

# International Community School

## Student and Parent Handbook

### 2021-2022

International Community School  
 11133 NE 65th Street  
 Kirkland, WA 98033-7116  
 425-936-2380  
[www.lwsd.org/school/ics](http://www.lwsd.org/school/ics)

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## Our Mission

The International Community School cultivates integrity, curiosity, complex reasoning, problem solving, and global awareness in every student with a rigorous, signature program of arts and sciences.

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## Attendance

Daily attendance and participation in class is a critical part of the learning process. The following policies and procedures are designed to help students learn responsibility and increase their potential for success.

### Sick Child

Please call the Safe Arrival line at 425 936 2381.

### Excused Absences

The principal or designee has the authority to determine if an absence meets the following criteria for an excused absence:

- Illness, health condition or medical appointment (including medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health).
- Family emergency including, but not limited to, a death or illness in the family.
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
- Court, judicial proceeding or activity, jury service.
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
- State-recognized search and rescue activities.
- Student's homeless or foster care/dependency status.
- Deployment activities of a parent or legal guardian who is on active military duty.
- Suspensions, expulsions, or emergency expulsions.
- Student safety concerns, including absences related to threats, assaults, or bullying.
- Student's migrant status; and
- An approved activity that is consistent with district policy and is mutually agreed upon by the principal and a parent, guardian, or emancipated youth.

### Missed Assignments

Students shall be allowed a reasonable opportunity to complete or turn-in assignments or tests missed during an excused absence. Assignments not completed because of an excused absence or tardiness shall be made up in the manner provided by the teacher. A student will be allowed at least one makeup day for each day of absence. If a missed assignment or test cannot be replicated, the teacher shall either excuse that assignment or provide the student with an alternative assignment.

### Notification of Absence

The parent/guardian should notify the school office on the morning of the absence by phone, e-mail, or written note and provide the reason for the absence. If no reason is provided with the notification, or no notification is provided, the parent/guardian will submit a reason via phone, e-mail, or written note within 48 hours of the student's return to school. Failure to provide a valid reason within 48 hours will result in the absence being marked as unexcused.

### Pre-Arranged & Extended Absences

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused by completing the pre-arranged absence form. If the pre-arranged absence will result in the student being considered chronically absent, completion of the pre-arranged absence form is required. Teachers are not required to provide classwork or assignments in advance of an absence.

### Chronic Absenteeism and Attendance Plans

If any student is chronically absent, defined as having missed ten (10) percent or more of the school year, then the principal shall have reason to consider that further absences may have an adverse impact on the student's educational progress and further absences may not be considered excused. A conference may be held once a student has ten (10) or more absences in a semester to develop a plan to support the student and the student will need to remain in compliance with such a plan in order for a school to consider further absences excused.

### Unexcused Absences (Truancy)

Absences are marked unexcused when:

- The parent/guardian or adult/emancipated student submits a reason for the absence that does not meet the definition of an excused absence as defined above; or
- The parent/guardian or adult/emancipated student fails to submit any type of excuse statement within 48 hours of the student's return to school following an absence.

If a student has unexcused absences, the school will progressively notify and engage the student and family in an effort to avoid further absences.

### Tardies

Students are expected to be in class on time. Corrective action may be taken when tardiness becomes frequent or disruptive.

### Leaving School Early

If a student must leave school for an appointment, the student must check out at the Attendance Office. The student must have permission from their parent/guardian and from the school before leaving the school grounds. No student will be released to any person other than student's parent or legal guardian without a parent's or guardian's permission. If a parent requests early dismissal by phone, the parent must speak directly with a school secretary or administrator and send a follow-up email as verification.

### Attendance at ASB Activities

Any student who is absent or suspended from school on the day of a school event may not participate in the event. Students who participate in ASB activities, on or off campus, must have written parental approval to leave before the scheduled end of the event. Parents may be notified if a student chooses early departure.

## Parking

- Students and parents must complete, sign, and date the student vehicle registration form.
- Students must possess a valid driver's license and proof of liability insurance.
- Students and parents must adhere to the LWSD Parking Policy and ICS Parking Policy.

## LWSD Parking Policy

By issuance of a permit, the Lake Washington School District does not assume liability for any property damage to any private automobile parked on its property. The owner/operator of all private vehicles accepts responsibility for their own property and agree that they are parking at their own risk. Students may request parking accommodations that may be necessary due to a handicap through the school guidance team.

## Student Drop Off Information

<b>Entry Routes</b>	Please enter <i>ONLY</i> via a right turn from eastbound NE 65 <sup>th</sup> Street.
<b>Drop Off Zone</b>	Please drop off students <i>ONLY</i> in the designated drop off zone.
<b>No Drop Off Zones</b>	Please do <i>NOT</i> drop off students in any red zone or any parking lot.

The residential area around ICS does not easily handle the large influx of vehicles at the beginning and end of the school day. If we each do our part and follow the suggested entry and exit routes, traffic flows much more smoothly.

Some drivers try to beat traffic by entering directly from 112<sup>th</sup> Ave, or by dropping a student off outside of the drop off zone. While it may seem like a good idea at the time and save that driver a few seconds, this often snarls traffic for everyone else and causes safety concerns. *Please don't be that person!*

**Thank you for doing your part!**

## Emergency School Closing

Listen to local radio stations beginning at 5:00AM for school closures during inclement weather. Emergency information is also available on the LWSD and ICS web sites.

In the event that inclement weather forces a school closure, all assignments will still be due once students return to school or on the original assignment due date, whichever date is applicable.

## Student Visitors

ICS is a closed campus. All visitors must be approved by the principal.

## Medication

Students who must take prescribed medications during the day must have parents provide the school with a completed authorization form from the doctor. Forms are available at the school office.

All medications, including dosage instructions and the original container, must be brought to the office by a parent. Students must come to the office for the medication. All medications will be administered in the school between 11:00AM and 1:00PM daily. Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e. at breakfast, after school, and at bedtime.

The administering of medication at school should only be considered after all other solutions have been explored. For

medication to be administered at school (prescription or over-the-counter), a medication authorization form must be completed by the parent and physician. All medications must be in the original container, labeled with the name of the medication and the student's name.

## **Communication Between Home and School**

Clear and accurate communication is important to you, the school, and your family. The ICS website is the central communication tool for school announcements and information: [www.lwsd.org/school/ics](http://www.lwsd.org/school/ics).

The ICS Newsletter is also sent regularly to all families of ICS students. The ICS PTSA also provides information on its website which can be accessed by logging on to the ICS website (URL above) and clicking on PTSA. The ICS PTSA Newsletter is a weekly publication that goes out each Sunday with information on what's happening with PTSA at ICS, including upcoming events for you and your student, as well as volunteer opportunities. Sign up for the PTSA newsletter on the PTSA website.

## **Parent Access**

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

To register for Parent Access, please visit [www.lwsd.org/Parents/Parent-Access/Pages/Parent-Access-FAQ.aspx](http://www.lwsd.org/Parents/Parent-Access/Pages/Parent-Access-FAQ.aspx). Please note, the email address you list as PARENT #1 is the email address that will be used for all electronic school communications.

If your email address for Parent Access changes later in the year, you must show a picture ID to the school registrar before making any changes to personal email addresses. Changes may not be done over the phone or by email. A spouse may change their husband's or wife's personal email address in the person if that person is unable to come during school hours, provided they are already in the system. The registrar will enter the changed email address only after positive identification.

## **Cell Phones & Gaming Devices**

The office telephones are for school business use. Students may use the office phones for emergencies. Gaming devices are not permitted at school.

### **Grades 6-8**

Cell phones are to be silenced and in backpacks. This includes before school, passing times, lunch, and after school.

### **Grades 9-12**

Cell phones are to be silenced and in backpacks during class. HS students may access phones during passing and lunch.

## **Textbooks**

Students are responsible for textbooks assigned to them and will be required to pay for loss or damage. Students should place their name inside their books. Each book is given a rating according to its condition. If the book is returned with damage – torn pages, writing in book, etc. – the student will be required to pay in full for the textbook.

## **Lockers**

There are no lockers at ICS. Please leave money and expensive devices at home. ICS assumes no responsibility for loss or damage to personal property brought on campus.

## **Lunch**

Students are expected to eat and drink only within designated areas. ICS is a closed campus. Students are required to remain on campus the full school day unless the student has been signed out of the office by a parent/guardian. Juniors and Seniors are eligible to leave campus for lunch with parent/guardian permission via a completed Off-Campus Lunch Permission Form (available from the main office).

## **Freedom of Expression**

Freedom of student expression is part of the instructional process at ICS. However, this freedom is subject to reasonable regulation and may not be used to disrupt the educational program or interfere with the rights of others.

ICS is a limited-open forum.

## **Clothing**

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when there is a reasonable expectation that a health or safety hazard shall be presented by the student's dress or appearance, damage to school property shall result from the student's dress, or the student's dress or appearance shall create material and substantial disruption of the educational process at the school.

In terms of this policy, disruption includes, but is not necessarily limited to student riotings, destruction of property, or widespread shouting, or boisterous conduct, or substantial student participation in a school boycott, sit-in, stand-in, walk-out, or other related forms of activity.

## **Clubs and Associations**

ICS students have a wide variety of opportunities to be involved in Student Leadership Organizations under the Associated Student Body as well as clubs and interest groups under the ICS PTSA. More information on each of these clubs and organizations is available via the ICS ASB webpage.

## Dances

School dances are intended for current ICS students. ICS Students in grades 9-12 may sponsor one guest per event. Guests must be currently enrolled in school (grades 9-12). The ICS student sponsor must obtain, complete, and submit a guest form prior to purchasing tickets and at least one week prior to the event. Exceptions to the guest requirements will be made only in exceptional circumstances and at the sole discretion of the principal.

Admission to all dances will close thirty minutes after the scheduled start time of the dance. A student that leaves a dance will not be readmitted.

## Student Conduct

**Respect for the Law and the Rights of Others:** The student is responsible as a citizen to observe the laws of the United States, the state of Washington, and its subdivisions. While in the school, the student shall respect the rights of others. Students who involve themselves in criminal acts on school property, off school property at school-supervised events, or off school property (where acts have a detrimental effect upon the maintenance and operation of the schools or the district) are subject to disciplinary action by the school and prosecution under the law.

**Compliance with Rules:** Students shall comply with all rules adopted by the district and by the school. Failure to do so shall be cause for corrective action. The rules shall be enforced by school officials:

- On the school grounds during and immediately before or immediately after school hours; or
- On the school grounds at any other time when the school is being used by a school group(s); or
- Off the school grounds at a school activity, function, or event; or
- Off the school grounds if the actions of the student materially or substantially affect the educational process.

### Student Discipline and Corrective Action

Definitions; procedures regarding classroom exclusions; guidelines for suspensions and expulsions; and conditions and limitations for in-school, short-term, long-term suspensions and expulsions are located on the LWSD policy website: <https://www.lwsd.org/about-us/policy-and-regulations>.

## Technology Code of Conduct

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.

- Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.
  - Do not destroy, modify or abuse computer hardware or software in any way.
  - Do not delete or add software or peripheral equipment to district computers without advance permission.
  - Do not use personal wireless hotspot devices while at school.
  - Do not utilize peripheral devices that function as computers or local area networks.
  - Do not attempt to tunnel or VPN to another computer through the district network.
  - Do not use USB to run executable (.exe) files.
  - Do not use district provided storage for games, executable files or inappropriate content.
  - Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission.
  - Always keep food and beverages away from devices.
  - Use labs only when a staff member is present.
  - Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and peripherals are not altered in any way.
2. Be a good digital citizen.
    - Use district computers for educational purposes only. No personal, commercial, or political activity is allowed.
    - Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
    - Students should leave games, other non-district software, entertainment, and social networking at home.
    - Do not use the Internet to access or process pornographic or otherwise inappropriate material.
    - Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
    - District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).
    - Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach.
    - Never attempt to "hack" into another student's or staff member's account.
    - Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.

## Bus Conduct

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.

### **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.
- 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.
- 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.

### **Infractions of 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.

### **Grievance**

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

### **Corrective Action for Students 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.

### **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**

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**

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.

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

## Sexual Harassment

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 at the following web address: <http://www.lwsd.org/about-us/policy-and-regulations/sexual-harassment-of-students-jfda>.

## Harassment, Intimidation and Bullying

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, 425-936-1289, [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 <http://www.lwsd.org/about-us/policy-and-regulations/harassment-intimidation-and-bullying-of-students-jfd>.

## Prohibited Items

### Alcohol, Drug and Tobacco

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

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.

### Health Room/Medication

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. 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 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

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

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/FERPA

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.

## Tip Reporting

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:

- Phone: 425-529-5763
- Text: Text your tip to 425-529-5763
- Email: 1342@alert1.us
- Web: <http://1342.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about 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.

## Athletics

ICS students may participate in athletic programs at their resident home schools as provided by WIAA policy. The LWSD Sport Participation Fees will apply.

### 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 apply 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.

**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) are:

**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 reinstated in the athletic program, after a minimum two-week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval but may not attend contests during the suspension period.

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

**3rd Violation:** A participant who violates for a third time RCW 69.41.0202 - 69.41.050 or of RCW 69.50 will be permanently ineligible for interscholastic competition. Sale and/or distribution - per Lake Washington School District Policy, the sale and/or distribution of alcohol, or prescription or non-prescription drugs will result in the student automatically being placed on Step #2 of the Athletic/Activity Code.

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

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

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

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

### **Conduct Rules**

Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including

suspension from the team. All Lake Washington School District athletes are expected to adhere to all Lake Washington School District policies as explained in each school's Student/Parent Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.

### **Hazing Rituals**

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

Any student who participates willingly in a hazing ritual is subject to disciplinary action, including suspension from school or the team or both, and possible legal action dependent on the severity of the incident. Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

### **Athletic/Activity Information**

Students are eligible for any interscholastic athletic program as soon as they have:

- Purchased an ASB card and the LWSD sports participation fee.
- Obtained parental/guardian permission to participate.
- Obtained a physical clearance once each school year.
- Shown proof of insurance; school insurance is available in the office; and
- Passed all classes (a minimum of four .5 credit hour classes) during the previous semester with a 2.0 minimum GPA and no failing grades.

### **Sports Participation Fee**

Please see the athletic secretary for information regarding sports participation fees. Fees must be paid at the time of turnout. Parents of students who are unable to afford the fee should contact the coach or athletic director at their school.