could be quite different from that of the official.
7. Recognize that student spectators represent the school as do athletes.
8. Respect, cooperate and respond enthusiastically to cheerleaders

Your Cooperation Is Greatly Appreciated!

Disciplinary Procedures Governing LWSHS Sporting Events

Student Expectations: Lake Washington High School students attending any of our athletic events, both on our campus and at other sites, are to demonstrate good sportsmanship and proper behavior at all times.

Cheering is to be directed to our student-athletes and coaches. Negative cheers, taunting of individual athletes, teams, or opposing spectators is strictly prohibited. Students who are removed from a game because of negative or inappropriate cheers, sportsmanship or behavior are subject to the following disciplinary action:

1. First Offense: suspended for one full week from attending any school activity. The student will meet with his/her administrator and the parent(s) will be contacted.
2. Second Offense: suspended for the remainder of the current athletic season and could include an upcoming season. The student and parent(s) will meet with his/her administrator. Further disciplinary action could be taken including detention or suspension from school.
3. Third Offense: suspended from attending any school event for the remainder of his/her high school attendance.

ATTENDANCE/ENROLLMENT

Attendance Absences & Excuses (JED, JED-R, JEE) Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates. Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused. Parents or guardians need to notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence. Students who demonstrate excessive absenteeism or tardiness may be subject to corrective action. All students are expected to remain on campus for the entire school day. There are exceptions for high school students whose parents / guardians request that they be excused during lunch and students whose parents / guardians request attendance at another school or school-related activity during the school day.

Truancy (JEDA)

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

- Parents / guardians will be notified in writing or by phone after one unexcused absence in a month.
 - A parent conference will be initiated after two unexcused absences in a month in order to improve the student's attendance.
 - The parent and school must enter into a contract to improve the student's attendance after five unexcused absences in a month, or the case may be referred to a Community Truancy Board,
 - The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month, or ten unexcused absences in an academic year.
-
- ❖ Students may be denied a grade on an assignment or an activity when they have an absence for a period in which there was a graded event that required student participation.
 - ❖ Credit may be denied if/when excessive absences correspond to periods in which there were graded events that required student participation as specified in that particular course's outline/syllabus.
 - ❖ Students who are denied credit for a course have a right to appeal the decision to a building administrator. Administrators must ensure that student's unique circumstances are taken into consideration.
 - ❖ Students who demonstrate excessive absenteeism or tardiness may be subject to corrective disciplinary action.

BECCA Law

In 1995, the State Legislature implemented the Washington Compulsory Attendance Law. The law requires all parents, guardians, or other legal custodians of juveniles to ensure that children between the ages of 6 and 18 attend school. Parents / guardians violating this requirement may be required to pay a \$25 fee per day unless they can show reasonable diligence in attempting to get the student to attend school. The “BECCA Law” also requires the District to:

1. Schedule a conference with parents / guardians after two days of unexcused absences/truancy.
2. File a petition with the county court (*may* after the 5th unexcused absence/truancy in a month, *must* after the 7th in a month or the 10th in a year).
3. Report any additional unexcused absences. After a petition is filed, the student is required to appear in court and will then be under the court’s jurisdiction.

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying student’s age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. If you or your parents / guardians 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 district Child Find office at 425-936-2760 to request Child Find information.

Closed Campus

All students are to remain on campus for the entire school day. Only approved senior and juniors can leave campus at lunchtime. Seniors and juniors must apply for an Off-Campus pass. Forms are in the main office and must be approved by an administrator. Trespassing on private property (i.e. church, cemetery, Holy Family School, vacant properties and woods, private residences) is prohibited. Progressive discipline will be used in case of violation of the Off-Campus passes beginning with after-school detention, ISS, etc. The campus is closed from 10:00 p.m. to 6:00 a.m. When a student must leave campus during the day for an appointment or emergency, a phone call or note to the attendance office prior to leaving campus will suffice. The student should then check out via the attendance office to receive a pass and check-in when returning.

Enrollment/Variations

Students in Washington State may apply for an enrollment variance to attend a school in a different school district (out of district variance) or to another school in the Lake Washington School District (in-district variance). Variances are accepted on a space available basis. Refer to the school district website, www.lwsd.org/parents/studentregistration for timelines and processes.

Responsibility for Attendance

1. Students and parents / guardians are responsible for school attendance.
2. The parent / guardian or legal guardian of any student who is absent from class is requested to leave a message with the school Attendance Office at 425-936-1701 **within 48 hours to have an absence be considered as excused.**
3. If the parent / guardian is aware of an impending absence, or an absence longer than 3 days, please call to notify the school in advance. A pre-arranged absence form should be completed by the student.
4. ***Parents / guardians may not excuse absences for students who are in the building and supposed to be in class.***
5. Because regular attendance is both an expectation and a critical component of student success, parents/guardians of students who exceed ten (10) **excused absences** in a semester will be expected to contact our BECCA Specialist at 425-936-1738 and provide documentation to verify the “excessive excused” absences.
6. Students 18 or older may **NOT** excuse their own absences unless they are supporting themselves and living independently.
7. If your student arrives to school late or needs to leave school early (for any reason), they must go to the Attendance Office to pick up a pass before entering class or leaving campus. Parents must either call in advance or write a note in order to excuse the student. Please call the attendance office at: (425) 936-1701 or have your student bring in a note or send an email to: lwhs-attendance@lwsd.org

Parent Access

Parent / guardian Access is a web-based tool that allows parents / guardians to view their students' attendance. More information about Parent Access can be found on the Lake Washington School District website www.lwsd.org. Questions may be sent to ParentQuestions@lwsd.org.

LWHS Tardy Policy

Students are required to attend all scheduled classes and to be on time at the beginning of the class period. Students who arrive more than ten (10)

minutes late will be considered absent. Staff will conduct periodic tardy sweeps to ensure timely arrival to all classes.

More than 3 tardies per class period will result in the following progressive discipline:

4th Teacher emails parents / guardians, warning

5th Referral to admin AND One-hour detention

6th Referral to admin AND One-hour detention

7th Referral to admin AND 2-hour detention

8th Referral to admin AND 2-hour detention AND parent / guardian conference AND tardy contract

9th Referral to admin, Wednesday School

10th Referral to admin, 2-day ISS for that period AND parent / guardian conference

11th + Full day in school suspension

Truancy

Truancy, or any instance in which a student is absent from any class without either parent / guardian, teacher, or administrative permission, will be handled as a disciplinary matter.

CAREER AND TECHNICAL EDUCATION

College and Career Center (CCC)

The College and Career Resource Center is a place where students may investigate post-high school educational opportunities and career options. Open to all students and their parents / guardians, the center has many resources available throughout their high school years to access information on 4-year colleges/universities, 2-year community colleges, technical schools, apprenticeship programs, military and other post-high school options.

Career Guidance Activities/Opportunities

- Apprenticeship Programs
- Career Exploration
- Tech Prep College Connections (Dual Credit –High School/College)
- College Exploration
- Post High School Educational Planning
- Running Start
- Self-awareness/aptitude/interest assessments
- Student Employment
- Washington Network of Innovative Careers (WANIC)
- Workplace Skills (Resume, Interview)

Apprenticeship Programs

Apprenticeship is a combination of on-the-job training (OJT) and related classroom instruction under the supervision of a journey-level craft person or trade professional in which workers learn the practical & theoretical aspects of

a highly skilled occupation.

www.lni.wa.gov/tradeslicensing/apprenticeship/programs/

ASVAB Testing

The ASVAB (Armed Services Vocational Aptitude Battery) is one of the most widely used, multiple-aptitude tests in the world, developed and maintained by the Department of Defense. More than half of all high schools nationwide administer the ASVAB test to students in grades 10, 11 and 12. This test is valuable to students by providing information regarding their aptitudes and interests in relationship to careers. www.todays.military.com

College/University Visitations

Throughout the school year, college/university representatives schedule campus visits at LWHS to speak with students and parents / guardians regarding admission requirements and the application process specific to their school. Students have the opportunity to attend these informational sessions.

High School and Beyond Plan

The High School and Beyond Plan is a process designed to help students think about their future goals and how to accomplish those goals. This includes exploring interests and career options, developing a course plan for high school, and exploring opportunities to develop skills. Students create their High School and Beyond Plans in cooperation with parents / guardians and school staff. Ideally, students start their plans in eighth grade and then continue to revise them throughout high school to accommodate changing interests or goals.

Why is the High School and Beyond Plan (HSBP) important?

The High School and Beyond Plan provides students with the opportunity to explore their own skills and interests and discover potential career and educational options they may not have been aware of previously. It allows students to take ownership over their high school experience and choose coursework and activities that are relevant to their goals. The HSBP also provides a means of tracking requirements for graduation from high school and entry into postsecondary programs.

What are the components of a High School and Beyond Plan?

The major components of the plan include:

- Identification of career goals
- Identification of educational goals related to the student's career goals
- A four-year plan for course-taking that will ensure fulfillment of graduation requirements and align with the student's interests and educational and career goals

- Identification of assessments necessary to achieve career and educational goal

How to meet the requirement:

This requirement is met through Xello. Activities will be assigned each year and activities vary depending on grade level. The activities assigned each year must be completed by the due date and anything not completed results on the student not being on track to graduate. Please see your grade level PowerSchool page for updates on what to expect, how to do actives and due dates.

Military Exploration

All branches of the Armed Services are represented monthly, through a high school campus visit, to allow students information on possible career opportunities in the military. Service representatives are available to aid students with their applications for enlistment, military academies and ROTC programs.

WANIC/Tech Prep College Connections

Information and registration for professional and technical course offerings at LWHS and other area high schools. Earn community college credit or state certification for these classes while in high school. For more information go to: www.wanic.org or www.techprepcc.org

SAT/ACT Testing

Registration materials for these national college entrance tests are available in the College and Career Center or at www.act.org or www.collegeboard.com. In the fall, the PTSA partners with Princeton Review to provide low-cost *practice* SAT and ACT tests for students.

Scholarships

Scholarships are received throughout the year and posted on the LWHS, College and Career Center website. A weekly Scholarship Bulletin is printed, and copies are available in the CCC. Additionally, the school PTSA generally offers a number of \$1,000 scholarships each year. Look for application information to come out in February.

Dress Code Policy:

Dressing appropriately for a given environment or situations is an important life skill. School emulates a job as students are growing up. Attire should be appropriate and cover a student's undergarments. Attire for school may be casual and model appropriateness for an educational setting.

- Student tops must be long enough to completely cover the torso and minimally be long enough to touch the waistband of pants, shorts or skirts.
- Shorts, skirts, dresses etc. must cover the student's bottom including when students are bending over or walking up stairs.
- Students may not wear attire that references illegal substances. Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive or displays inappropriate pictures, writing or innuendo is prohibited.
- Footwear must be worn at all times.

Students in violation will be asked to change their clothing, cover up or go home if necessary.

PTSA

The PTSA (Parent Teachers Student Association) provides a number of services directly to students, including:

- **College Application Workshops** offered during the fall and early winter;
- **Fear-free SAT/ACT** gives students an opportunity to take a low-cost practice SAT or ACT in a real test environment at school;
- The **Scheeley Scholarship** Awards Program for outstanding seniors;
- **Reflections Art Competition** gives students the opportunity to get public recognition for their artwork (photography, digital media, visual arts, music, dance, etc.);
- **Senior Salute** is a celebration of graduating seniors and their families.

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 Scouting 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/Tuancy | 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.

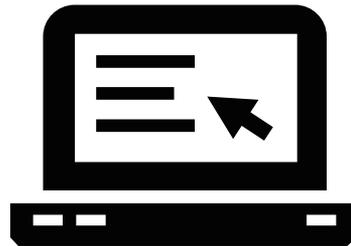
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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.

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|---|--|
| <p>1. Exercise good judgment and respect District property by demonstrating responsible use of technology.</p> <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. | <p>2. Be a good digital citizen.</p> <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. <p>3. Be academically honest.</p> <ul style="list-style-type: none"> Do not assume that because something is on the Internet that you can copy it. |
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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 |
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| <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><small>Note: Exceptional Misconduct and Other Forms of Misconduct as identified early in this handbook apply to conduct on buses and at bus stops.</small></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 9A.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

Other Policies

Health Room/Medication ([JHCD](#), [JHCD-R](#))

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

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

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

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

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

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

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

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