



STUDENT HANDBOOK

2023-2024

WELCOME TO LAKE WASHINGTON HIGH SCHOOL

Lake Washington High School began as Kirkland High School (also called Union “A” High School) in 1922—a gathering of students from as far away as Monroe and Duvall. As our community continues to expand and transform, we commit to the growth and development of equity, opportunity, and economic success for students of all backgrounds. In 2018, our student community elected to adopt a new motto reflecting the journey for growth and advancement for all. The LWHS Kang Motto “**ALways Rising**” guides us in our everyday commitment to uplift students and advancement of educational and racial equity to support the success of all students.

Lake Washington High School will provide a safe, equitable educational environment for racial minority groups, to address race and eliminate institutional racism, to reduce the racial achievement gap, and to decolonize curriculum to advance racial equity school-wide”.

[Christine Bell](#), Principal

[Aric Kooima](#), Associate Principal

[Tim Shultz](#), Associate Principal

[Melissa Super-Green](#), Associate Principal

[Joe Joss](#), Dean of Students

LAKE WASHINGTON SCHOOL DISTRICT

Mission: *Lake Washington High School students will graduate as lifelong learners demonstrating resilience, respect, integrity, and compassion.*

Vision: *Every Student Future Ready: Prepared for College; Prepared for the Global Workplace; Prepared for Personal Success.*

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GENERAL INFORMATION

Lake Washington High School

12033 NE 80th Street, Kirkland, WA 98033

lwhs.lwsd.org

Attendance	425 936-1701
Counseling.....	425 936-1702
Safety Tip Line.....	866 548-3847
College & Career Center	425 936-1710
Lake Washington High School Office Fax Number	425 936-1751
Lake Washington School District	425 936-1200
Terri Colburn, Office Manager	425 936-1703
Beth DaLuz, Receptionist	425 936-1700
JoDee Hull, Athletics Office Professional/Building Use	425 936-1732
Nichole Swanger, Career Specialist / High School and Beyond	425-936-1710
Kendria Fisher, Bookkeeper.....	425 936-1719
Roxanne Baxter, BECCA Specialist	425 936-1738
Becky Munsell and Amida Siddick, Library.....	425 936-1715
Suzie Connor, Attendance	425 936-1713
Pauline Salois Gillespie, Office Professional/Webmaster/Communications.....	425 936-1724
Angela Jalobeanu, Registrar/Data Processing.....	425 936-1713
Counseling	
Courtney Lewis (Registrar)	425 936-1702
Lenore Gallucci (A-CHI)	425 936-1702
Phil Magnenat (CHO-GID)	425 936-1702
Barbara Hawksworth (GIL-KL)	425 936-1702
Cameron McGinnis (KN-MOO).....	425 936-1702

Kaitlyn Bradley (MOR-PAT) 425 936-1702
Wendi Thomas (PAU-SN) 425-936-1702
Perry Sampley (SO-Z) 425 936-1702

School Psychologists

Christina Meehan..... 425-936-1702
Allison Henry..... 425-936-1702

[Please visit the LWHS website for a complete Staff Directory](#)

KANG COMMITMENTS

Safety—I will behave in a way that ensures the safety of myself and others.

Responsibility—I will take responsibility for my choices, learn from my mistakes, and be proactive instead of reactive.

Integrity—I will choose to be a person of integrity while in a community of diverse perspectives and experiences.

Respect—We will treat each other with mutual respect, preserving each person's dignity.

Relationships—We will cultivate win-win relationships between all members of our community.

FLAG SALUTE

Lake Washington High School adheres to the Washington State law regarding the United States flag procurement, display, and exercises. RCW 28A.230.140 states, in part, *“They (School Board) shall cause appropriate flag exercise to be held in each classroom at the beginning of the school day, and in every school at the opening of all school assemblies, at which exercises those pupils so desiring shall recite the following salute to the flag: “I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.” **Students not reciting the pledge shall maintain a respectful silence.** The salute to the flag or the national anthem shall be rendered immediately preceding interschool events when feasible.*

SCHOOL SPIRIT

School Mascot: Kangaroos

School Colors: Purple and White

LAKE WASHINGTON HIGH SCHOOL FIGHT SONG

Fight, Fight for Lake Washington
Purple and the White
Victory for Washington
Hear our cheer and Fight! Fight! Fight! Fight!
Roll up the scores for Washington
Keep her banner high
Glory the name
And Fight for the fame of Washington

–Major Don Adler, 1944

LAKE WASHINGTON ALMA MATER

Alma Mater, hail to thee
You are that part of me
That, facing foes, gives me strength to go on.
You stand beside us all;
Strong, we will never fall.
Lead on, we'll follow
Lake Washington - Hail to thee.



ACTIVITIES

ID AND ASSOCIATED STUDENT BODY (ASB) ACTIVITY CARD

Most student activities such as athletics, dances, assemblies, etc. are financed by student funds. The greatest single source of revenue comes from the ASB card. Most importantly, the card identifies the owner as a participating member of the Lake Washington Student Association.

- All students receive an ID card when they register.
- An **ASB sticker** may be purchased for \$60.00. When presented, the ASB card provides admittance to all home, regular season football, basketball, wrestling, gymnastics, soccer, and volleyball contests free of charge.
- It also permits the owner to purchase KingCo tickets away from school at a reduced price in addition to some school dances, such as Homecoming dance, Tolo, and Prom.
- The ASB sticker may be purchased at time of registration or at any time during the school year.
- Students who need to replace their ID/ASB card will be charged a \$5.00 fee.
- All students participating in a sport or activity sanctioned by the Associated Student Body must purchase an ASB card to participate in these events.

2023-2024 CLASS ADVISORS

Freshman.....	TBD
Sophomores.....	Mercer Brown & Devony Schulte
Juniors	Molly Anderson & Camille Harper
Seniors.....	Su Ring Vitue & Michael Adamik

CLUBS & SPECIAL INTEREST GROUPS

Check out the [LWHS Clubs page](#) on our website for the most up to date Club information. The website will also have more information on meeting times and locations, as well as advisor information.

Examples of past clubs & interest groups include:

Art Club

Beta

DECA

Girls Who Code

Green Team

Hiking

Key Club

Loyalty

National Honor Society

Photography

Poetry

Robotics

Theater

Interested in starting a new club or interest group? Check out the [Clubs page](#) for application forms and contact information.

2023-2024 LWHS DANCE CONDUCT CONTRACT

Dances at Lake Washington High School are a memorable event for students, teachers, and parent / guardians alike. This contract is designed to ensure that every student, teacher, and parent / guardian can enjoy the dance and hold positive memories of Lake Washington High School. **A student who is suspended from school on the day of a dance or any other school event may not participate in the event.**

- All students and guests are required to follow LWHS guidelines and policies.
- A phone number where the parent / guardian of a student/guest can be reached on the night of the dance is required. If a student is removed from the dance, a parent / guardian will be called to pick them up from the location.

DANCE CONDUCT GUIDELINES

These guidelines apply on and off the dance floor. All attendees must be in at least the ninth grade and must be no older than age 20 to attend LWHS dances.

Sexually suggestive or provocative dancing is inappropriate for school dances and will not be tolerated. The guidelines listed below must be followed:

- No bending over.
- No touching of breasts, buttocks, or genitals.
- No dancing up against walls, doors, or each other.
- Hands on/around waists or shoulders only.
- No “making out” (overt and/or prolonged public displays of affection).

If a student violates the Dance Conduct Guidelines, they will be asked to leave the dance. Their parents / guardians will be contacted to pick them up.

If a student is removed from two dances during the year, they will not be allowed to participate in any dance for the remainder of the year.

FINES & FEES

Fees are required for a variety of curricular and extracurricular programs. These are paid at the beginning of each semester/activity. Fines are assessed for unpaid fees or lost or damaged property and must be paid prior to the beginning of the next semester/activity. Books or items returned after the established deadline will result in a partial refund only. A reasonable fee of \$10.00 shall be charged for all dishonored checks returned to LWSD per RCW 62A.3-104. **All students must pay outstanding fines to purchase a ticket for any dance. Seniors who fail to pay their fines will not participate in commencement exercises.**

SAFETY

SECURITY CAMERA SYSTEM

A security camera system is in use at Lake Washington High School. The security camera system helps maintain safety and security and diminishes the potential for loss or destruction of property during non-school hours. Cameras are installed in public areas only and are not installed in areas where there is a reasonable expectation of privacy.

The security camera system may or may not be monitored or in operation at any given time. If you have reason to suspect that a camera may have recorded a crime or a violation of school rules, please report your concerns to one of the school administrators. The administrator may review security camera footage as needed to investigate a potential crime or violation of school rules.

ADMINISTRATION DAILY MONITORING

The LWHS Administration team has an active physical monitoring system in place. Admin will have shifts to monitor hallway, bathroom, and stairway sweeps through each period throughout the building to ensure the safety of all students and reduce any non-productive, discouraged student behavior.

[Matt Gillingham](#)

Associate Superintendent

Student and Community Services

Lake Washington School District

LAKE WASHINGTON HIGH SCHOOL PARKING REGULATIONS

1. Students must **submit a completed Student Vehicle Registration Application form** available in the main office.
2. Students must **possess a valid driver's license, proof of liability insurance, and vehicle registration**. Students must **provide a photocopy of each document** to purchase a LWHS parking permit. **ALL** documents **MUST** be current. We will not accept out of date documents.
3. Students with special needs due to a handicap may request special parking accommodations through the school guidance team. (See Counseling Office.)
4. Students **and** parents / guardians must complete, sign, and date this application form.
5. Students **and** parents / guardians must read the Lake Washington School District's Parking Policy below.
6. All **delinquent school fees and parking fines must be paid** prior to purchase of a parking permit.
7. The fee for student parking is \$60.00 for the **Full Year**.
8. NO parking in administrative / Kirkland PD parking spots at any time.
9. Application forms may be picked up in the LWHS main office.

Please read the Lake Washington School District Parking Policy and the Lake Washington High School Parking Policy below:

Lake Washington School District Parking Policy:

"By issuance of this permit, the Lake Washington School District does not assume liability for any property damage to any private automobile parked on its property.

The owner-operator (s) of all private vehicles accepts responsibility for their own property and agrees that they are parking at their own risk."

Lake Washington High School Parking Policy:

*"All students who park their vehicle (s) on Lake Washington High School's Campus during normal school hours (8:00 am – 3:20 pm) must have a **visible** and **valid** 2023-2024 Student Parking Permit properly displayed on their vehicle.*

A Parking Permit is assigned to the driver.

The Parking Permit is not transferable and may not be resold by the student. Students must turn in their Parking Permit when directed to do so."

If you leave campus in your vehicle without permission, your parking permit may be revoked without a refund!

Parking lot citations of \$30.00 each will be issued for the following:

1. **Parking without a visible and valid parking permit.** All parking tags must be clearly displayed.
2. **Improper parking of vehicle.** This includes not properly parking in stall, (taking more than one place, blocking accessibility, etc.), parking in restricted spaces (fire lanes, bus lanes, handicap only parking, **staff or visitor parking areas**, curbs, grass, etc.), or not parking in assigned area or assigned space.
3. **Parking without authorization**—not registering a new vehicle with the school.
4. **Failure to follow safe driving procedures** will result in a citation or suspension / revocation of parking privileges. This would include speeding, racing, improper passing, going against the designated traffic flow, driving over curbs / medians, transporting other students in an unsafe manner, and any behaviors deemed to be unsafe or harmful to others.

NOTE: Repeat violators may be towed at the owner's expense. After 3 tickets, parents / guardians will be notified, and students *may* lose parking permit.

ATHLETICS

ATHLETICS/ACTIVITIES CODE OF CONDUCT

As members of a high school team or WIAA sponsored activity that represents LWSD, students are expected to make a strong personal commitment to rules of training and conduct to maintain a strong healthy body and represent their school in an exemplary fashion. To that end, the following rules apply to all students participating in interscholastic athletics/activities or attending a team-related activity such as out of season camps or tournaments. **These rules apply 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.**

ATHLETIC/ACTIVITY INFORMATION

Students are eligible for athletic programs once they have:

- Purchased an ASB card and paid the LWSD sports participation fee.
- Completed all required registration forms. These forms are available on the [LWHS Athletics webpage](#).
- Obtained physician clearance. A physical examination by a doctor is required every two years; the athlete's physical must be valid through the entire sports season in which the athlete plans to participate.
- Shown proof of insurance.
- Met the academic standards set by the WIAA/LWSD for participation in athletics/activities.

CONDUCT RULES

- Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including removal from the team. All LWSD athletes are expected to adhere to all LWSD policies as explained in each school's Student/Parent / guardian Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.
- Procedures – Implementation: Parents / guardians are encouraged to assume an active role in monitoring and enforcing the provisions of this code. Alleged violations of this code will be investigated by the Athletic Director. Sanctions will be imposed if the evidence suggests the alleged violations did indeed occur. If a violation of one or more of these rules occurs at school or during a school event, school sanctions (including suspension from school) may also apply in addition to the provisions of this code. Any student who is disciplined for violating the rules established by this code is entitled, if he/she desires, to appeal the decision to the school's administration.

KING COUNTY CONFERENCE ATHLETICS AND SPORTSMANSHIP

LWHS is a member of the KingCo Conference and is responsible for following all KingCo sportsmanship and spectator regulations. At all times students are expected to display good sportsmanship, adhere to regular school rules, and follow the regulations listed below.

SPORTS PARTICIPATION FEE

Please see the athletic secretary for information regarding sports participation fees. Fees must be paid at the time of turnout. Parents / guardians of students who need financial assistance should contact the Athletic Director at the school.

TRAINING RULES/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 remaining at an event where consumption of any of the above-mentioned substances by a minor(s) occurs. Ineligibility shall continue into the next sports season in which the participant wishes to participate. To be eligible to participate in the next interscholastic sports season, the student athlete shall meet with 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 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) shall 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 utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the athletic program, after a minimum two-week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval but may not attend contests during the suspension period.
- 2nd Violation – A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall 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 the third time RCW 69.41.020-69.41050 shall be permanently ineligible for interscholastic competition.
- “Legend drugs” means any drugs which are required by state law or regulation of the state board of pharmacy to be dispensed on prescription only or are restricted to use by practitioners only.

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 Violation 2 of the Athletic/Activity Code.

Tobacco (Cigarette, Chew, etc.)

- First Career Violation – The possession and/or use of tobacco products will result in 1) a minimum of one-week suspension from competition and 2) attending a mandatory cessation class.
- Second Career Violation – The student shall be suspended for ten (10) weeks of competition. If there is not ten weeks left in the current season, the suspension will carry over to the next competitive season in which they are a returning athlete. In addition, an athlete must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products before an athlete can again represent LWSD in athletics.
- Third Career Violation – A student athlete who violates for a third time shall be permanently prohibited from participating in any WIAA member school athletic program or activity.

SCHOOL AND DISTRICT EVENTS

For high school athletic events, middle school students must be accompanied by an adult. Students must show picture identification for events. All school conduct regulations remain in effect at school and district events and apply to visitors at other schools. Students will be accountable at their home school for violations that occur at other district or league schools, or at school sponsored events. **A student who is absent or suspended from school on the day of a school event may not participate in the event.**

SCHOOL SPIRIT DURING ATHLETIC COMPETITIONS

LWHS has an excellent tradition of great school spirit. We believe school spirit has six important parts:

1. **Respect** - Recognizing that we are a diverse community which includes racial and other minority groups, we want to provide a positive environment for all in the LWHS community.
2. **Courtesy** - Toward fellow students, teachers, staff members, the opposing teams, and referees/officials of school athletic contests.
3. **Pride** - In everything our school endeavors to accomplish and has accomplished. Our desire is to be the best we can be, to reach our highest potential.
4. **Loyalty** - To our school, fellow students, staff, and total school community. Loyal students support their school and do their utmost to keep scholastic and activity standards at their highest level.
5. **Sportsmanship** - The ability to win or lose gracefully; to treat our opponents and officials with courtesy and respect; to represent ourselves and our school in an exemplary manner that reflects positively on our total school community.
6. **Support** - Whether as a participant or a spectator, positive support and encouragement are key ingredients to any successful program and are part of our tradition of great school spirit.
7. **Respect** - Recognizing that we are a diverse community, we want to provide a positive environment in which diversity is respected.

SPECTATOR REGULATIONS FOR ATHLETIC CONTESTS

These KingCo and WIAA “spectator guidelines” are published in hopes that high school athletics will be kept within the proper spirit of competition. It is hoped that all Kangs will abide by these guidelines. Cooperation is appreciated and expected.

1. **There shall be no unsupervised noisemakers, megaphones, or noise amplifiers in any student rooting section during an athletic contest.**
2. **“Booing” of officials or opponents is unsportsmanlike and will not be tolerated.**
3. **Vulgar, obscene, or suggestive yells or signs are not to be part of any rooting section.**
4. **Spectators must always remain off the playing surface!**

WIAA RECOMMENDATIONS

(WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION)

1. Remember that the game is for the players. They are here because they want to play and enjoy the experience. Good sportsmanship will enhance this educational experience.

2. Refrain from distracting the players during play.
3. Recognize and appreciate skill in performance, regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and good will.
4. Treat officials with respect before, during, and after the contest. We cannot play the games without officials as they are an integral part of the game, and they should be recognized as impartial arbitrators.
5. Display good conduct. Even though students pay admission, the management has the authority to remove any spectator who does not conduct himself/herself respectfully. Abusive language is to be avoided.
6. Remember that each student's view of the game could be quite different from that of the official.
7. Recognize that student spectators represent the school as do athletes.
8. Respect, cooperate and respond enthusiastically to cheerleaders.

Your Cooperation Is Greatly Appreciated!

DISCIPLINARY PROCEDURES GOVERNING LWSH SPORTING EVENTS

Student Expectations: Lake Washington High School students attending any of our athletic events, both on our campus and at other sites, are always to demonstrate good sportsmanship and proper behavior. Cheering is to be directed to our student-athletes and coaches. Negative cheers (including but not limited to racial slurs or other offensive language), taunting of individual athletes, teams, or opposing spectators is prohibited. Students who are removed from a game because of negative or inappropriate cheers, sportsmanship or behavior are subject to the following disciplinary action:

1. First Offense: suspended for one full week from attending any school activity. The student will meet with his/her administrator and the parent(s) will be contacted.
2. Second Offense: suspended for the remainder of the current athletic season and could include an upcoming season. The student and parent(s) will meet with his/her administrator. Racial slurs, offensive language directed at any racial and other minority groups is automatically a second offense. Further disciplinary action could be taken including detention or suspension from school.
3. Third Offense: suspended from attending any school event for the remainder of his/her high school attendance.

ATTENDANCE/ENROLLMENT

Attendance Absences & Excuses (JED, JED-R, JEE) 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 need to 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 excessive absenteeism or tardiness may be subject to corrective action. All students are expected to remain on campus for the entire school day. There are

exceptions for high school students whose parents / guardians request that they be excused during lunch and students whose parents / guardians request attendance at another school or school-related activity during the school day.

TRUANCY (JEDA)

Under Washington state's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant.

- Parents / guardians 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 to improve the student's attendance.
- The parent and school must enter 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.
 - Students may be denied a grade on an assignment or an activity when they have an absence for a period in which there was a graded event that required student participation.
 - Credit may be denied if/when excessive absences correspond to periods in which there were graded events that required student participation as specified in that course's outline/syllabus.
 - Students who are denied credit for a course have a right to appeal the decision to a building administrator. Administrators must ensure that student's unique circumstances are taken into consideration.
 - Students who demonstrate excessive absenteeism or tardiness may be subject to corrective disciplinary action.

BECCA LAW

In 1995, the State Legislature implemented the Washington Compulsory Attendance Law. The law requires all parents, guardians, or other legal custodians of juveniles to ensure that children between the ages of 6 and 18 attend school. Parents / guardians violating this requirement may be required to pay a \$25 fee per day unless they can show reasonable diligence in attempting to get the student to attend school.

The "BECCA Law" also requires the District to:

1. Schedule a conference with parents / guardians after two days of unexcused absences/truancy.
2. File a petition with the county court (*may* after the fifth unexcused absence/truancy in a month, *must* after the seventh in a month or the tenth in a year).
3. Report any additional unexcused absences. After a petition is filed, the student is required to appear in court and will then be under the court's jurisdiction.

CHILD FIND

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying student's age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. If you or your parents / guardians 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 office at 425-936-1201 or district Child Find office at 425-936-2760 to request Child Find information.

OPEN CAMPUS

Lake Washington High School has an open campus for lunches. Students of all grade levels CAN leave campus at lunch time. However, students who return late from lunch will face consequences ranging from detention to loss of off campus privileges. Trespassing on private property (I.E., church, cemetery, Holy Family School, vacant properties and woods, private residences) is prohibited. Progressive discipline will be used in case of violation of the beginning with after-school detention, ISS, etc. Students are NOT allowed to leave campus for any other reason, except with an approved note or having checked out of the attendance office. When a student must leave campus during the day for an appointment or emergency, a phone call or note to the attendance office prior to leaving campus will suffice. The student must then check out via the attendance office to receive a pass and check-in when returning. The campus is closed from 10:00 p.m. to 6:00 a.m. Students on campus during this time will be subject to the jurisdiction of the Kirkland Police Department.

RESPONSIBILITY FOR ATTENDANCE

1. Students and parents / guardians are responsible for school attendance.
2. The parent / guardian or legal guardian of any student who is absent from class is requested to leave a message with the school Attendance Office at 425-936-1701 **within 48 hours to have an absence be considered as excused.**
3. If the parent / guardian is aware of an impending absence, or an absence longer than 3 days, please call to notify the school in advance. A pre-arranged absence form should be completed by the student.
4. *Parents / guardians may not excuse absences for students who are in the building and supposed to be in class.*
5. Because regular attendance is both an expectation and a critical component of student success, parents/guardians of students who exceed ten (10) **excused absences** in a semester will be expected to contact our BECCA Specialist at 425-936-1738 and provide documentation to verify the "excessive excused" absences.
6. Students eighteen or older may **NOT** excuse their own absences unless they are supporting themselves and living independently.

7. If your student arrives to school late or needs to leave school early (for any reason), they must go to the Attendance Office to pick up a pass before entering class or leaving campus. Parents must either call in advance or write a note to excuse the student. Please call the attendance office at: (425) 936-1701 or have your student bring in a note or send an email to: LakeWashingtonHSAttendance@lwsd.org

PARENT ACCESS

Parent / guardian Access is a web-based tool that allows parents / guardians to view their students' attendance. More information about Parent Access can be found on the Lake Washington School District [website](#). Questions may be sent to ParentQuestions@lwsd.org.

LWHS TARDY POLICY

Students are required to attend all scheduled classes and to be on time at the beginning of the class period. Students who arrive more than ten (10) minutes late will be considered absent. Staff will conduct periodic tardy sweeps to ensure timely arrival to all classes.

More than seven tardies per school quarter will result in the following progressive discipline:

- 8th Teacher emails parents / guardians, warning
- 9th Tardy Lunch Detention
- 10th Tardy Lunch Detention
- 11th Tardy One-Hour Detention
- 12th Tardy One-Hour Detention
- 13th Tardy Two-Hour Detention AND parent/guardian conference
- 14th Tardy Two-Hour Detention AND parent/guardian conference AND Tardy contract
- 15 + Tardies, Additional consequences will be applied.

TRUANCY

Truancy, or any instance in which a student is absent from any class without either parent / guardian, teacher, or administrative permission, will be handled as a disciplinary matter.

DRESS CODE POLICY

Dressing appropriately for a given environment or situation is an important life skill. School emulates a job as students are growing up. Attire should be appropriate and cover a student's undergarments. Attire for school may be casual and appropriate for an educational setting.

- Shorts, skirts, dresses etc. must cover the student's bottom including when students are bending over or walking up stairs.
- Attire should be appropriate and cover a student's undergarments.
- Students may not wear attire that references illegal substances Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive or displays inappropriate pictures, writing or innuendo is prohibited.

- Footwear must always be worn.
- Students are expected to have their student ID visibly displayed during the school day and while in school buildings.

Students in violation will be asked to change their clothing, cover up or go home if necessary.

ACADEMIC MISCONDUCT

Definition and Potential Consequence per LWSD’s Students Rights and Responsibilities (Page A6).

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

(D-detention, RC-restorative conference, LP-loss of privilege, RT-reteach, STS-short term suspension, LTS-long term suspension.)

LWHS CONSEQUENCES

To align our practice to equitable grading practices the following process will be followed if academic dishonesty occurs:

1. Teacher informs student and guardian(s) of the violation, sharing specific evidence (observation, ‘TurnItIn’, printout, other).
2. Teacher submits a Behavioral Support Form with infraction. The administrator connects with teacher and student’s counselor via email, records infraction into Skyward as a behavioral offense, and issues a Wednesday after school detention (1:25-3:00pm).
3. Student is required to complete the assignment/assessment for full credit. Based on class circumstances, the teacher can give the same or similar assignment/assessment. Student and teacher decide on appropriate timeframe and share plan with student’s guardian(s), administrator, and counselor. Students can work on assignment/assessment during assigned Wednesday detention under supervision provided by classified staff or teacher. When needed, teacher and administrator can arrange additional time for the supervised completion of assignment/assessment.
4. If more than one offense is recorded in an academic year or a significant, repeated pattern develops during the student’s academic experience at LWHS, a restorative conference will be held with the student, guardian, administrator, and counselor. This is in addition to the forementioned steps. During the conference, the team will review the long-term effects of academic dishonesty, identify root cause of the repeated behavior, and develop a student support plan. The student support plan will be shared with all of student’s teachers.

5. If further academic dishonesty occurs, additional disciplinary actions may be taken per LWSD's Student Rights and Responsibilities. These can include short term suspension, long term suspension, restrictions/loss of privileges, re-teaching, and redoing the assignment/assessment.

CELL PHONE POLICY

At Lake Washington High School we believe in safety, responsibility, integrity, respect, and relationships, and as such, we work to create environments where all students can learn and be successful. The cell phone policy is designed to support those goals.

- Unless given specific permission from the teacher, phones must be inoperable and away during learning time (class, formal assemblies, etc.)
- Please keep your cell phone in the following area:
 - In backpack/bag
 - Teacher storage system/area
 - At home
 - Teachers may have specific location requirements
- Consequences for unauthorized use are in full accordance with LWSD Student Rights and Responsibilities – Student Searches: “Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student’s possession.”
 - First incident – teacher holds phone until the end of the period
 - Second incident – phone goes to office (student's admin), incident is tracked, reported in Skyward, and the student picks up phone at end of day
 - Third incident – phone goes to office, incident is tracked, parent must pick up at end of day
 - Fourth incident – phone goes to office, admin schedules meeting with parent, and cell phone contract is created & sent to all that students' teachers
 - Fifth incident – this is now willful disobedience and as such, consequences follow school policies for this type of offence (e.g., no phone on campus, detention, etc.)
- Important notes
 - If the use of the cell phone coincides with a more severe violation of student responsibilities (e.g., bullying, harassment, threats, academic dishonesty, etc.), the consequences for the other violation may supersede or be an addition to the standard cell phone policy.

LAKE WASHINGTON SCHOOL DISTRICT RIGHTS AND RESPONSIBILITIES FOR STUDENTS

Please click the link below to access the Student Rights and Responsibilities for the Lake Washington School District.

[LWSD Student R&R](#)