



**Please sign and return this page to school
with your child.**

Please initial next to each statement:

_____ I have read and agree to the LWSD and JME attendance policy. I will commit to ensuring my child attends school regularly and will communicate with the school when they are absent.

_____ I have read and agree to the JME arrival and dismissal procedures, including after school playground use.

_____ I have read and agree to the LWSD Student Rights and Responsibilities, including the Human Dignity Policy.

I have read the information in the John Muir Elementary Handbook and agree to follow the expectations that are outlined.

Student Name: _____

Teacher Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____

John Muir Elementary School Handbook 2023- 2024



At JME, we are committed to empowering, equipping, and encouraging each student to achieve their limitless potential by providing *equitable** opportunities. We stand for a sense of belonging, community, diversity, and academic success.

John Muir Elementary - where we:

Empower
Equip
Encourage

* JME's Shared Definition of Equitable:

Equity Definition

Equity means each student—regardless of race, ethnicity, socioeconomic status, dis-ability, language, immigration status, religion, gender identity, and sexual orientation—will have access to the opportunities, resources, and support they need.

The John Muir Handbook outlines information and policies on a variety of topics including:

- Principal / Associate Principal's Message
- PTSA
- LWSD School Calendar
- Staff List
- Important Phone Numbers and Communications
- Birthday Invitation and Birthday Celebration Policy
- School Hours
- Recess / Lunch Schedule
- Recess/Playground Expectations
- Purchasing Breakfast/Lunch and Cafeteria Expectations
- Arrival/ Dismissal Procedures
- Absences and Tardies
- Too Sick for School/Medication/ Health Room Policy/Lice
- Health Curriculum
- Emergencies
- Middle/High School Students and Volunteers
- Pets at School and Student Safety Patrol
- Drop off and Pick up Procedures
- PBIS/ROAR
- Kelso's Choices
- Dress Code and Electronic Devices Policy
- Homework Policy
- Student Acceptable Use Policy (AUP)
- Student Rights and Responsibilities

A Message From the Principal

Dear John Muir Families and Community,

Welcome returning and new families to the 2023-2024 school year! We are excited to begin our academic year, as many great things are in store for us at John Muir Elementary. I look forward to partnering with you to ensure your child's success.

All of us at John Muir Elementary are eager to begin what promises to be the best year ever. To kick us off, we have created a Welcome Back Packet. The purpose of the Welcome Back Packet is to provide you important information about John Muir. Please take the time to review the school's website for important information including teacher websites, school calendar information and the JME Parent/Student Handbook. <http://muir.lwsd.org/>. The Family/Guardian/Student Handbook outlines the policies and procedures that make our school run smoothly and safely for our students. It is important that you review the handbook with your student to become aware of our expectations for them. If you have questions, please contact our amazing office staff.

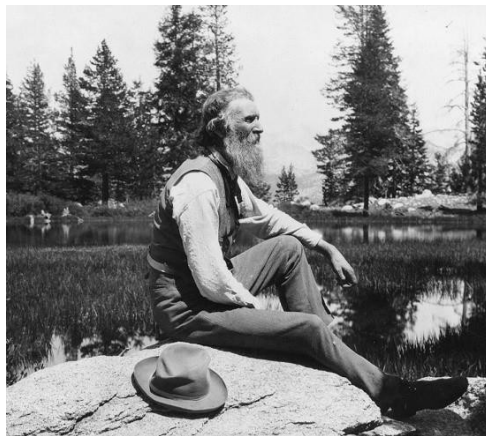
I look forward to learning with you and from you this year. We will continue to review and develop the education program of John Muir Elementary so that it continues to raise the bar for all students. I am inspired by the strong collaboration and commitment to student learning at John Muir Elementary. Together, we will continue to make learning, safety, and community our priorities. Please do not hesitate to contact me or your student's teacher if you ever have any questions or concerns.

With kindness,
Ashley Boughton
Principal

JME's History



The original John Muir Elementary building was completed in the Fall of 1971, opening as a K-6 school. It had a population of 312 students. Growth since that time has leveled off and is consistent at around 390 students. Over the course of its 45-year history, John Muir Elementary School has received national recognition several times; once in 1990 and again in 2010, as one of the outstanding schools in the United States. In 2013, 2014 and 2015, the school was named a Washington Achievement Award winner by demonstrating reading and math growth over a three-year period!



The 2023-2024 school year will be the 12th year in our new building named after the famous naturalist John Muir. He was very active in the National Park movement. We have four shared learning spaces named in honor of Yosemite, the Sierras, Redwoods, and Mt. Rainier. Our School colors are red, white and blue. Our School mascot is Mounthy the Mountain Lion.



PTSA

The John Muir PTSA is very active with a number of volunteers who assist the school in a variety of ways to help make John Muir an even better place to learn. The PTSA helps facilitate family involvement through its many programs and activities. It is our stated mission to work to enhance the learning environment of every student — a mission we take very seriously. Our programs fall into three main categories: curriculum/classroom support, community building and health and safety.

Classroom and curriculum support are vital to our mission. To this end, PTSA programs support math, science, art, music, library, outdoor education, and educative assemblies as well as teacher stipends and staff appreciation events.

Research indicates that students do better in the classroom when there is a strong sense of school community. To support this, the PTSA sponsors social and family events to build a shared sense of belonging.

Students must feel safe and well in order to learn. To promote health and safety, the PTSA provides health screenings, parent educational opportunities, emergency preparedness supplies, and numerous programs focused on the well- being of our students.

All of this is possible because of the incredible contributions of time and talent from staff, administration, and families like you. Whatever you have to contribute, the John Muir Elementary community needs your voice and participation.

President	Sonja Saar
VP of Membership	Crystal Boyle
VP of Fundraising	Clarissa Fowler
Secretary	Eimhin McManus
Treasurer	Jennifer Peroyea
Volunteer Chair	Vacant
Advocacy Chair	Vacant



August 2023

S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28*	29*	30*	31*		

September 2023

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

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29	30	31				

November 2023

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December 2023

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31						

January 2024

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February 2024

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March 2024

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24	25	26	27	28	29	30
31						

April 2024

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May 2024

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19	20	21*	22	23*	24	25
26	27	28	29	30	31	

June 2024

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9	10	11	12	13*	14	15
16	17	18*	19	20	21*	22
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30						

July 2024

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21	22	23	24	25	26	27
28	29	30	31			

Important Dates

Aug. 28-Sept. 1	LEAP Days
Sept. 4	No school - Labor Day
Sept. 5	First Day of School (grades 1-12)
Sept. 5-7	Kindergarten Family Connections
Sept. 5-7	Half-Day Elementary Conf./Connect (grades 1-5)
Sept. 8	First Day of School for Kindergarten**
Sept. 12	First Day of Preschool
Sept. 13	1.5 hrs. early release schedule begins
Sept. 15	First Day of SNAPS Preschool
Oct. 16-17, 19	Preschool Conferences (No Preschool Programs)
Oct. 20	No school - LEAP Day
Nov. 7	Last Day 1st Quarter (Secondary)
Nov. 10	No school - Veterans Day (Observed)
Nov. 14	Secondary Grades Due
Nov. 22	Half Day
Nov. 23-24	No school - Thanksgiving Vacation
Dec. 18-Jan. 1	Winter Break
Jan. 15	No school - MLK Jr. Day
Jan. 17	Elementary Grades Due
Jan. 23, 25-26	Half-Day Elementary Conferences; Preschool Conferences (No Preschool Programs)

Jan. 26	Last Day 1st Semester (Secondary)
Feb. 2	Secondary Grades Due
Feb. 15-16	No school - Mid-Winter Break
Feb. 19	No school - Presidents Day
March 8	No school - LEAP Day
April 5	Last Day 3rd Quarter (Secondary)
April 8-12	No school - Spring Break
April 19	Secondary Grades Due
May 21, 23	Preschool Conferences (No Preschool Programs)
May 24	No school - LEAP Day
May 27	No school - Memorial Day
May 28	Snow Make-up Day
June 7	Last Day of SNAPS Preschool
June 13	Elementary Grades Due
June 18	Last Day of Preschool
June 19	No School - Juneteenth
June 21	Half Day - Last Day of School (Last Day is Subject to Change)
	Last Day 2nd Semester (Secondary)
	Secondary Grades Due

Key

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

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

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

** Staggered start for Kindergarten - schools will provide details.

Updated 7/28/2023

JME Staff

Kindergarten: Tess Camera Melissa Molavi Maris Tanner	ML Teachers: Domini Dean Izabella Chavez	Occupational Therapist: Jennifer Carlin
First Grade: Eithan Fisher Marisa Gonzalez Abby Taylor Chris Tucker	Office Staff: Gail Anderson Jamie Crum Julie Braun	Physical Therapist: Andrew Dujenski
Second Grade: Kiah Moore Celina Ryan Aly Shiels	Principal: Ashley Boughton	Psychologist: LeaAnne Meschke
Third Grade: Solay Lor Sydney Lovely Kate Vagt	Associate Principal: Bridget Ballard	Speech and Language Pathologist: Meredith Warren
Fourth Grade: Kacie Morison Kelly Plese	Instructional Assistants: Xenia DeLeon Lea Magdall Jen Whelan Barb Whelan	Special Education Teacher: Andrea Bardin Amanda Geib
Fifth Grade: Nick Kanehen Jaclyn Keller Karen Murk	Para Educators: Sandra Arizaga-Gomez Annie Kam Michelle McPherson Aisha Rahmani Inga Tomita	
Safety Net Teachers: Ellen Barber Julie Palmer Beth Schultz Michelle Vallene	Music: Katie Metz	
	PE: Jeff Rothenberg	
	Librarian: Stephanie Kehrli	
	Counselor: Margot Schroeder	

Important Phone Numbers

John Muir Elementary	425-936-2640	
Safe Arrival for reporting absences	425-936-2641	4:00pm-8:15am

Communication

Communication from the school about important dates, activities, school events, fundraisers, supply lists, and any other important information will be available and communicated to families through the following ways:

- ParentSquare
- Notes home in student's backpacks
- Peach Jar
- School newsletter – sent via ParentSquare
- Our school website
- School reader board

Enrollment/Variations

Students in Washington state may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variations are determined on a space-available basis. Refer to our school district website for timelines and processes.

School and District Events

Any students or children attending events after school must be accompanied by an adult at all times. This is for safety. All school rules will still be in effect. Check out all school events on our school's website under calendar.

Student Progress Reports

All students will receive a written report in January and also at the end of the school year in June. Family-Student-Teacher conferences will be held in January. These are to be student led conferences. Additional conferences may be scheduled throughout the school year by the teacher or parent as needed.

Bicycle and Scooter Policy

Students 10 years and older can ride bikes or scooters to school. If this is something you are interested in having your student do, you must fill out the John Muir Bicycle Contract. There is a bike rack at the south parking lot for bikes to be securely locked up. Students will need to use their own lock. Students must wear a helmet. Students may not ride bikes or scooters on school grounds and may walk their bikes/scooters in when entering school property.



Birthday Policy

Birthday party invitations are NOT to be handed out during school hours. Please arrange to deliver invites outside of school hours and off school property.

At JME, we are committed to empowering, equipping, and encouraging each student to achieve their limitless potential by providing *equitable** opportunities. We stand for a sense of belonging, community, diversity, and academic success.

John Muir Elementary - where we:

Empower

Equip

Encourage

As we continue to strive for this goal, we are also looking inward at our own definitions of equity and forming our collective identity as a school that truly embraces diversity and celebrates each student for who they are and who they wish to become. We are focusing our efforts on increasing ***student sense of belonging*** here at John Muir Elementary. We want each and every student to feel respected, celebrated and valued.

This has led to a thoughtful discussion as a staff around how we honor students on their birthdays. We want students to feel celebrated on their special day. We want to join in the joy that they feel on their birthday. We also recognize that every family has their own traditions and customs for celebrating this day as well.

Our celebration policy as of September 20th, 2022:

Students who celebrate their birthday **will be honored** at school with a special classroom recognition determined by the classroom teacher. This might include a special read aloud, birthday chant/song, or community circle recognition.

We will not be celebrating student birthdays with outside food or treats.

Here is our **WHY**:

- Not all students are able to bring treats or goody bags to share with their class. This is not equitable.
- Not all students are able to participate in eating treats due to allergies. This is not equitable or safe.
- Not all students are able to participate in the celebration for religious and cultural reasons. This is not equitable.
- Not all students respond to sugar in the same way and thus this can negatively impact their health and learning. This is not equitable.

****This also applies to other celebrations. No outside treats can be brought in by families unless requested by the teacher for a special class event.****

School Hours

Monday, Tuesday, Thursday and Friday:

Arrival: 8:25 AM

Start time: 8:40 AM

End time: 3:10 PM

Wednesday:

Arrival: 8:25 AM

Start time: 8:40 AM

End time: 1:40 PM

Breakfast Hours:

8:10 AM- 8:25 AM- Breakfast opens at 8:10 AM. Please enter through the Cafeteria doors.

Entering the Building:

Students may enter the building with their teacher at 8:35 AM. Students should not enter the building before 8:35 AM, even if they are accompanied by their families.

First Bell:

The first bell will ring at 8:35AM. Students are then welcomed into the building by JME staff.

Second Bell / Start Time:

At 8:40AM the second bell will ring. This is the start of the learning day.



Recess / Lunch Schedules

Lunch / Lunch Recess:

Grade	Lunch Time	Recess Time
Kindergarten	11:20 AM	10:05 AM
First	11:20 AM	10:05 AM
Second	12:25 PM	2:15 PM
Third	12:25 PM	10:35 AM
Fourth	12:25 PM	10:35 AM
Fifth	11:20 AM	2:15 PM

Umbrellas, Sunglasses, Hats at Recess Policy

Students may use their umbrellas to and from school, but they may not use them during recess for safety reasons. Sunglasses may be used to and from school. They may also be worn at recess. Hats may be worn to and from school and at recess.



Playground/ Recess Expectations

At JME our playground is another place students have fun, play together and share. If I have a small problem, I will try two of Kelso's Choices. If I have a BIG problem, I will tell an adult.

Playground Expectations:

- Stay on the playground at all times
- Ask an adult for a pass to use the restroom
- Play games according to the game rules taught in PE
- Use all play equipment in a safe manner and only in designated areas
- Use two hands on the bars
- Go down the slide seated forward
- Leave bark, sticks, rocks or anything else found on the ground
- Let others join a game, if they choose
- Keep personal items, school supplies, and food inside
- Use school equipment on the playground and leave personal items at home



Purchasing Breakfast or Lunch

Student Breakfast	\$2.25
Student Lunch	\$3.75
Adult Breakfast	\$3.75
Adult Lunch	\$5.50
Milk only	\$0.50

Forms for Free or Reduced-Price Breakfast and Lunch are available in the school office. If a child qualifies, a new form must be submitted at the beginning of each school year. You can fill this form out online on the district webpage.

<https://www.lwsd.org/students-families/breakfast-and-lunch-menus>

Each student has their own card and account. Money can be added to their account by paying in the office with exact cash, check or by online at the district web page. Parents will be notified when the account is running low or if a balance is due. Any questions, please check with the classroom teacher, accountant Mrs. Whelan, or the front office.

Cafeteria/Dining Expectations

Students are given 30 minutes to eat their lunch. Please remind your child that their focus should be on eating their lunch in the given time. All food and drinks are NOT to be shared due to possible food allergies. Students with allergies will be allowed to eat at the allergy aware table for safety.

Cafeteria Expectations

- Stay at the table once seated
- Use their best manners
- Use inside voices
- Sit at their assigned table
- Make one trip to the garbage can/recycle bin when dismissed
- Raise their hand when needing support with utensils, napkins, spills, or need to use the restroom

Arrival/Dismissal

Arrival

Students who are eating breakfast should arrive at 8:10 am and line up outside the cafeteria doors. All other students should arrive no earlier than 8:25 and will remain outside in their designated areas until 8:35 am. Students are not to play on the playground before school as there is no supervision.

We ask that students only enter the building through their designated grade level entrance. Students are expected to remain in line, hands to themselves, and remain off playground equipment. Once students enter the building, they will walk in their line directly into their classroom.

Students who are not in their classroom by 8:40 a.m. are considered tardy and must check-in at the office for a tardy slip.

The Safe Arrival Program notifies parents if their child has not arrived at school. This automated program supports student learning and enhances student safety by calling home if a child is absent and the school has not been notified. For this reason, late students must be signed into the office.

Dismissal and Early Release

Please try to make all appointments outside of school in order to support your child's learning. In the event that your child must leave school prior to the end of the school day, the parent/guardian must come into the office and sign the student out. The office will call down the student.

The safety and security of our students is a top priority of our school and district. This includes ensuring our students are safe at dismissal.

Walking Parent Pick-Up

When picking up your child by foot, please **wait at the top of the playground, by the sand field, with your child's colored sign, keeping walking paths to the exits clear**. Many of our learners become very overwhelmed when forced to walk through large crowds of adults to make it to the car pick-up line.

- Dismissal is at 3:10 pm on Monday, Tuesday, Thursday and Friday. Dismissal is at 1:40 pm on Wednesday.
- Older siblings (middle and high school students) who are picking up younger siblings should plan to meet at the flag pole no earlier than 3:05 pm.
- Students enrolled in the Extended Day program or supervised by an adult are allowed on campus after school. All other students need to leave by 3:15 pm.
- The playground will open at 6:00 pm for community access after Extended Day has been closed.

Any students in need of help should go to the office immediately and may use the phone for emergencies. In case of a parent being late or not showing, students are to go to the office and the office will call home. Phones will not be used by students to plan rides, playdates, or any non-emergencies. Parents arriving late should pick up their child/ren in the office.

After School Playground Use

We ask that families who wish to stay after school to use the playground wait on the sand field until 3:20 (1:50 on Wednesday) to ensure all students have been safely dismissed prior to using the playground. All students on the playground must be supervised by an adult. We ask students and families to follow our same school rules while playing such as staying on the play equipment, blacktop and sand field, using the play equipment as taught in PE, and throwing away trash.

Absences/Tardies

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. Addition absences consistent with WAS 392-400-325 will also be considered excused.

Late Arrival/Tardy: In the event that your student arrives after 8:40 am, you must sign your child in at the office. This policy is designed to support student learning and enhance student safety.

Admit slips will be written beginning at 8:40 a.m.

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

Parents will be notified in writing or by phone after one unexcused absence in a month.

- A parent conference will be initiated after two unexcused absences in a month in order to help improve attendance.
- The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month or ten unexcused absences in an academic year.
- At five absences in a 60-day time period or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the family, explaining the educational impact on the student.
- If a student has over 10% tardies or absences, or two unexcused absences in a month, or five unexcused absences in a year, a letter will be sent from the Principal to the family indicating the continuing problem, requesting a conference, and mentioning the BECCA requirements for attendance.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, and Principal.

There may be some exceptions based on individual student situations and circumstances.

Vacation/ Extended Absence Policy

While we understand that there are occasional circumstances that require students to miss a day of school, please remember that there is no substitute for the in- class instruction that students experience. It is impossible to replicate what happens in the classroom through written work. Often written work is an extension of what is taught and discussed during the lesson in class. Although every effort will be made to see that your child gains the missed learning. Teachers are NOT required to assemble packets of work for student absences.

Sick

If your child is sick, please notify the office and teacher as soon as possible. District policy is that a child may not return to school until 24 hours after

vomiting. Students with a temperature over 100 degrees should stay home and return 24 hours after the fever has broken. Parents may use their judgment on whether their child should go to school. If you have concerns, call or stop by the office for advice. When students are sick, or return from being absent from sickness, they are expected to participate fully in school activities. If they are unable to, they will be sent to the office and a call home will be made. Students may not stay in during recess due to sickness unless they have a doctor's note requiring it. If children are too sick to go outside, please keep them at home until they feel better.

Too Sick for School

Keeping students' home when they are too sick for school protects other students and staff from potential illness. If your student becomes ill at school, you will be called to take your student home. It is essential that your student's school has a phone number where you can be contacted during the day and an emergency number in the event you cannot be reached. Families can update their emergency contacts in [Skyward Family Access](#) throughout the year through the Student Info tab and request changes link.

COVID-like symptoms

The best way to prevent the spread of a COVID-19 infection is to avoid exposure to others, especially if your student is showing symptoms of COVID-19. People who test positive for COVID-19 or those who have symptoms of COVID-19 and are awaiting test results should isolate at home away from others except to get medical care.

Students, children, and staff with new onset of respiratory or gastrointestinal symptoms, such as cough, fever, sore throat, vomiting, or diarrhea, or other [symptoms of COVID-19](#), should not attend school or childcare, should stay home, and get tested for COVID-19. Follow the DOH [What to do if a Person is Symptomatic](#) flowchart.

Isolation

Students or staff who test positive for COVID-19:

Isolate for at least five days after symptoms first appeared. Day 0 is the first day of symptoms.

Isolation can end after five full days if:

- Symptoms are improving five days after the start of isolation, AND
- No fever for 24 hours without use of fever reducing-medication
- **Positive COVID-19 test without symptoms:** Isolate for at least five days after testing positive for COVID-19. Isolation can end after five full days if no symptoms develop. If symptoms develop after testing positive, the five-day isolation should

start over. Follow the recommendations above for ending isolation if symptoms develop.

Individuals should continue to wear a well-fitting and high-quality mask for an additional five days (day 6 through day 10). If an individual is unable to wear a well-fitting and high-quality mask, they should continue to isolate for a full 10 days or follow the test-based strategy as listed below.

Individuals can further decrease their risk of infecting others by taking a test when they plan to leave isolation, no sooner than day six. They should only test if they are fever-free for 24 hours without using fever-reducing medication and other symptoms have improved. Loss of taste or smell may persist for weeks or months after recovery and should not delay the end of isolation. When testing to potentially end isolation:

- If the test is positive, the individual is likely still contagious. They should continue to isolate and wear a well-fitting and high-quality mask and wait 24-48 hours to test again.
- If the test is negative on two sequential tests each performed 24-48 hours apart, they can end isolation and stop wearing a mask before day 10.
- If no additional testing is done, the individual should continue to wear a well-fitting and high-quality mask for days 6-10.

If continuing to test positive on repeat testing through 10 days, continue to wear a mask and avoid people who are immunocompromised or at high risk for severe disease until two sequential negative antigen test results are received. See the DOH guidance on [What to do if you test positive for COVID-19](#) for more information about length of isolation and testing options to determine when to leave isolation and stop wearing a mask. [Isolation and Quarantine Calculator](#).

Exposure

Regardless of vaccination status, students, children and staff who are potentially exposed to COVID-19 should take the following steps as detailed in the DOH [What to do if you were potentially exposed to someone with COVID-19](#) guidance:

- Monitor for [symptoms](#), AND
- Test 3-5 days after exposure, AND
- Wear a [well-fitting and high-quality mask](#) around others for 10 days after exposure.
 - If someone is less than two years of age or has a disability that prevents them from wearing a mask, other preventive actions (such as improving ventilation) should be used to avoid transmission during these 10 days.

If the exposed student, child, or staff member develops new symptoms, they should:

- Immediately isolate at home, or where they currently reside,
- Get tested for COVID-19, and
- Follow the steps outlined in the COVID-like symptom guidance above.

Exposed students, children, and staff who do not develop symptoms or test positive may continue to participate in all in-person instruction and care, including sports, performing arts, and other extracurricular activities.

If the exposed individual tests positive, they should follow the DOH [What to do if you test positive for COVID-19](#) guidance.

Additional non-COVID too sick for school symptoms

There are other medical conditions besides COVID-19 which may require your student to stay home from school. If your student has any of the following symptoms, please keep them home and contact their school.

- **Appearance, behavior** – A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.
- **Eyes** – white or yellow drainage, vision change, and/or redness of the eyelid or skin around the eye, itchiness, pain, or sensitivity to light. This may be a sign of “pink eye” (conjunctivitis) which needs a medical evaluation. Following a diagnosis of conjunctivitis, the student may return to school 24 hours after receiving the first dose of prescribed medication. Students can remain in school if there is only minimal redness to the white of the eye and no other signs.
- **Fever** – temperature of 100.4 degrees Fahrenheit or higher. Student needs to be fever free for 24 hours without the use of fever-reducing medicine such as Tylenol or Motrin before returning to school. Giving a fever reducing medication just before returning to school does not make a student well. It may only mask the fever until the medication wears off. In this situation, a student needs to be home, so others are not exposed to illness.
- **Ear pain with fever** – untreated ear infections may cause permanent hearing loss. Consult with the student’s health care provider.
- **Persistent nasal drainage and/or chronic cough** – may need to be seen by a health care provider. A student with thick or constant nasal discharge should remain home. Very few younger children can

effectively blow their noses and wash their hands afterward. A child with the above symptoms will quickly spread the illness to other children.

- **Sore throat** – especially with fever or swollen glands in the neck. A student with a confirmed diagnosis of strep throat may return to school after 24 hours of appropriate antibiotic treatment. They must also be fever free for the past 24 hours without use of fever-reducing medications.
- **Diarrhea** – more than one watery stool in a 24-hour period, especially if the student acts or looks ill. A student with diarrhea should stay home and return to school only after being symptom free for 24 hours.
- **Vomiting** – A student with vomiting should not return to school for 24 hours following the last episode of vomiting.
- **Rash** – body rash, especially with fever or itching. Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the student's return to school. Exceptions are rashes due to heat, diapers, and allergic reactions which are not spread to others.
- **Open sores or wounds** – discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling. Consult with the student's health care provider.
- **Lice, Ringworm or Scabies** – Individuals with head lice, ringworm or scabies must be excluded from the childcare premises beginning from the end of the day the head lice, ringworm or scabies was discovered. The provider may allow an individual with head lice, ringworm or scabies to return to the premises after receiving the first treatment
- **Chickenpox** – Students are infectious 1-2 days before the rash appears and until the blisters (sores) are dry and crusted. This is usually 5-6 days after the rash appears. Students need to stay home until all lesions have crusted over and there are no new lesions in 24 hours. If your child has chickenpox, alert the school nurse.

Contact your medical provider if your student is experiencing any other symptoms that are concerning to you.

A sick student cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick student home and encouraging frequent handwashing allows the student the opportunity to rest and recover and prevents the spread of illness in the school community.



Medication/ Health Room Policy

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, they may go to the health room. The health room office professional will assess the student's health. Parents should inform the school on the student emergency contact card or in writing if a student has a life-threatening illness, infectious disease, or serious allergy.

The Lake Washington School District's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may NOT medicate themselves, including cough drops, ointments, ibuprofen or aspirin. Any medication that must be administered during the school day will be done in the Health Room by an approved JME staff member.

Teachers are NOT permitted to give students over the counter medications. If a student is currently taking daily medications, parents need to arrange to have the student take it before school begins.

Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted) bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration. Parents

must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.



Lice

Lake Washington School District Lice Protocol: If health room staff or Registered Nurse find live lice on a student, the student may remain at school for the remainder of the school day. The student will no longer be sent home immediately upon identification of live lice. This is based on the current recommendations of Centers of Disease Control (CDC), American Academy of Pediatrics (AAP) and King County Public Health.

Staff will notify parent/guardian(s) by phone and send the Lice Notification Letter home with the student.

The student's classroom will also receive this letter if there are 4 or more active cases in an elementary classroom.

Lake Washington School District's lice protocol states that students that are identified with live lice or nits (white lice eggs) either at school or from the student's parent and/or guardian(s) will have to be treated and have no live lice present for the student to return to school. Students must be checked into the front office prior to returning to class and be cleared by district trained staff and/or nurse. All inspections, findings, and communications must be documented in Skyward.

If the student returns to school and nits are still present, but there are not any live lice, the student may remain in school. The student will be rechecked by school staff in 7-10 days after initial treatment. The parent and/or guardians(s) will need to continue to check daily to remove any remaining nits that may still be present. All inspections, findings, and communications must be documented in Skyward.

However, if live lice are found on return to school after treatment, the student will not be allowed to attend school that day. The nurse will provide guidance with the family in regard to live lice.

Health Curriculum

Health is one of the subjects taught in 4th and 5th grade. Students and parents will get information in the Fall at Curriculum Night and a letter will go home one month prior to sex education/HIV instruction. Wavier forms are available in the office if a parent chooses not to have the child participate in the health curriculum. Parents have the right to preview the material being taught by setting up an appointment by contacting the office. With the understanding that the district curriculum adoption committee recommends teachers teach only a subset of the lessons. The lessons may also be viewed online at:

<https://www.kingcounty.gov/depts/health/locations/family-planning/education/FLASH/elementary-school.aspx>

Family Rights and Privacy Act (FERPA)

- The Lake Washington School District is required to protect families from unauthorized release of certain information about its students.
- However, directory information may be released without permission from parents unless parents submit the Request to Prevent Disclosure Information form. A copy of this form is available in the office.
- Directory information is routinely used by the school district in news releases, school events programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for



Emergencies

If school needs to be closed for any reason an automated message will be sent to you via ParentSquare with instructions about picking up your child(ren). For weather emergencies, The Lake Washington School District will notify local radio and television stations with updates as well. In case we need to contact you by email or phone, it is important that student emergency information is correct. Please contact the office if there are any changes in your contact information (address, phone number, emergency contact's phone number).

We suggest you remain at home unless directed by emergency personnel or LWSD staff to come to the school grounds. This message will come via ParentSquare. If you arrive at the school during an emergency, you should go to the area in front of the school and wait for directions from staff. Please do not enter the playground. Very specific procedures for student release must be followed in any emergency. Please be patient. All these procedures are in place to guarantee student safety.

Student Volunteers

Middle and high school students are welcome to John Muir when serving in a volunteer role that has been prearranged with a John Muir staff member. The students must fill out a student volunteer application signed by their parent and their principal.

Forms are available online and at the John Muir office. Student volunteers need to sign into the office and always wear a badge. To maintain a safe and secure academic environment for our students, middle and high school students are not permitted to wait on campus during the time period between their school dismissal and the end of our day.

Reminder When Visiting School

Having visitors and volunteers at JME is both encouraged and appreciated.

LWSD has entry access control systems in all schools to help ensure we know who is in the building. This system allows us to keep all doors locked and use a camera and doorbell system for visitors to gain access to the building.

When you arrive at school during business hours, enter through the main door. Please give your name and purpose of your visit after ringing the doorbell (e.g. I am here to pick up my student, I am Vo, I am dropping off something for my student). Upon entering, proceed to the office, present your ID, and check in. Visitors must wear a badge while at the school.

Volunteers must complete the Volunteer Application Process at <https://www.lwsd.org/get-involved/volunteering-in-lwsd>. Approved applications are good for two years.

As a reminder, when visiting students, understand that teachers are expected to be instructing and supervising students from 8:35 am- 3:10 pm. Any conferences, meetings, and or time needed to speak with the teacher should be scheduled with the teacher in advance. Teachers are expected to get back to you in a timely manner. We protect our instructional time at JME in order to provide your child with the best educational experiences possible. No kids should be playing on the recess toys during the hours of 8:40 am- 3:10 pm. Students playing on the playground after school hours must be supervised.



Pets at School

LWSD Policy 2030: To manage the risks associated with the presence of animals on district property, the following restrictions applies to animals on school grounds and in buildings:

- No animals are allowed on district property between 7am and 4:00pm on any school day, except for bona fide service dogs. No dogs are permitted in district athletic stadiums at any time, except for bona fide service dogs.
- At all other times animals must be leashed and controlled by owners. The owner must clean up after their dogs and remove waste from district premises.
- According to Washington State law (RCW 16.08.040), the owner of any dog that bites a person while that person is in a public place or lawfully in a private place is liable for any damages suffered by the person bitten, regardless of the former viciousness of such dog or the owner's knowledge of such viciousness. The dog owner is personally held strictly liable for the damage inflicted on any persons injured or harmed by the dog physically or emotionally in any manner.

Student Safety Patrol

Adult supervisors and student safety patrol help support student safety as students walk to and from JME. All guards and supervisors are given authority to remind students to act in a safe manner and to report if students are not responsive to their reminders. Students are expected to follow the safe walking route guidelines provided by the LWSD Risk Management Office and use the designated crosswalks where there are supervisors and student patrols. The following crosswalks should be used by students

walking to and from school.

- 132nd Ave NE and NE 140th St (Traffic Light)
- NE 140th St and 129th PI NE
- 132nd AVE (Crosswalk with Flashing Light in Front of Kamiakin and John Muir)

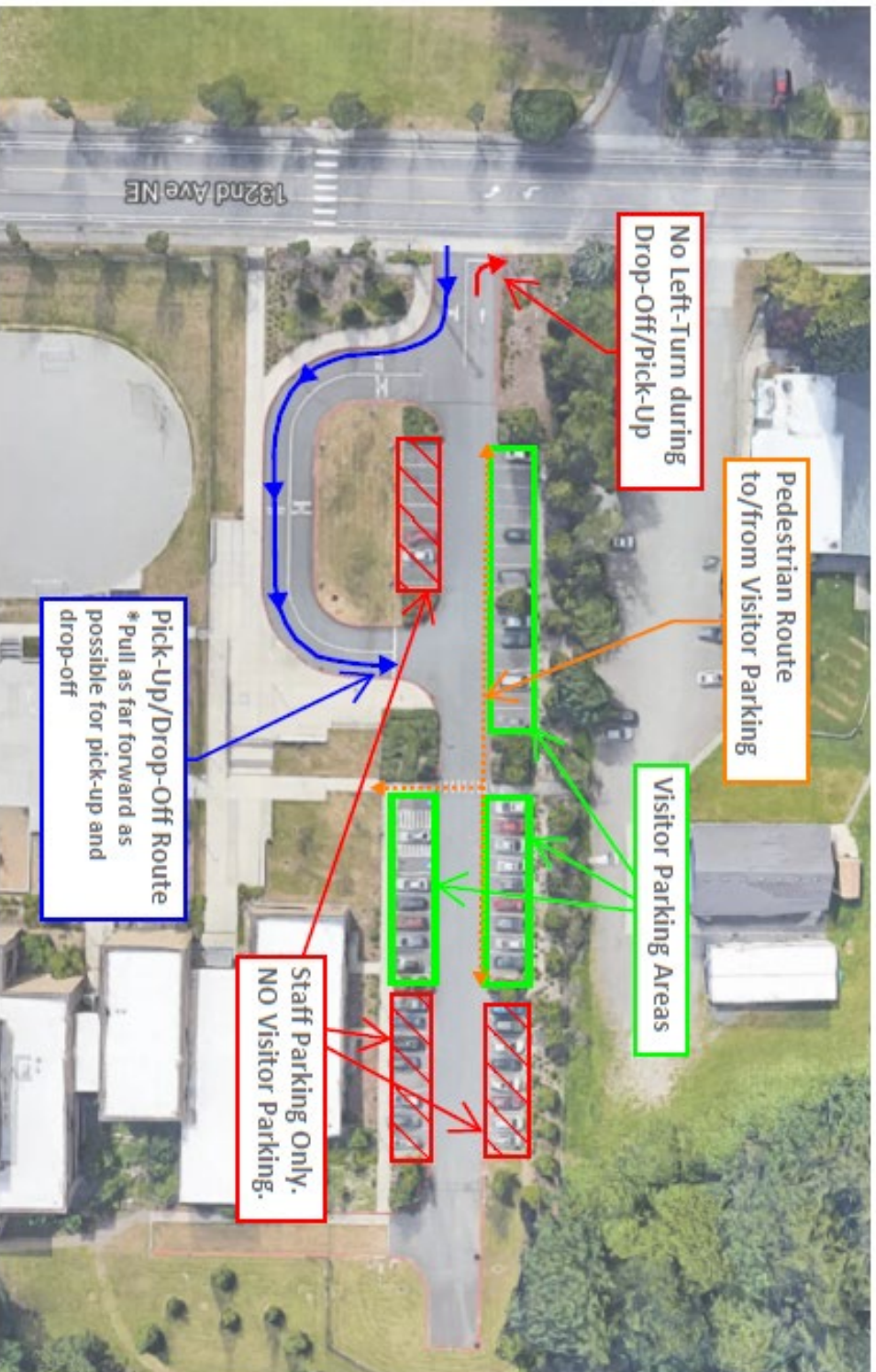


Student Drop-Off/Pick-up Procedure North Lot - Grades K-2 ONLY

The North loop is for drop-off and pick-up of students in Kindergarten, 1st Grade, and 2nd Grade.

Parking for visitors in the North parking lot is allowed **ONLY** in the areas shown in green.

Visitors parking in the north lot shall use the designated crosswalk to walk students to/from the school.

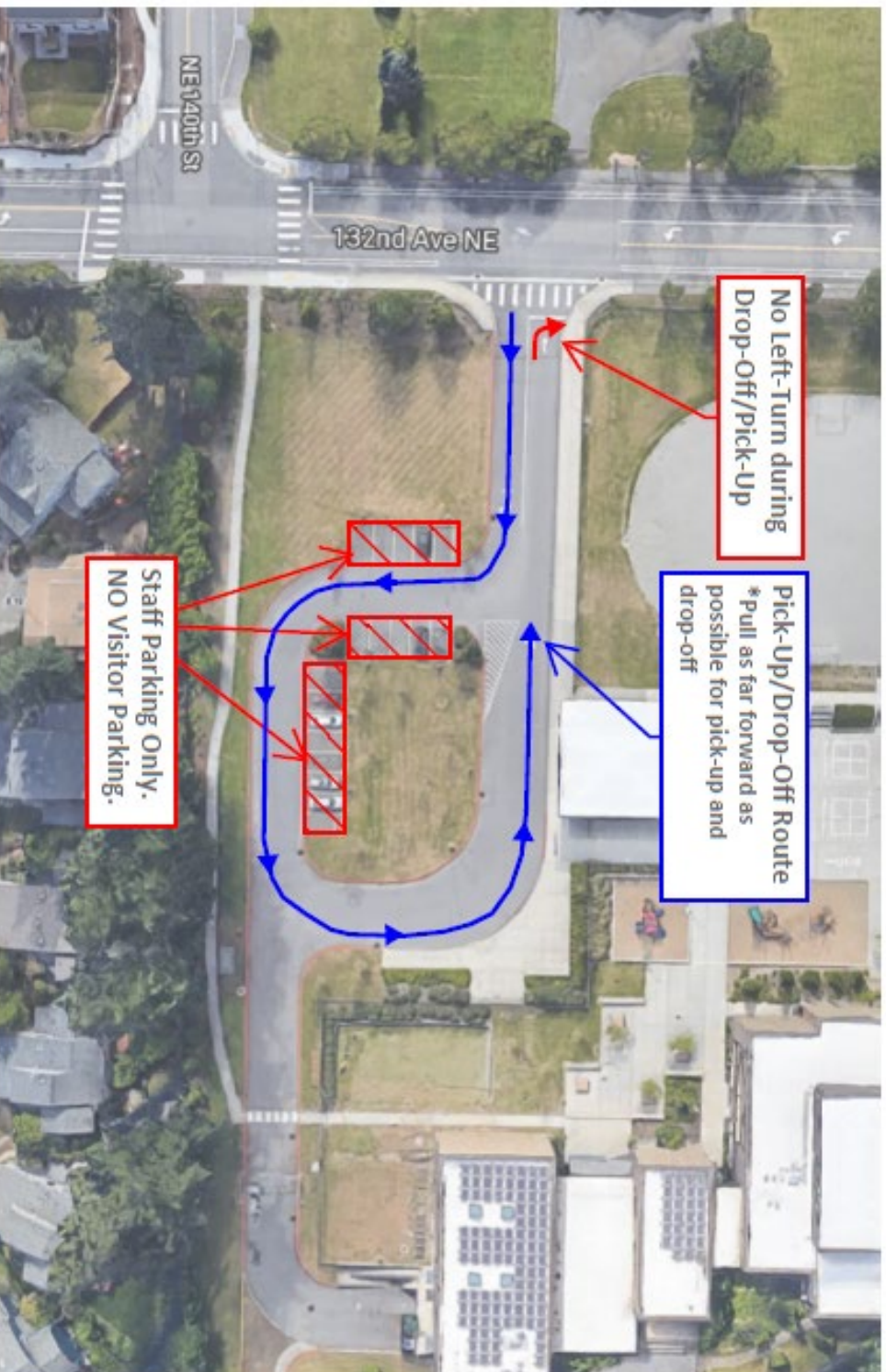




Student Drop-Off/Pick-up Procedure South Lot - Grades 3-5 ONLY

The South loop is for drop-off and pick-up of students in 3rd Grade, 4th Grade, and 5th Grade.

NO Visitor Parking is allowed in the South Lot. Parking in the south lot is for Staff only.



The JME parking lot is a very busy place before and after school. The safety of our students is our highest priority so if you choose to drop off or pick up students in a vehicle, please plan to be patient.

As a reminder, John Muir Elementary is a walking school. We encourage you to utilize the safe walking routes as much as possible to ease the congestion in our parking lots.

The north parking lot is to be used for Kindergarten, First and Second Grade drop off and pick up. The south lot is for Third, Fourth and Fifth Grade drop off and pick up. If you have multiple students that attend John Muir Elementary, please pre-determine which parking lot you will drop off/pick up each day.

When using the drop off/pick up zone, please pull as far forward in the zone as possible. If using the drop off/pick up zone, students are expected to be able to get in and out of the car without adult support and need to exit and enter the car on the curb side for safety reasons. If they can't, please allow time to park in a marked parking spot and walk the student onto campus. You may park in the designated areas in the north lot, the south church parking lot, or Kamiakin Middle School parking lot to drop off or pick up your student before or after school. The south lot is for staff parking only. Students are not to walk into the parking lot without an adult accompanying them.

Do not drop off or pick up your child on 132nd Ave NE or in the middle of the parking lot.

For drivers with handicapped parking permits, please drive directly to one of the 3 designated spaces available. If all spaces are filled, please return to the drop off/pickup zone or park in one of the visitor parking spaces.

Always drive slowly and use caution when using the JME drop off/pick up zone and parking lot. Also, please follow any directions from adult staff.

Walking Home Procedure/Policy

Anyone, including adults and minors, walking South of JME needs to follow the new walking path shown on the map for safety reasons. For the safety of all families, students, and adults, the walking path minimizes the amount of time students/adults spend walking in front of cars and improves traffic flow out of the school.



PBIS/ROAR

What is PBIS?

PBIS is a schoolwide positive behavioral interventions and supports system designed to increase academic performance, improve safety, decrease problem behaviors, and establish a positive school culture.

PBIS is a systems approach, establishing the school culture and behavioral supports needed for schools to be effective learning environments for all students. It is a proactive approach in creating a positive, predictable, consistent, and safe school environment.

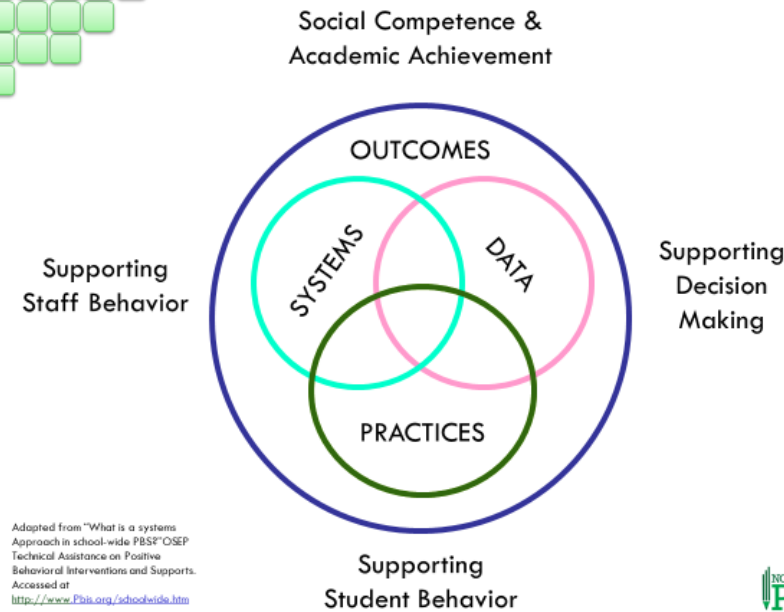
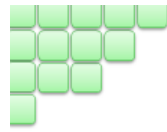
PBIS focuses on three basic ideas for improving school climate and culture:

- Developing consistent school-wide and classroom expectations
- Teaching these expectations to all students in a variety of ways
- Recognizing students for following the expectations

Students succeed when a positive school culture is promoted, informative corrective feedback is provided, behaviors are proactively managed, academic success is maximized, and the use of prosocial skills is acknowledged.

Evidence Based Features of PBIS include:

- Prevention
- Define and teach positive social expectations
- Acknowledge positive behavior
- Arrange consistent consequences for problem behaviors
- Collection and use of data for decision-making
- Continuum of intensive, individual interventions
- Administrative leadership-Team-based implementations



Our PBIS Vision/Mission

To achieve a safe and positive school, we implement a series of strategies called Positive Behavior Interventions and Supports, or PBIS. The goal of the PBIS team at John Muir is to create and promote a safe and positive school environment that enhances student learning. By consistently teaching and modeling, reinforcing, and recognizing positive behaviors, we believe all our students can do their best.

In short, the goal of PBIS at John Muir is to positively and proactively teach students how to interact with each other and with adults in and out of the classroom, during specialists, on the playground, at the lunchroom, and in all areas of the school before negative interactions occur.

What will I notice about John Muir's implementation of PBIS?

- Common routines, language and practices used throughout the school to provide consistency for students.
- The use of data to track behavior issues.
- Increased positive feedback to students.
- Implementation of a schoolwide reward system.
- Increased family/school communication, partnerships, and relationships.

Expectations and Rules


At JME students ROAR. They are:

- Respectful
- On Task
- Appropriate
- Responsible

	Recess Expectations	Hallway Expectations	Cafeteria Expectations	Bathroom Expectations	Stairwell Expectations
Respectful	<p>I can show good sportsmanship</p> <p>I can include everyone during play</p>	<p>I can follow staff directions</p> <p>I can keep my body safe</p> <p>I can say hello to my friends and teachers without using my voice</p>	<p>I can keep my food in my mouth</p> <p>I can keep my body to myself</p> <p>I can place trash in the garbage</p>	<p>I can have privacy for myself and others</p>	<p>I can follow staff directions</p> <p>I can stay to the right so people can get by easily</p> <p>I can stay in my spot in line</p>
On Task	<p>I can play games according to the rules taught in P.E.</p> <p>I can <u>immediately</u> line up when the bell rings</p>	<p>I can give space between me and the person in front of me</p> <p>I can go straight to my destination</p>	<p>I can sit safely while eating my own lunch</p> <p>I can raise my hand if I need something</p> <p>I can stay safely in my spot</p>	<p>I can Go, Flush, Wash, and... Immediately back to class</p>	<p>I can walk on the right side quietly</p>
Appropriate	<p>I can use appropriate language and conversations</p> <p>I can use equipment appropriately</p> <p>I can use KELSO choices to solve problems</p>	<p>I can walk in the halls quietly</p>	<p>I can have appropriate conversations</p> <p>I can talk to my friends using an inside voice</p>	<p>I can be quiet so as not to disturb other classrooms</p>	<p>I can touch each step while walking</p> <p>I can keep my body to myself</p>
Responsible	<p>I can play where adults can see me</p> <p>I can put equipment away after the last recess</p> <p>I can keep bark, mulch, flowers, rocks, and sand on the ground</p>	<p>I can walk in line on the right side</p>	<p>I can report spills to an adult</p> <p>I can wash my hands</p> <p>I can put my items where they belong when I am done</p>	<p>I can keep the bathrooms clean</p> <p>I can place my paper towel in the trash can</p>	<p>I can stay in line</p> <p>I can get where I need to go</p>

PBIS Reward/Acknowledgement System

ROAR tickets are used to acknowledge, promote, and reinforce the positive above and beyond behaviors of students. Staff will distribute ROAR tickets when they observe a student exhibiting any of the four behavior expectations: respectful, on task, appropriate, or responsible. These observations can happen in any setting. ROAR tickets are collected in the office. ROAR ticket winners will be announced each Friday by randomly selecting a student's ROAR ticket from each grade level. These students will be awarded a certificate, pencil, and group picture with an administrator that is posted on the bulletin board in the main hallway.

John Muir Elementary ROAR Ticket	
Student Name	_____
Teacher	_____
Grade	_____
Date	_____
Recognized by _____	
<input type="checkbox"/> <u>R</u> espectful	
<input type="checkbox"/> <u>O</u> n Task	
<input type="checkbox"/> <u>A</u> ppropriate	
<input type="checkbox"/> <u>R</u> esponsible	
Where I was <u>ROARing</u> :	
<input type="checkbox"/> Classroom	
<input type="checkbox"/> Specialist _____	
<input type="checkbox"/> Hallway or Stairwell	
<input type="checkbox"/> Bathroom	
<input type="checkbox"/> Assembly	
<input type="checkbox"/> Lunchroom	
<input type="checkbox"/> Playground	
<input type="checkbox"/> Other (describe) _____	

Gotcha Tickets are used to acknowledge, promote, and reinforce the positive behaviors of students. Staff will distribute Gotcha tickets as they observe a student exhibiting any of the four behavior expectations: respectful, on task, appropriate, or responsible. Students will place their tickets in classroom buckets. Each Friday, all tickets will be collected in the office to fill our special container. When the container is filled, students will receive a school-wide reward such as an extra recess or spirit day.

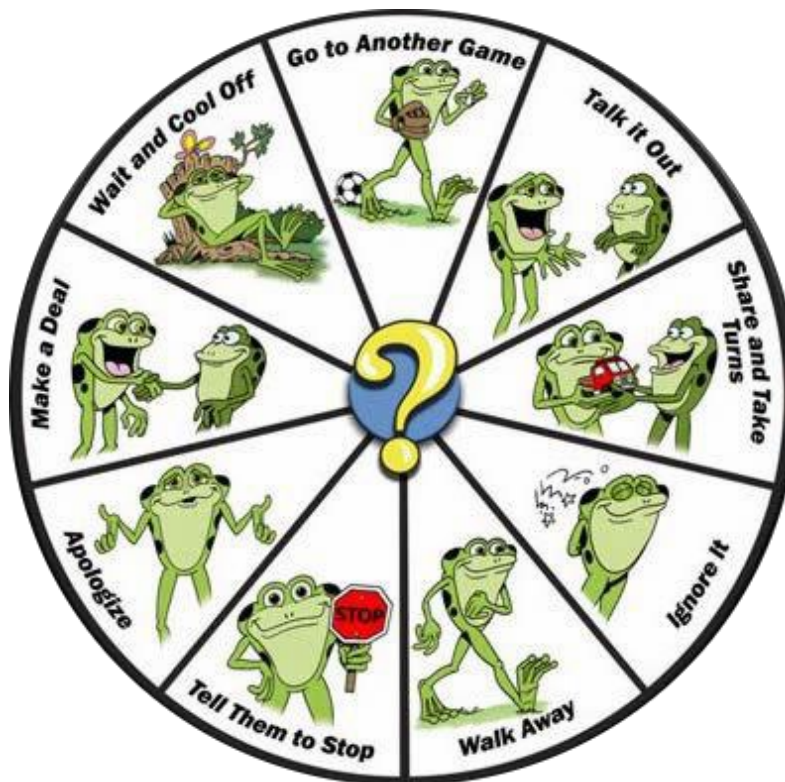
The Silver Plate Award recognizes classrooms that are following ROAR expectations in the lunchroom. Each week four classes are recognized by the Instructional Assistants in the lunchroom to earn the Silver Plate Award, receive a silver plate to display in their classroom and a certificate.

The Golden Broom Award recognizes classes that are keeping their classroom clean each day. Each week four classes are recognized by the custodians for earning the Golden Broom Award, receive a golden broom to display in their classroom and a certificate.

Kelso's Choices

We support using Kelso's choices in all grades to solve problems but especially in grades K-1. Kelso's choices teaches students about small problems and how to solve them on their own and big problems that they need to get an adult to help them with.

Second Step Curriculum is used to teach skills for learning in grades 2-5.



Dress Code

In order to facilitate learning for all students, JME requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up or go home if necessary. Please remember to think about clothing when students are standing, sitting, bending or reaching.

Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive or displays inappropriate pictures, writing or innuendos is prohibited.

Our focus is on learning. Anything that interrupts or distracts the learning of others will be addressed. Students wearing attire that is not suitable for school will be reminded of the policy, asked to change into borrowed school clothing and/or a call home for clothing will be made.

Clothing must cover the student's stomach, back, shoulders, chest and undergarments. Shorts, skirts, and dresses must be longer than mid-thigh. Undergarments must be covered. Closed-toe shoes are expected so that students can fully participate in the wide variety of activities that happen every day at JME. No flip flops, slippers or high heeled shoes are allowed. If you have any questions, please contact the principal.

Electronic Devices Policy

In order to create a positive learning environment for all students, any personal electronic devices may not be used on campus from student arrival until 3:10 pm. This includes iPad, laptop, cell phones, smart watches, cameras, or any other hand-held music or gaming devices.

At JME, we understand that many parents choose to have their children carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day, any student bringing a cell phone or electronic device to school must keep it turned off and out of sight while on campus. If a student is seen with a cell phone during school hours, they will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent or guardian of the student comes to school to pick it up.

During school hours, if a parent or guardian needs to get a message to their children they are welcome to call the office at 425-936-2640 and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning. Students are permitted to use their cell phones after dismissal at 3:10pm.

Personal Items at School

The following items should be left at home: hard balls, super balls, skateboards, scooters, “wheelies,” roller blades, whistles, trading cards, toy weapons, toys, and playground type equipment from home. Skateboards, scooters, roller blades, and bicycles are not permitted at after school or PTSA evening events. Students will be asked to leave the grounds if they bring these items to an after-school event. If they bring them during school, the items will be kept in the office for families to pick up. The school is not responsible for lost or stolen items.

Students personal and/or band equipment left at school is done so at the student’s risk. If a personal item brought to school becomes a distraction to teaching and learning, the item may be confiscated, and parents contacted. If a student or family has any questions, please contact the principal.



Homework Policy

To allow for students to grow age appropriately, homework will not start until 3rd grade. There is no homework for grades K-2.

Education is strengthened by the reinforcement of learning activities outside of the school day. Doing homework can help to accomplish this for students.

The purpose of homework can be any of the following:

- To practice and refine skills so that mastery is achieved
- To prepare students for the next class meeting
- To extend assignments and to apply learning to a new situation
- To create a long-range assignment or project requiring several days or weeks to complete
- To make up missed assignments due to absence

In addition to the above, the staff at John Muir believe that homework helps the child develop responsibility, independence, strong study skills, and work habits.

Make a commitment to listen to your child talk about his/her school work and to give your child some time each evening when he/she has your undivided attention.

Provide a place, with proper supplies, and a regular planned time when your child can study without distractions from TV, telephone, and other siblings. Encourage your child to ask questions about the assignment at the time the assignment is made or before he/she leaves school.

Encourage your child to ask questions if he/she is struggling with a portion of the assignment.

Check with your child to see that the assignment is complete and is his/her best effort.

Be sure to check with your child frequently on the status of completion of long- term assignments.

Help your child develop a system or set aside a place for completed homework so that it will be remembered each day.

Provide your child the opportunity to go to the library or other resource areas in your community.

Student Acceptable Use Procedures (AUP)

The AUP Stands for Student Acceptable Use Procedures. This is focused on making sure all students use the computers at JME appropriately.

The rules below are a summary of the Lake Washington School District Student Acceptable Use Procedures (II-ABR), which articulates the entire policy for district technology usage.

<https://www.lwsd.org/archives/about-us-archive/policies-and-regulations/2019-archive/policy-and-regulations/student-use-of-electronic-resources-iiab-r>

I understand that the use of district technology is a privilege and if I do not follow the Student Acceptable Use Procedures, then I will be denied the use of district technology in addition to consequences.

I will read, sign & returned the Permission for Student Use form with a parent/guardian before using a computer at school.

I will have permission from a teacher or instructional assistant before using a computer at school.

I will never give my password to anyone else and I will never use anyone else's password.

I will only visit websites as directed by my teacher.

I will only use my district provided email account for school related work.

I will not change any computer settings without permission from a staff member.

I will use district technology equipment appropriately and respectfully (hardware and software).

I will not bully or communicate disrespectfully with pictures, words, or other media using district technology.

I will follow copyright and fair use guidelines.

I will not share any of my personal information online (phone number, address, name, etc.).

I understand that the district (my teachers and Mrs. Boughton) can see and monitor everything that I do on district technology equipment.



2023-2024 Student Rights & Responsibilities

Contents

Introduction	A2
Purpose	A2
Student Rights and Responsibilities (3200)	A2
Attendance	A3
Absences & Excuses (3122, 3122P)	A3
Truancy (3122, 3122P)	A3
Discipline Process	A3
Discipline (3241, 3241P)	A3
Student Searches (3230, 3230P)	A4
Codes of Conduct	A5
Student Conduct (3240)	A5
Other Disruptive Behaviors to the Education Process (3240)	A6
Athletic/Activities Code of Conduct	A9
Technology Code of Conduct (2022, 2022P)	A10
Bus Conduct (6605)	A11
Prohibition of Discrimination and Harassment	A12
Human Dignity (4010)	A12
Nondiscrimination (5010)	A12
Sexual Harassment (3205, 3205P)	A13
Harassment, Intimidation and Bullying (3207, 3207P)	A13
Prohibited Items	A13
Alcohol, Drug and Tobacco (2121, 3240, 3240P)	A13
Dangerous Weapons (4210)	A13
Other Policies	A14
Health Room/Medication (3416, 3416P)	A14
Child Find (2161P)	A14
Enrollment/Inter-District Transfer Agreements and In-District Variances (3131, 3141, 3110)	A14
Student Records/Family Educational Rights and Privacy Act (3231)	A14
Our District's Tip Reporting Service – SafeSchools Alert	A14

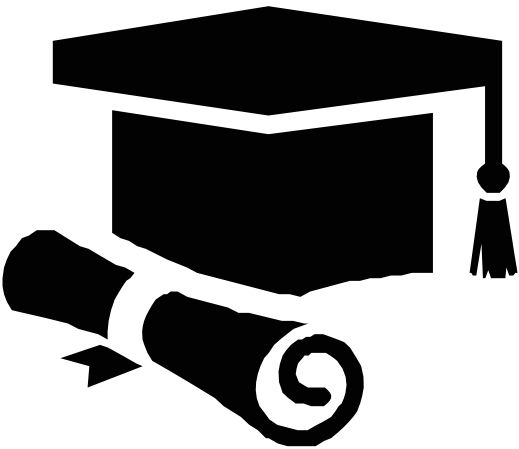
Introduction

Purpose

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

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

This handbook provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by the policy numbers (i.e, 3200). The complete policies are available on the district website: www.lwsd.org.



Student Rights and Responsibilities (3200)

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive or harmful to others. We trust that students will respectfully accept and adhere to the following:

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

Attendance

Absences & Excuses ([3122](#), [3122P](#))

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates.

Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence.

Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff or the building principal to develop a plan to support the student's educational progress.

All students are expected to remain on campus for the entire school day. There are exceptions for high school students whose parents request that they be excused during lunch and students whose parents request attendance at another school or school-related activity during the school day.

Truancy ([3122](#), [3122P](#))

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

- Parents will be notified in writing or by phone after **one unexcused** absence in a month.
- A parent conference will be initiated after **three unexcused** absences in a month in order to improve the student's attendance.
- The parent and school must enter into a contract to improve the student's attendance after **five unexcused** absences in a month, or the case may be referred to a Community Truancy Board,
- The school district may file truancy petitions with the juvenile court after **seven unexcused absences** in a month, or **ten unexcused absences** in an academic year.

Discipline Process

Discipline ([3241](#), [3241P](#))

To support safe, nurturing and productive learning environments, Lake Washington School District encourages schools to take an instructive, restorative and corrective approach in regard to student behavior. The goals of these approaches are to:

- correct inappropriate or unacceptable behavior;
- assist students in developing empathy for others;
- accept responsibility for their actions;
- develop the capacity to improve their behavior; and
- repair the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities, which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved. Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as to reintegrate all students into the school or classroom community. This approach may be supported by the use of restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances when discipline is needed, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate.

In the Exceptional Misconduct and Other Misconduct Codes, consequences are divided into three categories:

- **Minor Impact /Initial** – The student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate Impact/Repeated** – The student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Significant Impact /Persistent** – The student's behavior has a widespread or more significant disruptive impact and/or this is behavior that has not changed after multiple times of addressing it with the student.

Lake Washington School District reserves the right to immediately suspend or expel a student where exceptional misconduct is involved (i.e., conduct that is so frequent or serious in nature, in terms of the disruptive effect on the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a continuing threat of substantial disruption to other students at school.

The school's jurisdiction and authority include student conduct to and from school, at school, at bus stops, on busses, and at any school-sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity that school authorities have reason to believe will have a disruptive effect upon the operation or the learning environment of the school or impinge on the rights of other students or staff at school.

General Guidelines

The District may administer suspensions and expulsions for behavioral violations. In responding to behavioral violations:

Parents should be involved early in efforts to support students in meeting behavioral expectations and resolving behavioral violations.

The student's individual circumstances and the nature and circumstances of the behavioral violation must be considered to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.

Students must be provided an opportunity to receive educational services during a suspension or expulsion and should not be prevented from completing subject, grade-level, or graduation requirements as a result of discipline.

The principal or designee must report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the Superintendent or designee within twenty-four hours after the administration of the suspension or expulsion.

Reasonable efforts should be made to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time consistent with the section on readmission within this regulation.

Students may not be suspended or expelled from school for absences or tardiness.

Students may be denied admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the district while under suspension or expulsion.

Students may return to their regular educational setting following the end date of the suspension or expulsion, unless an exception is made consistent with District policy.

Specific information regarding limitations and due process for student discipline can be found in District policy ([3241](#), [3241P](#)).

Definitions

Discipline: Any action taken by the District in response to a violation of behavioral expectations (D).

Suspension: Denial of right of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes. Short-term suspensions (STS) are for no more than ten consecutive school days. Long-term suspensions (LTS) exceed ten consecutive school days.

Expulsion: Denial of admission to the student's current school placement in response to a behavioral violation (E).

Emergency Expulsion: The removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process. An emergency expulsion (EE) may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

School Business Day: Any calendar day, exclusive of Saturdays, Sundays, and federal and school holidays, on which the Office of the Superintendent is open to the public for the conduct of business.

Student Searches ([3230](#))

Administrators may make general searches of all student desks or storage areas without prior notice to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized suspicion the search is related to the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Drug Scouting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using illegal drugs or weapons of any kind on school grounds. RCW 28A.600.210 authorizes administration to invite drug-scenting dogs to conduct suspicionless searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.

Codes of Conduct

Significant Disruptive Behaviors (3240P)

Any conduct that materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short-term or long-term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and/or restitution to victims if appropriate. All of the following acts listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if such conduct causes disruption at school. Law enforcement may be informed.

Codes:

- Conference (C)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact and Collaboration (PCC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)
- Re-Teaching (RT)
- Behavior Contracts/Plans (BC)
- Restorative Process (RP)
- Threat Assessment (TA)
- Parent Conference (PC)
- Student Support Plans (SSP)
- Safety Plans
- Behavior Plans
- Communication Plans
- Support Plans
- Referral to Interventions (RI)
- n/a - not applicable

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ Persistent
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.			EE/LTS/ PC/R
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.			EE/E/LTS/ PC/TA
Dangerous Weapons and Other Unsafe Items	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district- approved plays or school activities.			EE/E/LTS/S TS/PC/TA
Alcohol Possession Use Transfer	Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus.		EE/STS/ LTS/A/PC	EE/STS/L TS/RA/ PCC
Drugs Possession Use Paraphernalia	Possessing, transferring, selling, sharing, or solicitation of drugs on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs.	EE/STS/A/ PCC	EE/STS/ LTS/A/ PCC	EE/LTS/ RA/PCC/A
Firearms	Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device.			EE/E/PCC/TA

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ Persistent
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	D/RC/SP/S SP/PC/RI/ SC	EE/STS SSP/PC/RI/ SC	EE/STS/LTS/ SSP/PC/RI/ PCC
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	EE/STS/ PC/R	EE/STS/ LTS/PC/R	EE/E/LTS/ PC/R/RI
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including: offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC/SSP	EE/STS/PC /SSP	EE/LTS/PC/ SSP
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC/TA/S SP/LP/SC	EE/STS/A/ PC/TA/SS P/LP	EE/LTS/A/ PC/TA/SSP/ LP

Other Disruptive Behaviors to the Education Process (3240)

Other disruptive behaviors to the education process, include but are not limited to those listed below, may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

Violation	Definition	Minor/Initial	Moderate/ Repeated	Significant /Persistent
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LP/RT/ SC/Redo Assignment	D/RC/LP/RT/ SC/Redo Assignment	STS/LTS/ LP/RT/Redo Assignment
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D/RC/PC/SC	STS/RC/PC	EE/STS/RC/PC
Attendance/ Truancy	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/ RT/RI	PC/SSP/RT/RI	PC/RC/SSP/RI
Disruptive Conduct/ Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	D/RC/SSP/RT/ LP/SC	/STS/PC/SSP/ RI/LP/SC	STS/LTS/PC

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

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

Athletic/Activities Code of Conduct

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

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

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

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

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

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

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

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

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

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

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

Conduct Rules

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

Hazing Rituals

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

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

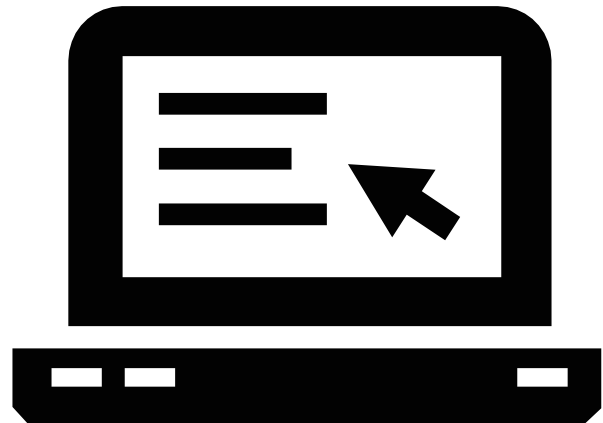
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

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

Technology Code of Conduct (2022P)

Lake Washington School District provides a wide range of technology resources to its students and staff for the purpose of advancing the educational mission of the District. As users of District computers, students are expected to review and understand Appropriate Use Procedures (AUP).



As a condition of connecting personal equipment to the district's networks, the district reserves the right to gain access to the device for analysis to resolve any identified issues or threats.

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.
<ul style="list-style-type: none"> • Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password. • Do not destroy, modify or abuse computer hardware or software in any way. • Do not delete or add software or peripheral equipment to district computers without advance permission. • Do not use personal wireless hotspot devices while at school. • Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability. • Do not attempt to tunnel or VPN to another computer through the district network. • Do not use USB to run executable (.exe) files. • Do not use district provided storage for games, executable files or inappropriate content. • Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission. • Keep food and beverages away from laptops and desktops at all times. • Computer lab use – <ul style="list-style-type: none"> ○ Use only when a staff member is present. ○ Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way. 	<ul style="list-style-type: none"> • Use district computers for educational purposes only. No personal, commercial or political activity is allowed. • Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes. • Students should leave games, other non-district software, entertainment, and social networking at home. • Do not use the Internet to access or process pornographic or otherwise inappropriate material. • Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact. • District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages). • Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach. • Never attempt to "hack" into another student's or staff member's account. • Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.
	3. Be academically honest. <ul style="list-style-type: none"> • Do not assume that because something is on the Internet that you can copy it.

Bus Conduct (6605)

Lake Washington School District’s school bus conduct policy and rules are in accordance with Washington State WAC’s and RCW’s, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers’ conduct on school buses will be made available to each student at the beginning of each school year. These rules will also be posted in each bus. These rules and procedures also apply to students who ride charter buses or other contracted transportation provided by the school district. Safety may be compromised if the driver becomes distracted by students who violate the rules.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However, the busdriver shall have final authority and responsibility.

Corrective Action for Infractions of Established Bus Rules

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration of the school year and range from warnings, detentions, and parent/guardian conferences to short-term suspensions or long-term suspensions from riding the bus. Serious infractions may result in immediate suspension of bus-riding privileges for the balance of the school year.

Suspension will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

Grievance

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



Safety expectations at the bus stop

- Arrive at the bus stop five minutes before the scheduled bus time.
- Do not stand or play on the roadway while waiting for the bus.
- Wait to board the bus in an orderly manner.
- Respect private property while waiting for the bus.

Safety expectations while riding the bus

- Cooperate with and obey the driver at all times.
- Be courteous, use no profane language—spoken, written, or gestured.
- Elementary and middle school students need to ride their assigned bus and get off at their assigned stop, unless they have a bus pass signed by the school (certain routes may not allow bus passes based on available seating).
- Keep their head, hands, feet, and belongings inside the bus at all times.
- Only consume food or beverage if the driver has given permission to do so.
- Windows may be opened six inches; however, close the windows if the driver asks that windows remain closed.
- Do not bring animals onto the bus (service-animals excepted).
- Keep belongings (backpacks) out of the aisle.
- Remain seated while the bus is starting, stopping, or otherwise in motion.
- If assigned a specific seat by the driver, sit in that seat at all times.
- Enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

Note: Exceptional Misconduct and Other Forms of Misconduct as identified early in this handbook apply to conduct on buses and at bus stops.

Corrective Action for Students Enrolled in Special Education

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported. A disabled student can be suspended for up to 10 cumulative days a year without a change in placement. The district is required to provide some form of transportation unless the student is a danger to himself or others.

A meeting may be called with the principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible. If the behavior continues, additional meetings may be held with the principal, special education services and parents/guardians. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required.

In the event of multiple infractions, a meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. If the student has been suspended a total of 10 days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another 10 days cumulative suspension from transportation services.

Special Education and Preschool Drop-Off Procedure

A parent or guardian must be present when special education and preschool students are dropped off. Parents are to provide the driver with a list of adults approved to receive their student. Exception: with written approval by the parent and school, a special education student may be dropped off without an adult present.

Securing of Special Education and Preschool Students

If a student is required to be secured in the bus, it is the parents/guardians responsibility to load and secure their student going to school and to unsecure and unload their student when arriving at home.

Emergency Evacuations

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. Usually, students remain on the bus during an emergency; however, the bus will be evacuated in the event of fire/danger of fire or in the event the bus is stopped in an unsafe position, such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill will receive oral instructions on how to exit.

Visit the district's [Transportation](#) web page for more information.

Prohibition of Discrimination and Harassment

Human Dignity (4010)

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested+ in the daily behaviors of students, staff, and volunteers.

Nondiscrimination (5010) The Lake Washington School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator,
Director of Human
Resources, 425-936-1251,
civilrights@lwsd.org;

Title IX Coordinator,
Director of Athletics and
Activities, 425-936-1289,
titleix@lwsd.org;

504 Coordinator, Director
of Special Services, 425-
936-1407,
section504@lwsd.org
(16250 NE 74th Street,
Redmond, WA 98052).

You can report discrimination and discriminatory harassment

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

[3210-Nondiscrimination Involving Students](#)

[3210P-Procedure Nondiscrimination Involving Students](#)

[3210F-Nondiscrimination Reporting Form](#)

Sexual Harassment (3205, 3205P)

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member, the school principal, or to the district's Title IX Officer, who is listed on page 12. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or view it online here: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/sexual-harassment-of-students-3205>.

Harassment, Intimidation and Bullying (3207, 3207P)

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

You can report harassment, intimidation or bullying to any school staff member, the school principal, or to the district's Compliance Officer (Director of Student Services, 425-936-1225, StopBullying@lwsd.org). You also have the right to file a complaint. For a copy of the district's harassment, intimidation or bullying policy and procedure, contact the school or the district office, or view it online <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/prohibition-of-harassment-intimidation-and-bullying-3207>.

Prohibited Items

Alcohol, Drug and Tobacco (3240, 3240P)

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school sponsored events or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any illegal or other substance representative as such.

Dangerous Weapons (4210)

The safety of students and staff in our schools is paramount. As such, it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school district premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size. Dangerous weapons are defined by state law as firearms, sling shots, sand clubs, stun guns, metal knuckles, certain knives, "nun-chu-ka" sticks, "throwing stars," and air guns, including BB guns and paintball guns. Weapons apparently capable of producing bodily harm are also prohibited as defined in RCW 9A.1.270 as now or hereafter amended. Laser pointing/projecting devices are also prohibited for student use or possession.

Fake weapons or props for District-approved activities such as school plays or assemblies, approved presentations or military displays, and starter pistols used for sports activities, are permitted with prior approval of the building principal. The fake weapons or props may not be capable of firing any projectiles, must be under the control or supervision of the adult activity sponsor, and must be locked up when not in use for the activity.

Under RCW 9.91.160, it is unlawful and a violation of this policy for a person under eighteen years of age, unless the person is at least fourteen years old and has with written parental or guardian permission, to possess personal protection spray devices on school district property. Providing or transferring a personal protection spray device to someone who is prohibited from possessing such a device is also a violation of this policy. Any use of a personal protection spray device must be consistent with RCW 9A.16.020.

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

Other Policies

Health Room/Medication ([3416](#), [3416P](#))

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary or trained volunteer will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home.

Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life-threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Lake Washington School District's medication policy states that medication will be administered between 11:00 a.m. and 1:00 p.m. daily. Exceptions require nursing approval. Medications that are given three times a day (antibiotics) should be given at home in the morning, afternoon, and evening. Students may not medicate themselves unless the health care provider indicates that they may do so. This must be documented on the student's medication order. Should medication need to be administered at school, parents must have their child's health care provider sign the Lake Washington School District medication form (#4023), provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); and bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school. The parent must pick up any unused medication by the last day of school.

Child Find ([2161P](#))

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of Lake Washington School District and are currently not

receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at 425-936-1201 or the District Child Find office at 425-936-2760 to request Child Find information.

Enrollment/Inter-District Transfer Agreements and In-District Variances ([3131](#), [3141](#), [3110](#))

Students in Washington state may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to our school district website for timelines and processes.

Student Records/Family Educational Rights and Privacy Act ([3231](#))

The Lake Washington School District is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents unless parents register their objection prior to September 15 of each school year.

Directory information is routinely used by the District in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

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



Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.