



Family/Student Handbook 2022-2023
Horace Mann Elementary

17001 NE 104th St. Redmond, WA 98052

Main Office: 425-936-2610
Safe Arrival: 425-936-2611

Principal	Megan Spaulding	<u>mspaulding@lwsd.org</u>
Associate Principal	Nate Litke	<u>nlitke@lwsd.org</u>
Counselor	Colleen Chalmers	<u>cchalmers@lwsd.org</u>
Office Manager	Rachel Roland	<u>raroland@lwsd.org</u>
Registrar	Ann Glassey	<u>aglassey@lwsd.org</u>
Health Room	Susan Conwell	<u>sconwell@lwsd.org</u>

Website: <http://mann.lwsd.org>

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Horace Mann Elementary

Bell Schedule

8:45 a.m.	First Bell
8:50 a.m.	Tardy Bell – School Begins
10:35 – 10:50 a.m.	K, 1 st & 2 nd Recess
11:40 – 12:05 p.m.	LC, K, 4 th , 5 th Lunch
12:05 – 12:35 p.m.	LC, K, 4 th , 5 th Recess (*4 th & 5 th Grade goes out at 12:00)
12:15 – 12:40 p.m.	1 st , 2 nd , 3 rd Lunch
12:40 – 1:10 p.m.	1 st , 2 nd , 3 rd Recess (*3 rd Grade goes out at 12:35)
1:40– 2:10 p.m.	3 rd , 4 th , & 5 th Recess
2:20 – 2:35 p.m.	K, 1 st & 2 nd Recess
3:20 p.m.	Dismissal

Wednesday Early Release Schedule:

8:45 a.m.	First Bell
8:50 a.m.	Tardy Bell – School Begins
10:10 – 10:25 a.m.	K, 1 st & 2 nd Recess
10:30 – 10:45 a.m.	3 rd , 4 th & 5 th Recess
11:40 – 12:05 p.m.	LC, K, 4 th , 5 th Lunch
12:05 – 12:35 p.m.	LC, K, 4 th , 5 th Recess (*4 th & 5 th Grade goes out at 12:00)
12:15 – 12:40 p.m.	1 st , 2 nd , 3 rd , LC Lunch
12:40 – 1:10 p.m.	1 st , 2 nd , 3 rd Grade Recess (*3 rd Grade goes out at 12:35)
1:50 p.m.	Dismissal

Mann Elementary Team



Office Staff

Principal:	Megan Spaulding
Associate Principal:	Nate Litke
Office Manager:	Rachel Roland
Registrar:	Ann Glassey
Health Room Professional:	Susan Conwell

Classroom Teachers

Kindergarten:	Kristi Bergquest, Lauren Ives
First Grade:	Sherry Ernst, Brittany McIntosh, Trish Trotter
Second Grade:	Melissa Deabler-Urben, Sandy Ortloff, Jessie Sterling
Third Grade:	Shelby DeLaughter, Sue Hatai, Brittany Hisey/Taryn Cresap
Fourth Grade:	Jennifer Moon, Sara Rigby/Alaina Barcello
Fifth Grade:	Florinda Gorostiza, Liz Willard
Learning Center:	Lisa Lange, Ryan Turner

Specialists

Counselor:	Colleen Chalmers
Librarian:	Shannon Leonard
Music:	Brad McRae
PE:	Tracy Chester
Special Ed:	Michelle Geraghty
Safety Net:	Erin Bird
Nurse:	Fam Douglas
Occupational Therapist:	Jeanette Plumb
Multilingual Learner Teacher:	Jennifer McCoy
Physical Therapist:	Andrew Dujenski
Speech Language Pathologist:	Jes Schauer(Herrera)
Psychologist:	Olivia Pennell

Custodians

Brian Pattillo
Iva Pavlova Tzenova

Student Teachers

Erika Snider - 2nd grade, Ortloff

Para Educators

Liz Adams-Holmquist	Jackie Fulbright
Glenda Alderete	Becky Latt
Haleh Arabshahi	Shalika Martin
Lyn Brandjes	Clea Morehart
Carole Cuellar	Connie Spain
Laura Drover	Rolee Verma

Instructional Assistants

Priya Bhale
Kym Hunter
Natalie Niederhausern
Stacy O'Brien
Jami Worsley

Mission/Vision



LWSD Mission:

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

LWSD Vision:

Every student will be Future Ready:

- Prepared for College
- Prepared for the Global Workplace
- Prepared for Personal Success

Our Values:

FOCUS ON STUDENTS

To prepare our students we believe that all students must have opportunities to learn a rich curriculum in inclusive classrooms.

FOCUS ON LEARNING

To continue growing as an organization, everyone must have access to learning opportunities that encourage ongoing growth and development.

FOCUS ON CONNECTIONS

To engage our community, our district must be focused on strong partnerships, outstanding service, and clear communication.

FOCUS ON RESULTS

To be the best school district in the world, we are committed to high quality implementation of practices that produce positive change and sustainable transformation



Mann Elementary Mission:

The Horace Mann Community provides a safe, respectful environment where individuals reach their full potential in learning and citizenship.

Attendance

Regular school attendance is important for all students. Chronic or excessive absenteeism (missing 10% of school days) 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. When accompanying their parents/guardians on out-of-town trips, parent and administrator approval is required. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Late Arrival/Tardy:

If your student arrives after 8:50 a.m., you must sign your student in at the office. This policy is designed to support student learning and enhance student safety.

Admit slips will be written beginning at 8:50 per the school wall clocks. The Principal/Associate Principal will review a monthly report for absenteeism and tardiness issues.

Absent or Tardy more than 10%?

Administration will review a monthly report for absenteeism and tardiness issues.

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 two unexcused absences in a month in order to improve the student's attendance
- The parent and the 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

At 10% absent/tardy a letter will be sent from the principal to parents indicating the continuing problem and reminding parents of the BECCA Bill attendance law.

If there is not improvement and tardiness or absences remain at 10% or greater, there will be another letter requiring parents to make an appointment with the Principal or Associate Principal.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, teacher, student and Principal or Associate Principal. Students who are absent for more than 20 consecutive school days due to an extended vacation will be withdrawn from school.

Family Vacations:

Please notify the office and your child's teacher if your family plans a vacation when school is in session. If your student will be missing 5 or more school days for a planned absence you must complete a Pre-Arranged Absence form prior to leaving (available on the website, in the handbook and in the office). We strongly discourage family vacations when school is in session. Parents and students are reminded that Washington State Law requires compulsory attendance for students. In addition to compromising the attendance law, family vacations interrupt the educational process of each subject in ways that make-up work cannot reverse. Teachers are NOT required to provide homework assignments prior to a family vacation; however, they do appreciate being informed about planned absences. Failure to fill out the Pre-Arranged Absence form will result in the absence being unexcused.

DID YOU KNOW? The Importance Of School Attendance

Starting in kindergarten, too many absences can cause children to fall behind in school. Missing 10 percent (or about 18 days per year) can make it harder to learn to read. Students can still fall behind if they miss just a day or two days every few weeks. Being late to school may lead to poor attendance. Absences can affect the whole classroom if the teacher must slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

WHAT YOU CAN DO:

- ✓ Set a regular bed time and morning routine.
- ✓ Lay out clothes and pack backpacks the night before.
- ✓ Find out what day school starts and make sure your child has the required immunizations.
- ✓ Introduce your child to their teachers and classmates before school starts to help them transition.
- ✓ Don't let your child stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- ✓ If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make them feel comfortable and excited about learning.
- ✓ Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- ✓ Avoid medical appointments and extended trips when school is in session.



Office Reminders

Visitor Entry Control System

Families are welcome and encouraged to volunteer. The school is equipped with a video doorbell system and all visitors will gain access via the front door video doorbell system. For security reasons, we require that all volunteers and visitors report to the school office after receiving access, show ID, sign in, wear a visitor's badge while on the premises, and sign out when leaving. Volunteers, visitors or guests without a visitor's badge will be directed to the office to sign in. All volunteers must be pre-approved (the process can take up to 2 weeks or longer). Approval is required for all times such as being at lunch and recess, field trips and volunteering in the classroom. Please see the LWSO website or the front office for an application. Your volunteer application must be renewed every 2 years. Proof of COVID-19 Vaccination is also required before volunteering.

Early Dismissal:

If your child will be leaving during the school day, please send in a note to the teacher, or e-mail the teacher. You still need to go to the office to sign your child out. The office will call the classroom teacher who will have your child come to the office to meet you.

Changing Dismissal "End of Day" Routine

If your child's normal dismissal routine is to be altered on a particular day, call the school office by 2:55pm describing the change. If we do not hear from you, your child will follow their typical routine.

Contacting Your Child's Teacher:

As partners with families, teachers will make every effort to communicate with parents. We do not transfer calls to teachers during the school day. If you need to get a message to a teacher you may leave one with the office, email, or call before or after school. The message will be delivered to your child in a timely manner. Message requests made after 3:05 may not reach your student prior to dismissal due to the high volume of requests and activities during the 3:05-3:20 time frame. Items that are to be delivered to students are to be left in the office and not taken directly to the class by a parent or guardian.

Birthdays:

Food provided to students other than through the school lunch/breakfast program or through competitive food sales include foods provided for school sponsored parties, events, rewards, and/or incentives. Such foods shall comply with the restrictions for food sales, except that occasional school sponsored class parties and celebrations or school-wide events shall be exempt from the above guidelines, however, providing healthful options is strongly encouraged. No more than three such exceptions shall take place in a given school year.

If parents provide food for classroom consumption for individual student recognition, they will be strongly encouraged to bring healthy treats. Parents will also be encouraged to provide healthy meal and snack options for students when providing these from home.

School staff, parent organizations, and families will be asked to consider nutrition when food products are given to students in classroom settings for celebrations, rewards or as fund-raising incentives. Healthy food or non-food choices should be considered as an alternative. If snack foods are provided, students of any parent not wishing their child to receive a food reward or incentive should be provided a suitable alternative.

Please do not have flowers or balloons delivered to the school for your child, as they are a disruption to learning time. It is not the teachers' responsibility to pass out student invitations to parties. Students are not permitted to pass out birthday party invitations during school hours.

Lost and Found:

“Lost and Found” items are collected and located by the library. Please remind your children to check in the “Lost and Found” regularly when they misplace items. Please mark all articles of clothing and other items with your child’s name. The school district, by law, cannot pay for lost, stolen or broken personal possessions of students. On a regular basis, unclaimed lost items are donated to a clothing bank.

Dogs:

Please leave dogs home. We have students who are afraid and some that are highly allergic. No dogs are allowed on district property between 7:00 a.m. and 4:00 p.m. on any school day, except for bona fide service dogs. At all other times dogs must be leashed and controlled by owners. Owner must clean up after their dogs and remove waste from district premises. Please avoid tying your dog up around campus due to student safety. Washington State Law restricts having any pet in the classroom for an extended period.

Breakfast and Lunch Prices:

Since the beginning of the pandemic, the USDA has funded free meals to all students. The USDA free meal waiver expires on June 30, 2022. As a result, the district will start charging fees again for lunch and breakfast starting in the 2022-23 school year.

Breakfast: \$2.25
Lunch: \$3.75
Milk: \$0.50

Free and Reduced Price Lunches:

These are available to children from families whose income falls within the eligibility guidelines. The preferred method for applying for free and reduced lunches is through www.myschoolapps.com, or contact the school office if additional help is needed.

Building Use:

Community use of the building is permitted whenever possible. Proof of insurance is required for activities not sponsored by the PTSA. Please stop by the school office for a building use form and verify that the room and date are available. When the form is approved, the calendar will be updated with the event. School programs have priority to the rooms and the school reserves the right to cancel an activity if the room is required for a school program. Fees are possible depending on the activity and date. More information is available by calling the school office at 425 926-2610.

Health Room

Accidents/Illnesses at School:

When children become ill or are injured at school, parents are contacted. Mann Elementary has a health room, including a cot, where a sick child may wait until parents arrive. When a child is sick or injured, it is important that they are picked up as soon as possible. Please be sure that the school has a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Also, please update your work, home and emergency numbers when they change.

COVID-19:

The most up to date covid-19 information and health guidance will be posted to the district website <https://www.lwsd.org/covid-19>. Families with students showing any COVID-19 symptoms while on campus will receive additional communication from the Nurse and Health Room Office Professional.

Medication:

According to state law (RCW 18a-31 Ch. 195) any medication, including non-prescription and over-the-counter medication to be administered to a student by an employee, must be requested and authorized in writing by a parent/legal guardian AND a physician or dentist. Forms are available at the school office. All medication must be kept in the office and brought to school by a parent/guardian. Students may not have medication in their possession.

Immunizations:

Washington state law requires school age children to receive specific immunizations in order to attend school. Lake Washington School District works with the Washington State Department of Health to comply with state laws on required vaccinations. Washington state law RCW 28A.210.080 requires that all children show proof of immunization or certification of exemption to attend school. Students cannot start school without the required documentation.

Symptoms that a child is too sick for school:

Along with COVID-19 symptoms, if your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

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

Elementary Pre-Arranged Absence Form

Lake Washington School District recognizes the importance of regular school attendance as 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.

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.

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:	=	Total absences:
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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 as principal approval is also required by policy)

This page needs to be completed if the total number of absences for this occurrence is five or more days OR the total number of absences for the year is 10 or more days.

What learning activities will your student be engaged in, so that he/she can maintain progress in his/her studies?

Subject	Parent Planned Activity	Teacher Comments
Reading		
Math		
Writing		
Social Studies		
Science		
Other		

Parent Signature: _____

Administrator Approval:

Absences will be marked Excused Unexcused

Administrator Comments:

School-Wide Behavior Expectations

Our behavior expectations & discipline policy at Mann Elementary reflect the belief that each person is responsible for their actions and words. The behavior of students, staff and parents will demonstrate respect for self, others, and our school.

We expect all students are kind, safe, respectful and responsible. Behavior that interferes with other students' right to learn, teachers right to teach, or with student safety is not acceptable and will not be tolerated. Further, students who are in possession of information that could result in harm to themselves or others are obligated to disclose this information either to a staff member and/or their parent who will disclose to a staff member.

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



During the first few weeks of school, each teacher will review the LWSD and Mann policies with students. They will teach and model the expectations in all areas of the school such as the bathroom, lunchroom, etc. After the instruction is complete we will expect every student to engage in respectful behavior always.

Classroom Expectations:

It is the duty and responsibility of each teacher to develop and discuss with their students appropriate rules of conduct within the classroom that will ensure a maximum learning environment for each child. Students who consistently fail to abide by classroom rules may be referred to the principal where appropriate disciplinary measures will be implemented (based on district codes of misconduct in the back of this handbook).

THE COLT 5

The "Colt 5" refers to our common school-wide expectations for all students. The Colt 5 are that we are safe, we are kind, we are respectful, we are responsible and we are Purposefull People. Within these school-wide expectations, teachers and other school staff will discuss with students about what following these expectations looks like in a variety of settings, ex. recess, the lunchroom, hallways, etc.

"Purposefull People" is our school-wide focus on a character trait each month. Through classroom and school activities, read-alouds, group discussions and more, students will learn about and explore how 9 key character traits can help them to develop to be their best selves. The character traits of focus are:

- Respect
- Responsibility
- Gratitude
- Empathy
- Perseverance
- Honesty
- Cooperation
- Courage
- Creativity

More information about the monthly Purposefull People character traits will be shared with families in the Mannager.

At Horace Mann, we follow...

The Colt 5



- 1. We are SAFE**
- 2. We are KIND**
- 3. We are RESPECTFUL**
- 4. We are RESPONSIBLE**
- 5. We are PURPOSEFULL PEOPLE**

**Courageous, respectful, persevering, grateful, honest, kind,
empathetic, responsible, cooperative, and creative**

POSITIVE BEHAVIOR EFFORTS

School-wide efforts to educate and reinforce positive behavior include Colt Compliments, Mannerly Awards, Perseverance Awards and Personal Best Recognition and student leadership roles within the school, end-of-year award recognition and counseling classroom lessons. Counseling lessons cover a variety of topics, including the Second Step curriculum and the Zones of Regulation curriculum.

Second Step:

Second Step promotes social-emotional development, safety, wellbeing, and bullying prevention. Examples of specific strategies taught within the Second Step curriculum include I-messages “I feel ____ when ____”, positive self-talk, and the problem-solving STEPs:

- Say the problem without blame
- Think of solutions that are safe and respectful
- Explore the consequences, both positive and negative
- Pick the best solution

Zones of Regulation:

Zones of Regulation promotes self-regulation and emotional control. Examples of specific strategies taught within the Zones of Regulation curriculum include recognizing physical signs of different feelings, naming your feeling, and building a “toolbox” of strategies for self-regulation. Students are able to label their physical signs and name their feeling through categorizing their feelings into four different “zones”:

- Blue zone: Low energy level. Examples may include sad, sick, or tired.
- Green zone: Normal energy level. Examples may include happy, calm, or focused.
- Yellow zone: High energy level. Examples may include frustrated, nervous, or silly.
- Red zone: Out of control energy level. Examples may include angry, mad, or upset.

Kelso's Choices

Horace Mann students are taught how to distinguish between a “big problem” requiring an adult’s help, and a “small problem” that they can solve independently. Students are taught a variety of problem-solving techniques, referred to as Kelso’s Choices, to solve small problems independently. These problem-solving techniques are:

- Talk it out and listen to others
- Share and take turns
- Ignore it
- Walk away
- Tell them to stop in a respectful way
- Apologize sincerely
- Make a deal
- Wait and cool off
- Go to another game

If students have tried two of Kelso’s Choices independently to solve a small problem and it has not worked, students can then ask for adult support in solving the problem.

Recess Expectations:

- Masks are optional
- Follow the directions of the recess supervisors
- Solve problems peacefully/seek help if needed.
- During recess, stay outside unless you have a building pass
- When the bell rings, stop what you are doing and walk to the building
- Walk to the covered area immediately in the case of a thunderstorm or heavy rain
- When a student is injured, report it immediately to an adult
- No food or gum on the playground
- Leave rocks, woodchips, pine cones, sticks and dirt on the ground

ITEMS FROM HOME

Students must be able to carry and lift their own backpack/bookbag. The backpack/book bag must be able to fit in the space provided in each classroom. Due to limited storage space in the building, all items from home must be able to be stored in the students' backpacks.

It is permissible for students to bring personal possessions from home for use on the playground. Examples include basketballs, or soccer balls. The school assumes no responsibility for the care of these items. Selling or trading items, such as cards, special toys, or money is not permitted at school. Personal items must be clearly marked with student's name. This policy discourages toys but sports equipment is okay. Hard baseballs, softballs and soccer balls are excluded for safety reasons.

The school reserves the right to revoke this permission from students if they abuse privileges, play with the items in class, or exclude other children out of games. Students cannot exclude other students with equipment brought from home. They are expected to share with others. Skateboards, rollerblades or any other device deemed disruptive or unsafe to the learning environment, are not permitted at school.

Cell Phone Policy:

1. A student can have a cell phone and cell phone watches in their possession on campus.
2. During the school day (from the time a student arrives on campus until the end of school) the cell phone/watch must be turned off and cannot be visible.
3. While students are riding buses the cell phone/watch policy is in effect just as if the student was in a classroom during the school day.
4. School personnel can ask a student to surrender a cell phone/watch if: the cell phone/watch rang or vibrated (which would mean that the phone was turned on), or the teacher saw the cell phone/watch (which would mean that the phone was visible).

The use of camera phones is strictly forbidden at school. Use in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time may also be in violation of a criminal code.

Students who do not obey the above rules shall be subject to the following progressive discipline procedures:

1. **First offense** - the cell phone/watch will be confiscated, parents will be notified, student can pick up the phone from the teacher at the end of the school day.
2. **Second offense** - the cell phone/watch will be confiscated and sent to the office, parents will be notified, and student must meet with the principal to get their phone back.
3. **Third offense** - the cell phone/watch will be confiscated, parent will be contacted, and student will lose permission to bring the cell phone to school.
4. **Subsequent Offense(s) - (defiance)** - Additional parent contact and more severe disciplinary action - including but not limited to suspension.
5. The school will not be responsible for any lost, stolen, damaged, or confiscated phones/watches, or for usage fees resulting from such confiscation.

Dress for Success:

Clothing that interferes with and/or distracts from the educational process will be subject to review.

Expectations for dress are based on the following beliefs:

1. Students' dress is the choice of the student and guardian
2. Students' dress helps to maintain a safe environment, particularly in classes or situations where specific clothing expectations are needed such as lab sciences or PE
3. Students' dress allows for students to express their religious or gender identity
4. Students' dress must not violate prohibitions against offensive, lewd, harassing, or illegal conduct (For example, clothing should not display violence, drugs, weapons, etc.)
5. Students are treated equitably regardless of their identity

All students participate in recess every day and should wear appropriate clothing to be successful during these times, including comfortable footwear and outerwear for the weather conditions. One way you can help is by checking the morning's forecast to provide them appropriate clothes for the day's conditions. Several times a week, students also participate in PE class. During these days, students should have footwear that allows them to be active and safely participate.

If a student is in violation of the above dress code, the issue will be addressed discreetly and, in an age-appropriate fashion.

Elevator Use Policy

The elevator at Horace Mann may be used, with special permission, by students with injuries or other impairments that make them unable to use the stairs. A doctor order of recommendation may be required. Due to safety concerns, a written parent release will be required.

Homework Policy

Family-teacher-student interaction and partnerships are strengthened and enhanced with a homework system that reinforces effort, responsibility, and motivation. For the student, learning is a process of active participation and discovery. As an extension to school, homework serves to develop methods and habits to empower students to become independent and resourceful learners and can take many forms including drill and practice, daily home study and extension activities.

Homework serves as a dialogue between home and school as well as a process to encourage and reinforce positive parent involvement. Recognizing that children are individuals, this policy may be modified in a parent-teacher conference. To meet individual needs, we understand the nightly time allotment may be adjusted.

Times are approximate and will vary according to teacher discretion and students' efficient use of classroom time. Individual teachers and/or grade level teams will review specific homework expectations at curriculum night and will reinforce our homework policy throughout the year.

Kindergarten & First Grade	15-20 minutes
Second Grade	20-30 minutes
Third & Fourth Grade	30-40 minutes
Fifth Grade	40-60 minutes

Acceptable Computer Use Policy

Mann promotes computer ethics as well as compliance with laws. No misuse of computers is allowed, including installation of programs or applications from home, no illegal copying of software, no opening of unauthorized files, no access to system folder or control panel, and no food or drink around computers. Violators can lose computer privileges. Students, parents, and volunteers need to adhere to the LWSD Acceptable Use Procedures (as published on the LWSD website) when accessing student computers or the LWSD network services.

Parent and Student Online Access Help

System:

Skyward Family Access on your computer using a web browser

To access, go to www.lwsd.org and, using the Students & Families drop down menu, select "Skyward Student Access / Family Access." This will direct you to Skyward.

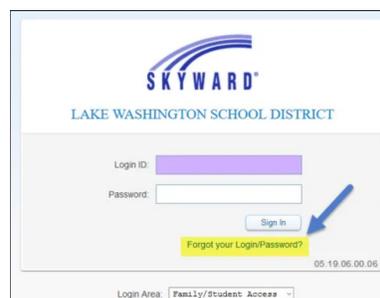
What you'll find on Skyward:

Gradebook
Attendance
Student information
Schedule
Test scores
Academic history
Portfolio
Health info
Online student information verification

If you don't have your Login ID, or need to reset your password: click on the "Forgot Your Login/Password" (see photo) link on the Skyward login page: <http://family.lakewashington.wa-k12.net>.

Enter your email address **on file at the school** when prompted.

You will receive a password reset email with your Login ID included.



Username:

The typical (not all!) username consists of the first 5 letters of the last name followed by the first 3 letters of the first name, followed by a 3 digit number. Someone with a name of JOHN LEE for example will need to fill in the extra characters with spaces. In this case, John Lee with a username of LEE JOH000, will enter "L", "E", "E", space, space, "J", "O", "H", "0", "0", "0".

Password:

10-16 characters in length including a letter, a number and a special character.

Known issue:

Create a password that is 10-16 characters in length including a letter, a number and a special character. The system allows you to create a password longer than 16 characters, but it only saves up to 16 characters!

Helpful tip:

Your Skyward LOGIN (username) can be found in the password reset email you receive and in the password reset screen.

Family Technology Support

Family technology access support is now available 24x7. Please call or email at any time for student laptop, passwords and other technology related questions.

ftaccess@lwsd.org
425-936-1322

Please help us by providing the following information when you request support:

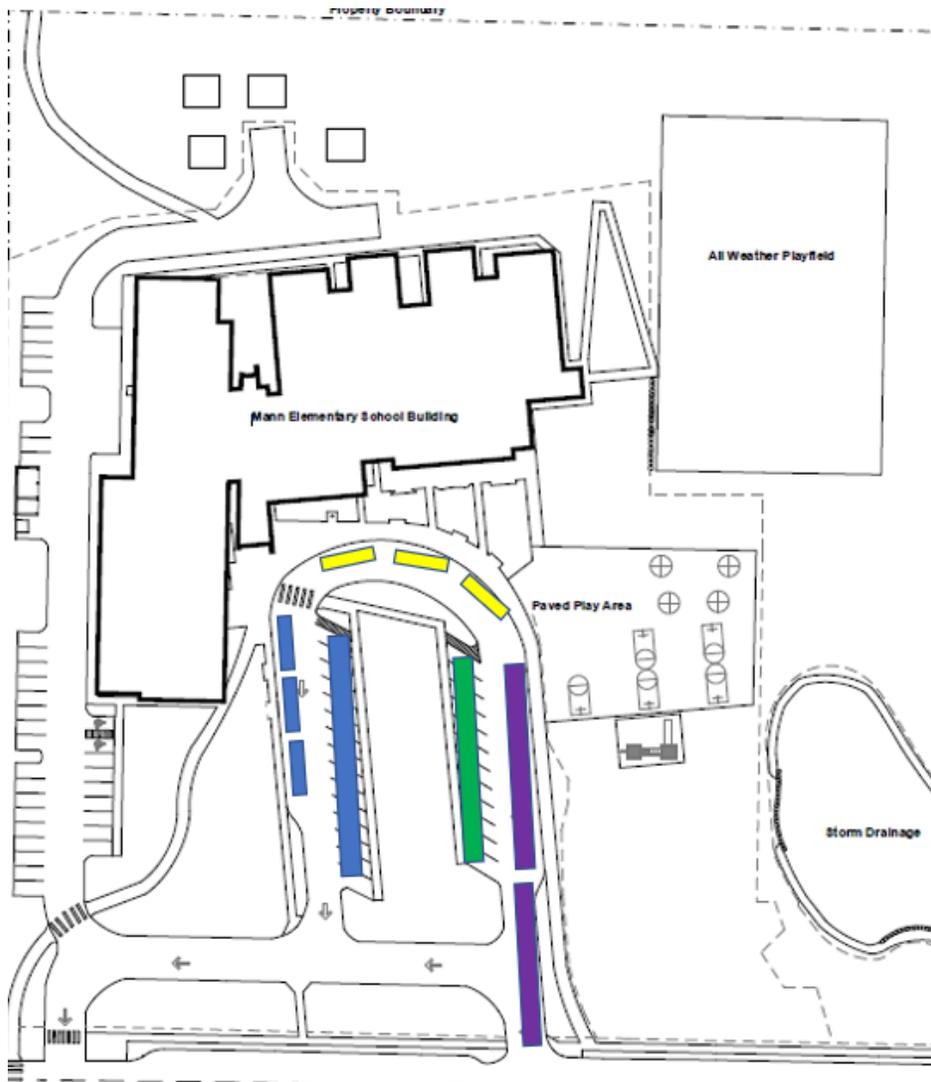
- **Student name**
- **Parent/guardian name**
- **Contact information**
- **School**
- **Grade**

For parent access to district tools
parentquestions@lwsd.org

Parking Lot Procedures and Pedestrian Safety

- ✓ Have students in the car ready to exit with all of their belongings
 - ✓ Always pull forward as far as you can, to the end of the drop-off/pick-up zone area (towards the exit).
 - ✓ Children should only exit the car on the curb side of the vehicle, never into the traffic lane/driver's side.
 - ✓ Parents should stay in the car when dropping off or picking up.
 - ✓ If your child requires assistance exiting your vehicle, pull into a parking space and walk with them to the sidewalk, using marked crossings.
- ✓ Do not leave your car unattended in the drop-off or pick-up lane.
 - ✓ Observe a 5-mph speed limit always.
 - ✓ Use turn signals when pulling into the through lane.
 - ✓ If arriving after 8:50 am, you must walk students to office and sign in for late arrival (District policy).
 - ✓ You are a model of expected, safe behavior for all students. Please do not use phone/device or engage in other activities in the drop-off/pickup lane.

Most importantly, please be kind and patient with each other. Assume best intent. We all have the same goal of getting our children safely to and from school.



Arrival and Dismissal Plan

To help ease congestion and maintain distancing between students and families, Mann Elementary will have designated zones for students being dropped off and picked up.

Curbside Drop-Off & Pickup (Yellow Zone):

Students that are being dropped off or picked up will load or unload in the yellow-marked area directly in front of the kindergarten rooms.

Curbside Drop-Off & Pickup Waiting (Purple Zone):

Families will wait in the purple zone and will only drop off and pick up their child in the yellow, marked zone only. Remain in your car.

Parked Drop-Off & Pick-Up (Green Zone):

Families that are parking to drop off or pick up their students should park in the designated area (Green) and use the crosswalk.

LC Students (Blue Zone):

Students that ride the bus and those that are being dropped off or picked up should plan on parking in the Blue Area.

Visiting Mann

Volunteering:

Thank you for your interest in volunteering at Mann Elementary. You are deeply appreciated for the work that you do. Many programs are only possible because of your support.

To become a volunteer, first read the Lake Washington School District Volunteer Handbook and complete a Volunteer Application form as this is a district requirement. School volunteers and field trip chaperones are required by the state and district to complete an application and background check. These forms are available online at:

<https://www.lwsd.org/get-involved/volunteering-in-lwsd>

All parents, visitors, and volunteers are required to sign in at the office and pick up an identification badge. In addition to the completed volunteer application, volunteers must show proof of vaccination. Volunteers are allowed in the building but not in the classroom or share learning spaces. This helps the office to locate a visitor or volunteer in an emergency and to maintain building security. Please sign out when you leave the school.

A few reminders:

- Sign in and wear a badge
- Masks are currently optional inside all LWSO buildings
- Maintain student confidentiality always
- Turn off your cell phone
- Communicate with the teacher when you are and are not able to volunteer
- Do not bring younger children to school during your volunteer hours
- Model school rules and expectations

Field Trips:

When we are able to have them, we encourage parents to participate in field trips. For liability reasons, we cannot accommodate siblings on trips. Parents must have a volunteer application on file.

Student Volunteers:

Student volunteers must be LWSO approved and their approval on file at the Mann office. Non-Mann students are not permitted to enter Mann Elementary during school hours without approval.

Emergencies at School

Staying connected: The district uses ParentSquare, a parent notification system, to reach parents with routine and emergency messages.

Who gets the call? This communications system allows the district to send mass telephone, e-mail and text messages to parents and guardians in a timely fashion.

Routine calls are made to the first telephone number on record for the first family listed. These recorded message calls may come from the district office or the student's school. They are often reminders, such as when curriculum night is being held, or new information parents may need, such as a change in school schedule. The system does mark duplicates, so parents with more than one student will not get duplicate calls. If the telephone is answered by an answering machine, the system will leave a message.

Emergency calls that take place in non-school hours will usually go just to that first telephone number. That's because students have left the school and are under their parent's/guardian's supervision. This kind of call may be made, for example, to tell families that school will be closed because of a power outage, fire, inclement weather or other damage to the building.

Schools, especially, may use this system to send out routine information and reminders through its mass e-mail system. Those e-mails go to the e-mail address on file with the district.

In a true emergency, such as a fire or earthquake, the district or school may need to get to parents quickly. Parents may need to come to the school to pick up their student. Or they may be asked not to come to school or to go to a different location to be reunited with their student. In the case of a true emergency, School Messenger will send a message from the district in **all these ways**:

- A recorded message to every telephone number on record for a student
- An e-mail to each e-mail address on record – with a file that can be played of the telephone message
- A text message to each cell phone on record, if the cell phone's owner has previously opted in to receiving those messages

District and school staff have strict instructions to use this emergency tool in a true emergency only.

In case of bad weather, to ensure that all families know when school has been canceled or delayed, Lake Washington School District will place a call to all parents via ParentSquare beginning at 6 a.m. on those days. If you need to know whether school has been canceled or delayed before you get a call, the information will also be available on this website or at <http://www.flashalert.net> on many local television or radio stations.

Mann Elementary PTSA

Looking for ways to become involved in your child's school? The PTSA offers great chances for you to help through the many programs we sponsor.

Mann PTSA Mission:

Our general membership will strive to enrich the education and community environment by supporting the health, welfare and education of all children.

How the PTSA supports Mann students & community:

Each year the PTSA spends roughly \$160 per student on art, assemblies, and numerous other programs, equipment, and events described below.

Educational Support: Teacher grants, online learning tools, classroom supplies, after-school enrichment programs, 5th grade graduation, disability awareness, science fair, art docents & education, birthday book club, Reflections art program, assemblies, author visits.

Community Support: Staff appreciation, Emergency preparedness, Colt Community Support, math challenge, legislative advocacy, special needs group, PTSA website, student patrol celebration, parent education

Promoting Connection: Fun events (carnival, family dance, movie night), Yearbook, Horace Mannager newsletter, membership drive, spirit wear, corporate matching & donations, student directory management

How to join the Mann PTSA:

To become a member of the Horace Mann PTSA, click "Become a Member" on the PTSA website (www.mannptsa.org). Your membership helps us to support and advocate for Mann children and their education. It also connects you to events offered to support students and families. Your involvement as a member is in your control - from being informed to being involved!

New Students to Mann

We are so excited to welcome you to Mann! The following information, along with our handbook, will help guide you to a successful start to your time in our school.

Mann Elementary Website - <https://mann.lwsd.org> includes:

- Contact information for the school, staff directory, and school year calendar
- Important links to: school supply lists, PTSA, parent/student portal, etc.

The PTSA Website <https://mannptsa.org/Home> gives access to:

- Family Directory
- PTSA Event Calendar, membership information, volunteer opportunities
- Enrichment classes (fun and educational activities offered before/after school)
- PTSA Facebook Group - Keeps you up-to-date and offers reminders regarding school events
- NEW STUDENTS:
 - Click on MY ACCOUNT at the top right of the home page to create an account

Skyward Parent Access <https://www.lwsd.org/students-families/for-students-and-families> gives access to:

- Student's information and emergency contacts
- Attendance records
- Grades
- Lunch payment
- Volunteer applications: <https://www.lwsd.org/get-involved/volunteering-in-lwsd>

Additional parent information and resources can also be found on the Lake Washington School District website – www.lwsd.org

Volunteer opportunities are available through both the school and the PTSA. Examples include:

- Regular classroom volunteering
- Assisting in the library
- Acting as a chaperone on field trips

2022-2023 Bicycle Rider Contract

Dear Students and Families,

Lake Washington School District permits students of age 10 and older to ride bikes to school. Because we want to do everything we can to assure that riders are educated in the safe and responsible operation of their bicycles, there are certain conditions that will have to be met to qualify before the school's permission to ride will be granted. These conditions are:

- Parent or guardian's permission must be given.
- Student will sign this contract agreeing to observe all conditions.
- Student will wear a bicycle helmet at all times when operating the bicycle.
- All bikes must be walked on the school grounds 30 minutes prior to school start until 30 minutes after school ends.
- Student will make sure bicycle is locked securely to the bike rack during school hours.
- Give pedestrians the right of way.
- If any of the conditions of this contract are not observed, student riding privilege may be withdrawn.

Although we try to provide a safe and secure area for bicycle storage, neither Mann Elementary School nor the Lake Washington School District can take responsibility for lost, stolen or vandalized bicycles on either school property or while en route to or from school.

Student Statement: In order to ride my bicycle to school, I agree to the conditions in this contract. I also agree that I need to be concerned about the safety of pedestrians, cyclists, and other vehicles as well as my own safety when operating my bicycle. I will walk my bike on the sidewalks and follow all adults' directions. I will wear my helmet and lock my bike. I realize that the school is not responsible for the care and protection of my bike.

Student's Printed name

Teacher

Student's Signature

Grade

Parent/Guardian Statement: I give my permission for the above-named student to ride his/her bicycle to school and agree with the conditions of the contract.

Parent/Guardian's Signature

Date

August 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29*	30*	31*			

September 2022

S	M	T	W	Th	F	S
				1*	2*	3
4	5	6*	7*	8*	9*	10
11	12*	13	14*	15	16*	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17*	18*	19	20*	21	22
23	24	25	26	27	28	29
30	31					

November 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8*	9	10	11	12
13	14	15*	16	17	18	19
20	21	22	23*	24	25	26
27	28	29	30			

December 2022

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18*	19	20	21
22	23	24*	25	26*	27*	28
29	30	31				

February 2023

S	M	T	W	Th	F	S
			1	2	3*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7*	8
9	10	11	12	13	14	15
16	17	18	19	20	21*	22
23	24	25	26	27	28	29
30						

May 2023

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23*	24	25*	26	27
28	29	30	31			

June 2023

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9*	10
11	12	13	14*	15	16	17
18	19	20*	21	22	23*	24
25	26	27	28	29	30	

July 2023

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important Dates

Aug. 29-Sept. 2	LEAP Days
Sept. 5	No School - Labor Day
Sept. 6	First Day of School (grades 1-12)
Sept. 6-8	Kindergarten Family Connections
Sept. 9	First Day of School for Kindergarten
Sept. 12	First Day of Preschool
Sept. 14	1.5 hrs. early release schedule begins
Sept. 16	First Day of SNAPS Preschool
Oct. 17-18, 20	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)
Oct. 21	No school - LEAP Day
Nov. 8	Last Day 1st Quarter (Secondary)
Nov. 11	No School - Veterans Day
Nov. 15	Secondary Grades Due
Nov. 23	Half Day
Nov. 24-25	No School - Thanksgiving Vacation
Dec. 19-Jan. 2	Winter Break
Jan. 16	No School - MLK Jr. Day
Jan. 18	Elementary Grades Due
Jan. 24, 26-27	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)

Jan. 27	Last Day 1st Semester (Secondary)
Feb. 3	Secondary Grades Due
Feb. 16-17	No School - Mid-Winter Break
Feb. 20	No School - Presidents Day
March 10	No School - LEAP Day
April 7	Last Day 3rd Quarter (Secondary)
April 10-14	No School - Spring Break
April 21	Secondary Grades Due
May 23, 25	Preschool Conferences (No Preschool Programs)
May 26	No School - LEAP Day
May 29	No School - Memorial Day
May 30	Snow Make-up Day
June 9	Last Day of SNAPS Preschool
June 14	Elementary Grades Due
June 19	No School: Juneteenth
June 20	Last Day of Preschool
June 23	Half-Day - Last Day of School (Last Day is Subject to Change) Last Day 2nd Semester (Secondary) Secondary Grades Due

Key

 No School	 Half Day	 First/Last Day
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* Check Important Dates Section

Wednesday schedule:
1.5 hrs. early release for students
LEAP=Learning Enhancement Academic Planning

Calendar is subject to change.
School year may be extended due to inclement weather.

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.



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

Attendance

Absences & Excuses (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 (RA)
- 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
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.	n/a	n/a	EE/LTS/ PC/R/PCC
Assault	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/PCC
Dangerous Weapons and Other Unsafe Items	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.	n/a	n/a	EE/E/LTS/ STS/ PC/TA
Alcohol 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
Drugs 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
Firearms	Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device.	n/a	n/a	EE/E/PCC/ TA

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/Persistent
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student’s property; or has the effect of substantially interfering with a student’s education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	D/RC/SP/SSP/PC/RI	EE/STS/SSP/PC/RI	EE/STS/LTS/SSP/PC/RI/PCC
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	EE/STS/PC/R	EE/STS/LTS/PC/R	EE/E/LTS/PC/R/RI
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including: offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC/SSP	EE/STS/PC/SSP	EE/LTS/PC/SSP
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC/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
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student’s course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LP/RT/Redo Assignment	D/RC/LP/RT/Redo Assignment	STS/LTS/LP/RT/Redo Assignment
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D/RC/PC	STS/RC/PC	EE/STS/RC/PC
Attendance/Truancy	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/RT/RI	PC/SSP/RT/RI	PC/RC/SSP/RI
Disruptive Conduct/Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	D/RC/SSP/RT/LP	STS/PC/SSP/RI/LP	STS/LTS/PC

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

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

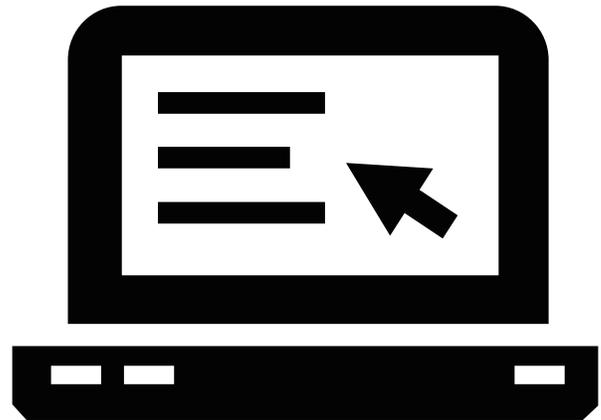
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

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

Title IX Coordinator

Director of Athletics & Activities
16250 NE 74th Street
Redmond Washington, 98052
425-936-1367
titleix@lwsd.org

Section 504/ADA Coordinator

Director of Special Services
16250 NE 74th Street
Redmond Washington,
98052
425-936-1407
section504@lwsd.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or view it online here: <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). 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
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.