

# Margaret Mead Elementary

## Parent Student Handbook

2021-22



**\*Fall 2021 Note:**

Covid continues to have an impact on our school day. Although much of this handbook (philosophies, Civility Policy, legal issues, etc.) are relevant for the upcoming year, some portions are not applicable given continuing health and safety requirements. Items temporarily changed due to covid will be in red and marked with an \*

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## Mead Contact Information

### Margaret Mead Elementary

1725 216<sup>th</sup> Ave. N.E.  
Sammamish, WA 98074  
Office: (425) 936-2630  
Fax: (425) 868-4721  
[www.lwsd.org/Mead](http://www.lwsd.org/Mead)

**Mead Safe Arrival Attendance Number:** (425) 936-2631 (for late or absent students)

### Mead Office:

Principal:	Sandy Klein	<a href="mailto:sklein@lwsd.org">sklein@lwsd.org</a>
Associate Principal:	Charles Jamieson	<a href="mailto:cjamieson@lwsd.org">cjamieson@lwsd.org</a>
Office Manager:	Lori Neumann	<a href="mailto:lneumann@lwsd.org">lneumann@lwsd.org</a>
Registrar/Secretary:	Carol Walsh	<a href="mailto:cberry@lwsd.org">cberry@lwsd.org</a>
Health Room Secretary:	Janet Vestal	<a href="mailto:jvestal@lwsd.org">jvestal@lwsd.org</a>
Office Support	Moriah Oster	<a href="mailto:moster@lwsd.org">moster@lwsd.org</a>

### Mead PTSA

Website:	<a href="http://www.meadptsa.org">www.meadptsa.org</a>
Email:	<a href="mailto:mmptsa@gmail.com">mmptsa@gmail.com</a>
Facebook Page	<b>Margaret Mead Elementary School</b> , Sammamish, WA

### 2021-2022 President:

Ryika Hooshangi [president@meadptsa.org](mailto:president@meadptsa.org)

### 2021-2022 Vice President:

Abi Nubla [vicepresident@meadptsa.org](mailto:vicepresident@meadptsa.org)

## Additional Lake Washington School District Contact Information

### Inglewood Middle School

[www.lwsd.org/ims](http://www.lwsd.org/ims)  
425-936-2360

### Eastlake High School

[www.lwsd.org/ehs](http://www.lwsd.org/ehs)  
425-936-1500

### LWSD Resource Center

16250 NE 74<sup>th</sup> Street  
Redmond, WA 98052  
[www.lwsd.org](http://www.lwsd.org)  
425- 936-1200



# Welcome to Mead!

*Welcome to Margaret Mead Elementary! This Parent-Student Handbook is intended to provide our families with the information needed to successfully prepare for a new school year. The handbook covers the topics we believe are important to ensuring that each student, staff member, and parent is well informed and has convenient access to our school's policies and procedures. The handbook includes information specific to Margaret Mead Elementary as well as information, policies and procedures from the LWSD and the State of Washington, all of which apply to our students.*

*At Mead, our policies and procedures are designed to support a positive learning environment and a school atmosphere that is safe, efficient, equitable and intentional. We believe students thrive with clear expectations and predictable consequences. We believe that when students, parents and staff have a common understanding of expectations, policies and procedures, we foster a community of cooperation and unity. With a school community of more than 60 staff members, 600 students, and more than 1000 parents supporting our students, clear communication and clearly articulated policies and procedures are crucial for the safety and efficiency of our students and the learning environment.*

*We ask that all parents take time to review this handbook and share the contents with your student(s). Once you and your student have reviewed the handbook, please complete the link provided. Each Mead student/family should review the document and complete the link by Friday, September 24.*

*Thank you in advance for your partnership and support in the education of your children. By working together, we will reach our vision of "Preparing every student for lifelong success."*

*Sincerely,*

*Sandy*

Sandy Klein  
Principal  
[sklein@lwsd.org](mailto:sklein@lwsd.org)

# Margaret Mead Elementary Staff 2021-2022

(Tentative – changes may occur based on end of August enrollment)

## General Education Teachers

K Stephanie Egeberg  
K Shelby Markel  
K Jasmine Hanson  
K Sara Swift

1 Nici Baughman  
1 Jaime Knott  
1 Emily Paratore  
1 Nina Smith  
1 Jaclyn Beaudoin (STEM)

2 Mikayla Byars  
2 Alexandra Henry  
2 Hannah Martin  
2 Daisy Steiner  
2 Jaclyn Donald (STEM)

3 McKenzie Ballod  
3 Renee Beluche  
3 Julia Walsh  
3 Jennifer Swensen (STEM)

4 Carol Brady  
4 Helen Kraft  
4 Niko Olsen  
4 Monica Macri (STEM)

5 Chris Jung  
5 Jenny Schafer  
5 Molly Slothower  
5 Mackenzie Chatterley  
5 Sue Gabica (STEM)

## Special Education / Safety Net /ELL

Resource Room Shailla Jethani  
Resource Room Lilo Peterson  
Safety Net Kristin Giezentanner  
Safety Net Erin Wing  
Multilingual Learners Courtney Macer

## Specialists/Support Staff

P.E. Louise Elston  
P.E. Bud Simpson

Library Megan Andrews

Music Dennis Best  
Music Erynne Johns

Psychologist Stacy Boumenot  
SLP Joanne Mathews  
Counselor/  
504 Monitor Abby Rogers  
Nurse Mihaela Dobre  
O.T. Sunayna Thakur/Shana Speer  
P.T. Beverly Marcinko

Custodian Elizabeth Hernandez-Moreno

Food Service Ravnish Kaur

## Instructional Assistants

Jona Bolin  
Melissa Heye  
Lillie Mano  
Kathy Pelonio  
Linda Thompsen  
Nicola Weiss

## Sp. Ed Para Educators

Sandhya Bhasin  
Francia Olaguera

## Health Room Secretary Janet Vestal

## Main Office

Principal Sandy Klein  
Associate Principal Charles Jamieson  
Office Manager Lori Neumann  
Secretary Carol Berry-Walsh  
Office Assistant Moriah Oster

## Margaret Mead - In Person Daily Schedule for 2021-22

(subject to change with changing Covid impacts)

**8:45**            **First Bell**

**8:50**            **Tardy Bell- Instruction begins**

<b>Grade</b>	<b>Snack</b>	<b>Recess</b>
Primary		10:06-10:21
Intermediate		10:26-10:41

<b>Lunch</b>	<b>Grade</b>	<b>Recess</b>
11:00-11:20	K	<b>11:20-11:50</b>
11:25-11:45	1	11:45-12:15
11:50-12:15	2	<b>11:20-11:50</b>
12:15-12:35	3	<b>12:35-1:05</b>
12:40-1:00	5	1:00-1:30
1:05-1:25	4	<b>12:35-1:05</b>

<b>Grade</b>	<b>Snack</b>	<b>Recess</b>
Primary		1:53-2:08
Intermediate		2:13-2:28

Dismissal (M, T, Th, F) 3:20

Dismissal Wednesday 1:50

\*See communication in September about staggered dismissal.

## Who To Talk to About a Concern?

<b>Discipline concerns</b>	Classroom teacher Principal, Sandy Klein <a href="mailto:sklein@lwsd.org">sklein@lwsd.org</a> Assoc. Principal, Charles Jamieson <a href="mailto:cjamieson@lwsd.org">cjamieson@lwsd.org</a>
<b>Family custodial concerns</b>	Counselor, Abby Rogers <a href="mailto:arogers@lwsd.org">arogers@lwsd.org</a>
<b>Lunch accounts</b>	Payments can be made online on ParentAccess or in the office. <b>**Lunch is free for the 21-22 school year</b> For questions regarding lunch balances, contact Kathy Pelonio <a href="mailto:kpelonio@lwsd.org">kpelonio@lwsd.org</a>
<b>Specialist Services</b>	Special Education- Shailla Jethani <a href="mailto:sjethani@lwsd.org">sjethani@lwsd.org</a> Special Education-Lilo Peterson <a href="mailto:lpeterson@lwsd.org">lpeterson@lwsd.org</a> SLP -Joanne Mathews <a href="mailto:jmathews@lwsd.org">jmathews@lwsd.org</a> OT- Sunayna Thakur <a href="mailto:suthakur@lwsd.org">suthakur@lwsd.org</a> OT – Shana Speer <a href="mailto:sspeer@lwsd.org">sspeer@lwsd.org</a> Psychologist- Stacy Boumenot <a href="mailto:sboumenot@lwd.org">sboumenot@lwd.org</a> Health Concerns – Mihaela Dobre, RN <a href="mailto:mdobre@lwsd.org">mdobre@lwsd.org</a> Multilingual Learners – Courtney Macer <a href="mailto:cmacer@lwsd.org">cmacer@lwsd.org</a>
<b>Academic concerns</b>	Classroom teacher

Calendar here



# Mead Civility Code

The Mead Civility Code aligns with new LWSO Civility Policy found at <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Pages/default.aspx>

At Margaret Mead Elementary, we seek to provide a learning environment that allows students to thrive and succeed. One component leading to student success is a school community and culture based on civility.

**ci-vil-i-ty - Noun**

1. **courtesy; politeness**
2. **a polite action or expression: an exchange of civilities**

The Mead community (staff, parents, and community volunteers) is responsible for practicing and modeling civil behavior, creating a positive and successful learning environment. As adults, we recognize the important role we have in the eyes of our students to model these key tenants of civility – thereby championing the responsible, considerate, and positive behavior we hope to instill in our children. We ask all adults in the Mead community to adhere to the following:

**As an adult member of the Mead community, I strive to create an atmosphere of respect as I:**

## **Share Responsibility for Mead**

I take ownership for the school's success by helping Mead to be a safe place to learn, work, and volunteer by acting as a considerate team member while adhering to the school's policies and procedures.

## **Honor the Professional**

I demonstrate trust and confidence in the professional expertise of all staff members and acknowledge the various parenting styles within our community, believing everyone operates with the best intentions.

## **Collaborate with One Another**

I will share ownership of problems by not shifting responsibility or blame, but rather by working collaboratively to resolve issues through respectful interactions and appropriate behavior.

## **Use of Social Media by Members of the Mead Community**

To support a positive school environment and build a trusting community, we ask that questions/concerns/complaints related to Mead Elementary - whether a concern about a student, a staff member, a policy, or an initiative- be directed to and addressed individually with the appropriate person or group rather than being communicated broadly over social media or via email blast. We believe all people (staff, students, parents, community members) deserve the courtesy and respect of a direct and confidential, private conversation about a concern – “going to the source.” In order to build a positive, trusting community for our students, the Mead staff commits to practicing respectful communication practices with parents/community members and we value the same from our community.

## **Use Positive Communication**

I respect the dignity, diversity, and well-being of all adults and students by putting into practice Mead's Top Ten:

### **Mead's Top Ten**

1. Listen
2. Think first, act second
3. Be respectful through tone of voice, choice of words and body language
4. Direct questions to the source
5. Communicate honestly with care and tact
6. Refrain from idle gossip or complaints
7. Maintain confidentiality
8. Respect even a subtle “no”
9. Be inclusive
10. Thank others and acknowledge contributions

## **Mead Mission / Vision / Goals**

**Our Mission:** Prepare, Challenge, Inspire

**Our Vision:** Preparing every student for lifelong success

**Our Goals:** A community that demonstrates The **MEAD Way**:

### **The MEAD Way**

**M**ake Wise Choices

**E**xpect our Best

**A**ct with Kindness

**D**emonstrate Respect

## **Mead Student Behavior and Discipline**

At Mead, our mission, vision, and goals focus on academic performance as well as student behavior. We recognize that learning to be a responsible, respectful, and productive citizen takes time and practice. Practice includes the opportunity to make wise choices resulting in positive personal consequences as well as the opportunity to make unwise choices that may result in negative personal consequences. We view mistakes and unwise choices made in the elementary school setting as an opportunity for students to learn valuable life lessons when the price or consequence is small. We know that great kids make mistakes – that’s how we all learn. Our goal at Margaret Mead Elementary is to support responsible and respectful behavior choices by setting clear expectations for students while holding them accountable for their actions using empathy and logical consequences.

### **Mead Staff Core Beliefs about Student Discipline**

The Margaret Mead Elementary staff has collaboratively developed and agreed on the following set of core beliefs which provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

- Every attempt will be made to maintain the dignity of both the adult and the student.
- Students will be given the opportunity to make decisions and live with the results, whether the consequences are positive or negative.
- Students will be guided and expected to solve the problems they create without making problems for anyone else. Students will be encouraged to do most of the thinking.
- Misbehavior will be viewed as an opportunity for individual student problem solving and preparation for the real world.
- There will be a logical connection between misbehavior and the resulting consequences.
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities. (Please see the LWSD portion of this handbook for descriptions of behaviors that may result in contacting local authorities.)

## The Mead Progressive Discipline Plan

At Mead, we learn, practice, and follow **The Mead Way**. Throughout the year, we teach, discuss, and practice the elements of each of the four *Mead Way* components. Our goal is for our students to develop personal responsibility and learn to make thoughtful, wise, and caring choices for themselves that are reflected in both their academic performance and in their social interactions. The components of *The Mead Way* will include ongoing instruction of *Kelso's Choices* and *Steps to Respect*. If/when a student makes a choice that does not reflect *The Mead Way* and causes a problem for someone else, the student will be held accountable following the progressive steps outlined below:

### Step 1 (a warning for most first offenses):

**Who:** Student & Staff Member

**Goal:** To provide the child a learning opportunity to acknowledge & correct a problem generated from a poor choice or inappropriate behavior

**Steps:**

- Student/staff discussion identifying the student's poor choice or inappropriate behavior, the problem it created and why it did not align with *The Mead Way*
- Brainstorm how the problem/choice could have been handled differently/more appropriately
- Brainstorm how to correct the problem (student generated ideas preferred)
- Staff provides support/feedback to student to allow student to correct the problem on his/her own

### Step 2 (for serious, repeat, or cumulative offenses):

**Who:** Student, Staff, Parent

**Goal:** Student, staff, and parent work together to correct repeated or cumulative poor choices or inappropriate behaviors

**Steps:**

- Student/staff discussion identifying the student's poor choice or inappropriate behavior, the problem it created and why it did not align with *The Mead Way*
- Student reflects on behavior and completes a ***Making it Right Plan***
- Staff member reviews/ revises the student's ***Making it Right Plan***
- Staff member discerns and describes logical consequences and follow-up plan
- Student takes plan home to share with parent
- Parent signs the ***Making it Right Plan*** and student returns the signed plan to the staff member

**Step 3** (for habitual or cumulative minor offenses requiring a third or additional ***Making it Right Plan*** during one school year; or, for **any Exceptional/Serious Misconduct** as per the LWSD Student Rights and Responsibilities portion of the Mead Parent-Student Handbook)

**Who:** Student / Teacher / Principal / Parent

**Goal:** For the student, with the direction and support of the teacher, parent and/or principal to develop a plan to correct the behavior

**Steps:**

- Student referral to the principal's office
- Student conference with the principal
- Parent contact by the principal – possible parent-student-principal conference
- Possible behavior contract as determined by the principal, or consequences as appropriate and/or as prescribed by the LWSD Student Rights and Responsibilities portion of the Mead Parent-Student Handbook



## Making it Right Plan The Mead Way

Make Wise Choices  
Expect Our Best

Act with Kindness  
Demonstrate Respect

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

- What I did:
  
  
  
  
  
  
  
  
  
  
- Why it was a problem:
  
  
  
  
  
  
  
  
  
  
- My plan to "Make it Right" is:
  
  
  
  
  
  
  
  
  
  
- In the future, this is what I'll do differently:

**Consequence/Follow-up:**

Given by: \_\_\_\_\_

1<sup>st</sup>

2<sup>nd</sup>

3<sup>rd</sup>/Serious – Office Referral

\_\_\_\_\_  
Student

\_\_\_\_\_  
Staff

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

White copy – Office

Yellow copy – Parent

Pink copy – Tracking

## General Mead Information/Policies/Procedures

**\*Items with a red asterisk have been modified for 2021-22 due to Covid procedures or policies.**

### Absences/Safe Arrival

If your child will not be present at school for any reason (illness, vacation, appointment, etc.) we ask that you notify us of the absence. **Notification should be done prior to 8:00 am via our Safe Arrival phone number (425-936-2631), not the main office number. You can also email your absence to both Carol Berry-Walsh at [cberry@lwsd.org](mailto:cberry@lwsd.org) and Janet Vestal at [jvestal@lwsd.org](mailto:jvestal@lwsd.org).** If your student is absent and we haven't heard from you by 9am, an automated Safe Arrival robocall will go out to your household.

Regular and punctual attendance helps students to be successful in school and is considered essential to the learning process. Please schedule appointments and/or extra-curricular activities outside school hours.

### Absentee/Tardy Policy

#### LWSD Attendance Policy

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

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

The process will be as follows:

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

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

A conference is not required if you have provided a doctor's note for your student's illness or have pre-arranged the absence that has been previously excused by the principal. Excused absences must include a plan to support your child, so they do not fall behind academically (ex: reading nightly, writing a journal, etc.). Per school policy, teachers will not provide homework or other materials for absences.

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

#### **BECCA Bill**

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruanceES.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 parents enroll 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.*

## Accidents/Illness at School

When children become ill or injured at school, parents are contacted immediately. **Children who are ill and showing any symptoms of Covid will wait for parent pick up in our quarantine room. When a child is sick or injured it is important that they be picked up as soon as possible.** Please make sure your emergency contact information in **Family Access** includes a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Please update your work, home, cell and emergency numbers with the school as they change.

## Bike Policy

The LWSD Bicycle Policy allows students aged 10 and older to ride their bike to school with appropriate permission slips completed. If your student is age 10 and up and is interested in riding a bike to school, please contact the Mead office for a copy of the policy and permission slip. We ask that you please review the new policy prior to allowing your student to bike to school.

## Birthday Celebrations

Students celebrating a birthday will be acknowledged during daily morning announcements. Students will also receive a small birthday prize from the principal on their birthday. Students with summer birthdays will be acknowledged on their half birthday. In order to support the LWSD Nutrition Policy and the health of our students, we ask that students **not bring or distribute birthday treats, gifts, trinkets, or party bags at school**. For the care and respect of all students, we ask that students not pass out invitations (or thank you notes) to personal and/or home parties on school grounds. Please do not bring, nor have flowers or balloons delivered to the school for your child.

## **\*Bus Pass (NOTE- due to Covid, bus passes will not be given out in 2021-22)**

~~A **written note** from a parent/guardian is required for a child to ride the bus home with another student. Notes must be brought to the office or given to the teacher before noon to receive the appropriate Bus Pass for the driver. All after-school arrangements (going home with a friend, riding the bus, etc.) should be discussed with your child before your child comes to school. Except in extreme emergency situations, after school arrangements cannot be facilitated through the Mead office or the classroom teacher.~~

## Care of School Property

Students are expected to treat all school property and equipment with respect and care. This includes textbooks, computers, play equipment, furniture, building structures, etc. The schools are owned and maintained by parents and taxpayers. Therefore, damage done to the building, equipment, buses, or materials will be reimbursed by the student's family. Consequences for intentional damage are included in the "Student Rights and Responsibilities" section at the end of this document. Your help and cooperation are appreciated in reporting any damage to school property that you become aware of.

## **\*Classroom Parties, Rewards, Incentives**

The Lake Washington Nutrition and Physical Fitness Policy supports student health and well-being. The USDA recently published a new set of standards for foods available in schools called "Smart Snacks in Schools" based on the Healthy, Hunger-Free Kids Act of 2010. Mead will follow the guidelines of these standards, supporting healthy snacks while significantly limiting junk food and high fat, high sugar snacks.

Each classroom will have no more than three (3) school sponsored class parties, celebrations, or events per year. Healthful options should be provided and encouraged during those parties, using the district-approved item list. Classroom party volunteers are asked to work with the teacher regarding the selection of food items for parties. Selections should be healthy and should include planning for students with food allergies and other food-related concerns.

**\*2021-22 Note:** As of August, classrooms and grade level pods will not be accessible to parent volunteers or other volunteers. Our community will be notified if/when that policy changes.

## Communication Tools

The following communication tools are provided to give our parents/community updated information about school activism, curriculum, and special events. In an effort to be “green,” newsletters will now be sent via email. If you do not have access to email, you can request a paper copy of any of the following from the Mead office.

- **The Mead Monthly**, the principal’s monthly and brief bulletin sent home via email at the beginning of each month. It provides details of upcoming events, programs, and district information. Please make sure the Mead office has your current email address in order for you to receive this bulletin.
- **The Mustang Report** is the PTSA weekly email alert with information relevant to PTSA members and parents. To sign up for Weekly Update, log on to [www.meadptsa.org](http://www.meadptsa.org).
- **Mead Website** ([www.lwsd.org/Mead](http://www.lwsd.org/Mead))
- **Mead PTSA website** ([www.meadptsa.org](http://www.meadptsa.org))
- **Mead Reader board** (on 216<sup>th</sup> in front of Mead)
- **School Messenger** – an LWSO emergency alert system delivered to parents via email or phone call or text message. Parents must “opt in” for text message alerts. In order to receive this information, the Mead office MUST have your most current email and phone information!

### Non-district Information

- The city of Sammamish provides residents with email or text alerts regarding weather, traffic, emergency situations, city activities, etc. To receive this information, visit the City of Sammamish website at [www.ci.sammamish.wa.us](http://www.ci.sammamish.wa.us) and click on “Email Alert Sign Up” in the upper right corner.

## Curriculum and Teaching

Curriculum, standards & assessment shape the learning experience for students. For information on curriculum, standards & assessment, visit the LWSO website at [Teaching and Curriculum - Lake Washington School District](#).

## Dogs on Campus

The LWSO dog policy: no canines on campus from 7 a.m. to 4 p.m.

The district has adopted a standard policy to manage the risks associated with the presence of dogs on District property and to provide clarity for our students, families, and community. The policy summary is:

- No dogs are allowed on District property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. No dogs are permitted in District athletic stadiums at any time, except for bona fide service dogs.
- At all other times dogs must be leashed and controlled by owners. Owners must clean up after their dogs and remove waste from district premises.
- There are, of course, exceptions for service animals and guide dogs. Please see the full policy KGA on [the district website](#) for more information.

## Dress Code

To foster a positive school climate and respect for the learning environment, students are expected to display personal hygiene and appropriate attire.

1. Shoes must be safe and appropriate for PE and playground activities.
2. Clothing should be school appropriate. Shorts/skirts/shirts should be school appropriate in length, maintaining coverage of private body parts.
3. Shirts are to be worn at all times.
4. Appropriate coats, hats and shoes are necessary for inclement weather. Students are typically sent out for recess even in the rain. All coats and jackets should be labelled with the student's name.
5. Hats, visors, hoods can be worn before and after school and at recess. Wearing hats/hoods in instructional spaces is allowable at the discretion of staff and/or specific accommodation provided for a student.
5. Clothing and personal belongings displaying, or advertising drugs, alcohol, gangs, sex, profanity, or harassment of others are not allowed. Any student wearing this type of attire will be asked to change or cover the item. A call to the parent will be initiated in these circumstances.

### **Electronic Devices/Cell Phones/E-readers**

Electronic devices such as student cell phones, iPod's, cameras, video/audio recorders, smart watches, etc., must stay in your child's backpack and be turned off during school hours. This includes lunch and recess times. Any infractions will result in a staff member confiscating the electronic device for parent pick-up. The school is not responsible for any lost, damaged, or stolen electronic devices. Parents, volunteers, and visitors are asked to silence their own cell phones while on campus.

E-Readers such as Kindles or nooks are allowed for independent reading. Students desiring to use an e-reader must complete the *Mead E-Book Reader Student/Parent Agreement*. This agreement can be found on the Mead website or can be obtained in the main office.

### **Emailing Teachers**

The primary responsibility of teachers is to teach students. This involves planning and preparation, assessment and providing feedback for students on their work. While communication to parents is a critical component of a good education, immediately responding to dozens of emails each day may not be possible due to the other job responsibilities that teachers have. Below are some issues to consider before emailing a teacher:

- Timing: Remember the classroom environment and the limited time teachers have to respond to email. Teachers will respond to email or phone calls within 24 hours during business days. If it is an urgent matter, please call the school instead of relying on email.
- Purpose of communication: If the goal is to share a piece of information or give the teacher some lead time to think about an issue you would like to discuss, an email is appropriate. However, if the goal is to have continuous two-way communication and meaningful dialogue, email may not be appropriate. Issues can often be resolved much faster and more effectively if people can hear each other's tone of voice and can respond immediately to questions or misinterpretations. A brief phone call or arranging a face-to-face or Teams meeting might be a better option.
- Sheer volume: Each elementary teacher has 18-30 students. Please think about the volume of emails this can generate. Teachers desire to have clear and open communication with parents. However, please consider the frequency and length of emails you send. If an issue requires several emails, perhaps a face-to-face conversation or Teams conversation would be more appropriate, more efficient, and more productive.
- If you would like to speak at length to your student's teacher, please call or email to set up an appointment. A pre-determined appointment will ensure the teacher's undivided attention and will allow enough time for a productive conversation.



- Please avoid lengthy conversations with the teacher at the bell, at the start and/or end of the school day. The teacher's focus must be on student safety and student learning during those times. A pre-determined appointment with the teacher will ensure the teacher's undivided attention.

## Emergency Closures and Late Starts

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule **please do not call the school**. You will be notified in the following ways:

- Phone call from the LWSD School Messenger System
- Television: KOMO-Channel 4, KING-Channel 5, KIRO-Channel 7, KSTW-Channel 11
- AM Radio: KIRO 710, KNWX 770, KOMO 1000, KMPS 1300
- FM Radio: KMPS
- Web Sites: Lake Washington School District [www.lwsd.org]
- LWSD Facebook page [Lake Washington School District - Redmond, WA - Public School | Facebook](#)
- Public Schools Emergency Communication System [FlashAlert Newswire](#)

The announcement will be:

**Schools closed:** This applies to extended day care, parent meetings, and special events.

**Late Start and Limited Bus Service:** School will start at a later time and there may be modifications to bus routes.

**Special Announcements:** A variation of the above plans will be announced if necessary.

**It is important to seek information from the above sources regarding school closures and late starts; please do not call the school for this information.**

## Entry Control System

One of the safety enhancements throughout LWSD is the implementation of Entry Control Systems at all schools in the district. These controls will allow schools to keep all exterior doors locked and will require all visitors to use a video call system to request access. The goal of the system is to:

1. Maintain control of access to the building interior, and
2. Maintain knowledge of people entering the building.

When you visit Mead, you will be required to press a doorbell at the main entry to ring the office. You will be asked your name and the purpose of the visit. Once buzzed in, please head directly to the main office to sign into the building and/or engage with the office staff.

The Entry Control System is installed throughout the building. All exterior doors are locked throughout the day.

## Emergency Drills

The staff at Margaret Mead Elementary makes every effort to provide a safe environment. To ensure student safety the following drills/procedures are in place and regularly practiced with students:

- Earthquake drills and evacuations
- Fire drills/evacuations
- Lockdown drills (Lockdown/ALICE)
- Shelter in Place

In an actual emergency, our staff is prepared to care for students until parents/guardians are contacted. We have emergency supplies including food and water on site.

## Emergency Communication to Parents

In the event of an emergency, parents will be contacted via the LWSD School Messenger System. This system can quickly send both voice mail messages and email messages to parents. In order to make sure that you receive these important messages, please make certain that the Mead office has your most current phone number and email address on file. Emergency communications may come either from the Mead school administration or from the Director of Communications at the LWSD office. In an emergency, **PLEASE DO NOT CALL THE MEAD OFFICE** for information! The Mead staff will be extremely busy managing the situation and caring for students. Parents will receive information via School Messenger as it is available. Parents can also visit the LWSD website ([www.lwsd.org](http://www.lwsd.org)), the Mead website ([www.lwsd.org/mead](http://www.lwsd.org/mead)) or call the LWSD Resource Center for information (425-936-1200).

## Emergency Release or Evacuation from School

There are several different scenarios that may require an early release or emergency evacuation for students. The following are the major types of incidents that you should be aware of. Please remember that in the event of an emergency that requires early release for students, you (or the emergency contact identified by you on your student's Emergency Card) will be asked for photo ID when signing out your student.

**The following are some possible early release situations for you to be aware of:**

➤ **Early Release- Minor Incident / Building Inhabitable**

For emergency early release events with students still in the building, parents will sign students out from exterior building doors. This would be a situation like a sudden blizzard or long-term power outage that required unexpected early dismissal from school. Look for specific details about procedures in an upcoming Mead Monthly.

➤ **Early Release – Major Incident / Building Uninhabitable**

For emergency early release from school for incidents that leave the building uninhabitable, students will be evacuated from the building and cared for in covered playground area awaiting parent pick up. Parents will sign students out from the covered area where students will be arranged by class and with their teacher. This type of release situation would be for incidents such as an earthquake or a fire that has damaged the building or created a dangerous situation within the building.

➤ **Release Following a Police Incident or Evacuation**

In an extreme emergency that requires a full school lock down with police action, or a police line that parents are not allowed to cross, the Sammamish police have identified Eastlake High School as our parent-student reunification area. If an event occurred at Mead that required a police-directed evacuation, students would be loaded onto buses and driven to Eastlake High to be reunited with parents. Eastlake High School is located just south of the Safeway shopping area in Sammamish at 400 228<sup>th</sup> Ave NE, Sammamish, WA.

### **\*Family Vacations (see also absentee/tardy policy above)**

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 classroom instruction through making up written work. Missed assignments that can be

completed outside the classroom environment will be accumulated and saved by the teacher for the student's return. Upon return, the student will complete missed work at home with parental support. Teachers are not responsible for providing work in advance for vacations, or to provide remediation for missed instruction. Upon return from a vacation, students are expected to immediately re-engage with classroom instruction, assignments, and tests as scheduled. Please notify the school of vacation absence prior to vacation. At year end, if a student leaves before the last day, reports cards, classwork, etc. will be available in the office in late August. Families can also provide the school with a stamped envelope to be mailed or can arrange for a friend to collect a student's items.

**\*Mead cannot provide online access to instruction if a student is out of school.**

**\*Due to Covid, families who travel out of state are asked to abide by the quarantine policies set forth by the King County or Washington State Health Department before returning to school.**

### **Food Service - Lunch Purchase and Policy**

**\*All lunches are free to all students for the 2021-22 school year. Those qualifying for free and reduced lunch may still want to apply in order to access additional benefits during the year.**

Hot lunches are served daily. Our school has an electronic meal purchase system that will be used for purchasing lunch or a drink. Parents deposit funds into student accounts in whatever amount they feel appropriate—weekly, monthly, yearly. When a child purchases lunch or a drink, the money is automatically deducted from the child's account.

#### **~~\*Prices may increase for 2020/21:~~**

<del>Student Lunch</del>	<del>_____</del>	<del>\$3.00</del>
<del>Lunch plus extra entrée</del>	<del>_____</del>	<del>\$4.00</del>
<del>Adult Lunch</del>	<del>_____</del>	<del>\$4.00</del>
<del>Reduced lunch*</del>	<del>_____</del>	<del>\$0.40</del>
<del>Milk</del>	<del>_____</del>	<del>\$0.50</del>

**\*Applications for free and reduced lunch prices are available by request in the school office.**

~~Please keep negative balances on student breakfast/lunch accounts to a minimum.~~

~~There are several ways you can make payments to your student's food service account:~~

- ~~1. Send cash or check with your student in an envelope listing the full name as per their school registration as well as their teacher's name. If you have more than one student here at Mead, you can send in one check and note in the memo section how you would like the funds disbursed. If needed, there are green envelopes in the office.~~
- ~~2. Go to [lwsd.org](http://lwsd.org) and follow the Parent Access link to make an online payment with your credit card. This is managed by MySchoolBucks.com. A recurring payment can be created here as well. A \$1.95 convenience fee is added to each transaction.~~
- ~~3. Complete the Free and Reduced Price application.~~

Any questions regarding student lunch accounts may be directed to **Kathy Pelonio ([kpelonio@lwsd.org](mailto:kpelonio@lwsd.org))**.

### **Mead Homework Policy**

At Margaret Mead Elementary, we believe that homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits which are the foundations of lifelong learning.

### **Homework Time Guidelines:**

The amount of homework varies from one grade level to the next and from day to day. Homework expectations typically increase as a student progresses in grade level. Homework timelines include time for reading. If your child is consistently spending too much time each night on homework, please contact your child's teacher. The following are general LWSD guidelines for typical students:

- Kindergarten: 10 – 20 minutes of reading book bags, Monday – Thursday
- Grades 1 - 2: 10 – 20 minutes per night, Monday – Thursday
- Grades 3 – 5: 30 – 50 minutes per night, Monday – Thursday

### **Long Range Homework**

A few times throughout the year, homework may include additional work on long range projects. These are projects that require students to integrate skills and content over several days or weeks. Examples include: Researching, revising and editing a report or paper; developing a presentation; developing a project. Teachers will provide parents specific information on long range projects.

### **Responsibilities for Homework**

#### **Student Responsibilities**

- Before leaving school at dismissal, be clear about the homework assignment
- Take anything home needed for homework completion
- Complete homework assignment to teacher expectations
- Return homework on time

#### **Parent Responsibilities**

- Provide a quiet workspace for homework completion
- Establish a consistent homework time
- Check student planner nightly (for students in 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grades)
- Review student work for completion (not correction, please)
- Read information sent home regarding curriculum and homework
- Review/discuss returned homework and corrected assignments
- Communicate questions, concerns or kudos to child and teacher

#### **Teacher Responsibilities**

- Inform parents and students of classroom homework expectations and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom expectations
- Assign appropriate and purposeful homework aligned to the current day's classroom instruction
- Provide feedback on homework in a timely manner
- Communicate questions, concerns or kudos to student and parents

### **Opportunity Room**

If a student does not complete or turn in a homework assignment, the teacher may assign "Opportunity Room" to the student during the lunch recess. Once the student has completed the work, he or she may go out to recess.

### **\*LWSD Illness Policy – Too Sick for School?**

#### **When to Keep Your Child Home**

**Not sure if you should keep your child at home? Here's a great resource!**

**\*Please see this updated link regarding Covid symptoms and school.**

[Too Sick for School - Lake Washington School District \(lwsd.org\)](#)

Lake Washington School District works with King County Department of Public Health to help protect children from spreading communicable diseases. Keeping children home when they are too sick for school protects other students and staff from potential illness.

**Symptoms that child is too sick for school**

If your child has any of the following symptoms, please keep him/her home, or make appropriate childcare arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- ~~Fever: temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.~~
- ~~Vomiting: child should not return to school for 24 hours following the last episode of vomiting.~~
- ~~Lice, scabies: Children may not return to school until they have been treated. Children with scabies can be admitted after treatment.~~
- ~~Diarrhea: more than one watery stool in a 24-hour period, especially if the child acts or looks ill.~~
- ~~Chronic cough and/or runny nose: continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from your health care provider.~~
- ~~Sore throat: especially with fever or swollen glands in the neck.~~
- ~~Rash: body rash, especially with fever or itching.~~
- ~~Ear infection with fever. Without fever, can attend school, but the child may need medical treatment and follow up. Untreated ear infections can cause permanent hearing loss.~~
- ~~Eye infection: Eye infection, pink eye (conjunctivitis) or thick mucus or pus draining from eye.~~
- ~~Unusual appearance, behavior: abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.~~

***Tips to Stay Well***

***Ways to help prevent illness and keep students healthy***

According to the Centers for Disease Control and Prevention (CDC), the single most important thing you can do to prevent the spread of germs is to wash your hands often.

**Hand washing**

Germs are spread when a person touches something that is contaminated with germs and then touches his/her eyes, nose, or mouth. The CDS recommends vigorous scrubbing of the hands with warm, soapy water for at least 20 seconds, then rinsing with clear water and drying with a clean towel.

**Other tips**

- **Don't share eating utensils, drinking glasses, towels, or personal items.**  
Sharing items creates a potential of transmitting germs and becoming sick.
- **Cover your nose and mouth with a tissue every time you cough or sneeze.**  
Throw the used tissue into a waste basket. If you don't have a tissue, sneeze or cough into your sleeve. Afterwards wash your hands with soap and water.
- **Stay home when you are sick.**  
Don't pass your germs to someone else.
- **Contact your doctor.**  
If you think you have influenza, or another severe illness, contact your health care provider.

- \*Per King County and/or state guidelines, wear a mask in all public places to avoid the possible spread of illness.

## Immunizations

With the passage of the state law (RCW 28A.31.118), the schools and communities of Washington State have a mandate to protect the health and safety of children. The law states, in part: the attendance of every child at every public and private school and licensed day-care center, shall be conditional upon the presentation of the of the child's first day of attendance at a particular school with proof of either 1) full immunization, 2) the initiation and compliance with the schedule of immunization as required by law, or 3) a certification of exemption signed by a health care provider. See <http://www.doh.wa.gov> for requirements.

## Insurance

If you are interested in school insurance, forms are available in the main office. This insurance is a supplemental accident insurance policy.

## Lost and Found

A lost and found is maintained in the school. Proper identification of coats and other articles of clothing will help to assure the return of lost articles. Students are encouraged to check the lost and found quarterly, prior to unclaimed items being given to charity. Many valuable articles remain unclaimed and are given to charitable organizations.

## Medication

If there is a valid health reason which makes the administration of *ORAL* medication to a student advisable during school hours, the following procedures shall apply:

- Any medications to be administered must be accompanied by a completed Medication Authorization Form (general medications, Epinephrine, and seizure medication forms are available).
- The form must be signed by the health care provider *AND* the parent or guardian. Medication Authorization Forms are available at school or on the district website.
- Medications must be in the original, pharmacy labeled container and must match the authorization form.
- If tablets are to be split for proper dosing, this must be done by the parent at home before bringing the medication to school.
- Medications must be brought to school by parents. Students are not permitted to carry medication to school.
- Over the counter medication (such as Advil/Tylenol, allergy/cold medications, cough drops, lip balm, etc....) and naturopathic remedies also require the completed form including health care provider and parent signatures.
- All medications brought to school for administration must be reviewed by the nurse before they can be administered to the student. Please plan ahead and communicate changes to the Health Services Specialist (nurse).
- Sunscreen can be applied by students at school if parents have met the following conditions:
  1. Permission form is signed by parent/guardian and returned to school (the form can be obtained from the school secretary).
  2. Sunscreen must be labeled with the student's full name.

3. NO spray sunscreen is allowed. Stick or liquid sunscreen is OK.
4. Students are not to share sunscreen with other students.
5. Approval will be withdrawn if a student handles sunscreen irresponsibly or otherwise maintains or administers it in a manner that is not appropriate for school. A suggestion would be to apply at home, before school, to demonstrate to your child/ren the correct way to apply sunscreen.

Please direct questions to the school nurse. There is additional information on the LWSD website.

### **Personal Property at School**

Students are discouraged from bringing personal items to school such as toys, trading cards, jewelry, money, valuables. The school is not responsible for any lost, damaged, or stolen personal items including electronic devices. Students may not trade or sell personal items at school during the school day (including bus rides). If personal items become a distraction, teachers may confiscate the item(s) for pick up by parents. School personnel will not settle disputes, conflicts or concerns resulting from a student bringing personal items or property to school.

Fidget spinners and fidget cubes are not school appropriate except for students with IEP or 504 accommodations. Please leave them at home.

### **Photography/Video During the School Day**

Each year, parents are given the opportunity to request their student not be photographed during the school day via the ***Directory Withhold/Privacy option in Parent Access***. In order to honor these legal requests, parents/volunteers/community members are asked NOT to photograph, film or videotape students, classrooms, recess, or assemblies during the school day. Each teacher will arrange for photographing classroom events as appropriate, and as per the requests of families represented in the classrooms. This limitation is inclusive of any event during the school day, 8:50-3:20, including before or afterschool line up and bus transportation. PTSA afterschool events and/or evening performances or activities do not fall under this requirement and photographs/videos/films may be taken during these afterschool activities.

### **PTSA**

The Mead PTSA is an active and organized group designed to support the students, staff, and community at Mead. All parents/guardians are encouraged to become an active participant in the PTSA through membership, volunteering and/or financial support. See <http://meadptsa.org> for more information.

### **Report Cards/Parent Access to Grades**

Students in grades K-5 will receive report cards twice a year (January and June). Parents can view grades online through the LWSD website ([www.lwsd.org](http://www.lwsd.org)) each grading period. Use the "For Parents" tab and then click on "Parent Access" to set up an account which includes opportunity to see your student's current grades. There will be a goal setting conference (teacher, parent, and student) in October as well as an academic conference in January. End of year report cards will be sent home with students on the last day of school. All outstanding lunch accounts must be paid in full, and all library books returned or paid for, prior to issuing final report cards.

### **SafeSchools Alert**

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 in four different ways:

1. **Phone:** 425 529 5763
2. **Text:** Text your tip to 425 529 5763
3. **Email:** [1342@alert1.us](mailto:1342@alert1.us)
4. **Web:** <http://1342.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## Securing the Building

The classroom portion of the building will be locked and secured at 3:50pm. All outside doors will be locked during the day. Community groups utilizing the gymnasium or commons will have access to their assigned area only. The classroom side of the schoolhouse will not be accessible.

## School Supplies

School supply lists can be accessed on the Mead website under the "Student/Families" tab on the menu. Paper copies can be provided by the main office, if needed. Please consider purchasing your school supplies via the PTSA link to Amazon.com. By accessing the PTSA Amazon link, the Mead PTSA receives a percentage of your total purchase. Go to [Mead PTSA](#) and click on the brown Amazon box.

If purchasing school supplies is a financial hardship for your family, please reach out to the Mead counselor for support.

## Student Drop Off / Pick Up by Parents

Please see the transportation safety section below.

## Student Withdrawal

Written notification of moving from Margaret Mead Elementary School is appreciated; at least one week notice to Carol Walsh (Registrar) at [Cberry@lwsd.org](mailto:Cberry@lwsd.org) is usually sufficient. Please be sure all library books, textbooks, and other school property are returned prior to your move. Please check your children's lunch account balance. Final report cards cannot be issued until school property is returned and accounts are paid in full.

## Telephone Usage/Messages to Students

Student access to school phones is limited to short emergency calls only when accompanied by an office pass from a staff member. Student cell phones must remain in backpacks and turned off during school hours. Parent messages to students are highly discouraged, except in emergency situations. After school plans for visiting friends, early dismissal, pick up, etc., should be arranged prior to arriving at school.



## Use of School Grounds Before and After School

Students should not arrive before 8:35AM. When arriving in the morning, students are expected to immediately line up at their designated area on the playground. When dismissed at the end of the day, students need to go straight home or to their arranged after-school care location. They may come back to school only with daily parental permission. There is no playground supervision before or after school.

Groups interested in using the gym or library facility for a non-profit group event may speak to the Mead main office for information. There is a small fee associated with building use for non-profit groups. Classrooms and classroom pods are not available for outside users.

### **\*Visitor Procedures**

For the safety of children, all school visitors/volunteers to campus (parents, PTSA members, LINKS, classroom volunteers, etc.) **must check in at the office** upon arrival at Mead. All visitors will be asked to sign in, state the purpose of their visit, and their intended destination in the building. Visitors will be given an adhesive name badge or lanyard to wear while on campus. Visitors will sign out when they leave campus. This is necessary to avoid interruptions of the instructional program and to maintain building security. Items being dropped off for a student (lunch, homework, etc.) can be left at the office for student delivery at recess or at lunch time. **Parents may not deliver items to a student's classroom.**

**\*In 2021-22, parents/volunteers may not access student classrooms or grade level pods due to Covid concerns.**

### **\*Volunteering at Mead**

Volunteers are a highly valuable part of the Mead community! We encourage parents to become involved in the PTSA and/or volunteer in your student's classroom. Parents/community members interested in volunteering at Mead must complete the LWSD Volunteer Screening Process. Information on the process can be found on the LWSD website under the "For the Community" tab [Volunteering With LWSD - Lake Washington School District](#) or from the main office at Mead. Volunteers must re-apply for approval every two years. Non-approved adults will not be permitted to volunteer or work with students during the school day.

**Volunteers are expected to support and respect the privacy of all students. As a guest in the lives of children and their families, confidentiality is expected at all times.** Volunteers must not discuss any student or student issues including behavior, academics, health or family situation with other parents or community members in or outside of school. Reporting exceptions would be for safety or abuse concerns brought to the principal, counselor, or teacher.

Volunteering during the school day is an adult opportunity at Mead. Please make childcare arrangements for younger siblings when coming to volunteer. **Preschool age children may not accompany a parent volunteer at any time during the school day.**

**\*In 2021-22, parents/volunteers may not access student classrooms or grade level pods due to Covid concerns.**

## Traffic / Student Drop Off and Pick Up

During morning drop off and afternoon pick up, the safety of our children is our highest priority. All staff, students and parents must work together to provide safety for every child. Safety precautions must be extended to the children who get themselves to school and may not have parents escorting them. Please use patience and caution in our driveway/parking lots.

## Foot Traffic

### **Morning Drop Off On Foot**

Students should not arrive on school grounds before 8:35am. For parents who drop off on foot, please do so at the ESP gate near the bus driveway. From 216<sup>th</sup>, please plan to walk to the bus driveway to reach the playground gate, rather than walking up the main driveway and crossing the playground. In the morning, each classroom is assigned a line up spot on the sand field. Upon arrival at school, students should line up with classmates at this designated spot on the sand field. Parents are asked to remain outside of the playground fence and on the sidewalk in the bus driveway area if on foot. Parents are asked to say goodbye to their student outside of the playground fence and prior to the bell ringing. Parents are asked not to enter the building to walk their child to class.

### **Afternoon Pick Up on Foot:**

School dismisses at 3:20 (1:50 on Wednesday) and all students must either walk home, ride the bus or daycare van, or be picked up by 3:30pm. For the end of day pick up on foot, parents are asked to plan to meet their student on the bus driveway sidewalk near the gate to East Sammamish Park.

## Vehicle Drop Off / Pick Up

### **Drop Off and Pick Up by Car**

Students should not be dropped off before 8:35am. We have two options for car drop off in the morning – East Sammamish Park (ESP Park) behind Mead or the Mead main driveway.

### **Mead Main Driveway - Please follow the proper drop off procedures below:**

- The driveway/parking area for parents and visitors has two lanes. The left lane is the “pass through” lane for parking or exiting only. The right lane along the curb is the drop off/pick up lane.
- For drop off/pick up, pull forward along the curb until you reach the loading/unloading area near the front doors. Look for signs and student patrol staff identifying the loading/unloading area.
- The loading/unloading area can accommodate 8 - 10 cars at a time. Please pull as far forward as you can to load or unload your student.
- **Do not drop-off/ pickup children anywhere except in the loading/unloading area.**
- For safety, keep your doors closed until you reach the loading/unloading area. Safety patrol students will open your car door to allow your child to get in or out. Students may enter and exit cars from the passenger side only.

### **ESP (Bill Reams East Sammamish Park)**

Bill Reams Park (ESP) is located behind Mead off NE 16<sup>th</sup>. This is the least crowded option for safe drop off. Safety Patrol are available before school from 8:35am – 8:45am. Parents can either safely

drop their student off at the curb near the patrol, or parents can park and walk their student to Mead.

**After School Pick Up by Car**

We have staggered dismissal for greater efficiency and smaller backups and crowds. Please do not arrive before your student’s assigned time below. Each family will be given a rear-view mirror tag to indicate their student’s grade and teacher. Please hang the mirror tag on your mirror when picking up. This will help our staff get students into cars quickly.

	Main Front Loop	East Sammamish Park (ESP) Loop
3:10	1 <sup>st</sup>	3 <sup>rd</sup>
3:15	2 <sup>nd</sup>	4 <sup>th</sup>
3:20	K	5 <sup>th</sup>

For K – 2 students being picked up by car at dismissal, please use the main driveway arriving no earlier than the times indicated above.

For 3<sup>rd</sup> – 5<sup>th</sup> grade students being picked up by car, please use East Sammamish Park behind Mead, arriving no earlier than the times indicated above. For after-school pick up at ESP, once students are present, please pull up to the curb and allow your student to enter your vehicle on the passenger side. If you park in a stall, plan to walk across the lot to meet your student. Students will not be allowed to cross the driveway or parking area alone to get to a vehicle

Siblings of multiple grades will be picked up at ESP. Younger students will wait for their older sibling on the Mead playground before walking up to ESP.

**Ideas for Parents to Ease Traffic Congestion at Mead**

Given the many families that pick up via car, the parking lot gets congested, and lines can get long. Here are some ideas for families to try to reduce the traffic volume in the main driveway and save you time.

- Park in a legal space in a nearby neighborhood and walk to meet your student at dismissal.
- Park in a legal space in a nearby neighborhood and wait for your student there. You might want to practice this walk with your student a few times.
- If you live within walking distance, consider walking from home to school on pleasant weather days or allowing your student to walk.

# 2021-22 Student Rights & Responsibilities

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Enrollment/Inter-District Transfer Agreements and In-District Variances (3131, 3141, 3110)	A14
Student Records/Family Educational Rights and Privacy Act (3231)	A14
Our District's Tip Reporting Service – SafeSchools Alert	A14

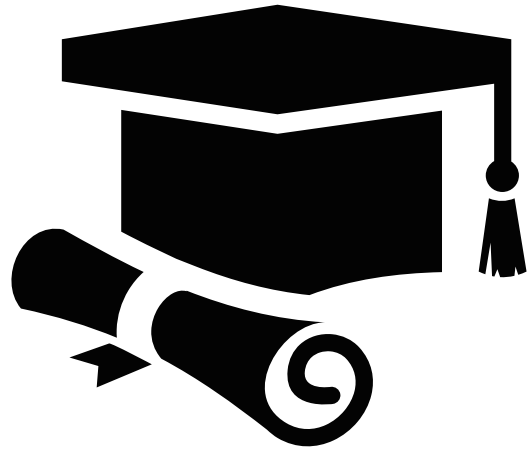
## Introduction

### Purpose

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

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

This handbook provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by the policy numbers (i.e, 3200). The complete policies are available on the district website: [www.lwsd.org](http://www.lwsd.org).



### Student Rights and Responsibilities (3200)

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

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

## Attendance

### Absences & Excuses (3122, 3122P)

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 (3122, 3122P)

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 (3241, 3241P)

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 ([3241](#), [3241P](#)).

## 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 ([3230](#))

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 (3240P)

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

#### Codes:

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

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



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

## Other Forms of Misconduct (3240)

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

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

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

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

## Athletic/Activities Code of Conduct

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

### **Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances**

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

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

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

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

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

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

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

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

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

### **Conduct Rules**

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

### **Hazing Rituals**

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

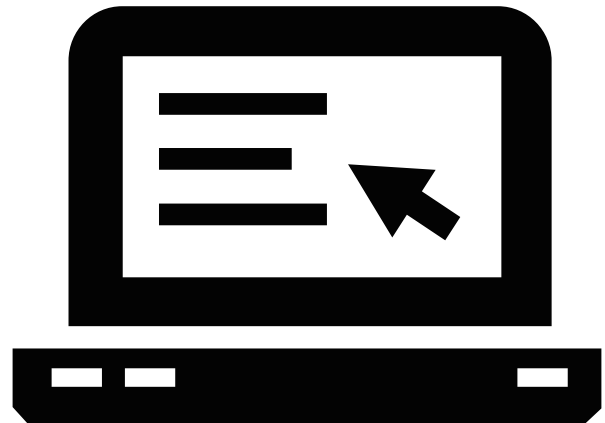
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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 (2022P)

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



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

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



## Bus Conduct (6605)

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 (4010)

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 (5010)

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

#### Civil Rights Coordinator

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

#### Title IX Coordinator

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

#### Section 504/ADA Coordinator

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

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or view it online here: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/nondiscrimination-3210>.

## **Sexual Harassment (3205, 3205P)**

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: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/sexual-harassment-of-students-3205>.

## **Harassment, Intimidation and Bullying (3207, 3207P)**

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

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

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

**You can report harassment, intimidation or bullying** to any school staff member, the school principal, or to the district's Compliance Officer (Director of Student Services, 425-936-1225, [StopBullying@lwsd.org](mailto:StopBullying@lwsd.org)). You also have the right to file a complaint. For a copy of the district's harassment, intimidation or bullying policy and procedure, contact the school or the district office, or view it online <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/prohibition-of-harassment-intimidation-and-bullying-3207>.

## **Prohibited Items**

### **Alcohol, Drug and Tobacco (3240, 3240P)**

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 (4210)**

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

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

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

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



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

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

## Other Policies

### Health Room/Medication ([3416](#), [3416P](#))

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 ([2161P](#))

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 ([3131](#), [3141](#), [3110](#))

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 ([3231](#))

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

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

### Our District's Tip Reporting Service

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

1. **Phone:** 425-529-5763
2. **Text:** Text your tip to 425-529-5763
3. **Email:** [1342@alert1.us](mailto:1342@alert1.us)
4. **Web:** <http://1342.alert1.us>



Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.