



Student Planner

2020-2021

WELCOME TO LAKE WASHINGTON HIGH SCHOOL

Lake Washington High School began as Kirkland High School (also called Union “A” High School) in 1922—a gathering of students from as far away as Monroe and Duvall. As our community continues to expand and transform, we commit to the growth and development of equity, opportunity, and economic success for students of all backgrounds. In 2018, our student community elected to adopt a new motto reflecting the journey for growth and advancement for all. The LWHS Kang Motto “**Always Rising**” guides us in our everyday commitment to uplift students and advancement of educational and racial equity to support the success of all students school wide.

Lake Washington High School will provide a safe, equitable educational environment for racial minority groups, to address race and eliminate institutional racism, to reduce the racial achievement gap, and to decolonize curriculum to advance racial equity school-wide”.

[Christina Thomas](#), Principal

[Aric Kooima](#), Associate Principal

[Tim Shultz](#), Associate Principal

[Melissa Super-Green](#), Associate Principal

[Joe Joss](#), Dean of Students

Lake Washington School District

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

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

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GENERAL INFORMATION

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

Attendance	425 936-1701
Counseling.....	425 936-1702
Safety Tip Line	866 548-3847
College & Career Center	425 936-1710
Lake Washington High School Office Fax Number	425 936-1751
Lake Washington School District	425 936-1200

Terri Colburn, Office Manager	425 936-1703
Mili Nelson, Receptionist.....	425 936-1700
JoDee Hull, Athletics Office Professional/Building Use	425 936-1732
Charlotte Henderson, Career Specialist	425-936-1710
Kendria Zard, Bookkeeper	425 936-1719
BECCA Specialist.....	425 936-1738
Becky Munsell and Amida Siddick, Library	425 936-1715
Suzie Connor, Attendance	425 936-1713
Pauline Gillespie, Office Professional/Webmaster.....	425 936-1724
Angela Jalobeanu, Registrar/Data Processing	425 936-1713

Counseling

Lenore Gallucci (A-CLA).....	425 936-1702
Cameron Miller (CLE-GOO)	425 936-1702
Dawn Lamance (GOP-JAC)	425 936-1702
Cameron McGinnis (JAD-LAD)	425 936-1702
Taylor Reuhl (LAE-NGO)	425 936-1702
Kelsey Cummings (NGP-SIL)	425-936-1702
Marilyn Hargraves (SIM-Z)	425 936-1702

School Psychologists

Christina Meehan.....	425-936-1702
Allison Henry.....	425-936-1702

[Please visit the LWHS website for a complete Staff Directory](#)

LAKE WASHINGTON HIGH SCHOOL OPERATING PRINCIPLES

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

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

FLAG SALUTE

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

SCHOOL SPIRIT

School Mascot: Kangaroos
School Colors: Purple and White

Lake Washington High School Fight Song

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

-Major Don Adler, 1944

Lake Washington Alma Mater

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



REMOTE LEARNING SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Teacher Prep Time 8:00 – 9:00	Teacher Prep Time 8:00 – 9:00	Teacher Prep Time 8:00 – 9:00	Teacher Prep Time 8:00 – 9:00	Teacher Prep Time 8:00 – 9:00
Period 1 9:00 – 10:00	Period 2 9:00 – 10:00		Period 1 9:00 – 10:00	Period 2 9:00 – 10:00
Period 3 10:10-11:10	Homeroom 10:10-10:30 Check in Academic support- 10:30-11:05	Asynchronous Learning Support 9:00-12:00	Period 3 10:10-11:10	Homeroom 10:10-10:30 Check in Academic support- 10:30-11:05
Lunch 11:10 – 11:40	Lunch 11:10 – 11:40	Lunch 12:00-12:30	Lunch 11:10 – 11:40	Lunch 11:10 – 11:40
Asynchronous Learning Support 11:45-12:15	Asynchronous Learning Support 11:45-12:15		Asynchronous Learning Support 11:45-12:15	Asynchronous Learning Support 11:45-12:15
Period 5 12:20-1:20	Period 4 12:20-1:20	Student work time 12:30-2:00	Period 5 12:20-1:20	Period 4 12:20-1:20
Period 7 1:25-2:25	Period 6 1:25-2:25		Period 7 1:25-2:25	Period 6 1:25-2:25
Period 0 2:30 – 3:30		Student work time 2:30 – 4:00	Period 0 2:30 – 3:30	
Asynchronous Learning Support 2:25-4:00	Asynchronous Learning Support 2:25-4:00		Asynchronous Learning Support 2:25-4:00	Asynchronous Learning Support 2:25-4:00

During **synchronous** instruction, students are in a remote learning environment; the teacher is delivering real time instruction via Microsoft Teams to the whole class, small groups of students, or individual students.

During **asynchronous** learning and support, students are in a remote learning environment; the teacher has pre-developed or recorded lessons the students complete when convenient for the student/family and complete learning tasks based on pre-developed or recorded lessons.

Check the LWHS Website for the most recent [Remote Schedules](#).

ACADEMIC INFORMATION

Academic Recognition Honor Roll

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

Credit Replacement Policy

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



ACTIVITIES

ID and Associated Student Body (ASB) Activity Card

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

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

2020-2021 Class Advisors

Freshman.....	<u>Su Ring Vitue</u>
Sophomores	<u>Hannah Slominski</u>
Juniors.....	<u>Anna Joyce, Alyssa Flowers</u>
Seniors.....	<u>Nick Verbanic, Amanda Layton</u>

CLUBS & SPECIAL INTEREST GROUPS

Check out the [LWHS Clubs page](#) on our website for the most up to date Club information. The website will also have more information on meeting times and locations, as well as advisor information.

Examples of past offerings include:

Anime & Manga Art
Art Club
Beta
Black Students for Excellence
DECA
Girls Who Code
Green Team
Hiking
Key Club
Loyalty
National Honor Society
Photography
Poetry
Robotics
Theater
Urban Gardening

Interested in starting a new club or interest group? Check out the [Clubs page](#) for application forms and contact information.

2020-21 LWHS DANCE CONDUCT CONTRACT

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

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

Dance Conduct Guidelines

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

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

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

If a student violates the Dance Conduct Guidelines, they will be asked to leave the dance. Their parents / guardians will be contacted to pick them up.

If a student is removed from two dances during the year, they will not be allowed to participate in any dance for the remainder of the year.

FINES & FEES

Fees are required for a variety of curricular and extracurricular programs. These are paid at the beginning of each semester/activity. Fines are assessed for unpaid fees or lost or damaged property and must be paid prior to the beginning of the next semester/activity. Books or items returned after the established deadline will result in a partial refund only. A reasonable fee of \$10.00 shall be charged for all dishonored checks returned to LWSD per RCW 62A.3-104. All students must pay outstanding fines to purchase a ticket for any dance. Seniors who fail to pay their fines will not participate in commencement exercises.

SAFETY

Security Camera System

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

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

Administration Daily Monitoring

The LWHS Administration team has an active physical monitoring system in place. Admin will have shifts to monitor hallway, bathroom, and stairway sweeps through each period throughout the building to ensure the safety of all students and reduce any non-productive, discouraged student behavior.

[Matt Gillingham](#)

Associate Superintendent
Student and Community Services
Lake Washington School District

LAKE WASHINGTON HIGH SCHOOL PARKING REGULATIONS

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

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

Lake Washington School District Parking Policy:

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

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

Lake Washington High School Parking Policy:

*"All students who park their vehicle (s) on Lake Washington High School's Campus during normal school hours (8:00 am – 2:50 pm) must have a **visible** and **valid** 2020-2021 Student Parking Permit properly displayed on their vehicle.*

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

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

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

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

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

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

ATHLETICS

Athletics/Activities Code of Conduct

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

Athletic/Activity Information

Students are eligible for athletic programs once they have:

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

Conduct Rules

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

King County Conference Athletics and Sportsmanship

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

Sports Participation Fee

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

Training Rules/Illegal Controlled Substances & Alcohol

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

- 1st Violation – A participant in possession and/or use of a controlled substance, and/or “legend drugs” including anabolic steroids or alcoholic beverages shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. This also includes attending and remaining at an event where consumption of any of the above-mentioned substances by a minor(s) occurs. Ineligibility shall continue into the next sports season in which the participant wishes to participate. To be eligible to participate in the next interscholastic sports season, the student athlete shall meet with school authorities. The school principal shall have the final authority as to the student athlete’s participation in the interscholastic sports program.
- A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the athletic program, after a minimum two-week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval but may not attend contests during the suspension period.
- 2nd Violation – A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.
- 3rd Violation – A participant who violates for the third time RCW 69.41.020-69.41050 shall be permanently ineligible for interscholastic competition.
- “Legend drugs” means any drugs which are required by state law or regulation of the state board of pharmacy to be dispensed on prescription only or are restricted to use by practitioners only.

Sale and/or Distribution

- Per Lake Washington School District policy, the sale and/or distribution of alcohol or prescription or non-prescription drugs will result in the student automatically being placed on Violation 2 of the Athletic/Activity Code.

Tobacco (Cigarette, Chew, etc.)

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

School and District Events

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

School Spirit During Athletic Competitions

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

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

Spectator Regulations for Athletic Contests

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

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

WIAA Recommendations (Washington Interscholastic Activities Association)

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

Disciplinary Procedures Governing LWHS Sporting Events

Student Expectations: Lake Washington High School students attending any of our athletic events, both on our campus and at other sites, are always to demonstrate good sportsmanship and proper behavior. Cheering is to be directed to our student-athletes and coaches. Negative cheers (including but not limited to racial slurs or other offensive language), taunting of individual athletes, teams, or opposing spectators is strictly prohibited. Students who are removed from a game because of negative or inappropriate cheers, sportsmanship or behavior are subject to the following disciplinary action:

1. First Offense: suspended for one full week from attending any school activity. The student will meet with his/her administrator and the parent(s) will be contacted.
2. Second Offense: suspended for the remainder of the current athletic season and could include an upcoming season. The student and parent(s) will meet with his/her

administrator. Racial slurs, offensive language directed at any racial and other minority groups is automatically a second offense. Further disciplinary action could be taken including detention or suspension from school.

3. Third Offense: suspended from attending any school event for the remainder of his/her high school attendance.

ATTENDANCE/ENROLLMENT

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

Truancy (JEDA)

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

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

BECCA Law

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

The “BECCA Law” also requires the District to:

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

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying student's age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. If you or your parents / guardians have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at 425-936-1201 or district Child Find office at 425-936-2760 to request Child Find information.

Closed Campus

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

Enrollment/Variances

Students in Washington State may apply for an enrollment variance to attend a school in a different school district (out of district variance) or to another school in the Lake Washington School District (in-district variance). Variances are accepted on a space available basis.

Refer to the school district [website](#), for timelines and processes.

Responsibility for Attendance

1. Students and parents / guardians are responsible for school attendance.
2. The parent / guardian or legal guardian of any student who is absent from class is requested to leave a message with the school Attendance Office at 425-936-1701 **within 48 hours to have an absence be considered as excused.**

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

Parent Access

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

LWHS Tardy Policy

Students are required to attend all scheduled classes and to be on time at the beginning of the class period. Students who arrive more than ten (10) minutes late will be considered absent. Staff will conduct periodic tardy sweeps to ensure timely arrival to all classes. More than 3 tardies per class period will result in the following progressive discipline:

- 4th Teacher emails parents / guardians, warning
- 5th Referral to admin AND One-hour detention
- 6th Referral to admin AND One-hour detention
- 7th Referral to admin AND 2-hour detention
- 8th Referral to admin AND 2-hour detention AND parent / guardian conference AND tardy contract
- 9th Referral to admin, Wednesday School
- 10th Referral to admin, 2-day ISS for that period AND parent / guardian conference
- 11th + Full day in school suspension

Truancy

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

CAREER AND TECHNICAL EDUCATION

College and Career Center (CCC)

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

Career Guidance Activities/Opportunities

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

Apprenticeship Programs

Apprenticeship is a combination of on-the-job training (OJT) and related classroom instruction under the supervision of a journey-level craft person or trade professional in which workers learn the practical & theoretical aspects of a highly skilled occupation. (lni.wa.gov/licensing-permits/apprenticeship/apprenticeship-preparation)

ASVAB Testing

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

College/University Visitations

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

HIGH SCHOOL AND BEYOND PLAN/XELLO

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

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

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

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

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

How to meet the requirement

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

MILITARY EXPLORATION

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

WANIC/TECH PREP COLLEGE CONNECTIONS

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

SAT/ACT TESTING

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

SCHOLARSHIPS

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

DRESS CODE POLICY

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

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

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

PTSA @ LAKE WASHINGTON HIGH SCHOOL

The LWHS [PTSA \(Parent Teachers Student Association\)](#) provides a number of services directly to students, including:

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