

Parent & Student Handbook 2019-2020

Emily Dickinson Elementary & Explorer Community School

Washington Achievement Award Winner

Emily Dickinson Elementary • Explorer Community School

7040 208th Ave N.E. Redmond, WA 98053

Phone: (425) 836-4658 • Fax: (425) 836-4658

Safe Arrival Attendance Line: (425) 936-2531

Principal: Barbara Pridgeon

Associate Principal: Heidi Lane

Dickinson School Mascot: Dragons

Dickinson School Colors: Green and Yellow

Explorer School Mascot: Eagles

Explorer School Colors: Blue and White

EMILY DICKINSON ELEMENTARY DAILY SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY

9:00-9:15 Student Drop Off
9:15 AM Line-up Bell
9:20 AM Instruction Begins
3:50 PM School Ends
4:00 PM All Students Off Campus

WEDNESDAY

9:00-9:15 Student Drop Off
9:15 AM Line-up Bell
9:20 AM Instruction Begins
2:20 PM School Ends
2:30 PM All Students Off Campus

HALF-DAY (For Conferences/No Lunch Served)

9:05-9:15 Student Drop Off
9:20 AM Instruction Begins
12:20 PM School Ends
12:30 PM All Students Off Campus

Recess and Lunches	
11:40-12:05	K-2 Lunch
12:05-12:35	K-2 Recess
12:15-12:35	3-5 Lunch
12:35-1:05	3-5 Recess
12:15-12:35	Explorer Lunch
12:35-1:05	Explorer Recess

EXPLORER COMMUNITY SCHOOL DAILY SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY

8:50-9:00 Student Drop Off
9:05 AM Instruction Begins
3:35 PM School Ends

WEDNESDAY

8:50-9:00 Student Drop Off
9:05 AM Instruction Begins
2:05 PM School Ends

HALF-DAY (For Conferences/No Lunch Served)

8:50-9:00 Student Drop Off
9:05 AM Instruction Begins
12:05 PM School Ends

Recess and Lunch	
11:40-12:05	K-2 Lunch
12:05-12:35	K-2 Recess
12:15-12:35	3-5 Lunch
12:35-1:05	3-5 Recess
12:15-12:35	Explorer Lunch
12:35-1:05	Explorer Recess

COMMUNICATION

PTSA and School Newsletter – The Messenger: This newsletter is the primary method of school to home communication. The Messenger is sent via email to subscribers and posted on the PTSA website each Tuesday. Information includes important dates, messages from school staff and details about upcoming PTSA activities and programs. The Messenger will also occasionally have links to District-approved attachments such as cultural opportunities, sports registration forms, etc. If a family does not have email service, contact the office for a paper copy. To subscribe, click on the mailing list button at dickinsonptsa.org.

Directory: The Dickinson/Explorer PTSA publishes a school directory, distributed in mid-October, listing students by classroom and in alphabetical order. All students who return the directory form are included regardless of PTSA membership. Families may request in writing not to have some or all their information published.

Contacting Staff: Email is the most efficient method for communicating with staff, however many teachers do not access their emails during the hours of student attendance.

****NOTE:** if you have a change of after school plans for your student, do NOT email; call the main office at least 2 hours prior to dismissal (*many teachers cannot check email during the school day due to focus on instruction*).

Please keep your emails brief and to the point, and allow 48 hours for a response. Many times, a brief conversation with the teacher via phone is the best choice. Email is great for a quick question or to let us know of a situation or to schedule a phone call. If dialog is needed, a phone call is really the best choice. You may request a conference with your child's teacher or other staff member through email or a written note. The Principal and Office Staff may be reached by telephone at 425-936-2530. Teachers cannot usually be reached by phone during the school day except in an emergency. Please see the school website for a list of teacher email addresses: <http://www.lwsd.org/school/dickinson>

Websites: Dickinson/Explorer Elementary school website is located at <http://www.lwsd.org/school/dickinson>. It is updated monthly and features basic school information, library & counseling resources as well as the monthly lunch menu and calendar. The Dickinson PTSA maintains a more in-depth look at extracurricular events and parent volunteer needs at www.dickinsonptsa.org.

CONFERENCES

Grades K-5 Conference Weeks: Goal setting conferences are scheduled for October 14th, 15th, & 17th. These days are designed for parents, students, and teachers to meet and set goals for the year. A second set of conferences are scheduled between January 28th, 30th, & 31st during which parents, students and teachers discuss progress towards those goals. Parents are welcome to request additional conferences as needed. There are two report cards per year, at the end of January and June. Please note that posting student scores varies according to grade level, District curriculum/assessment requirements, and classroom. Using Parent Access you may view your child's academic progress at any time. Go to www.lwsd.org for more information.

Grades K-5 Conferences: October 14th, 15th, & 17th

Grades K-5 Conferences: January 28th, 30th, & 31st

EMERGENCY PROCEDURES

Emergency Contact Information

It is very important that the office have up-to-date phone numbers for parents. An emergency card is included in the first-day packet. Parents should complete a card for each student and return it to the school immediately. Please complete the special medical and custody information on the back of the card, if applicable to your child.

Call the office if you plan to be out of town while your children are in school. The office needs the following information: your child's name, teacher, who is responsible for them in your absence, their phone number, how long you will be gone, and (if possible) a number at which you can be reached.

School Closing

In the event of fire, power failure, heavy snowfall or severe windstorms, or natural disasters, parents are asked to stay tuned to their radio, computer or television for information. You may also check the website www.schoolreport.org.

In order to maintain open communication lines, you are asked **NOT** to call the school in an emergency. Parent phone calls tie up the system and may prevent staff from necessary communication with public safety officials. The school is equipped with food, water, first aid materials and other supplies to ensure that your child will be safely cared for. If school is to be closed, the decision and announcement will be made prior to 6:30 A.M. The school is not authorized to dismiss school early unless so directed by the LWSD administration.

If school is dismissed early, please follow the explicit directions provided to all parents via phone/email/text. The conditions of the situation may warrant pick up at the Classic Site (Dickinson Preschool) or an alternative site. This will be explained to you in detail upon notification. **You must have photo ID to pick up your child.** Complete the emergency forms at the start of the year carefully. Please designate more than one local friend, neighbor or relative who can pick up your child in the event of an emergency. Be sure to notify these people that they are authorized to pick up your child, and give them the name of your child's teacher, if possible. Also, be sure that your child knows who is authorized to take him or her home in case of an emergency. We will not release your child to anyone without proper authorization at any time.

Please bring your patience. It will take time to release more than 550 students, and your child's safety is our paramount concern.

Lockdown

Occasionally, the building principal may make the decision, in coordination with local public safety officials, to lock down the school. No one may come or go from the school during a lockdown. If you hear on the radio or television that the school is in a lockdown, **DO NOT CALL OR COME TO THE SCHOOL**. Phone calls will not be answered and you may place yourself in harm's way, or hinder the work of law enforcement officials.

The school has written policies and procedures for lockdowns, and the children are regularly drilled on the procedures. Again, the safety of students and staff is our highest priority. We have an abbreviated listing of our emergency procedures available at our office window upon sign-in.

EMERGENCY OPERATING SCHEDULE

When emergency conditions result in school schedule changes, the district will use one of the following plans:

No announcement means normal schedules: Dismissal schedules will be at regular times unless otherwise announced on the radio, district website or school messenger call.

Schools are closed: All building activities are cancelled, including school, all before and after school activities, athletic events and parent meetings.

Late start and limited bus service: High schools and junior highs will start 1 hour late, elementary schools will start 1.5 hours late, and bus routes will be limited. When in effect, Quest and AM Kindergarten classes are cancelled.

Special announcement: A variation of the above plans will be announced, if necessary, due to a power failure or other special conditions. These announcements go out as an auto-alert to all parents via registered phone numbers, email addresses, and text message recipients.

Parents can always access the LWSD website (www.lwsd.org) to get instant alerts on emergencies at any LWSD school. Alerts are listed in a red box on the upper right side of the home page.

NUTS AND BOLTS: DICKINSON AND EXPLORER POLICIES AND PROCEDURES

ABSENT OR LATE STUDENTS

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17, attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.* Although missed assignments can be made up, nothing can replace valuable in-class instruction.

In accordance with the compulsory attendance law RCW28A.225, the Safe Arrival Program at Dickinson/Explorer will be **mandatory** for all students. A written excuse or safe arrival phone

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In accordance with the compulsory attendance law RCW28A.225, the Safe Arrival Program at Dickinson/Explorer will be **mandatory** for all students. A written excuse or safe arrival phone call from parents or guardians will be required for all absences, late arrivals to school, or early dismissal. Please call the Safe Arrival number before 9:00 A.M. if your child will be absent or arriving late. Our Safe Arrival Phone Number is **425-936-2531**. If we do not receive a call by 9:30 A.M. we will attempt to contact the parent/guardian and verify the absence. An ABSENCE is recorded when a student misses more than 60 minutes of class time in either A.M. or P.M. session.

SICK CHILD

If your child shows minimal symptoms of a small cold, it is your discretion as a parent to send them to school. However, if your child presents the following symptoms, **they are required to stay home.**

- Had a fever within 24 hours
- Had vomiting or diarrhea within 24 hours

TARDY POLICY

We will write tardy/admit slips beginning at 9:20 A.M. per the wall clocks. The Principal will review a monthly report for absenteeism and tardiness issues.

At 5 tardy/absences in a trimester or if a teacher has significant concerns, the Principal will be notified and asked the counselor to make contact with the families, explaining the educational impact on the student, teacher and classmates.

At 15% tardy or absences a letter will be sent from the principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal.

EXCESSIVE ABSENCES

Because regular attendance is both an expectation and a critical component of school success, parents or guardians of students who exceed four (4) unexcused absences in a semester will be sent a letter of concern. Students who exceed seven (7) unexcused absences will receive a letter of warning from the district Becca Coordinator. Parents or guardians of students with excessive (over 10) excused absences, causing interference with learning, may be asked by the principal to provide documentation verifying the medical or emergency excuse.

EXTENDED ABSENCES

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time. Parents removing their students from school for 3 days or longer must submit a Pre-Approved Absence Form.

Students absent longer than 20 days for any reason are automatically unenrolled from school and will need to re-enroll upon return.

EARLY DISMISSAL

We discourage early dismissals because learning takes place right up until the final bell. However, we recognize the need for medical and dental appointments and other emergencies. Please send a note to the teacher and stop by the office to sign out your child. Students are released only to parents, guardians, or those having parent permission.

FIELD TRIPS

Official field trip forms must be completed, and returned to the student's teacher **before** the date of the planned trip. Notes and telephone calls from parents cannot be accepted as a form of permission to attend a field trip.



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ILLNESS, INJURY AND MEDICATIONS

Any illness or injury will be reported to the classroom teacher who will then have the student report to the office. Parents will be contacted by office personnel, or health room volunteers. Emergency phone numbers on enrollment cards are important and must be listed in case we are unable to contact the parents. If your child is sick and will be going home, it is in the best interest of your child that they go home in a timely fashion. The Health Room gets very busy, and there is not another place for a sick child to wait to be picked up. This may cause undue stress for your child when they are already ill.

It is of paramount importance to the safety of our students that parents' home, business, cell phone, and emergency numbers be kept updated during the year.

HEALTHROOM MEDICATION

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 to call a parent to arrange for transportation home. Parents should inform the school on the student emergency contact card or in writing if a student has a life-threatening illness, infectious disease, or serious allergy. It is the parent responsibility to ensure that all medications are kept current, accurate, and accessible at all times including off-campus events.

The Lake Washington School district's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If your child is currently taking daily medication, please arrange to have your child take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (pick-up in main office); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); 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 at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

LUNCH MONEY

Individual lunches cost \$3.00 for students and \$4.00 for adults. Breakfast is also available for \$1.50 for students and \$2.50 for adults. Milk and juices are available for cold lunches at a cost of \$0.50. Hot lunch menus are available on the district website at: www.lwsd.org.

Prepay with Credit Card: Parents may prepay for as many lunches and/or milks through the school district. With this system, each student has a computerized online account. Please follow the instructions at: www.lwsd.org or call **425-702-3393**.

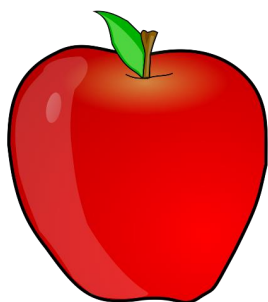


Prepay with check: Please make your check out to "Dickinson/Explorer" and in the "For" line add the student's name and "lunch money".

Prepay with cash: Please put cash in an envelope with the student name, teacher name, and "lunch money".

When a student does not have a lunch or lunch money, an emergency hot lunch will be provided. Free and reduced lunches are available to qualifying students. Information and applications are sent home on the first day of school, or are available in the office.

SCHOOL DAY SNACKS



Teachers expect families to send a healthy snack each day to ensure students are receiving steady nutrition to ensure their optimum learning levels throughout the day. Students of need will be provided with snacks, however this resource should be reserved for families experiencing challenge, as teachers often fund them out of pocket. Supporting teachers/counselor with snack donations is an appreciated gesture if offered.

BIRTHDAY TREATS

At Dickinson and Explorer, you are welcome to celebrate your child with a NON-food item, such as pencils, erasers, or another small item. The PTSA has set up a Celebration Book Club through the library or you can donate a book to your child's classroom.

PARENT AND VISITOR PROCEDURES

The safety of our staff, students, and community are priority. To ensure we know who is in the building, there are entrance procedures in place. Non-staff members need to follow district entrance procedures by showing identification and providing a statement of visitation. Only trained personnel will be authorized to allow building entry during school hours.

You are always welcome to visit Dickinson/Explorer, and to volunteer in the school or for a PTSA activity.

If you plan on visiting, it is important to communicate your plans with the classroom teacher so that they can plan appropriately.

When visiting or volunteering at the school, you will need to ring the doorbell, located to the left of the front door. You will need show to identification to the camera. Once identified by personnel, you will be given access to the building. Do not allow other visitors in the building. It is important all visitors show identification before entering our school. Once you are in the building, you will need to check in at the office first and wear an identification badge.

This helps keep our children safe!

If you wish to volunteer at school or chaperone on a field trip, you must complete a Lake Washington School District Volunteer Application form. All Lake Washington School District volunteers must go through a screening process, for the safety of students and volunteers alike. Please visit the website at: www.lwsd.org.



DROP OFF AND PICK UP PROCEDURES

Safety for children is our priority. Please help promote the safety of children by observing the following regulations:

Pick-Up/Drop-Off: Traffic flow is a significant challenge at Dickinson/Explorer. Please assist the school by observing the following procedures:

AM Drop-off at the Front Drive Circle

- Wait in line until your vehicle reaches the school curb, pulling all the way forward to allow for the maximum amount of cars to unload at once.
- Students exit cars **curb-side** only. Parents should stay in the vehicle. There will be people to help students exit vehicles safely.
- WAIT in line to exit the drive circle in queue. Do not pass other vehicles out of turn.

PM PICK UP AT WETLANDS PARKING LOT

- Students with PM car pick up will be walked to the Wetlands Lot.
- Front drive circle pick-up is for Explorer (3:35 P.M. release time) and parents of students in our Learning Center.
- Wetlands Lot pickup rules are identical to AM drop off.
- **There is NO supervision of students at the 'Classic Lot' or behind the Old Gym.** The 'Classic Lot' is the parking lot for the old Dickinson site/Preschool along 208th St. For the safety of your child, please ensure they are being picked up in the Wetlands.
- The '**Classic Lot**' will be used by preschool parents to pick-up their children. (4:00 P.M. release time).

Parking: Parking is a challenge on our campus. Parents should assist the school in ensuring that they park in our Wetlands Lots. School-facing parking stalls are reserved for Office Staff and our Health Room Volunteers. Curb-side parking is reserved for staff only.

Bus Rides: Bus service is provided for students living 1.0 miles from school or for those students that do not have a suggested walking route to school. For new students, bus routes and schedules are available on the district website at <https://www.lwsd.org/programs-and-services/transportation> For new students, neighbors are the best source of information about bus stop location and pick-up times, or parents can call the Transportation Department, 425 936-1120. Bus passes are necessary for special arrangements. Students must bring a parent note if they are to ride home with a friend, get off at a different bus stop, etc. Students should bring the note to the office before school or at morning recess to receive a bus pass.

Rules of Conduct at the Bus Stop: Students must respect private property while waiting for the bus. Students should arrive at the bus stop **no more than 10 minutes before** the scheduled arrival of the bus. Self-discipline must be exercised by students waiting in the bus loading areas. Students must wait to board the bus in an orderly manner; no games, no cuts, no throwing of objects, no running into the street.

REPORTING SAFETY CONCERNS

Safety is one of our district's top priorities. We use 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>.

SCHOOL PHONE AND EMERGENCY MESSAGES

To alleviate classroom interruptions and protect learning, students are not called to the phone. In the event of an emergency, please contact the office and a message will be delivered to the student. Please discuss after school arrangements in the morning before school starts. Students will be discouraged from using the phone to make after school arrangements, call for homework, etc.

STUDENT SUPERVISION

Dickinson/Explorer students are supervised during the school day in the classroom, on the playground and in PE, Music and Library classes. However, we do not provide supervision before or after school. To ensure the safety of your children, we ask that students arrive at school **no earlier than 9:00 A.M.** (*unless they are enrolled in special programs such as Choir or Orchestra classes, or ASB*) and that **they leave the school grounds immediately after the 3:50 P.M. dismissal bell.**

TEXT BOOKS AND LIBRARY BOOKS

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

THE CLASSROOM AND BEYOND

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

At Emily Dickinson Elementary and Explorer Community School, we believe that fostering positive relationships is the foundation of our work with students. At Dickinson and Explorer, we work together to Be Safe, Be Kind, Be Respectful, and Be Responsible. These things are the foundation of student success.

We establish a positive school climate by implementing a Multi-Tiered Systems of Supports (MTSS), which consists of two sections including Response to Intervention (RTI) and Positive Behavioral Interventions and Supports (PBIS). This year, we are concentrating on PBIS. Additionally, we are committed to equity and inclusion. We have a Culture Leadership Team who is focusing on inclusion and we also have an Equity Leadership Team. As we strive to create a safe and warm atmosphere for all students, we will infuse our work from our Culture and Equity Leadership Teams in all that we do at Emily Dickinson Elementary School and Explorer Community School.

Our focus is on providing all students with structure, which includes clearly communicating expectations and having accountability for each student, while also providing support, which includes listening to and valuing our students, encouraging their voice, fostering relationships, and building upon the strengths of each student.

This school-wide behavior plan is designed to outline practices that will nurture students' social and emotional development and in turn promote academic excellence. Our approach to education includes policies, practices, and relationships that ensure all students in our school community are healthy, safe, engaged, supported and challenged. At Dickinson and Explorer, we develop skills to ensure that all students can lead a positive and productive life, by strengthening interpersonal skills and focusing on the importance of students' commitment to the community.

As a school, we integrate our commitment to equity with school-wide PBIS, by striving towards Cultural Responsive Teaching, including the following components: identity, voice, supportive environment, situational appropriateness and data for equity.

We commit to inclusive practices. We have many diverse learners, who receive services in Learning Center, Resource Center, English Language, and Safety Net and will work hard to provide inclusive environments. We infuse these practices into our PBIS structures.

We recognize that we need clear expectations for all stakeholders in our community. Therefore, we have clear expectations for our common spaced for students, staff, community, and administrators. In addition to our Common Expectations, we have also developed teaching tools for staff as well as incentives to encourage positive student behavior.

We commit to providing staff and students with a safe and orderly pace to work, learn and play. To ensure success in this area, we will examine and follow procedures and strategies to promote an effective approach to discipline. This will help maximize instructional time and create a safe, productive environment where all students at Dickinson Elementary and Explorer Community School will be successful.

ASSISTANCE SERVICES

Dickinson/Explorer provides extra assistance in reading, special education, and learning English. District Remediation is a district-funded program serving students with reading and math needs, known as Safety Net. English Language Learning is available on-site. Parents with concerns related to academic or health of their child should contact School Psychologist immediately to discuss potential support available at school.

ADDITIONAL MUSIC PROGRAMS

Choir - Our choir students sing at assemblies and other places within our community.

Band - 4th and 5th grade students have the opportunity to participate in a before school music program at Evergreen Middle School.

String Orchestra - A string orchestra program is offered as a before school activity for 4th and 5th grade students. Group instruction is given on violin, viola, and cello on site at Dickinson.

ART DOCENT PROGRAM

Trained volunteers provide art education using LWSD curriculum on the principles of history of art while introducing children to a variety of art media in this PTSA-funded program.

COUNSELING PROGRAM

The counseling program offers both individual and small group support to students and families. The school counselor is available by appointment, and can provide many levels of support and resources for students and families. Please call the main office if you wish to speak to the counselor.

ENVIRONMENTAL EDUCATION

One of the many unique aspects of Dickinson/Explorer is our natural wetlands area, which has been cultivated by our students, staff, and community volunteers into a rich addition to our educational program. All students benefit from the work and learning we support in the wetlands, which is a two week-long focus in the Spring as all students and staff participate in the restoration of our Wetlands.

Our 5th Grade Students attend Camp Seymour in Gig Harbor, Washington for 3 days and 2 nights as a part of our commitment to an enriched experience while learning about our natural world.

ASB

The Dickinson/Explorer ASB sponsors many activities and projects to promote school spirit, virtues, and community service. An annual project that is promoted school-wide by our ASB is our Pennies for Patients drive. Each year our school raises money to help support the Leukemia and Lymphoma Society. Our Pennies for Patients drive is just one of many fundraisers Dickinson/Explorer participate in throughout the school year.

DRESS CODE

Students are expected to dress neatly and appropriately at all times. Wearing obscene apparel is never acceptable. Students may not wear clothing referencing or depicting drugs, alcohol, or gangs. Shoes must be worn at all times for safety and health reasons.

- **Inappropriate clothing includes:** attire that promotes alcohol, drugs, tobacco, racism, sexism, profanity, offensive logos, sexual connotations, weapons, and anything gang-related. Bare midriff or spaghetti strap t-shirts, pants that are too baggy or too low, wallet chains, revealing or too tight clothing are not appropriate. Students wearing inappropriate clothing will be asked to change into appropriate attire.
- **The fingertip rule will apply to the wearing of shorts and skirts:** The length cannot be above the fingertips when the hands are held at side.
- Sleeveless shirts must have straps at least two (adult) fingers wide. Shirts must touch pants/skirts at all times, including when students are seated.
- Hats may be worn to and from school and at recess; however, they are not permitted in the building. Exceptions are made for cultural headwear.
- Proper coats, hats and shoes are necessary for cold and wet weather. Knowing that we live in the rainy Northwest, and that children will be playing outside throughout the year, please help students be prepared. "Indoor Recess" is only called in the case of extreme rain, or lightning. Umbrellas may be used to and from school but not at recess.
- Students must be prepared with proper tennis shoes/sneakers on days when they have PE.
- All coats, sweaters and sweatshirts should be labeled with your child's name.

DICKINSON/EXPLORER POLICIES

BUILDING RULES

STUDENTS ARE EXPECTED TO:

Safe

- Walk in the classrooms and hallways.
- Follow the directions of Safety Patrol members.
- Arrive at school after 9:05 A.M. (there is no supervisor on the grounds until that time).
- Use all recess equipment carefully and appropriately.

Kind

- Treat others the way you would like to be treated.
- Use kind language. (No unkind words or gestures.)
- Keep hands, feet, and objects to yourself.

Respectful

- Follow adult directions the first time.
- Follow all classroom & school rules.

Responsible

- Arrive at school on time.
- Try your best every day.
- Ask for help if you need it.
- Try to solve own peer conflicts.
- Dress appropriately for school and for the weather.
- Take care of school property and property of others.
- Use quiet voices in classrooms & hallways.
- Take care of bathroom spaces: flush, wash hands, & throw away trash.

The staff at Dickinson/Explorer believes in letting students learn from their mistakes, just like adults do every day! We encourage students to self-reflect, accept responsibility for their decisions, correct any adverse effect they may have caused, and face the consequences. We want our students to know that learning from our own decisions is a good thing, even when it may be temporarily unpleasant.

DISCIPLINE

This section is dedicated to expectations and policies regarding student behavior at Dickinson/Explorer Elementary. For more information on the Lake Washington School District Policies and Procedures are available on our school website at <http://www.lwsd.org/school/bell>.

Lake Washington School District Board policy addresses human dignity and harassment. Briefly, the human dignity policy states the importance of recognizing and valuing diversity and the importance of respecting others. The harassment policy states that students and staff have a right to a non-threatening, non-intimidating school environment. Students who choose to engage in disrespectful and/or inappropriate behavior also choose the consequences of their behavior, up to and including suspension from school. Please help us by discussing the importance of respectful, appropriate behavior with your student.

At Dickinson/Explorer, we are committed to developing the potential of all students to become lifelong learners who will enhance the world as responsible and caring citizens. Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

We believe that...

- People who are honored, valued, and respected, learn to honor, value and respect others.
- When students are responsible for their own learning and behavior, they will feel successful.

- Staff, teachers, and parents need to help children be accountable and responsible for their learning at home and school.

The goal of Dickinson/Explorer Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, it is hoped that each child will be able to develop a positive self-concept, which in turn should be reflected in their relationship with others and a more enthusiastic attitude toward learning.

STUDENT RESPONSIBILITY

I want the best possible education for myself and I realize I can make this happen. Therefore, I will be responsible to do the following:

- Strive to do my best in school each day and behave in a way which allows everyone to learn and feel safe.
- Treat others with kindness and respect.
- Take care of school and student property and the environment.
- Follow all adult staff directions.

NATURAL CONSEQUENCES

The goal of natural consequences is to help the children learn to take responsibility for their behavior and understand its results.

As a result of inappropriate behavior, a student may be asked to participate in an activity to rectify their action. For example, if a student writes on the building wall he/she would be asked to clean the wall. A student that throws rocks or gravel from a play area would be asked to pick up or sweep the gravel or rocks.

LIBRARY RULES

The library program includes instruction on library usage, the research process, information resources and literature appreciation. Students attend a weekly scheduled library class for thirty minutes. Time is allotted during each class for students to check out books. Library materials may be kept for a period of one week for Kindergarten, two weeks for Grades 1-5. Books are due on the same day the student attends library class. A student wishing to keep their books longer may renew it one time. Additional renewals will depend upon demand for the book. Check out privileges will be limited or stopped if students do not return materials on time. The number of books students may check out each week is as follows:

- **Kindergartners:** May check out one book beginning in October. Students keep their library book in their classroom. They will earn the privilege to take their book home once they have demonstrated proper book care.

- **1st Grade:** May check out one book at the beginning of the school year. Students will receive a reward sticker on a class chart each week they return their book on time. Once they have earned ten stickers they may check out 2 books for the remainder of the school year.
- **2nd-5th Grades** will begin with one book for the first two weeks of school so that we may discuss the check out procedures and policies.
- **2nd Grade:** May check out a total of two books provided they have no late books.
- **3rd Grade:** May check out a total of three books provided they have no late books.
- **4th Grade:** May check out a total of four books provided they have no late books.

5th Grade: May check out a total of five books provided they have no late books.

In addition to their weekly scheduled library class, students are welcome to visit the library to return/check out books during the school day with teacher permission and a library pass. Outstanding individual/class behavior, effort or participation may earn the student(s) the privilege to check out additional materials that week.

The responsible care of library books is important. It is our policy that students who lose or damage books pay a replacement fee or place the books with a hardback copy with the same title.

If you have any questions feel free to contact Elizabeth Miles, Teacher-Librarian, by email emiles@lwsd.org

STUDENT PLAYGROUND RESPONSIBILITIES

The playground is for fun and exercise, as well as an area to practice appropriate social skills. It is a privilege to have a place to play. Each student at Dickinson/Explorer has a right to have fun and be safe on the playground. To make sure that the playground is fun and safe for everyone, each student needs to know and obey the rules.

Play safely within the playground boundaries.

- Enter the building only with a pass from a Recess Teacher.
- Respect others and property by using kind words, safe game rules, and obeying Recess Teachers. Remember to play in a manner that is comfortable for all participants.

Following these expectations will help students to be successful, as well as feel good about themselves and others.

CONSEQUENCES

If a student chooses to disregard these expectations, the following process will be used to assist the student:

If a school rule is violated, a Recess Teacher or Classroom Teacher will discuss with the student the unsafe or disrespectful behavior.

Depending on the severity or repetitiveness of the infraction, students may lose the privilege of recess play or be assigned school service.

Should a pattern develop and previous interventions fail to correct the issue, the Principal will be notified. Progressive discipline is administered using the LWSD elementary discipline matrix as a guide.

Severe Cause: Behaviors that are severe or chronic in nature may result in more immediate discipline action such as loss of a recess, in-school suspension, or temporary removal from school. Severe behaviors include; disobedience or disrespect, fighting or stealing, and damaging property.

STUDENT PLAYGROUND RULES AND DISCIPLINE

You must have a pass to go into the building during recess. For safety, we need to know where every child is, at all times.

Play where you can be seen. If you can't see the Recess Teacher, they can't see you! There are white lines on the blacktop that show where you should stop playing, as well as a boundary off the blacktop and the field.

Two-finger tag and chasing games must be played on the grass or soccer fields.

Anything on the ground stays on the ground. This includes rocks, sticks, pinecones, dirt, leaves, worms, etc. Flowers and berries are to be left where they are.

Keep your hands to yourself. Play at school must be comfortable for each participant.

Personal items (such as balls or other equipment) are not allowed at recess.

Be kind, share, and respect others.

Students May:

- Play ball games like tetherball, wall ball, flag football, kickball, flyers up and soccer. The rules taught in PE class are the ones to be used. The judge is the next person in line.
- Play hopscotch and jump rope.
- Play on the slide—on bottoms, feet first.
- Enter the building from recess with a pass only.

Students May Not:

- Play after the recess bell rings, they must line up outside of classrooms quickly.
- Use inappropriate language, swearing or spitting.
- Push, fight or play fight.
- Pick up or throw pinecones, rocks, or sticks, leaves, berries, etc. They must remain on the ground at all times.
- Play tag on the Big Toy.
- Take food or gum out of the building.

RULES FOR SPECIFIC PLAY EQUIPMENT

Play equipment must be used in a safe and appropriate manner.

Black Top: Play games by the rules you have learned in PE. Tetherballs may not be used to sit or hang on.

Rings: Use the rings only if you can reach them yourself without climbing. Never lift, push, or help another student on the rings. Go straight across. Do not twist the rings or throw them over the top.

Big Toy: *Slides:* Go down only, one person at a time sitting on your bottom, feet out in front of you. *Zipline:* One student at a time, never lift, push or help another student on the zipline. Hold on with two hands. Go one way if anyone is waiting – take turns. Keep feet below your hands.

Soccer Field: No rough play. Football is two-hand touch only! Flags are required. Honor other games.

PERSONAL TECHNOLOGY

The use of all electronic items including but not limited to: cameras, cell phones, MP3 players, Ipods, e-readers and other unapproved electronic devices are prohibited during school hours. Our rule is: “off and away, until the end of the day.” The school day starts when a student boards a bus or leaves their car, and ends when a student enters a car or leaves the bus. Parents should not attempt to call or text their student at school. All after-school plans should be made prior to the start of the school day. Students are allowed to use school

phones after 3:30 P.M. in an emergency. This policy is to ensure the safety of all students, and protect the learning environment.

First offense: Item will be taken away for the rest of the school day. The student may pick up the item after school.

Second offense: Item will be taken away. Parent will need to come to school to pick up the item after school.

Third offense: Item will be taken away until the end of the school year at which time the student's parent may come to the office to pick up item.

Neither Dickinson/Explorer nor the Lake Washington School District is responsible for the loss of any personal electronic equipment or cell phone. Your child brings them at his/her own risk and no steps will be taken to locate lost items.

HOMWORK POLICY

Homework is one of our most flexible tools for learning, and takes many forms.

Drill and Practice: In its simplest form, homework enables children to practice skills so that learning is mastered and retained. Drill and practice assignments might be generated by the teacher and returned to class. Examples include: math worksheets, flash cards, vocabulary words, computer games, and spelling assignments.

Daily Home Study: The purpose of daily home study is to offer the opportunity for students to develop consistent study habits. The practice of basic skills provides a firm foundation for more complex tasks. Home study may be either teacher assigned or student/parent generated. Examples include: parent reading to child, 15-30 minutes of silent reading, math facts, writing (diary, letters, journal, etc.).

Extension: These are usually long-range assignments or projects. Students are required to integrate many skills in the process of completing the final product. Examples include: book reports, research projects, speech preparation, and art projects.

Accountability: The consequence of not completing homework may include staying in at recess, or missing a special classroom activity time. The most serious consequence is lost learning. The student will be held accountable on the student report card under the Personal Development and Work Skills section -- "Assumes and carries through on responsibilities."

HOMEWORK TIME RECOMMENDATIONS

Parent and staff recommendations for Monday through Thursday are as follows:

Kindergarten and Grade 1: 15-20 minutes

Grade 2: 30 minutes

Grade 3: 30-50 minutes

Grades 4 and 5: 40-60 minutes

We encourage children to make reading a part of their experience, every day.

GUIDELINES FOR HOMEWORK

Establish A Quiet Study Place: Have a flat writing surface with materials easily accessible. The place should be well-lit and free from distractions such as TV, radio, or people talking.

Establish A Consistent Time To Study: The earlier the better. Make this a habit in your home.

Provide Supervision & Guidance: Check to see that your child understands directions, and then have him/her do one or two examples while you watch. If you're unable to be nearby during this time, check assignments later. Your interest demonstrates to your child the value and importance you place on the work.

Monitor TV Viewing & Video Games: Less is best.

Monitor Extracurricular Activities: When homework consistently competes with too many outside commitments and activities, the quality significantly decreases.

Parents Model Reading: Read out loud to your child and encourage him/her to read for leisure.

Value Education, Reward Effort: The goal of homework is to practice skills, develop good work habits, and provide opportunities for parents to share and expand upon their child's learning.

2019-20 Student Rights & Responsibilities

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Introduction

Purpose

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

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

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



Student Rights and Responsibilities (JF)

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

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

Attendance

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

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates.

Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence.

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

All students are expected to remain on campus for the entire school day. There are exceptions for high school students whose parents request that they be excused during lunch and students whose parents request attendance at another school or school-related activity during the school day.

Truancy (**JED, JED-R**)

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

- Parents will be notified in writing or by phone after **one unexcused** absence in a month.
- A parent conference will be initiated after **three unexcused** absences in a month in order to improve the student's attendance.
- The parent and school must enter into a contract to improve the student's attendance after **five unexcused** absences in a month, or the case may be referred to a Community Truancy Board,
- The school district may file truancy petitions with the juvenile court after **seven unexcused absences** in a month, or **ten unexcused absences** in an academic year.

Discipline Process

Discipline (**JG, JG-R**)

To support safe, nurturing and productive learning environments, Lake Washington School District encourages schools to take an instructive, restorative and corrective approach in regards to student behavior. The goals of these approaches are to:

- correct inappropriate or unacceptable behavior;
- assist students in developing empathy for others;
- accept responsibility for their actions;
- develop the capacity to improve their behavior; and
- repair the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities, which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved. Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as to reintegrate all students into the school or classroom community. This approach may be supported by the use of restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances when discipline is needed, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate.

In the Exceptional Misconduct and Other Misconduct Codes, consequences are divided into three categories:

- **Minor/Initial** – The impact of the student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate/Repeated** – The impact of the student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Severe/Persistent** – The impact of the student's behavior has a widespread or more significant disruptive impact and/or this is behavior that has not changed after multiple times of addressing it with the student.

Lake Washington School District reserves the right to immediately suspend or expel a student where exceptional misconduct is involved (i.e., conduct that is so frequent or serious in nature, in terms of the disruptive effect on the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a continuing threat of substantial disruption to other students at school.

The school's jurisdiction and authority include student conduct to and from school, at school, at bus stops, on busses, and at any school-sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity that school authorities have reason to believe will have a disruptive effect upon the operation or the learning environment of the school or impinge on the rights of other students or staff at school.

General Guidelines

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

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

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

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

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

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

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

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

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

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

Definitions

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

Suspension: Denial of right of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes. Short-term suspensions (STS) are for no more than ten consecutive school days. Long-term suspensions (LTS) exceed ten consecutive school days.

Expulsion: Denial of admission to the student's current school placement in response to a behavioral violation (E).

Emergency Expulsion: The removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process. An emergency expulsion (EE) may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

School Business Day: Any calendar day, exclusive of Saturdays, Sundays, and federal and school holidays, on which the Office of the Superintendent is open to the public for the conduct of business.

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

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

Drug Scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using illegal drugs or weapons of any kind on school grounds. RCW 28A.600.210 authorizes administration to invite drug-scenting dogs to conduct suspicionless searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.

Codes of Conduct

Exceptional Misconduct (JFC-R)

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

Codes:

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

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

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

Other Forms of Misconduct (JFC-R)

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

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

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

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

Athletic/Activities Code of Conduct

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

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

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

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

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

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

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

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

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

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

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

Conduct Rules

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

Hazing Rituals

Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader, administration or the school district.

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

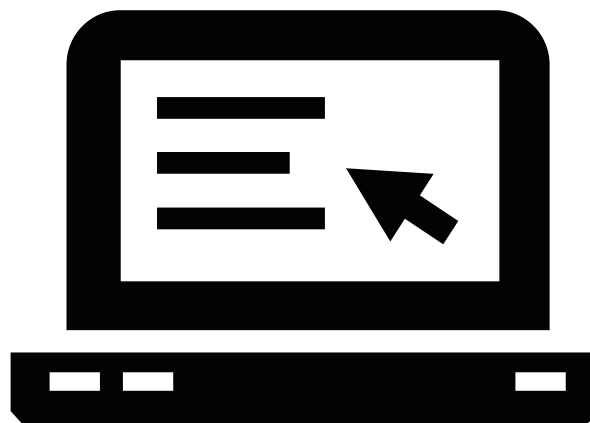
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

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

Technology Code of Conduct (IIAB-R)

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



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

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.	
<ul style="list-style-type: none"> • Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password. • Do not destroy, modify or abuse computer hardware or software in any way. • Do not delete or add software or peripheral equipment to district computers without advance permission. • Do not use personal wireless hotspot devices while at school. • Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability. • Do not attempt to tunnel or VPN to another computer through the district network. • Do not use USB to run executable (.exe) files. • Do not use district provided storage for games, executable files or inappropriate content. • Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission. • Keep food and beverages away from laptops and desktops at all times. • Computer lab use – <ul style="list-style-type: none"> ○ Use only when a staff member is present. ○ Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way. 	<ul style="list-style-type: none"> • Use district computers for educational purposes only. No personal, commercial or political activity is allowed. • Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes. • Students should leave games, other non-district software, entertainment, and social networking at home. • Do not use the Internet to access or process pornographic or otherwise inappropriate material. • Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact. • District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages). • Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach. • Never attempt to "hack" into another student's or staff member's account. • Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters. 	
	<th data-bbox="815 1864 1529 1906">3. Be academically honest.</th> <ul style="list-style-type: none"> • Do not assume that because something is on the Internet that you can copy it. 	3. Be academically honest.

Bus Conduct (JFCC)

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

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

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

Corrective Action for Infractions of Established Bus Rules

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

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

Grievance

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



Safety expectations at the bus stop

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

Safety expectations while riding the bus

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

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

Corrective Action for Students Enrolled in Special Education

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

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

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

Special Education and Preschool Drop-Off Procedure

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

Securing of Special Education and Preschool Students

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

Emergency Evacuations

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

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

Prohibition of Discrimination and Harassment

Human Dignity (ACA)

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

Nondiscrimination (AC)

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

Civil Rights Coordinator

Director of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
425-936-1266
civilrights@lwsd.org

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.