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FAMILY HANDBOOK

ABOUT THE 2023-24 CALENDAR & FAMILY HANDBOOK

The district's calendar is dedicated to our students who make our schools an exceptional place to learn. Thank you to everyone who submitted photos! For the last 17 years, the district calendar has received awards from the Washington School Public Relations Association and the National School Public Relations Association.

WE WANT YOU TO KNOW

The 2023-24 Calendar and Family Handbook is produced by the Lake Stevens School District and includes:

- Information we must, by law, provide to you;
- Information we think would be useful to you; and
- Important dates for various school district events (please note that changes may occur in dates and times).

You will be notified in more detail on many of these events through your child's school. Each school publishes its own handbook that outlines school-specific rules, guidelines and expectations.

Although this calendar contains some key dates, many other student activities will be planned throughout the school year. Your participation and support is appreciated, and our schools will keep you informed about events as plans are finalized.

You can stay up-to-date on school and district events by downloading our free mobile app. Just search "Lake Stevens School District" in the App Store or Google Play. Be sure to turn on notifications to receive important updates and messages.



2023-24 SIGNIFICANT DATES

Note: Every Friday is 85-Minute Early Release

August 2023		January 2024	
21-23	Ready for Kindergarten	1	New Year's Day, no school
September 2023		15	Dr. Martin Luther King Jr. Day, no school
4	Labor Day	26	End of first semester
6	First day of school for grades 1-8 & 10	29	No school, Learning Improvement Day for staff
7	First day of school for grades 9, 11 & 12	February 2024	
11	First day of Kindergarten	16	No school
12	First day of school for HomeLink	19	Presidents Day, no school
13	First day for Early Learning Center; first day of school for Transitions	March 2024	
October 2023		4-7	P-7 Family Conferences; 2.5 hour early release K-7; no preschool
13	No school, Learning Improvement Day for staff	April 2024	
30-31	P-7 Family Conferences; 2.5 hour early release K-7; no preschool	1-5	Spring Break, no school
November 2023		May 2024	
1-2	P-7 Family Conferences; 2.5 hour early release K-7; no preschool	27	Memorial Day, no school
10	No school in observance of Veterans Day	June 2024	
22	2.5 hour early release	11	Graduation
23	Thanksgiving Day	12	Last day of Early Learning Center
24	No school	18	Last day of school, 2.5 hour early release*
December 2023		19	Juneteenth, schools and offices closed
18-29	Winter Break, no school	20-21	Snow make-up days, if needed

* pending no school closures. Dates are subject to change. Please confirm dates and times on the district website calendar.

2023-24 START & DISMISSAL TIMES

Lake Stevens High School		GLW, HLC, MTP, SKY and SUN	
Start	8:05 a.m.	Start	9:35 a.m.
Dismissal	2:45 p.m.	Dismissal	3:50 p.m.
2-Hour Late Start	10:05 a.m.	2-Hour Late Start	11:35 a.m.
Early Release (2.5 hours)	12:15 p.m.	Early Release (2.5 hours)	1:20 p.m.
85-Minute Early Release	1:20 p.m.	85-Minute Early Release	2:25 p.m.
Cavelero Mid High School		Highland and Stevens Creek	
Start	8 a.m.	Start	9:15 a.m.
Dismissal	2:40 p.m.	Dismissal	3:30 p.m.
2-Hour Late Start	10 a.m.	2-Hour Late Start	11:15 a.m.
Early Release (2.5 hours)	12:10 p.m.	Early Release (2.5 hours)	1 p.m.
85-Minute Early Release	1:15 p.m.	85-Minute Early Release	2:05 p.m.
Lake Stevens Middle School		HomeLink	
Start	8:30 a.m.	Start	9 a.m.
Dismissal	3:10 p.m.	Dismissal	3:10 p.m.
2-Hour Late Start	10:30 a.m.	2-Hour Late Start	* 11 a.m.
Early Release (2.5 hours)	12:40 p.m.	* Any scheduled class before 11 a.m. is canceled. www.lkstevens.wednet.edu/homelink	
85-Minute Early Release	1:45 p.m.		
North Lake Middle School		Early Learning Center	
Start	8:10 a.m.	A.M. Start	9:30 a.m.
Dismissal	2:50 p.m.	Dismissal	12:10 p.m.
2-Hour Late Start	10:10 a.m.	2-Hour Late Start	No a.m. preschool
Early Release (2.5 hours)	12:20 p.m.	P.M. Start	1:10 p.m.
85-Minute Early Release	1:25 p.m.	Dismissal	3:50 p.m.

SUPERINTENDENT

Superintendent
Dr. Ken Collins
 ken_collins@lkstevens.wednet.edu

COMMUNICATIONS

Exec. Director of Communications & Community Services
Jayne Taylor, APR
 jayne_taylor@lkstevens.wednet.edu

LAKE STEVENS SCHOOL DISTRICT

Educational Service Center
 12309 22nd Street NE
 Lake Stevens, WA 98258
 (425) 335-1500 | Fax: 425-335-1549



BUSINESS & OPERATIONS

Assistant Superintendent of Business & Operations
Teresa Main
 teresa_main@lkstevens.wednet.edu

Business Manager
Allina Holmquist
 allina_holmquist@lkstevens.wednet.edu

Safety, Security and Health Specialist
Greg Lineberry
 greg_lineberry@lkstevens.wednet.edu

Executive Director of Operation Services
Robb Stanton
 robb_stanton@lkstevens.wednet.edu

Food & Nutrition Services Manager
Mollie Langum
 mollie_langum@lkstevens.wednet.edu

District Nurse Supervisor
Ernette Visitation
 ernette_visitation@lkstevens.wednet.edu

Transportation Supervisor
Angie O'Connor
 angie_oconnor@lkstevens.wednet.edu

TEACHING & LEARNING

Assistant Superintendent of Human Resources
Dr. John Balmer
 john_balmer@lkstevens.wednet.edu

Chief Academic Officer
Gina Anderson
 gina_anderson@lkstevens.wednet.edu

Exec. Director of Secondary Teaching & Learning
Dr. Mike Snow
 mike_snow@lkstevens.wednet.edu

Exec. Director of Elementary Teaching & Learning
Steve Burleigh
 steve_burleigh@lkstevens.wednet.edu

Exec. Director of Special Services
Dr. Miriam Tencate
 miriam_tencate@lkstevens.wednet.edu

Director of Special Services
Keri Joseph
 kerijoseph@lkstevens.wednet.edu

Exec. Director of Student Intervention
Sarah Danielson
 sarah_danielson@lkstevens.wednet.edu

Director of Equity, Diversity and Inclusion
Dr. Monica Meadows
 monica_meadows@lkstevens.wednet.edu

Exec. Director of Educational Technology & Assessment
Mike Weatherbie
 mike_weatherbie@lkstevens.wednet.edu

Director of Career & Technical Education
Dan Tedor
 dan_tedor@lkstevens.wednet.edu

OUR PROGRAMS

ATHLETICS

A variety of sports activities for middle school and high school students are offered. Rules and regulations for these activities are governed by the Washington Interscholastic Activities Association. Programs are divided by seasons.

Seventh- through 12th-grade students who participate are required to have physical examinations (valid for two years), insurance, and an ASB card. For further information, contact your Athletic Director. Please visit each school's website for more information.

Lake Stevens High School
Jason Pearson
 425-335-1527

Lake Stevens Middle School
Jamie Sinning
 425-335-1544

Cavelero Mid High School
Sydney Fee
 425-335-1630

North Lake Middle School
Sara Mack
 425-335-1640

► **Athletic Insurance**

Students may purchase low-cost athletic insurance from Myers-Stevens & Toohy and/or show proof that they are covered under their family's insurance policy to be eligible to participate in interscholastic athletics. Questions? Please call your child's school.

Mid Level Sports Grade 7	Mid Level Sports Grade 8
FIRST SPORT SEASON	
<ul style="list-style-type: none"> Boys & Girls Cross Country Football 	<ul style="list-style-type: none"> Boys & Girls Cross Country Football Softball
SECOND SPORT SEASON	
<ul style="list-style-type: none"> Boys Basketball Girls Volleyball 	<ul style="list-style-type: none"> Boys Basketball Girls Volleyball
THIRD SPORT SEASON	
<ul style="list-style-type: none"> Boys Wrestling Girls Basketball 	<ul style="list-style-type: none"> Boys Wrestling Girls Basketball
FOURTH SPORT SEASON	
<ul style="list-style-type: none"> Boys & Girls Track 	<ul style="list-style-type: none"> Boys & Girls Track

High School Sports Grades 9-12	
BOYS	GIRLS
FALL	
<ul style="list-style-type: none"> Football Tennis Cross Country 	<ul style="list-style-type: none"> Soccer Swimming Cross Country Volleyball
WINTER	
<ul style="list-style-type: none"> Basketball Wrestling Swimming 	<ul style="list-style-type: none"> Basketball Wrestling
SPRING	
<ul style="list-style-type: none"> Baseball Track Soccer Golf 	<ul style="list-style-type: none"> Softball Track Tennis Golf



OUR PROGRAMS CONTINUED

AQUATICS

The Lake Stevens School District Pool offers a variety of swimming lessons, water aerobics, lap swim, open swim, and facility rental opportunities. More information, including schedules and pricing, is available by visiting www.lkstevens.wednet.edu/pool or by calling 425-335-1526.

FOUNDATION FOR EXCELLENCE

The Foundation for Excellence is Lake Stevens School District's strategic plan. It outlines the mission, vision, foundational principles, goals and strategies that guide the work we do each day. You can familiarize yourself with the Foundation for Excellence on our website, www.lkstevens.wednet.edu/foundation.



FOOD & NUTRITION SERVICES PROGRAM

Our district provides a complete breakfast and lunch program which meets or exceeds the nutritional requirements established by the National School Breakfast and Lunch Program. Breakfast and lunches are served at all schools. We do our best to serve a variety of entree options students will enjoy at each building level. Every student meal includes fresh fruit and veggies, low-fat milk and 100 percent fruit juice. À la carte options are also available. School meal pricing, nutritional information and monthly menus are posted

online indicating the daily entrees at <https://www.lkstevens.wednet.edu/menus>.

Please visit the district website to access the MealTime Online deposit system, www.mymealtime.com, or download the app. This system makes it convenient for parents to deposit and prepay money on an account for their students. You can also be notified by e-mail of low account balances free of charge. We also accept cash and checks for deposit or payment.



Free and Reduced applications are processed for school meal benefits and additional reduced-fee benefits to households. These applications will be available throughout the school year at any school office, the district office or online. For any questions or assistance, please call the Nutrition Office directly at 425-335-1561 or email foodservices@lkstevens.wednet.edu.

TRANSPORTATION

The district provides bus transportation for all students within the limits and guidelines established by the state. In addition to regular to-and-from school transportation, the district provides most of the transportation for field trips and cocurricular activities. Our students are transported by a fleet of 90 buses that travel more than 568,000 miles annually.

THE HIGHLY CAPABLE PROGRAM

Lake Stevens School District's Highly Capable Program (HiCap) serves our most highly capable students in grades K-12. Typically, these students perform at significantly advanced academic levels when compared to others of their age and represent about 5 percent, or about 1 in 20, of the total student population.

Nominations for the HiCap program can be made by teachers, parents, students, and others familiar with the student's academic potential each school year during the November K-12 open nomination window. Lake Stevens School District also conducts universal screening within all first grade classrooms and may reach out to families if we would recommend further assessment based on the screening results. Details about the HiCap student identification process, including dates to submit nomination forms, are available on the district website under "Academics." The identification process involves screening, assessment and evaluation of all information by a multidisciplinary selection team. The decision is communicated in writing to parents and may be appealed.



Lake Stevens provides a variety of services to our HiCap students and these are developed based on the age and academic strengths of the individual. A continuum of appropriate services will be provided as students progress through the grades. Additional details are provided on the district's website under "Academics."

TEACHER WORKSHOPS, TRAINING AND EARLY RELEASE DAYS

The district and the community share the common goal of providing the very best possible education for all of our students. With this in mind, professional learning programs are developed to provide additional training in instructional techniques and methods, curriculum, state academic learning requirements, and assessment strategies. Early release Fridays are used for staff development, staff collaboration, and teacher planning in response to student assessment data.

SPECIAL PROGRAMS

To complement the general education program a wide range of special programs are offered:

► Child Find

Lake Stevens School District is interested in locating, evaluating, and identifying students from birth to age 21 who are suspected of having a disability for the purpose of determining whether they are in need of special education and related services. This also includes highly mobile children who are suspected of having a disability and in need of special education. If your family is living in a temporary situation, you may contact the district where you are currently staying for screening.

A student eligible for special education means a student who has been evaluated and determined to need special education because of having a disability in one of the eligibility categories, and who, because of the disability and adverse educational impact, has unique needs that cannot be addressed exclusively through education in general education classes with or without individual accommodations, and requires specially designed instruction.

The eligibility categories are hearing, vision, speech or language, orthopedic or health impairment, intellectual disability, an emotional behavioral disability, autism, traumatic brain injury, deaf-blindness, multiple disabilities, a specific learning disability or for students, three through eight, a developmental delay.

OUR PROGRAMS CONTINUED

► Special Education: Birth to Five

The district provides Special Education preschool services to children who have a disability and who are 0 to five-years-old. Parents of children who are younger than three-years-old, please contact Snohomish County Infant Toddler Early Intervention Program at 425-388-7402.

Children three-to-five years old may be served in a classroom program or as a walk-in for speech, physical or occupational therapy services only. Children from income eligible families who are three or four by Aug. 31 may be able to attend preschool classes in the Early Childhood Education Assistance Program (ECEAP).



If you suspect your child has a disability or if you have questions about the specialized preschools, you should contact the Early Learning Center at 425-335-1643 or the Special Services Department at the Educational Service Center at 425-335-1660.

► Special Education: School Aged Children and Youth (Ages 5-21)

Every child, five to 21-years-old, who has been identified as a student with a disability that is significantly impacting his or her education, has the opportunity to participate in a continuum of services. Depending on need, a child may be provided services in a special class, pulled out from the regular class for specific instruction, or may remain in the regular classroom with support. Students with a disability who have reached 16-years-old are provided activities designed to ensure a successful post-secondary transition.

Additional services such as speech therapy and physical or occupational therapy are available for those students who qualify. Questions concerning school-age special education services should be directed to the building principal, school psychologist or Special Services Department at 425-335-1660.

► Title I/Learning Assistance Program (LAP)

Title I, Part A is a Federal program intended to provide supplemental support to learners who could benefit from additional, targeted instruction. LAP is a state funded program with the same intent. A main focus of Title I and LAP funds is to address reading development in elementary grades. However, LAP may be used to provide learning support at all levels. Parents will be notified if their child is being served in either program.

Buildings who are identified for Title I support will host an information evening for parents in the fall to share information and gather feedback. Parent involvement is an essential component of effective programs. Parents of students in buildings that receive Title I funds have the right to request information on the professional qualifications of their child's teacher(s). At a minimum this includes whether the teacher



has met state qualifications and licensing criteria for grades and subjects taught, whether the teacher is teaching under emergency or provisional status and the baccalaureate degree major of the teacher, any other graduate certification or degree held, and the field of discipline of the certification or degree. If your child is being provided services by a paraprofessional, the paraprofessional's qualifications may also be requested.

To request information on your child's teacher(s) or paraprofessional(s) please call 425-335-1500 and ask for the "Parent Request Form for Information Regarding Teacher Qualifications."

► English Language Learners

Our English Language Learners (ELL) program ensures equal educational opportunities for students whose primary language is one other than English. The program supports English language acquisition and focuses on proficiency in reading, writing, speaking and listening in English. Helping students meet state learning standards is a primary goal of the program.

Questions regarding our state and federal programs may be directed to Sarah Danielson, Executive Director of Student Intervention.

VOLUNTEER PROGRAM

Volunteers are valued partners in the education of Lake Stevens students. We encourage family and community members, as well as local businesses, to consider serving in our schools. Not able to volunteer during school hours? Many schools offer volunteer opportunities that can be completed at home. Volunteering is an excellent way to demonstrate to our students the value our community places in their education and their school.

If you would like to become a volunteer, visit www.lkstevens.wednet.edu/volunteer to learn more.



Please note: As a school district, our utmost priority is the safety and well-being of our students. As a volunteer or guest, this also becomes your responsibility. You are prohibited from taking photos or videos of our students or their work. At school and school events students have an expectation of privacy. This is governed by the federal Family Educational Rights and Privacy Act (FERPA). This also includes field trips and special school events. You are, of course, welcome to photograph your own child(ren).

FEDERAL PROGRAM COMPLAINT PROCEDURES

Lake Stevens School District makes every effort possible to implement all Federal Programs authorized under the Elementary and Secondary Education Act with fidelity and to the fullest extent expected by all requirements of federal statute and state law. If there is reason to believe that this has not happened, a formal complaint may be filed.

For specific information about filing a formal complaint you may review Lake Stevens School District Board Policy 4005, contact the main office in your child's school, refer to the district website, or contact the Office of the Superintendent of Public Instruction.

KINDERGARTEN REGISTRATION

Kindergarten registration is provided for children who are or will be five-years-old by Aug. 31 and plan to enter kindergarten in the fall. When registering your child for kindergarten, parents need to bring a copy of their child's birth certificate and a record of immunization, along with a completed registration packet. Per regulation, a child must meet Washington state immunization requirements BEFORE they can be registered for school. Learn more by visiting: www.lkstevens.wednet.edu/kindergarten



GENERAL EDUCATION

Lake Stevens School District provides a comprehensive program for teaching students the content and skills needed to be successful, contributing members of society. Lake Stevens has adopted the state academic learning standards in all content areas. We are intentional about aligning our content, instructional practice and assessment practice to the expectations of these standards. We fully embrace the use of technology at all levels to enhance instruction and student learning.

Elementary students receive a strong foundation in the basic skills of reading, writing, math and science. Art, music, and physical education are taught as part of the basic program. Middle level programs, for grades 6-8, are delivered in a six-period day with some opportunities to enroll in credit-bearing classes. Students take required courses in language arts, social studies, math, science and wellness, as well as a range of exploratory and elective courses such as music, technology and art. The K-12 health curriculum includes substance abuse prevention, personal safety, nutrition, first aid and health skills for life. In addition to core content, Lake Stevens teachers support students' social-emotional learning needs.

The credit-bearing programs at Cavelero Mid High School and Lake Stevens High School, grades 9-12, also are organized in a six-period day. Students must meet graduation requirements in language arts, social studies, math, science, PE, health, world language and career and technical education. Based on a student's personal interests and chosen career pathway, a range of elective programs and courses are available, including art, music, world language and career and technical education. The high school program is designed to ensure students are college- and career-ready upon graduation.

ALTERNATIVE LEARNING

► HomeLink

HomeLink provides dedicated homeschooling families with a connection to Lake Stevens School District. Classes are taught by certificated staff and offer enriching and engaging learning experiences in a supportive community in a non-traditional setting. Education isn't limited to the classroom, as HomeLink families extend their student's education with follow-up activities and classwork in the home. Students choose their classes and schedules, with the opportunity for part-time to full time enrollment. HomeLink operates under the Alternative Learning Experience (ALE) rules and guidelines.

► Secondary Distance Learning

At the secondary level (grades 6-12), students can take a limited selection of courses through our online, accredited, and OSPI-recognized learning partner Stride Learning Solutions.

Students who are self motivated and learn well through reading text and working independently would do well in this Distance Learning model. Students learn at their own pace, and the lessons are asynchronous (a combination of reading the lesson on the screen and some video). There is little to no "live" instruction.

Students who benefit from daily, direct instruction and social interaction with peers and adults would likely not do well in this model of Distance Learning, however, and are not recommended for this program.

Students are assigned a "mentor" who provides check-ins and monitors the growth and achievement of distance learning students, and who is a resource for social and emotional connections to an adult.

Families of students in grades 9-12 need to be aware that enrollment in this program may have an impact on their student's graduation pathway since the classes offered through Stride are limited.

► Crossroads Alternative High School

This cooperative program with Granite Falls School District provides an alternative high school setting to meet the needs of students with diverse educational requirements such as childcare, re-entry to school, or a need for a non-traditional setting. Our goal is to provide for our students, for whom conventional school has not been successful, an alternative means of continuing their education.

► Open Doors

Open Doors Youth Re-Engagement program with Everett Community College (EvCC) is designed to help disengaged or credit-deficient high school students re-engage in their education. Through our partnership, we provide an alternative for students who are not finding success or who have already left the traditional high school environment.

Youth Re-Engagement is a dual-credit program which enables youth to work toward the educational goal of their choice, or even multiple goals. Options include:

- a GED
- a high school diploma
- an Associate degree
- a technical or vocational certificate

The goal of this program is to provide an opportunity for youth to learn, explore, and challenge themselves, to believe in themselves, and to re-engage in education.

TECHNOLOGY

Lake Stevens School District offers the use of computers as a teaching and learning tool for students in preschool through 12th-grade. In all elementary schools, Chromebook Carts are used for classroom work and engineering and design projects. Throughout the secondary level each student is provided a Chromebook to use at school and home. Classes use technology as a part of the instructional program, as well as offering technology classes as electives in computer labs. At Cavelero Mid High School and Lake Stevens High School, computer labs serve courses in business, technology, computer-aided drafting, writing, engineering, photography, journalism and marketing.

In February 2022, voters approved a \$10 million replacement technology levy. These funds will be used for:

- Innovative learning to ensure every student and educator has the

ACADEMICS CONTINUED

technology they need to support our culture of excellence

- Devices for each student through our 1:1 Chromebook Program
- Replacing aging devices and classroom technology
- Technology support and training
- Infrastructure upgrades
- The purchase of innovative technology

The district abides by the Children's Internet Protection Act (CIPA).

CAREER & TECHNICAL EDUCATION

Career & Technical Education (CTE) is an integral part of the basic educational program in the Lake Stevens School District. CTE offerings are practical, realistic, rigorous and responsive to emerging employment opportunities in a rapidly changing economy. By integrating basic education with current career & technical education concepts, our program meets the standards set by business, industry, with state and federal agencies. This facilitates the creation of educational environments that promote communication, cooperation, problem-solving, team building, and mastery of technology skills to allow movement into the world of work, whether it be a technical certification, apprenticeship opportunity, two-year college degree/certification, or a four-year university degree or advanced training. All CTE courses provide extended learning opportunities for students to engage in current and relevant leadership opportunities.



CTE programs in Lake Stevens utilize advisory committees composed of representatives of business, industry and parents from our community to keep inline of current trends and requirements of each Program Area offered.

► CTE Programs

Lake Stevens Career and Technical Education offers courses in the following program areas:

- STEM (Science, Technology, Engineering, and Mathematics)
- Skilled and Technical Sciences
- Family and Consumer Sciences
- Business and Marketing
- Health Sciences

Several Lake Stevens CTE courses offer CTE Dual Credit. This provides

students an opportunity to earn college credit for successfully completing the high school course. Many of these courses also provide opportunities for students to earn Industry Recognized Credentials, which support their journey into postsecondary success.

► Sno-Isle Skills Center

In addition to CTE programs at Lake Stevens High School, students also have the opportunity to enroll in any one of 20 programs offered at the Sno-Isle Skills Center in Mukilteo.

► Regional Apprenticeship Pathways (RAP)

This skilled trades program located at Marysville-Pilchuck High School provides an opportunity for students to engage in industry based Career and Technical Education courses that align with students post-secondary career goals. RAP offers two different programs; Architecture and Construction, and Skilled Trades. Students can earn CTE, Math, Lab Science, ELA, P.E., Elective and College Credits through these programs.

ASSESSMENTS IN OUR DISTRICT

We believe that assessing student learning is an embedded, ongoing and integral part of teaching. Our goal for assessments is that they are balanced and transparent, and that they help students, teachers and parents understand where a child is in relation to learning goals aligned to Common Core State Standards, Next Generation Science Standards, and Career and Technology learning standards. We intentionally use multiple points of student learning data to monitor student progress and modify our instruction as needed. We use assessment data as a tool for goal setting, collaboration and feedback on learning for students, teachers and families. Assessment data is also used to help ensure proper class placement and service models, and for program and curriculum evaluation.

Under federal and state mandates, students in grades three through eight and grade 10 participate in the Smarter Balanced Assessment in literacy and math. Students in grades five, eight, and 11 also participate in the Washington Comprehensive Assessment of Science. These tests satisfy legislative and federal mandates, and help students meet state graduation requirements.

Students in elementary and secondary may also take literacy and mathematics assessments two to three times per year to help guide classroom instruction as well as performance-based assessments in individual classes, including courses such as the arts, health and fitness, social studies, and career and technical education courses.

GRADUATION REQUIREMENTS

Graduation requirements are established by the State of Washington and the Lake Stevens Board of Education. Minimum course requirements are established to ensure students are ready for success in college and/or careers. Graduation requirements include credit requirements, graduation pathway requirements, and other non-credit requirements.

*One credit of art and two credits of World Language may be replaced by courses identified as meeting the Personalized Pathways Requirement which are three courses that lead to a specific career choice or post high school educational outcome.

In addition to credit requirements, non-credit graduation requirements include meeting a graduation pathway, completion of a High School and Beyond Plan which will include the student's Personalized Pathway, and meeting the Washington State History content requirement. Students are also required to give back to their community and log 15 hours of Community Service per year in grades 10-12.

Prior to their freshman year, students begin to create their High School and Beyond Plan. This plan lays out a four-year course plan as well as a 13th year plan so that students take the appropriate classes throughout high school and graduate ready to meet their post-high school goals. This plan is reviewed each year to assure graduation requirements are fulfilled. Goals may be revised and adjusted as necessary.

Core Subjects	Credit Requirements
English	4
Mathematics	3
Science	3
Social Studies	3
Arts	2*
Health & Fitness	2
Career & Technical Education	1
World Language	2*
Electives	4
Total Required Credits:	24

*Depends upon the student's choice of Personalized Pathway as identified in their High School and Beyond Plan.

YOUR CHILD'S HEALTH IMMUNIZATION

Our state requires the following immunizations for school-age children:

Certification of Immunization (CI) is required prior to the first day of school. Immunizations are available from your family physician, your local pharmacy or at the Snohomish County Health Department in Everett. (There is a sliding scale fee for those who qualify.) The Health Department is located at 3020 Rucker Avenue, Everett. To inquire, call 425-339-5200.

Medical and personal exemptions are accepted with Certification of Exemption signed by a licensed healthcare provider. Children exempted from immunizations will be excluded from school during outbreaks of vaccine preventable diseases. Currently, students are not required to receive the COVID-19 vaccination to attend school. Starting on August 1, 2020, the revised rule requires medically verified immunization records for school and child care entry. Medically verified record includes one or more of the following:

- A Certificate of Immunization Status (CI) printed from the Immunization Information System (IIS)
- A physical copy of the CI form with a healthcare provider signature
- A physical copy of the CI with accompanying medical immunization records from a healthcare provider verified and signed by school staff
- A CI printed from MyLR

For more information on immunization requirements, visit the Snohomish Health District immunizations page, or www.doh.wa.gov.

SPECIAL HEALTH CONCERNS

If your child has a life-threatening health condition that may require medical services or medication administration to be performed at school, you must provide a medical provider's written medication or treatment order addressing that condition prior to the child attending school. Required health forms are available at any school, or on our website under "Departments" "Health Services" and "Care Plans and Health Room Forms." The school nurse will review the order and help develop a care plan. Students shall be prohibited from school if a medication or treatment order, along with their medication, has not been provided in accordance with RCW 28A.210.320. Be sure to contact the school nurse about any health concerns that may impact your child at school.

ILLNESS

Make certain your child's school always has current home and emergency contact phone numbers so that contact can be made if your child is sick or injured while at school. Your child should be kept at home if they shows signs of illness, nausea, vomiting, diarrhea, fever, or rash. If your

	DTaP/Tdap (Diphtheria, Tetanus, Pertussis)	Hepatitis B	Hib (Haemophilus influenzae type B)	MMR (Measles, mumps, rubella)	PCV (Pneumococcal Conjugate)	Polio	Varicella (Chickenpox)
Preschool Age 19 months to <4 years on 09/01/2023	4 doses DTaP	3 doses	3 or 4 doses* (depending on vaccine)	1 dose	4 doses*	3 doses	1 dose**
Preschool/ Transitional Kindergarten 4 years of age or older on 09/01/2023	5 doses DTaP*	3 doses	3 or 4 doses* (depending on vaccine) (Not required at 5 years of age or older)	2 doses	4 doses* (Not required at 5 years of age or older)	4 doses*	2 doses**
Kindergarten through 6th	5 doses DTaP*	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**
7th through 10th	5 doses DTaP* Plus Tdap at age ≥ 10 years	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**
11th through 12th	5 doses DTaP* Plus Tdap at age ≥ 7 years	3 doses	Not Required	2 doses	Not Required	4 doses*	2 doses**

*Vaccine doses may be acceptable with fewer than listed depending on when they were given. **Health care provider verification of history of chickenpox disease is also acceptable. Students must get vaccine doses at the correct timeframes to be in compliance with school requirements. Talk to your health care provider or school staff if you have questions. Find information on other important vaccines that are not required for school at: www.immunize.org/cdc/schedules.

child has been ill, do not send them to school until the temperature has been normal (98.6 orally) and symptoms are gone for at least 24 hours without fever reducing medication. Please contact your medical practitioner before giving aspirin and/or Ibuprofen for any illness.

SCHOOL STAFF ADMINISTRATION OF MEDICATION

If any prescribed or over the counter medication needs to be taken during school hours please coordinate with the school nurse at your school. Requirements include:

- Signed permission from parent/guardian and prescribing practitioner;
- Medication must be brought to school by parent/guardian in original prescriptive container AND the label on the prescriptive container must match the medical provider's orders ;
- Medication will be counted and administered by designated staff and parent/guardian.

SCREENING

Vision and hearing tests are administered to all children in grades K, 1, 2, 3, 5, and 7. Screenings are also done when specially requested by parents.

SCHOOL NURSES

Our school nurses are here to help you. If you have any concerns about your child's health at school please call your school nurse. Contact information is under the "Health Services" page of the district website.

INSURANCE

Students are not automatically covered with medical or accident insurance by the district but various plans are available. If your child isn't covered by a family plan, please consider purchasing student insurance. One low-cost policy covers your student at school and enroute to and from school. Another plan covers a student at all times. There is also a dental plan. Please contact your school secretary for appropriate forms or visit our Student Insurance webpage.

SAFETY & SECURITY IF YOU HAVE AN EMERGENCY, ALWAYS CALL 9-1-1

Lake Stevens School District is committed to a learning and employment environment that promotes student and employee safety. This includes an environment free from harassment, intimidation, or bullying (HIB). In addition to educating students about HIB, we encourage students and parents to report incidents of HIB to their school administrator. Incident reporting forms can be found at each school or on the district website under the "Families and Students" tab. Inquiries regarding compliance procedures should be directed to Lake Stevens School District, 12309 22nd St. NE, Lake Stevens, WA 98258, Attention: HIB Compliance Officer, John Balmer, 425-335-1500, john_balmer@lkstevens.wednet.edu.

Every student has the right to feel safe and secure at school. The use of drugs, alcohol, and tobacco on all school property and at all school events is prohibited and will result in a disciplinary consequence for students who violate district policies. Consequences for offenses will include suspension or expulsion. In addition, other exceptional misconduct actions, such as vandalism,

theft, assault, bullying, sexual harassment, physical or verbal harassment, or possession of any object that can reasonably be considered a weapon may result in suspension or expulsion.

Possession of a firearm or other dangerous weapon, or the threat to use a weapon, will result in the student's emergency expulsion and notification of law enforcement and the student's parents or guardians; RCW 9.41.280.

Lake Stevens School District uses Vector Alert, a tip reporting system that allows students, staff and parents to submit safety concerns to our administration in four different ways:

- **Call or Text:** (855) 200-5058
- **Email:** 1343@alert1.us
- **Web:** <http://1343.alert1.us>

All emergencies should be immediately reported to 911. Thank you for helping to make our school community a safer place to be.

EMERGENCY COMMUNICATION

Please verify that your child's school has accurate contact information, including phone numbers, email addresses, home address and emergency contacts.

How will I know if there's an emergency or incident at my child's school?

During an emergency, our first priority is to protect our students and staff. When we share information, our goal is to ensure that it's timely and accurate. We oftentimes are not at liberty to share information from law enforcement, so we communicate what we can, when we can. We urge our families and community to look for an official message from the district through our official communication channels and to avoid sharing unofficial information. Please understand that we will never be as fast as social media.

- In an emergency, families will receive an automated phone call, text message and email alerting them about the emergency.
- They will also receive a second notification once the emergency situation has ended.
- Information may also be shared through the district's mobile app, website and social media channels, as appropriate.

What should parents do in the event of an emergency?

- Remain calm.
- As difficult as it may be, don't call or go to the school. This keeps phone lines open and reduces traffic for first responders.
- Avoid contacting your child during an emergency. Depending on the situation, this can further compromise their safety, overload cell systems, hamper the ability of first responders and cause delays in releasing official, accurate information. If your child contacts you, please remind him or her to remain calm and follow the directions of school staff.

What should parents do after an emergency?

- Be patient and wait for information.
- If an off-site family reunification is necessary, please remember that emergency pickup procedures are different from routine pick up procedures. You will need to bring your photo identification to the designated reunification site.
- Only approved adults with valid photo identification will be allowed to pick up students from the reunification location.



DO YOU HAVE AN EMERGENCY PLAN FOR YOUR CHILDREN?

Emergency Plan

Rain or shine our school buses run; however, each family should have a plan covering what to do when children arrive home early due to an emergency situation. What is the best route home if your student cannot be delivered to his/her normal bus stop? Where could he/she go for help? Who would provide care until you arrive? Is there someone your child could call in case of an emergency? Please take time to map out a plan with your child and update your emergency contacts with your school building office professional.

Emergency Conditions

Changes in bus schedules or routes will occur only during severe weather or emergency conditions. If it becomes necessary to close the schools or to run on limited schedules for any reason, information will be shared on the district website, through FlashAlert, social media, the district mobile app and the local media. To subscribe to text and email alerts from FlashAlert, visit www.flashalert.net/signup.html. Please verify that your contact information is current with your child's school to ensure you receive important updates.

Possible Road Closures

Light snowfall and/or ice, or construction may close roads without announcements. Please check the district website for a complete list of road closures due to inclement conditions or road closures due to construction.

Unsafe Behavior? Tell Someone!

Vector Alert is our district's anonymous tip reporting service. If you have information about unsafe behaviors in our schools, do your part and report it. If you see something, say something!

Easy Ways to Anonymously Report

- **Call or Text:** 855-200-5058
- **Email:** 1343@alert1.us
- **Web:** <http://1343.alert1.us>

Report Tips on:

- Weapons
- Drugs
- Illegal behavior
- Harassment
- Intimidation
- Bullying

SCHOOL BOARD & POLICIES

BOARD OF DIRECTORS

Board members welcome and encourage parent and community involvement in all matters regarding our schools and the education of our students. You are encouraged to attend board meetings and to communicate with your Board of Directors and Superintendent. More information is available on the district website under "Our District" and "Board of Directors."

BUDGET AND FINANCE

The district's budget is developed annually to set forth a financial plan for the achievement of its goals and objectives. The Board reviews and adopts the budget document at a public meeting held in August of each year. The General Fund Budget supports the day-to-day operation of the district. The budget is funded through state allocations, local property taxes approved by the voters and through federal programs and other assorted grants and miscellaneous fees. Budgeted expenditures are in excess of \$173 million. Direct instructional programs account for approximately 77 percent of the General Fund Budget. The balance of the budget supports food service, transportation, maintenance, operations, central administration, and community services and community education. The largest category of cost is for employee costs at 83 percent of the total. The district has additional budgets that are set separately for the specific purpose of Capital Projects, Debt Service, Associated Student Body, and Transportation Vehicle funds.

EQUITY, DIVERSITY AND INCLUSION

Lake Stevens School District believes that these core principles are intrinsic to our communal vision for our district and our community; by adhering to them, we foster a district culture committed to removing barriers to access and opportunity for all students so they thrive in our school system and beyond.

Our Core Principles:

- We believe diversity reflected in each student, family, staff, and community member is a quality to be valued, respected, and celebrated.
- We believe people excel when they feel they belong within a safe and positive climate that promotes trust, empathy, respect, and collaboration.
- We believe that in creating strong relationships among students, staff, and family members, we effectively address academic and social-emotional development, improving outcomes for each student.
- We believe students must have equitable access to rigorous, relevant, and culturally sustaining curriculum and instruction with appropriate support.
- We believe we have a collective responsibility to provide data-informed, equitable distribution of resources to all students and learning environments across the district.
- We believe that these values are realized with our collective support and effort across our Lake Stevens community.

Learn more at www.lkstevens.wednet.edu/equity.



The 2023-24 LSSD Board of Directors from left: David Iseminger, Paul Lund, Nina Hanson, Vildan Kirby, Mari Taylor and Superintendent Ken Collins.

STUDENT ADVISORY COUNCIL

Student voice is at the center of equity in our district. The Student Advisory Council (SACo) and Board Policy 1900 were adopted in December 2021 thanks to the tireless work of Kaitlyn Johnson (Class of 2022), Aimel Rai (Class of 2023) and Grace Davis (Class of 2022), along with Superintendent Collins and Council Liaison Dr. Meadows. Learn more about SACo at www.lkstevens.wednet.edu/saco.

NONDISCRIMINATION WORKPLACE AND STUDENT STATEMENT

In accordance with RCW 49.60, the Lake Stevens School District does not discriminate in employment and schools. The Lake Stevens School District provides Equal Educational and Employment Opportunity without regard to sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog to guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and designated youth groups. The district complies with all applicable state and federal laws and regulations to include, but not limited to, Title IX, Title VI of the Civil Rights Acts, Section 504 of the Rehabilitation Act, RCW 49.60 "The Law Against Discrimination," and RCW 28A.640 "Sex Equity," and covers, but is not limited to, all district programs, courses, activities, including extracurricular activities, services, access to facilities, etc. Inquiries regarding compliance procedures should be directed to Lake Stevens School District, 12309 22nd St. NE, Lake Stevens, WA 98258, Attention: Title IX and Civil Rights Officer, John Balmer, (425) 335-1500, John_Balmer@lkstevens.wednet.edu or ADA Compliance Officer and Section 504 Compliance Officer, Miriam Tencate, (425) 335-1500, Miriam_Tencate@lkstevens.wednet.edu.



Scan the QR code to view the policy.

You can report discrimination and discriminatory harassment to any school staff member or the employees listed above. You also have the right to file a complaint. The district's nondiscrimination policy and procedure is available online.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

SCHOOL BOARD & POLICIES CONTINUED

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, picture, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call 1-800-USA-LEARN or you may contact DOE at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

PRIVACY ACT COMPLAINTS

If you have any complaints regarding the failure of the district employees to comply with the federal Family Educational Rights and Privacy Act, you may contact the school principal or the Communications Department at 425-335-1501 or file a complaint with the U.S. Department of Education.

RELEASING STUDENT INFORMATION

The federal Family Educational Rights and Privacy Act permits a school district to release "directory information" about a student unless a parent or guardian chooses not to have it released. Requests for this type of information often come from the news media for news stories, sports articles, academic achievements, awards and special programs. There are also times when schools or the district may want to recognize students in newsletters, the website, social media, and other district publications. Unless a parent or guardian requests that directory information not be released, it will be made available. Parents or guardians receive a release form when they enroll their child in school or an update form in the school packet each year.

It is the policy of Lake Stevens School District not to release any directory information for commercial purposes. Directory information includes:

- The student's name
- Date of birth
- Major field of study
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student
- Photographs of students for public information purposes and similar information

A student's address and phone number must also be released to the military and institutions of higher learning unless the parent or guardian requests the information not be released.

Parents or guardians may request that student information not be released by checking the appropriate box on the enrollment form or by completing a Release of Information form.

Our utmost priority is the safety and well-being of our students. Volunteers and guests must also take on this important responsibility and are prohibited from taking photos or videos of our students or their work. At school and school events students have an expectation of privacy. This is governed by FERPA. This also includes field trips and special school events.

ABOUT RELEASING STUDENT RECORDS AND INFORMATION

Student cumulative record information will not be released to persons or agencies without parent/guardian written consent, with the following exceptions: Under federal law, we are authorized to forward student records to schools in another district to which a student has transferred or to colleges or educational institutions to which a student is applying. A summary of the entire law relative to student records is available for your review at the school district office.

ABOUT PHOTOGRAPHS

Photographs or video may be taken of students for use in the news media, district produced publications, or on our website. If you do not want your child to appear in a photograph, video, film, slide, or on our website, or social media please notify the district in writing by completing a Request to Restrict Release of Information form. These are available in any school and on the district website.

ADDITIONAL FAMILY RESOURCES

The Washington State Office of Education Ombuds (OEO) listens, shares information and referrals, and works with families, communities, and schools to address concerns so that every student can fully participate and thrive in our state's public schools. OEO provides support in multiple languages, and has telephone interpretation available. To get help or learn more about what OEO does, please visit: www.oeo.wa.gov/en; email oeoinfo@gov.wa.gov, or call: 1-866-297-2597 (interpretation available).

The Washington State Governor's Office of the Education Ombuds (OEO) is an independent state agency that helps to reduce educational opportunity gaps by supporting families, students, educators, and other stakeholders in communities across WA in understanding the K-12 school system and resolving concerns collaboratively. OEO services are free and confidential. Anyone can contact OEO with a question or concern about K-12 public schools.

SCHOOLS & CONTACT INFO

Lake Stevens School District

Educational Service Center
12309 22nd Street NE
Lake Stevens, WA 98258
425-335-1500 | Fax: 425-335-1549

LSSD Swimming Pool

2908 113th Avenue NE
Lake Stevens, WA 98258
Jayna Lafferty • Aquatics Manager
Felicity Speirs • Assistant Manager
425-335-1526

Transportation Department

8820 E Sunnyside School Road
Marysville, WA 98270
Angie O'Connor • Supervisor
Britta Dionne • Office Professional
425-335-1508

#WeAre LSSD

Grade	School	Administrative Team		Phone	Address
10-12	Lake Stevens High School	Leslie Ivelia, Principal	Lola LeDoux, Office Professional	425-335-1515	2908 113th Avenue NE
8-9	Cavelero Mid High School	Dr. James Sellers, Principal	Michelle Vanwinkle, Office Professional	425-335-1630	8220 24th Street SE
K-8	HomeLink Parent Partnership	Vicky Francois, Bldg. Coordinator	Jenn McPhee, Office Professional	425-335-1594	2908 113th Avenue NE (on the campus of Lake Stevens High School)
6-7	Lake Stevens Middle School	Lisa Sanchez, Principal	Carol Keith, Office Professional	425-335-1544	1031 91st Avenue SE
	North Lake Middle School	Brad Abels, Principal	Jackie Williams, Office Professional	425-335-1530	2202 123rd Avenue NE
K-5	Glenwood Elementary	Jennifer Johnson, Principal	Janelle Bradley, Office Professional	425-335-1510	2221 103rd Ave SE
	Highland Elementary	Ryan Henderson, Principal	Kris Weekfall, Office Professional	425-335-1585	3220 113th Avenue NE
	Hillcrest Elementary	Dr. Katy Rudolph, Principal	Staci Hoggatt, Office Professional	425-335-1545	9315 4th Street SE
	Mt. Pilchuck Elementary	Malissa Weatherbie, Principal	Brenda Freemon, Office Professional	425-335-1525	12806 20th Street NE
	Skyline Elementary	Tori Thomas, Principal	Laura Woolworth, Office Professional	425-335-1520	1033 91st Avenue SE
	Stevens Creek Elementary	Matt Pewitt, Principal	Toni Plemel, Office Professional	425-335-1690	9317 29th St NE
	Sunnycrest Elementary	Michaela Trexel, Principal	Sharon Chadwick, Office Professional	425-335-1535	3411 99th Avenue NE
Preschool	Early Learning Center	Matt Wyant, Bldg. Coordinator	Christine Eason, Office Professional	425-335-1643	9215 29th Street NE

STAY INFORMED ABOUT WHAT'S HAPPENING IN OUR SCHOOLS!

The free LSSD mobile app provides easy access to news, calendars, notifications and lunch menus. Search "Lake Stevens School District" on the App Store or Google Play.



facebook.com/lakestevensschools



[@lakestevensschools](https://instagram.com/lakestevensschools)



www.lkstevens.wednet.edu



[@lssd](https://twitter.com/lssd)