

# Alcott Elementary Family Handbook 2022-2023



**Family Volunteers:** *See specific handbook Information & visit*  
<https://www.lwsd.org/get-involved/volunteering-in-lwsd>

**For Specific State/District Safety Updates:** *Please view*  
*District communication as needed throughout the school year.*

**LWSD Student Rights and Responsibilities:** *Updated version located within handbook.*

## **Louisa May Alcott Elementary**

4213 228th Ave NE  
Redmond, WA 98053

**Phone:** 425-936-2490 **Fax:** 425-836-8903

**Attendance Line:** 425-936-2491

**Alcott Website:** <https://alcott.lwsd.org/>

**Alcott PTSA Website:** <https://alcottptsa.membershiptoolkit.com/>

# Welcome to Alcott Elementary!



The purpose of this handbook is to present school information to each student and family member within the Alcott Community. Our belief is that by following these procedures and policies, we will have a year of growth and success!

## District Vision

*Every Student Future Ready: Prepared for college, for the global workplace and for personal success.*

## District Mission

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

## School Vision

*Success Every Day for Every Student! OrcaStrongPodStrong*



## School Mission

At Alcott, every single child can learn; our decisions are based on our fundamental guiding premise that each day should be a successful learning experience for every student. As a community of learners (students, staff, parents, and community volunteers), we will work together to create and maximize opportunities for each and every child's success.

## Alcott CAREs

Specific Lake Washington School District rules, policies, procedures, and discipline are detailed in the handbook for your review and reference.



At Alcott, we also have a school-wide positive behavior system called "Alcott C.A.R.E.s"

- Cooperation – We cooperate and listen to each other.
- Actions – We are responsible for our actions.
- Respect – We respectful and act with kindness and compassion.
- Effort – We put forth our best effort every day.

It is important for children to know that they help our school and our community when they are respectful, responsible, and safe. Having conversations about CAREs at home and on campus increases connectedness and consistency. It is also important for students to know that we work together as a team if they do encounter a bump in the road. It is all part of the learning process.

As a school, we are committed to challenging, supporting and connecting every student. If you are new to Alcott, we are excited to get to know you! Let's work together to make it a GREAT school year!

## ORCA STRONG POD STRONG

Sincerely,

Jon Hedin, Principal  
Barb Deming, Associate Principal  
Alcott Elementary Staff

# Alcott Elementary Attendance Policy



Purpose: Sharing attendance requirements based upon state requirements, increase student attendance, and receive timely communication from families regarding absences. We truly value the time we spend with your children at school!

**Please Remember: ALL absences must be communicated with school office to assist with their excusal. IF YOUR CHILD WILL BE ABSENT...**

1. Call the Alcott absent line at 425-936-2491 (Spell out first and last name, state grade and teacher) & provide a reason, or it will remain unexcused.
2. Also, helpful to email the classroom teacher and our office registrar (amkohler@lwsd.org).

Updated School Requirements:

- **Attendance letters will be sent to students along with scheduling a conference for those who have 5 excused absences in a 30-day period**  
*Excused absences that are supported by a doctor's note will not count towards the attendance letter count or conference requirement. Teachers will provide the Extended Absence Plan to complete for extended absences (5 days or more).*
- **Attendance letters will be sent to students along with scheduling a conference for those who have 10 excused absences in a school year**  
*Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count or conference requirement. Teachers will provide the Extended Absence Plan to complete for extended absences (4 days or more).*
- **Attendance letters will be sent to students along with scheduling a conference for those who have 3 unexcused absences in a 30-day period**
- **7 unexcused absences in any month or ten unexcused absences within the school year:** The school/district may file truancy petitions with the Juvenile court.

For extended absences (5 days or more), your child's teacher will provide you with a **Pre-Arranged Extended Absence Plan** to submit. The plan is then submitted to the office for principal approval.

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. Involvement with district BECCA coordinator can also occur. Chronic attendance issues are defined as being absent 10% of school days.

**We will continue to monitor student tardies using the 10% threshold and notify families in November, February, and April. This practice will remain the same with our goal of reducing school wide tardiness.** Thank you for your support!



## Absence

If your child will be absent from school, a parent/guardian needs to call the school attendance line **(425-936-2491) before 9:20 AM**. The line is open 24 hours a day.



## Late Arrival

It is important that students be on time. It is disruptive to the educational process for your child and other students when students arrive late. There are, however, instances when students will be excused upon arriving to school (i.e. a doctors or dentist appointment). If your child is going to be late to school, a parent or guardian needs to call the attendance line **(425-936-2491) before 9:20 AM**. When students arrive in class late (**after 9:20 AM**) an adult must accompany the student to sign in at the office for a late slip.

## Early Dismissal

We are aware that, on occasion, emergencies and appointments may require you to have your child dismissed before the end of school at 3:50 p.m. Parents must come into the office to sign their child out before early dismissal. Students cannot wait outside for parents to drive by, and parents may not go directly to the classroom. If someone other than a parent/guardian will be signing the child out of school, please send a signed authorization to the office that morning. We do not allow students to be picked up early on a regular basis because of the disruption in learning of both your child and their classroom. **PLEASE ONLY CALL SCHOOL WITH AFTERNOON CHANGES IF IT'S ESSENTIAL and DO NOT CALL DAILY. Thanks for your help with this 😊.**

## Vacations & Extended Absences

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are directly and positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Teachers will determine materials to hold onto or provide upon return. Students will complete them upon their return, at home with parental assistance. The student report card and comments will also reflect extended absences. *Please note that teachers are not required to provide classwork or assignments in advance of an absence.*

*On the following pages please find the **Pre-Arranged Extended Absence Plan**, to be submitted to the classroom teacher at least one week prior to an absence of 5 or more days.*

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

***On the following 2 pages please view the **Pre-Arranged Extended Absence Plan*****

# Lake Washington School District

## Elementary Pre-Arranged Absence Request (5 Days or Longer)



**Parents must complete and submit to teacher at least 1 week before absence**

Regular school attendance is a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day. Please consult the school calendar to plan vacations during scheduled school breaks. *Students may be excused from attendance subject to approval by the student’s parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R. If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress.*

According to district policy your child is automatically un-enrolled after 20 consecutive school days. For re-enrollment, we make every effort to place your child back in the same classroom, but not guaranteed. Based on time missed, teachers may not provide a grade if assessments and classroom learning experiences are missed. Report card and comments will also reflect extended absences. *Please note that teachers are not required to provide classwork or assignments in advance of an absence.*

Student Name:		Date Leaving:		
Teacher Name/Grade:		Date Returning:		
Number of School days that will be missed	+	Number of absences student has to date	=	

Reason for absence:

- Extended Illness or Health Condition
- Medical Appointment
- Religious or Cultural Purposes/Observance of a Religious Holiday
- Judicial Proceeding
- Parental-Approved Activity (please describe below as principal approval is also required by policy)

Parent Signature: \_\_\_\_\_ Date \_\_\_\_\_

Administrator/Designee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Absences will be marked: \_\_\_ Excused \_\_\_ Unexcused

**\*Once signed and completed, please share & submit this to classroom teacher for office review**

**District/Alcott Online Materials Resources?**

\*Many of the online curriculum access links are located on the Students & Families section of the district website.  
<https://www.lwsd.org/students-families/for-students-and-families>

Please check with your child’s teacher for additional usernames and passwords as applicable. Items vary per grade and can adjust over the course of the school year.

**Visit the Alcott Library Website Links:** Catalog, KCLS, Destiny Discover, K-5 Research/Homework, Good Books, Tutor.com, and more. <https://alcott.lwsd.org/academics/library>  
[kcls.org/students/](https://kcls.org/students/) **Student Account:** 414 followed by student ID# **Pin Number:** last 4 digits of ID#

## Alcott Pre Arranged Absence Plan (5 days or longer)

<b>STUDENT NAME:</b>		<b>EXPECTED LEAVE DATE:</b>	
<b>TEACHER/GRADE:</b>		<b>EXPECTED RETURN DATE:</b>	

Teachers use professional judgment to adjust and modify curriculum pacing. Please be aware that items will vary based upon the curriculum calendar, grade level (primary vs intermediate), and length of time student is absent. **Prior to Student Return**, please note what your student completed on this plan as applicable to help with the return to school transition. Teachers will determine materials to hold onto or provide upon return. Thank you!

### READING

*\*See teacher newsletter/communication shared regarding lessons and topics covered. Varies per grade/classroom.*

Other Teacher Notes if Needed:

Parent/Student Notes Items Completed:

### MATH

*\*See teacher newsletter/communication shared regarding lessons and topics covered. Varies per grade/classroom.*

Other Teacher Notes if Needed:

Parent/Student Notes Items Completed:

### WRITING

*\*See teacher newsletter/communication shared regarding lessons and topics covered. Varies per grade/classroom.*

Other Teacher Notes if Needed:

Parent/Student Notes Items Completed:

### SOCIAL STUDIES

*\*See teacher newsletter/communication shared regarding lessons and topics covered. Varies per grade/classroom.*

Other Teacher Notes if Needed:

### SCIENCE

*\*See teacher newsletter/communication shared regarding lessons and topics covered. Varies per grade/classroom.*

Other Teacher Notes if Needed:

Parent/Student Notes Items Completed:

### Music & Health/Fitness Activities *(Lessons may be posted for viewing access. Varies per teacher.)*

-Cultural Music Festivals. Create a song about the trip or analyze music/instruments connected to various cultures within the location visiting. Plan for physical activity every day: walk, run, visit a gym, play etc.

### Other

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# Safety Drills/Emergencies



Your student’s safety is of the utmost importance to us. Consequently, throughout the year, the Alcott staff practices emergency drills with students. Below are some of the drills that we practice. Please review these with your students, so they will have a preview of what to expect.

## In Case of a Fire

When the fire alarm sounds all students and personnel will evacuate the building immediately. Students must leave their classrooms and proceed directly to the designated exit, as posted in each classroom. All classes should walk rapidly and silently away from the building, standing face away from the building while the teacher takes roll to make certain no one is missing.

## Earthquake Procedure

- 1) If indoors, stay indoors. Crawl under sturdy furniture. Stay away from windows and glass.
- 2) Do not use candles, matches or any open flame.
- 3) Do not run through or near buildings where debris could fall on you.
- 4) If outside, stay in the open. Keep away from buildings, trees and electrical wires.
- 5) If in a moving car, stop. Stay inside until the shaking stops.

After the shaking---

- 1) Make sure no debris is hanging over building exits.
- 2) After exits have been inspected, evacuate building and move well away from it.
- 3) Keep with class until teacher completes roll to make certain no one is missing.

## ALICE Drill

Alice (Alert, Lockdown, Inform, Counter, Evacuate) Training prepares staff to handle the threat of an intruder on campus. ALICE Training teaches staff and students to participate in helping and leading others to safety. This new set of skills supports with student and adult safety. LWSO has trained their staff in this protocol with the help of local police agencies. Each year a schoolwide drill is planned where children and staff practice protocols. For more information, please visit <http://www.alicetraining.com>.



## Alcott Emergency Pick Up Procedures

*Please review this important information and make sure that anyone authorized to pick up your child is familiar with these procedures.*

After any type of emergency where the students and staff must evacuate the building, the following procedures will be in place:

1. Students will evacuate to the **playground** in the event of a fire, earthquake, and gas leak.
2. Plan to park at STEM or on the road due to emergency vehicles.
3. Proceed to the **playground**. You will be directed by staff positioned at various entrance locations.
  - **Parent/Guardian:** proceed directly to your child’s teacher’s line. Sign out your child. Exit the grounds.
  - As you exit the grounds a staff member will verify you and the child you are leaving with have been screened to leave. *(This screening process is not a shared process for the safety of the students.)*
  - **Not a parent/guardian?** Adult will need to be listed on the child’s emergency form. Keep your list updated.
  - **Proceed to the “Student Release” station:** Fill out a Student Release form for each child you are agreeing to take responsibility for.
  - A school representative will verify you are authorized to take the children you are requesting by cross checking the child’s Emergency Information Form.
  - You will be required to verify who you are with a picture ID.
  - IF authorized, you will be given a copy of the form to take to the teacher and sign out the child you are authorized to pick up.

- As you exit the grounds a staff member will verify you and the child you are leaving with have been screened to leave. *(This screening process is not a shared process for the safety of the students.)*

*In the event of a school lockdown, students will not be released from the building until local law enforcement lifts the lockdown order. Upon lifting the lockdown, pick-up procedures may be activated depending on the situation.*

#### **Arriving on campus after an emergency:**

- Please remain calm as a model for the children.
- The parking lot will likely be closed off to allow access for emergency vehicles only.
- If you live close to the school, please walk, traffic will be congested.
- If you drive, please park off school grounds.
- If it is a citywide emergency, it may be safest for you to remain where you are. Roads may be damaged; power lines may be down.

*\*Keep in mind, we make procedures to be prepared in the event of an emergency. But we are also aware that each emergency is unique and may require us to adjust these procedures.*

## **LWSD Safety Tip Reporting Service**

Safety is one of our district's top priorities, that's why we're now using Safe Schools 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](tel:425.529.5763)
2. **Text:** [Text your tip to 425.529.5763](sms: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 Safe Schools 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.

## **Insurance**

If you are interested in school insurance, forms are sent home on the first day of school and are also available in the office. This insurance is a supplemental accident insurance policy.

## **Volunteers**

Parents of Louisa May Alcott students are welcome and encouraged to volunteer at our school. For security reasons we do require that all school visitors must report to the school office, sign in, and wear a visitor badge while on the premises. Please remember to sign out and return your badge to the office when you leave.

All volunteers must apply and be approved before they can begin their volunteer service. To see if your volunteer application is still current, contact the volunteer office at (425) 936-1270 or email [volunteers@lwsd.org](mailto:volunteers@lwsd.org). The parent section on the district website <https://www.lwsd.org/get-involved/volunteering-in-lwsd> details information including forms to complete and expectations. There is also a great video to preview along with the online Volunteer Handbook.

#### **Additional Volunteer Items:**

- We ask that our volunteers work with the classroom or learning space staff to use and support with the same procedures and expectations for students. At Alcott we CARE and ask that you as volunteers support with our CAREs values of: Cooperation, Actions, Respect, and Effort.
- Depending upon your volunteer role or position, you would either direct your questions to school staff or PTSA staff if it is a PTSA event.
- One of the ways that parents help is to complete tasks in one of our office workroom areas. Please be sure to ask for help when using various equipment. We appreciate your help and want to make sure you are safe while in the workroom areas.

- Please know that per district policy, younger siblings are not able to join parent volunteers during their time on campus. Thanks for you understanding!
- Please know that as volunteers, you are welcome to purchase school lunch.
- When working with students, please refrain from using your cell phone unless during an emergency.
- Only adult restrooms are to be used and they are available in our front office.
- Thanks for your partnership! We know that “volunteering” can be in person but also helping with tasks at home!

## Meal Program

STUDENTS & FAMILIES > BREAKFAST AND LUNCH MENUS

### Breakfast and Lunch Menus

Food offerings, price and menus adjust each year. The Students & Families section on the LW website is the best place to visit for payment, meals, nutrition, menus and more. <https://www.lwsd.org/students-families/breakfast-and-lunch-menus>

## Student Dress

Parents should ensure that their children come to school dressed appropriately according to the day’s activities and the weather. If the student’s clothing does not reflect the guidelines, he/she will speak with the teacher or a building administrator. The parents will be notified, and arrangements will be made to change the inappropriate clothing. Dressing appropriately keeps our students healthy and safe as well as develops habits and skills necessary for success in school and in the workplace.

The following clothing is **not acceptable**:

- Short shorts/skirts** (If the student’s shorts/skirt length is above the index finger when the arm is extended, the garment is too short).
- Exposed midriffs** (Tube Tops and halter tops, as well as short T-shirts that expose midriff when holding arms up).
- Spaghetti strap tank tops or tank tops that hang below underarms.** Straps should be a minimum of 1 inch thick.
- Underwear that is visible**
- Clothing/attire that contains suggestive language regarding tobacco, drugs, alcohol, sexuality, or violence.**
- Clothing/attire that puts down a person, group, or belief.**
- High heeled shoes** are not appropriate for elementary students. Tennis shoes are most appropriate on PE days.

Allowable Notes:

- Hats (May be allowed in various rooms/classrooms. Check with your child’s teacher))
- Head coverings for religious or medical reasons are permitted and welcome!



## Inclement Weather

1. All children should wear coats, hats, and other warm clothing along with raingear to school during the cold and wet weather. Sweatshirts are not waterproof and therefore are not considered raingear.
2. All children go outside during recess, and we have a lengthy rainy season in Washington 😊
3. During any weather, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
4. Students are to use common sense on the playground to remain dry. If a student returns to class soaking wet, parents may be called as we have limited clothing for emergencies only.



## School Assemblies

Assemblies are an important part of Alcott's program. They may be educational or just entertaining but will always help students learn the important skill of being a good audience member. These are the Alcott rules for appropriate assembly conduct:

1. Walk to the gym in a quiet and orderly class group.
2. Wait for instructions about where to sit then sit all the way down on your pockets.
3. As soon as the person in charge of the assembly comes to the front, each person immediately becomes silent and attentive to the speaker.
4. Demonstrate Alcott CAREs.
5. Remain seated during the program.
6. Applause is very important to the performers to show appreciation but should be given at the proper time and in an appropriate manner.
7. When the program is over all students remain seated until their class is dismissed and then leave quietly.

## Homework

At Louisa May Alcott we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits –foundations for lifelong learning. Often it is finishing a project or assignment.



### Homework Time Guidelines

The amount of homework varies from grade level to grade level and from day to day. It usually increases as a student progresses to higher grades. The following are general LWSD guidelines:

- 1<sup>st</sup> and 2<sup>nd</sup> grade** - approximately 10-30 minutes each evening, Monday through Thursday.  
**3<sup>rd</sup> and 4<sup>th</sup> grade** - approximately 30 – 45 minutes each evening, Monday through Thursday.  
**5<sup>th</sup> grade** - approximately 45 – 60 minutes each evening, Monday through Thursday.  
This may include additional work on long range projects or extra reading.

**No formal homework assignment?** You may want to spend that homework time practicing spelling words, reviewing math facts, playing games, building, cooking, reading, and journal writing, or working on a project.

## Illness at School

*PLEASE SEE CURRENT DISTRICT SAFETY PLAN FOR POSSIBLE UPDATES THAT MAY SUPERSEDE OR BE IN ADDITION TO CAMPUS HEALTH AND SAFETY PROCEDURES/PRACTICES*

## Health Room Reminders



When children become ill or are injured at school, parents are contacted. We have a health room with a cot where a sick child can wait until a parent arrives. When a child is sick or injured, it is important that they be picked up **AS SOON AS POSSIBLE**. Please be sure that the school has an emergency telephone number of a nearby friend or relative that could come for your child quickly if you cannot be reached. Please update your work, home, and emergency number with the school office when they change. We often have requests from parents wanting their children to stay in from recess once they have returned to school from being ill. **We do not have the facilities or the personnel to supervise at that time.** We assume that if children come to school, they are healthy and need to go outside during recess.

## 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:

- **All medications brought to school for use must be reviewed first by the nurse before they can be given to the student. Please plan ahead & communicate changes to the nurse.**
- Medications must be brought to school by parents. Students are not permitted to carry medications to school.
- 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.
- Over the counter medications (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.
- 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 by the school secretary).
  2. Sunscreen must be labeled with student's full name.
  3. NO spray sunscreen is allowed. Stick or liquid sunscreen is OK.
  4. Students are not to share the 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 the correct way to apply sunscreen.

*Please direct questions to our school nurse. There is additional information on the LWSD website as needed.*

## Personal Electronic Device Policy



Alcott CAREs applies to the use of personal and district electronic devices. We value safe and appropriate use of technology. We recommend the online resource <https://www.common sense media.org/> for parents and guardians as we ensure responsible digital citizenship practices around technology and online experiences.

1. During the school day (from the time a student arrives on campus until the end of school) the device and/or cell phone must be turned off and cannot be visible unless permission is given by the teacher for monitored educational purposes. After school use should be for parent/guardian communication.

2. Device policy also applies to the school bus. A bus warning slip and suspended riding can occur.
3. School personnel can ask a student to surrender a device if:
  - The device rang or vibrated (which would mean that the device was turned on), and the student was not given permission.
  - Staff saw the device (which would mean that the device was visible), and the student was not given permission.
  - Evidence of social media and any other device usage that interferes with the school learning environment.
4. Parents should call the school for any emergency, and we will contact students. Students may use their device after school for parent communication purposes only.
5. The use of camera and camera applications are strictly forbidden at school. This includes any areas on campus such washrooms, classrooms, offices, learning spaces, the playground and other district property including busses.

**Discipline procedures:**

1. **First offense** - the device will be confiscated, parents will be notified, student can pick up the device from the teacher at the end of the school day.
2. **Second offense** - the device will be confiscated and sent to the office, parents will be notified, student will meet with the building principal, and corrective plan determined.
3. **Third offense** - the device will be confiscated, parent will be contacted, student will lose permission to bring the device to school along with disciplinary action.
4. **Exceptional Misconduct or Other Forms of Misconduct Discipline will occur depending upon the severity of the situation including social media harassment/intimidation/bullying, Illegal acts, and vulgar/lewd conduct. See LWSD Codes of Conduct in the Student Rights & Responsibilities document.**  
Please note that the school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation.

**Lost and Found**



Lost and Found items are collected and placed in a prominent position at school. Please remind your child to check in the Lost and Found regularly when they misplace items. **Please MARK ALL ARTICLES OF CLOTHING AND OTHER PERSONAL ITEMS WITH YOUR CHILD’S NAME.** The school district, by law, cannot pay for lost, stolen, or broken personal possessions of students, such as watches, coats, musical instruments, cell phones, devices, etc. Unclaimed clothing will be donated to a charity three times in the year. Typically it is the **Last Week in October, Last Week in February, and Last Week of School.**

**General Playground Rules**

Students will follow all directions given by playground staff and behave in a respectful manner towards playground staff and other students. Thank you! *The following playground expectations will be taught and reviewed with all students at the beginning of the year, and reinforced throughout the year:*

1. Have fun, connect, and play with others!
2. Obey directions given by all supervisors.
3. Stay within the playground boundaries and away from off limit areas. Play games only in approved and in designated areas.
4. Follow game and equipment rules.
5. Use school equipment; do not bring outside toys/playground equipment (plastic bats, tennis/whiffle/baseballs/footballs) or electronic devices from home.
6. Stay away from fences, trees, and other structures not intended as playground equipment.
7. Respect another person’s space. **Keep your hands and feet to yourself.**
8. Be courteous and a Good Sport!
9. Speak respectfully to each other.



10. Stop playing immediately when the signal is given that recess has ended.
11. During inclement weather students are to avoid playing in/on wet and/or sloppy areas.
12. In heavy rain, coats with hoods are required if students are playing in open areas.
13. Umbrellas with **safety tips only** will be allowed on the playground.
14. Once a game has been established students should allow others to play.
15. Students are not to reenter the hallways or classrooms during recess without permission and a pass.
16. Please leave personal toys and trading cards/items at home.

## Diversity Policy

**Background:** A goal of the Lake Washington School District and Alcott Elementary is to provide a safe, caring, and positive environment for ALL students. The full support of all students, staff and parents must be guaranteed to achieve this mission. As a school we value diversity. All children should have the right to feel safe and supported in our school community.

### Lake Washington School District's Human Dignity Policy

*Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the 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 including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, and use of a trained dog guide or service animal by a person with a disability. We expect this value to be manifested in the daily behaviors of student, staff and volunteers.*

**Policy:** Words and comments can cause serious hurt regardless of intent. Unkind remarks in any form, especially those that contain comments about a person's looks, race, religion, culture, learning difference, manner of dress, or gender will not be tolerated. We have established a policy on diversity and kindness with which all students and staff must comply.

If a student makes such a remark:

- Both the student making the remark, and the student to whom the remark was made, will immediately confer with a staff member.
- The student hurt by the remark will be counseled to help rebuild the self-esteem damaged by the remark.
- The student causing the problem will be counseled to increase awareness of their behavior and its consequences. They will apologize personally and in writing.
- Parents of all students involved will be contacted immediately, the matter discussed with them, and their support sought.

**Teaching:** Every classroom teacher will teach lessons specifically dealing with this policy. Throughout the year, staff also model positive interactions and look for ways to highlight examples throughout the day.

**Purpose:** If we are to meet the needs of all students, we must teach them how to interact. We must also provide an environment that is safe from both damaging comments and physical harm.

**Parents/Guardians:** Please read and discuss this as a family. It is with the support of families that we will achieve our goal of "Success Every Day for Every Student."

## Transportation

### Walking to and From School

- Obey crossing guards
- Walk with **at least 1 buddy or more**
- Walk instead of run
- Stay on walkways
- Go directly to school and home



**Riding Bikes: Parent email/communication confirming permission required**

- Ride with a buddy
- Wear helmets and follow bike rules
- Walk your bike on campus
- 4<sup>th</sup> and 5<sup>th</sup> grade only (unless w/ parent)
- Obey crossing guard
- Lock your bike

### Rollerblading/Skateboarding/Scooters

Because of safety and liability concerns, the district does not allow skateboards and rollerblades (including roller shoes) on school grounds; therefore, students are asked to leave these items at home.

### Bus



- DUE TO FULL BUSES, students must ride on the bus assigned and requests cannot be honored to switch busses. Tags with the matching color assigned are attached to student backpacks to assist school and bus staff. Thanks for your help and understanding. For bus questions or needs, please contact the transportation department. [busroutes@lwsd.org](mailto:busroutes@lwsd.org)
- Please make after school arrangements (such as going home with a friend, etc.) before your child leaves for school. A written note from a parent is required if there is a change from a normal routine.
- **Currently, transportation does not allow us to issue bus passes to additional bus riders (such as a friend sleep over).**

### Dog Policy

To manage the risks associated with the presence of dogs on district property, dogs are not allowed on district property between 7 a.m. and 5 p.m. on any school day, except for bona fide service dogs. **This also includes before and after school events. Thanks for your understanding.**

### Alcott Parking Lot Procedures

*Please do not use cell phones while driving in the parking lot. It is a very busy place, and everyone needs to be paying attention.*



Alcott students either ride in district buses, or family vehicles. Buses use the bus lane. There are two areas for parents/guardians to meet students.

**Car Line:** As you may or may not know, there are two places for students to go if they do not take the bus home. **The preferred area is in the front parking lot CAR PICK UP line area.** Parents remain in vehicles and wait in line while student's load.

**Off Campus Parking Pick Up:** The other area is for parents who park elsewhere and/or walk onto campus. This waiting area is out by the portables near the crosswalk to STEM. See "Parent Waiting Area Signage". Please be sure you clearly communicate your choice to classroom teachers so that it is the same each day.



**We are not able to provide staff supervision in the STEM parking lot. Therefore, if you choose to park there, you must walk over and wait for your child by the "Parent Waiting Area Signage" near the portables.** This will ensure your child is safe as they leave the campus and within the STEM parking lot.

### **Drop Off: 9:05-9:15 am (the optimal time to drop off)**

We have staff supervision starting at 9:05 am. The first bell rings at 9:15 am. As the weather turns cold and rainy, we will see an increase in the number of cars using the parking lot.

Students are considered **late** if they are not in the classroom by **9:20am**. Children arriving at 9:20 or later in the front parking lot are considered tardy and will need to walk to the office for a late slip before going to class. If you are late, please remember that you cannot park in the bus chute fire lane.

**Encourage your child to get out of the car quickly.** Backpacks etc. should be ready to go. Parents should remain in the car at this time and students should exit on the right side of the car to avoid passing traffic. **If your child needs extra time** getting out of the car, please park. The drop off / pick up lane is for **QUICK** loading and unloading only.

## Pick Up: M/T/Th/F 3:50pm & Wednesday 2:20pm

All children will wait in the safety zone for their rides to pull forward. Please do not ask children to break the rules by going behind parked cars, picking them up in the drive through (left) lane, or picking them up in the entrance lane etc. Children who are not picked up by 4:00 will be waiting in the office.

Please pull forward as far as you can to maximize student drop-off and pick-up. Please do not stop at the first crosswalk if there is no one in front of you. Watch the adults in the safety vests and in charge.

The drop off/pick up zone is located between the two white lines in the waiting lane. Watch for cones, these mark the safe area for loading/unloading. Do not use the through lane to pick up or drop off your children. This lane must remain open to allow for smooth traffic flow.

Do not use the bus lane to drop off or pick up your children. These areas are also off limits for picking up and dropping off: the staff parking area and driveway next to the kindergarten fenced area and the fire lane near the playfield and garbage dumpsters.

Please wait your turn to drop off and pick up your children. Cutting in line is unacceptable. Please model Alcott C.A.R.E.s. All drivers need to be patient and wait their turn. Do not use the through (left hand) lane to cut in the drop off lane.

Do not call your children over to the entrance lane for pick up. It is very dangerous to expect children to cross moving traffic lanes and the grassy area to save a couple of minutes. We will not allow children to do this.

For those of you who park and wish to leave during peak time: Please realize that backing your car out at this time disrupts traffic flow. **The cars in the drop off/pick up lane have priority.** Please wait until traffic has cleared out to leave. The safety patrol is there to help you cross the traffic lanes safely. They may ask you to wait until traffic has filled the drop off lane before they cross you. Please wait opposite the crosswalks. This helps us to get as many cars through as quickly as we can. Please do not cross the bus lane if the buses have their engines running or are moving.



### Alcott Parking Lot Safety Procedures

- ✓ Pay attention to the Safety Patrol member and Adult Crossing Guards
  - ✓ NO cell phone use while driving in our parking lot.
  - ✓ Slow down to 10 miles per hour.
- ✓ Students wait in designated pick up area to ensure proper supervision.



STEM School Parking and Walkway  
Children must be escorted to and from  
Alcott by parents. NO drop off or pick up.

## 2022-23 Student Rights & Responsibilities

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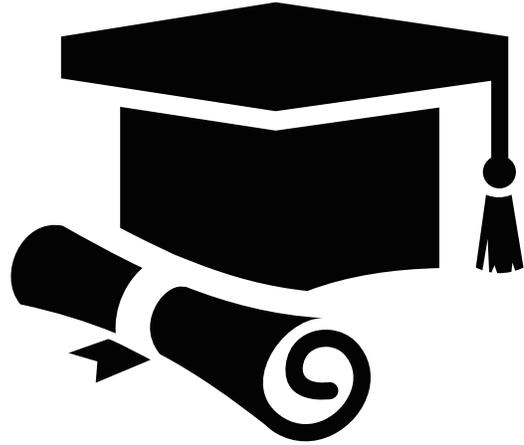
## Introduction

### Purpose

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

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

This handbook provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by the policy 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 Impact/Initial** – The student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate Impact/Repeated** – The student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Significant Impact/Persistent** – 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

### Significant Disruptive Behaviors (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:

- Conference (C)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact and Collaboration (PCC)
- 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)
- Re-Teaching (RT)
- Behavior Contracts/Plans (BC)
- Restorative Process (RP)
- Threat Assessment (TA)
- Parent Conference (PC)
- Student Support Plans (SSP)
  - Safety Plans
  - Behavior Plans
  - Communication Plans
  - Support Plans
- Referral to Interventions (RI)
- n/a - not applicable

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ 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.	n/a	n/a	EE/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.	n/a	n/a	EE/E/LTS/ PC/TA
<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.	n/a	n/a	EE/E/LTS/ STS/ PC/TA
<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.	n/a	EE/STS/ LTS/A/PC	EE/STS/ LTS/ RA/ PCC
<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/ PCC	EE/STS/ LTS/A/PCC	EE/LTS/ RA/ PCC/A
<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.	n/a	n/a	EE/E/PCC/ TA

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ 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/SP/ SSP/PC/RI	EE/STS SSP/PC/RI	EE/STS/ LTS/SSP/ PC/RI/PCC
<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/RI
<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/SSP	EE/STS/ PC/SSP	EE/LTS/PC/ SSP
<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/TA/ SSP/LP	EE/STS/A/ PC/TA/ SSP/LP	EE/LTS/A/ PC/TA/SSP/ LP

## Other Disruptive Behaviors to Education Process (3240)

Other disruptive behaviors to education process, 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	Significant/ 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/LP/ RT/Redo Assignment	D/RC/LP/ RT/Redo Assignment	STS/LTS/ LP/RT/Redo Assignment
<b>Alteration of Records</b>	Falsifying, altering, or destroying a school record or any communication between home and school.	D/RC/PC	STS/RC/PC	EE/STS/RC/ PC
<b>Attendance/ Truancy</b>	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/ RT/RI	PC/SSP/RT/RI	PC/RC/SSP/RI
<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/SSP/ RT/LP	STS/PC/SSP/ RI/LP	STS/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/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.	C/PC/Change Clothes	CHANGE CLOTHES	PC/C/Change of Clothes
<b>Endangerment of Others</b>	Acting in a manner that endangers students, staff, or community members.	D/RC/SSP/RT/RI/TA	EE/STS/PC/BC/RT/RI/TA	EE/LTS/PC/SSP/RI/TA
<b>Extortion/Blackmail and Coercion</b>	Extorting or attempting to extort any item, information, or money.	D/RC/SSP/RC	EE/STS/SSP/RC	EE/LTS/SSP/RC
<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.	RC/SSP/SP	EE/STS/SSP/RC/RI/TA	EE/LTS/RC/SSP/TA/RI/PCC
<b>Forgery</b>	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	RC/PC/RT	RT/SSP/PC/	BC/SSP/RI/RC/PCC
<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/RCPC	CP/RC/PC/SSP	CP/RI/PC/SSP/PCC
<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.	PC/PCC	STS/PCC/TA/RI	EE/LTS/E/PCC/TA/RI
<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.	n/a	EE/STS/PC/PCC/SSP	EE/STS/LTS/E/RI/PCC/TA/SSP
<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.	n/a	n/a	EE/LTS/E/A/PC/TA/A/RI/SSP
<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.	A/PCC + EMERGENCY REMOVAL	EE/STS/PC/RC/SSP/RT	EE/STS/LTS/TA/PC/RC/SSP/RT
<b>Lying</b>	Telling or writing untruths.	D/RC/PC/SSP/RT	EE/STS/PC/RC/SSP/RT	EE/STS/LTS/TA/PC/RC/SSP/RT
<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.	RC/RT/PC/RI	RC/PC/RI	RC/PC/RI/SSP
<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	RC/R	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/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).	RC/PC/RT/SSP	STS/PC/TA/PC/RT/RI/SSP	EE/LTS/PCC/PC/TA/STS/RT/RI/SSP
<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.	R/RC/PC	EE/STS/R/PC/PCC	EE/LTS/R/PC/PCC
<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.	PC/RI/CP	STS/PC/RI/CP	STS/A/PC/CP/RI
<b>Trespass/Loitering/Unauthorized Entrance</b>	Entering or being present on school property without permission.	n/a	EE/STS/PC/SSP	EE/STS/LTS/PC/SSP
<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.	C/PC/RT/SSP	CP/SSP/PC/LP	CP/SSP/PC/PL
<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.	C/PC/RT/SSP	STS/CP/LP/SSP/PC	LTS/CP/LP/SSP/PC/PL
<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/PC	EE/STS/R/PC/PCC/SSP	EE/LTS/R/E/PC/PCC/SSP
<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.	RC/PC/SSP/RT	RCPC/SSP/RT/RI	EE/STS/PC/SSP/RI
<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.	RC/PC/SSP/RT	RC/PC/SSP/RI	LTS/STS/PS/SSP

## Athletic/Activities Code of Conduct

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

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

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

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

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

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

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

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

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

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

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

### **Conduct Rules**

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

### **Hazing Rituals**

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

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

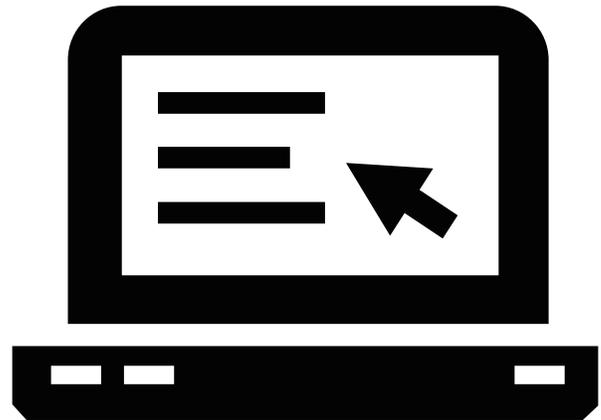
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

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

## Technology Code of Conduct (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>
	<h3>3. Be academically honest.</h3> <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.