

# Clara Barton Elementary Parent & Student Handbook 2023 - 2024



12101 172nd Ave NE, Redmond, WA 98052

Principal: Karen Barker

Associate Principal: Dr. Heather James

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## LWSD WEBSITE INFORMATION

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Lake Washington School District has almost all information on their website: [www.lwsd.org](http://www.lwsd.org).

Calendar: <https://www.lwsd.org/about-us/district-calendar>

Highly Capable/Quest program: <https://www.lwsd.org/programs-and-services/accelerated-programs/elementary-quest-highly-capable>

Emergency info: <https://www.lwsd.org/programs-and-services/safety>

Grade Level Curriculum: <https://www.lwsd.org/programs-and-services/curriculum-instruction>

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

Entrance age requirements: <https://www.lwsd.org/about-us/policy-and-regulations/entrance-age-jeb>

New Student registration: <https://www.lwsd.org/students-families/registration>

Attendance boundaries: <https://www.lwsd.org/schools/attendance-areas>

District Childcare options: <https://www.lwsd.org/students-families/before-and-after-school-care/extended-day-program>

Bus Routes: <https://www.lwsd.org/programs-and-services/transportation>

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### Not Feeling Well?

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For most recent guidelines regarding Covid-19 please visit <https://www.lwsd.org/programs-and-services/health-services/covid-19>

#### **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.

Scroll down for information on non-COVID medical conditions which may require your student to stay home from school.

#### **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. Students and staff who have symptoms of COVID-19 are **required** to stay home and should get tested and/or see a health care provider. Follow the WA DOH COVID-19 Symptom and Exposure Flowchart for Schools. If your student shows any of the following symptoms at school, it is necessary to pick them up as soon as possible.

Fever of 100.4 or above	Congestion or runny nose	Nausea or vomiting
Chills	Shortness of breath or difficulty breathing	Diarrhea
Muscle pain or body aches	Headache	Cough
Sore throat	Loss of taste or smell	Fatigue

## LWSD WEBSITE INFORMATION

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

### Testing

People with COVID-19 symptoms should stay home until they have the results of their testing.

- **Negative Results:** If your student has COVID-like symptoms and receives a negative test result, they may return to school 24 hours after fever has resolved (without medication) and symptoms have significantly improved. If symptoms persist, retest every 24-48 hours through at least five days after symptoms started.
- **Not Tested:** Individuals with COVID-19 symptoms that do not get tested or do not see a health care provider to receive an alternative diagnosis should follow the same isolation guidance described below as individuals who test positive for COVID-19.
- **Positive Results:** See isolation guidance below and **notify the school right away.**

### Isolation

Students or staff who test positive for COVID-19 are required to isolate at home for 5 days, regardless of vaccination status. Day 0 is the first day of symptoms. For people without symptoms, day 0 is the day of the positive viral test. See Isolation and Quarantine Calculator for additional information.

The individual may return to school after 5 full days of isolation if:

- Their symptoms have improved, or they are asymptomatic, AND
- They are without a fever for the past 24 hours without the use of fever-reducing medications.

Individuals should continue to wear a well-fitting mask for an additional 5 days (day 6 through day 10) if they return to school after the end of their 5-day isolation period. If an individual is unable to wear a well-fitting mask, they should continue to isolate for a full 10 days.

Students and staff are encouraged to test before returning. Individuals who test positive using antigen or at-home tests towards the end of the full 5 days of isolation, and/or on days 6-10, are required to complete the 10 full days of isolation. Testing after day 10 is not recommended.

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## PARENT PARTNERSHIP & COMMUNICATION

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PTSA: Clara Barton families are encouraged to join the school Parent-Teacher-Student-Association. The PTSA is our greatest resource in ensuring that all students have opportunities and access to enrichment beyond the standard district education program. Our PTSA Board works to raise money, solicit volunteer partners, identify needs, and build our community through partnership with the teachers and school leadership. You can learn more about their work at [www.clarabartonptsa.org](http://www.clarabartonptsa.org)

PTSA Newsletter–Bobcat Bulletin: The newsletter is the primary method of school to home communication. Bobcat Bulletin is sent via email to subscribers and posted on the website each week. Information includes important dates, messages from school staff and details about upcoming PTSA activities and programs. Bobcat Bulletin will also occasionally have links to District- approved attachments such as cultural opportunities, sports registration forms, etc. If a family does not have email service, contact the office for a paper copy. To subscribe, click on the ‘Stay Connected’ button at <https://clarabartonptsa.org/>.

Directory: The Clara Barton PTSA publishes a digital school directory available to all PTSA members, Families may request in writing not to have some, or all, of their information published.

Contacting Staff: Parent Square is the most efficient method for communicating with staff. You may also email your teacher however; many teachers do not access their emails during the hours of student attendance. NOTE: if you have a change of after school plans for your student, do NOT email; call the main office at least 2 hours prior to dismissal (*many teachers cannot check email during the school day due to focus on instruction*).

Please keep your messages brief and to the point and allow 48 hours for a response. Many times, a brief conversation with the teacher via phone or virtually through Microsoft Teams is the best choice. Parent Square is great for a quick question or to let us know of a situation or to schedule a phone call. If dialogue is needed, a phone call or virtual meeting is really the best choice. You may request a conference with your child’s teacher or other staff member through Parent Square or a written note.

The Principal and Office Staff may be reached by telephone at 425-936-2480. Teachers cannot usually be reached by phone during the school day except in an emergency. Please see the school website for a list of teacher email addresses: <http://clarabarton.lwsd.org/>.

Curriculum Night: In September teachers describe their classroom curriculum and outline expectations for the year. Parents are encouraged to ask questions and clarify information after the presentation. *Curriculum Night will be delivered electronically for the 2023-2024 school year.*

Conference Weeks: *Family Connections* conferences are scheduled for September 5, 6, & 7. These days are designed for parents, students, and teachers to meet together to set goals for the year. A second set of conferences is scheduled for January 23, 25, 26 during which parents, students and teachers discuss progress towards those goals. Parents are welcome to request additional conferences as needed. There are two report cards per year, at the end of January and June. Please note that posting student scores varies according to grade level, District curriculum/assessment requirements, and classroom. Using Parent Access you may view your child's academic progress at any time: <http://www.lwsd.org/help/parent-access-support>

Websites: Clara Barton Elementary school website is located at <http://clarabarton.lwsd.org/>. It is updated monthly and features basic school information, library & counseling resources as well as the monthly lunch menu and calendar. The Clara Barton PTSA maintains a more in-depth look at extracurricular events and parent volunteer needs at <http://clarabartonptsa.org/>.

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## *EMERGENCY PROCEDURES*

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### **EMERGENCY CONTACT INFORMATION**

It is very important that the office have up-to-date phone numbers for parents. Parents should use the following link to verify your student's information [www.lwsd.org/help/parent-access-support](http://www.lwsd.org/help/parent-access-support) Call the office if you plan to be out of town while your children are in school. The office needs the following information: your child's name, teacher, who is responsible for them in your absence, their phone number, how long you will be gone, and (if possible) a number at which you can be reached.

### **SCHOOL CLOSING**

In the event of fire, power failure, heavy snowfall, severe windstorms, or natural disasters, parents should receive an automated phone call from the district to the primary contact number listed on file. If you do not receive the message, or are unsure of the status for that day, log-on to [www.lwsd.org](http://www.lwsd.org) and details of any late starts/closures will be in a red box on the upper right side of the home page. In order to maintain open communication lines, you are asked NOT to call the school in an emergency. Parent phone calls tie up the system and may prevent staff from necessary communication with public safety officials. The school is equipped with food, water, first aid materials and other supplies to ensure that your child will be safely cared for. If school is to be closed, the decision and announcement will be made prior to 6:30 A.M. The school is not authorized to dismiss school early unless so directed by the LWS D administration. If school is dismissed early, please follow the explicit directions provided to all parents via phone/email/text. This will be explained to you in detail upon notification. You must have photo ID to pick up your child. Complete the emergency forms at the start of the year carefully. Please designate more than one local friend, neighbor or relative who can pick up your child in the event of an emergency. Be sure to notify these people that they are authorized to pick up your child, and give them the name of your child's teacher, if possible. Also, be sure that your child knows who is authorized to take him or her home in case of an emergency. We will not release your child to anyone without proper authorization at any time.

*Please bring your patience. It will take time to release more than 500 students, and your child's safety is our paramount concern.*

## LOCKDOWN

Occasionally, the building principal may make the decision, in coordination with local public safety officials, to lock down the school. No one may come or go from the school during a lockdown. If you hear on the radio or television that the school is in a lockdown, DO NOT CALL OR COME TO THE SCHOOL. Phone calls will not be answered, and you may place yourself in harm's way, or hinder the work of law enforcement officials.

The school has written policies and procedures for lockdowns, and the children are regularly drilled on the procedures. Again, the safety of students and staff is our highest priority.

## EMERGENCY OPERATING SCHEDULE

When emergency conditions result in school schedule changes, the district will use one of the following plans:

No announcement means normal schedules: Dismissal schedules will be at regular times unless otherwise announced on the radio, district website or school messenger call.

Schools are closed: All building activities are cancelled, including school, all before and after school activities, athletic events, and parent meetings.

Late start and limited bus service: High schools and junior highs will start 1 hour late, elementary schools will start 1.5 hours late, and bus routes will be limited.

Special announcement: A variation of the above plans will be announced, if necessary, due to a power failure or other special conditions. These announcements go out as an auto-alert to all parents via registered phone numbers, email addresses, and text message recipients.

Parents can always access the LWSO website ([www.lwsd.org](http://www.lwsd.org)) to get instant alerts on emergencies at any LWSO school. Alerts are listed in a red box on the upper right side of the home page.

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## NUTS AND BOLTS – CLARA BARTON PROCEDURES

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## ATTENDANCE POLICY

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

### ABSENT OR LATE STUDENTS

In accordance with the compulsory attendance law RCW28A.225, the Safe Arrival Program at Clara Barton will be mandatory for all students. A written excuse or safe arrival phone call from parents or guardians will be required for all absences, late arrivals to school, or early dismissal. Please call the Safe Arrival number before 9:00 A.M. if your child will be absent or arriving late. Our Safe Arrival Phone Number is 425-936-2481. If we do not receive a call by 9:30 A.M. we will attempt to contact the parent/guardian and verify the absence. An ABSENCE is recorded when a student misses more than 60 minutes of class time in either A.M. or P.M. session.

### TARDY POLICY

Prompt arrival at school is expected of all students. We will write tardy/admit slips beginning at 9:20. Students that are late to school must be permitted entry into the school through the access-control system at that front door *AND accompanied by a parent/guardian*.

The Principal will review a monthly report for absenteeism and tardiness issues. If your student is signed out early, please note that on the report cards it will show up as a tardy as tardy days count for early dismissal as well.

At 5 tardy/absences in a trimester or if a teacher has significant concerns, the Principal will be notified and asked the counselor to make contact with the families, explaining the educational impact on the student, teacher and classmates.

At 15% tardy or absences a letter is required by law be sent from the principal to be sent to parents indicating the continuing problem 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, student, and principal.

### EXCESSIVE ABSENCES

Because regular attendance is both an expectation and a critical component of school success, parents or guardians of students who exceed four (4) unexcused absences in a semester will be sent a letter of concern. Students who exceed seven (7) unexcused absences will receive a letter of warning from the district Becca Coordinator. Parents or guardians of students with excessive (over 10) excused absences, causing interference with learning, may be asked by the principal to provide documentation verifying the medical or emergency excuse.

## FAMILY VACATIONS

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences. We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

Parents removing their students from school for 3 days or longer must submit a Pre-Approved Absence form available from the school office. Students absent longer than 20 days for any reason are automatically unenrolled from school and will need to re-enroll upon return.

## EARLY DISMISSAL

We discourage early dismissals because learning takes place right up until the final bell. However, we recognize the need for medical and dental appointments and other emergencies. Please send a note to the teacher and stop by the office to sign out your child. Students are released only to parents, guardians, or those having parent permission.

## FIELD TRIPS

Field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. Notes and telephone calls from parents are not accepted as a form of permission to attend a field trip.

## ILLNESS / INJURY

Any illness or injury will be reported to the classroom teacher who will then have the student report to the office. Parents will be contacted by office personnel, or health room professional. Emergency phone numbers in Skyward are important and must be listed in case we are unable to contact the parents. If your child is sick and will be going home, it is in the best interest of your child that they go home in a timely fashion. The Health Room gets very busy, and there is not another place for a sick child to wait to be picked up. This may cause undue stress for your child when they are already ill. It is of great importance to the safety of our students that parents' home, business, cell phone, and emergency numbers be kept updated during the year.

## HEALTH ROOM/MEDICATION

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 to call a parent to arrange for transportation home. Parents should inform the school on the Nurse Alert Form in Skyward or in writing if a student has a life-threatening illness, infectious disease, or serious allergy. It is the parent responsibility to ensure that all medications are kept current, accurate, and accessible at all times including off-campus events.

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. If your child is currently taking daily medication, please arrange to have your child 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 [https://www.lwsd.org/uploaded/website/About\\_Us/Forms\\_Library/Student\\_Health/General-Medication-Authorization.pdf](https://www.lwsd.org/uploaded/website/About_Us/Forms_Library/Student_Health/General-Medication-Authorization.pdf) ; 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; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) *by the last day of school.*

#### LUNCH MONEY

Breakfast and lunch are available to purchase. To add funds to your student's account and to view menus please visit: [Breakfast and Lunch Menus - Lake Washington School District \(lwsd.org\)](#)

Free and reduced lunches are available to qualifying students. Information and applications are sent home on the first day of school or are available in the office.

#### SCHOOL DAYSNACKS

Teachers expect families to send two healthy snacks each day to ensure students are receiving steady nutrition to ensure their optimum learning levels throughout the day. Please consider your snack choice wisely as it can help or hinder the learning process of your student. Sugar should be minimized, and juices and sodas are not allowed as classroom beverages. In addition, all students at Clara Barton have access to a snack pass, which allows them to get a snack to support their learning. If this is something you do not want your child to access, please instruct your child accordingly. Snack donations to the front office/counselor to support the school snack program is an appreciated gesture if offered.

#### BIRTHDAY TREATS

At Clara Barton, you are welcome to celebrate your child with a NON-food item, such as pencils, erasers, or another small item. Please note that food items such as cookies, cupcakes etc. are not permitted as birthday treats.

#### PARENT & VISITORPROCEDURES

You are always welcome to visit Clara Barton, and to volunteer in the school or for a PTSA activity. Volunteers must be vaccinated and approved through LWSD. If you plan on visiting, it is important to communicate your plans with the classroom teacher so that they can plan appropriately.

When visiting or volunteering at the school, use the camera located in front of the main entrance to ring to the office. You will be asked to state your name and purpose prior to being allowed entry into the main office.. We will require an appropriate form of identification in order to be permitted access the main building. This can be a driver's license, passport or district-issued volunteer ID card. The entire building & campus is locked during school hours. These procedures are intended to ensure that we know who is in our building at all times, and that adults in the school have an approved purpose.

If you wish to volunteer at school or chaperone on a field trip, you must complete a Lake Washington School District Volunteer Application form. All Lake Washington School District volunteers must go through a screening process, for the safety of students and volunteers alike. Please visit the website at: [Volunteering in LWSO - Lake Washington School District](#)

Volunteer opportunities for PTSA activities are available online at <https://clarabartonptsa.org/volunteer/>

### TRAFFIC SAFETY

In order to maintain an effective traffic safety program, your cooperation is needed. Our goal is safety for children, not convenience and time-saving for parents. Please help promote our safety program by observing the following regulations:

Safety Patrol: To enroll your child in Safety Patrol please reach out to JChinn@lwsd.org.

Agreed drop off points: There are two potential drop off points for parents at Clara Barton – the main entrance (east) and the side (north) – please talk with your student about which area you will be picking them up from in advance.

Pick-Up/Drop-Off: Traffic flow is a significant challenge at Clara Barton. Please assist the school by observing the following procedures:

#### AM Drop-off at the Front Drive Circle

- WAIT in line until your vehicle reaches the school curb, pulling all the way forward to allow for the maximum amount of cars to unload at once.
- Students exit cars curb-side only. Parents should stay in the vehicle, as a general rule. There will be people to help students exit vehicles safely.
- WAIT in line to exit the drive circle in queue. Do not pass other vehicles out of turn.

Parking: On our campus, there are three main areas to park – one lot is in front of the school, one lot is in front near the play field, the other is behind the school north of the bus chutes. The first six school-facing parking stalls are reserved for Office Staff the remaining spaces are for visitors to the school.

Bus Rides: Bus service is provided for students living more than 1.0 mile from school or for those students that do not have a safe walking route to school. For new students, bus routes and schedules are available on the district website at: <https://www.lwsd.org/programs-and-services/transportation> Parents may also call the District Transportation Department 425-936-1120.

### REPORTING SAFETY CONCERNS

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

1. Phone: 425.529.5763
2. Text: Text your tip to 425.529.5763
3. Email: [1342@alert1.us](mailto:1342@alert1.us)
4. Web: <http://1342.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>.

#### SCHOOL PHONE AND EMERGENCY MESSAGES

To alleviate classroom interruptions and protect learning, students are not called to the phone. In the event of an emergency, please contact the office and a message will be delivered to the student. Please discuss after school arrangements in the morning before school starts. Students will be discouraged from using the phone to make after school arrangements, call for homework, etc.

#### STUDENT SUPERVISION

Clara Barton students are supervised during the school day in the classroom, on the playground and in PE, Music and Library classes. However, we do not provide supervision before or after school. To ensure the safety of your children, we ask that students arrive at school no earlier than 9:05 A.M. (*unless they are enrolled in special programs such as Orchestra classes*) and that they leave the school grounds immediately after the 3:50 P.M. dismissal bell. District policy is that students MUST be picked up within 15 minutes of the school day. Emergency contacts will be called following that time and social services may be contacted if an authorized adult is unable to come to school immediately.

#### TEXTBOOKS & LIBRARY BOOKS

Students are responsible to the school for the proper care of textbooks/library books and must pay for lost or damaged books. Students will be required to pay fines for damaged textbooks in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected since the book will need to be replaced. Each student shall return all textbooks issued when leaving the school, or at the end of the school year.

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### THE CLASSROOM AND BEYOND

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Clara Barton provides a blend of traditional and innovative teaching styles and programs. The following programs extend “beyond” the regular classroom and help make Clara Barton a wonderful place for students to learn and grow.

#### SOCIAL/EMOTIONAL LEARNING

At Clara Barton Elementary we believe in the importance of developing skills and strategies to support the whole child. Our Social-Emotional Learning committee has formed resources that will help teach and support the Barton 5: Self-Discipline, Empathy, Grit, Embracing Diversity, and Integrity. These character skills will be taught, modeled, and reinforced with the Social Emotional Curriculum PurposeFull People Character Strong. Our school counselor also uses Second-Step Curriculum lessons in the classroom and in small groups. We, as a staff, understand and value the importance of fostering an environment in which students feel safe, so they can take risks and grow academically, socially, and emotionally.

## ASSISTANCE SERVICES

Clara Barton provides extra assistance in reading, special education, and learning English. District Remediation is a district-funded program serving students with reading and math needs, known as Safety Net. English Language Learning is available on-site. Parents with concerns related to academic or health of their child should contact School Psychologist Lucille Williams ([cwilliams@lwsd.org](mailto:cwilliams@lwsd.org)) immediately to discuss potential support available at school.

## ADDITIONAL MUSIC PROGRAMS

Choir: More information to come from Mrs. Torrey.

Band: 5th grade students have the opportunity to participate in a before school music program at Redmond Middle School.

String orchestra: A String Orchestra program is offered as a before school activity for 4<sup>th</sup> through 5<sup>th</sup> grade. Group instruction is given on violin, viola, and cello on site at Clara Barton.

## ART DOCENT PROGRAM

Trained volunteers provide art education using LWSD curriculum on the principles and history of art while introducing children to a variety of art media in this PTSA-funded program.

## COUNSELING PROGRAM

The counseling program provides individual and small group support to students and families.

Madison LeCompte ([mlecompte@lwsd.org](mailto:mlecompte@lwsd.org)) is available by appointment and can provide many levels of support and resources for students and families. Please call the main office if you wish to speak to Mrs. LeCompte, and the office can connect you with her at any time.

## COMMUNITY OUTREACH

It is the vision of the staff at Clara Barton to create a strong sense of community and an inclusive environment. The Community Outreach team partners with community members to enrich the student experience and build on strong foundations. We work to try to facilitate problem solving through finding solutions within the community. The students, and public as a whole, benefit from planned events and service projects. Working together, we believe we can create a safe and inviting environment. Parent Volunteers and ideas are welcome and appreciated!

## SERVICE LEARNING

The vision of Service Learning at Clara Barton Elementary is to develop leadership skills in service of improving our local & global communities. Students will investigate and plan solutions to real-world problems by reflecting on knowledge and skills gained through academic studies. Teachers and students will partner together to identify needs in our community, research and learn about the area of need, and design a project of service.

## ENVIRONMENTAL EDUCATION

Students in grades K-5 will be provided with a variety of educational opportunities related to learning about our environment throughout the year through our partnership with Nature Vision.

Our 5<sup>th</sup> Grade Students typically attend Camp Seymour in Gig Harbor, Washington for 3 days and 2 nights as a part of our commitment to an enriched experience while learning about our natural world. This program is currently on hold for the 2021-22 school year.

## ASB

The Clara Barton ASB sponsors many activities and projects to promote school spirit, the Barton Five, and community service. These include food drives for pantry pack supplies and Hopelink donations, a costume drive for Halloween, winter/rainy weather clothing drives, and a series of fun and energetic school dances across the year!

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## CLARA BARTON POLICIES

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### DRESS CODE

Students are expected to dress neatly and appropriately at all times. The wearing of obscene apparel is never acceptable. Students may not wear clothing depicting or referencing drugs or alcohol. Shoes must be worn at all times for health and safety reasons. Inappropriate clothing includes: attire that promotes alcohol, drugs, tobacco, racism, sexism, profanity, offensive logos, sexual connotations, weapons, and anything gang-related. Bare midriff or spaghetti strap t-shirts, pants that are too baggy or too low, wallet chains, revealing or too tight clothing are not appropriate. Students in inappropriate clothing will be asked to change into appropriate attire.

The fingertip rule will apply to the wearing of shorts and skirts: The length cannot be above the fingertips when the hands are held at side. Sleeveless shirts must have straps at least two (adult) fingers wide. Shirts must touch pants/skirts at all times, including when students are seated. Hats may be worn to and from school and at recess; however, they are not permitted in the building. Exceptions are made for cultural headwear. Proper coats, hats and shoes are necessary for cold and wet weather. Knowing that we live in the rainy Northwest, and that children will be playing outside throughout the year, please help students be prepared. "Indoor Recess" is only called in the case of extreme rain, or lightning. Umbrellas may be used to and from school but not at recess. Students must be prepared with proper tennis shoes/sneakers on days when they have PE. All coats, sweaters and sweatshirts should be labeled with your child's name. The lost and found is located in the main hallway on the first floor across from the Kindergarten pod.

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## BUILDING RULES

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### STUDENT EXPECTATIONS

#### Integrity & Self-Discipline

- Walk in the classrooms and hallways.
- Follow the directions of Safety Patrol members.
- Arrive at school after 9:05 A.M. (there is no supervisor on the grounds until that time).
- Use all recess equipment carefully and appropriately.
- Follow adult directions the first time.
- Follow all classroom and school rules
- Use quiet voices in classrooms and hallways
- Take care of school property and the property of others.

#### Empathy & Embracing Diversity

- Treat others the way you would like to be treated.
- Use kind language. (No unkind words or gestures.)
- Keep hands, feet, and objects to yourself.

#### Grit, Self-Discipline, Integrity, Empathy

- Try our best every day.
- Ask for help if you need it.
- Try to solve own peer conflicts.
- Dress appropriately for school and for the weather.

The staff at Clara Barton believes in letting students learn from their mistakes, just like adults do every day! We encourage students to self-reflect, accept responsibility for their decisions, correct any adverse effect they may have caused, and face the consequences. We want our students to know that learning from our own decisions is a good thing, even when it may be temporarily unpleasant.

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### *DISCIPLINE POLICY*

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At Clara Barton, we are committed to developing the potential of all students to become lifelong learners who will enhance the world as responsible and caring citizens. Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

*We believe that...*

- People who are honored, valued, and respected, learn to honor, value and respect others.
- When students are responsible for their own learning and behavior, they will feel successful.
- Staff, teachers, and parents need to help children be accountable and responsible for their learning at home and school.

The goal of Clara Barton Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, it is hoped that each child will be able to develop a positive self-concept, which in turn should be reflected in their relationship with others and a more enthusiastic attitude toward learning. Therefore, in order to provide a positive learning environment at Clara Barton, we will be implementing the following discipline policy.

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### *STUDENT RESPONSIBILITIES*

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I want the best possible education for myself and I realize I can make this happen. Therefore, I will be responsible to do the following:

- Strive to do my best in school each day and behave in a way which allows everyone to learn and feel safe.
- Treat others with kindness and respect.
- Take care of school and student property and the environment.
- Follow all adult staff directions.

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## NATURAL CONSEQUENCES

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The goal of natural consequences is to help the children learn to take responsibility for their behavior and understand its results. As a result of inappropriate behavior, a student may be asked to participate in an activity to rectify their action. For example, if a student writes on the building wall he/she would be asked to clean the wall. A student that throws rocks or gravel from a play area would be asked to pick up or sweep the gravel or rocks.

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## LIBRARY RULES

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The library program encourages and supports lifelong learning and literacy by teaching research and information skills, by supporting curriculum with instruction and resources, and by promoting a love of reading. Students attend a weekly scheduled library class for thirty minutes. Library lessons include instruction in Library Skills, Literature Appreciation, the 5 Star Research Process, and Digital Citizenship. Time is given each class period for students to check out books.

In addition to their weekly scheduled library class, students are welcome to visit the library to return/check out books during the school day with teacher permission.

### Loan Periods

- Kindergarten - 1 book for 1 week (check out begins in October)
- 1st Grade - 1 book for 1 week
  - 1st grade students will receive a reward sticker each week they return their book on time. Once they have earned ten stickers, they may check out 2 books for the remainder of the school year.
- 2nd Grade - 2 books for 1 week
- 3rd Grade - 3 books for 2 weeks
- 4th Grade - 4 books for 2 weeks
- 5th Grade - 4 books for 2 weeks

### OVERDUE POLICY

Overdue notices are emailed weekly to both students and primary email addresses. Please make sure we have your email address on file. This is the student's reminder that their book is overdue and needs to be returned. If a student has an overdue book, they may only check out one new book, until the overdue book has been returned. If more than one book is overdue, students will not be allowed to checkout new materials until they are returned. A book will be considered lost if it is more than one month overdue.

Students are not fined for late books, but they are responsible for lost or damaged library books. Students with lost or damaged books will not be allowed to check out until the book has been returned or the fine has been paid. Please reinforce the importance of responsible book care and book return.

If you have any questions feel free to contact Amy Waldroup, Teacher-Librarian: [awaldroup@lwsd.org](mailto:awaldroup@lwsd.org)

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## RECESS AND PLAYGROUND

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The playground is for fun and exercise, as well as an area to practice appropriate social skills. It is a privilege to have a place to play. Each student at Clara Barton has a right to have fun and be safe on the playground. To make sure that the playground is fun and safe for everyone, each student needs to know and obey the rules.

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### STUDENT PLAYGROUND RESPONSIBILITIES:

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- Play safely within the playground boundaries.
- Enter the building only with a pass from a Recess Teacher.
- Respect others and property by using kind words, safe game rules, and obeying Recess Teachers.
- Remember to play in a manner that is comfortable for all participants.

Following these expectations will help students to be successful, as well as feel good about themselves and others.

### CONSEQUENCES

*If a student chooses to disregard these expectations, the following process will be used to assist the student:*

If a school rule is violated, a Recess Teacher or Classroom Teacher will discuss with the student the unsafe or disrespectful behavior.

Depending on the severity or repetitiveness of the infraction, students may lose the privilege of recess play or be assigned school service.

Should a pattern develop and previous interventions fail to correct the issue, the Principal or Associate Principal will be notified. Progressive discipline is administered using the LWSD elementary discipline matrix as a guide. See pages 16-32 for this information.

Severe Cause: Behaviors that are severe or chronic in nature may result in more immediate discipline action such as loss of a recess, in-school suspension, or temporary removal from school. Severe behaviors include: disobedience or disrespect, fighting or stealing, and damaging property.

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### STUDENT PLAYGROUND RULES AND DISCIPLINE

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You must have a pass to go into the building during recess. For safety, we need to know where every child is, at all times. Play where you can be seen. If you can't see the Recess Teacher, they can't see you! Please stay out of the wooded area; the boundaries will be explained to you at the beginning of the year. Two-finger tag and chasing games must be played on the sand field. Anything on the ground stays on the ground. This includes rocks, sticks, pinecones, dirt, leaves, worms, etc. Flowers and berries are to be left where they are. Keep your hands to yourself. Play at school must be comfortable for each participant. Personal items (such as balls or other toys) are not allowed at recess. Be kind, share, and respect others.



Students May:

- Play ball games like tetherball, wall ball, flag football, kickball, flyers up and soccer. The rules taught in PE class are the ones to be used. The judge is the next person in line.
- Play hopscotch and jump rope.
- Play on the slide—on bottoms, feet first.
- Enter the building from recess with a pass only.

Students May Not:

- Play after the recess bell rings, they must line up outside of classrooms quickly.
- Use inappropriate language, swearing or spitting.
- Push, fight or play fight.
- Pick up or throw pinecones, rocks, or sticks, leaves, berries, etc. They must remain on the ground at all times.
- Play tag on the Big Toy.
- Take food or gum out of the building.

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### *RULES FOR SPECIFIC PLAY EQUIPMENT*

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Play equipment must be used in a safe and appropriate manner.

**Black Top:** Play games by the rules you have learned in PE. Tetherballs may not be used to sit or hang on.

**Rings & Climbers:** Use the rings only if you can reach them yourself without climbing. Never lift, push, or help another student on the rings. Go straight across. Do not twist the rings or throw them over the top.

**Big Toy: Slides:** Go down only, one person at a time sitting on your bottom, feet out in front of you.

**Spinner:** 1 person at a time. **Wobble Log:** keep your hands and feet to self

**Gaga Ball Pit, Tetherball, Basketball & 4-Square:** Follow the rules as instructed. Demonstrate good sportsmanship and integrity when playing in competitive games.

**Sand Field:** No rough play. Football is two-hand touch only! Flags are required. Honor other games.

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### *PERSONAL TECHNOLOGY*

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The use of all electronic items including but not limited to: cameras, cell phones, smart-watches, MP3 players, Ipods, e-readers and other unapproved electronic devices are prohibited during school hours. Our rule is: “off and away, until the end of the day.” The school day starts when a student boards a bus or leaves their car and ends when a student enters a car or leaves the bus. Parents should not attempt to call or text their student at school. All after-school plans should be made prior

to the start of the school day. Students are allowed to use school phones after 3:50 P.M. in an emergency. This policy is to ensure the safety of all students and protect the learning environment. First offense: Item will be taken away for the rest of the school day. The student may pick up the item after school.

Second offense: Item will be taken away. Parent will need to come to school to pick up the item after school.

Third offense: Item will be taken away until the end of the school year at which time the student's parent may come to the office to pick up item.

Neither Clara Barton nor the Lake Washington School District is responsible for the loss of any personal electronic equipment or cell phone. Your child brings them at his/her own risk and no steps will be taken to locate lost items.

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### *HOMWORK POLICY*

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Clara Barton Elementary is committed to advocating for the needs of our students and making research-based decisions on key practices to elevate the student experience. Homework at Barton will only consist of work that your student didn't finish during the school day (if the teacher deems it appropriate) and nightly reading. Research has been unable to prove homework has a positive correlation to student performance, particularly in elementary school. At Clara Barton, we know that our teachers put together highly stimulating, challenging, and dynamic learning activities across the day and believe that the evenings should be spent doing things that are correlated with student success: eating dinner as a family, reading together, playing outside and getting a good night's rest to recharge.

In some Quest classes, there may be additional homework at the teacher's discretion.

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### *GENERAL GUIDELINES FOR HOME STUDY:*

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**Establish A Quiet Reading Place:** The place should be well-lit and free from distractions such as TV, radio, or people talking.

**Monitor TV Viewing & Video Games:** Less is best.

**Parents Model Reading:** Read out loud to your child and encourage him/her to read for leisure.

**Value Education, Reward Effort:** The goal of reading at home is to practice skills, develop good work habits, and provide opportunities for parents to share and expand upon their child's learning.

# 2023-24 Student Rights & Responsibilities

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## Introduction

### Purpose

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

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

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



### Student Rights and Responsibilities (3200)

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

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

## Attendance

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

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

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

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

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

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

### Truancy (3122, 3122P)

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

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

## Discipline Process

### Discipline (3241, 3241P)

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

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

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

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

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

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

- **Minor Impact/Initial** – The student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate Impact/Repeated** – The student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Severe, 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

### Exceptional Misconduct (3240P)

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

#### Codes:

- Conference (C)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact and Collaboration (PCC)
- Substance/Risk Assessment (RA)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)
- Re-Teaching (RT)
- Behavior Contracts/Plans (BC)
- Restorative Process (RP)
- Threat Assessment (TA)
- Parent Conference (PC)
- Student Support Plans (SSP)

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
Arson	Lighting a fire causing an fire to be started or setting fire to school property. This also includes falsely setting off a fire alarm.	n/a	n/a	EE/LTS/PC/R/PCC
Assault	Inflicting physical harm or attempting to inflict physical harm using unwanted force or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	n/a	n/a	EE/E/LTS/PC/TA/PC/C
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-approve the use of replica weapons or props incapable of firing a projectile in district approved plays or school activities.	n/a	n/a	EE/E/LTS/STS/PC/TA/A
Alcohol Possession Use Transfer	Possessing, using or being under the influence of drugs or alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus.	n/a	EE/STS/LTS/A/PC	EE/STS/LTS/RA/PC/C
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/PC	EE/STS/LTS/A/PC	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 or an explosive. It also includes any form of explosive or gas device.	n/a	n/a	EE/E/PC/TA/A

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/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	EE/STS/SS P/PC/RI	EE/STS/LT S/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	Sexual harassing conduct includes repeated offensive sexual irritations, 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	Threatening words or actions with 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	EE/STS/A/ PC/TA/SSP /LP	EE/LTS/A/ PC/TA/SS P/LP

**Other Forms of Misconduct (3240)**

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/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 an assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LP/RT/ Redo Assignment	D/RC/LP/RT/ Redo Assignment	STS/LTS/LP/R T/Redo Assignment
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D/RC/PC	STS/RC/PC	EE/STS/RC/PC
Attendance/Tuancy	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/RT /RI	PC/SSP/RT/RI	PC/RC/SSP/RI
Disruptive Conduct/Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	D/RC/SSP/RT/ LP	STS/PC/SSP/R I/LP	STS/LTS/PC



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

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

## Athletic/Activities Code of Conduct

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

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

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

**1st Violation:** A participant in possession and/or use of a controlled substance, and/or "legend drugs" including anabolic steroids, or alcoholic beverages shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. This also includes attending and/or remaining at an event where it is reasonably known by those present that consumption any of the above mentioned substances by a minor(s) occurs. In this situation it is the responsibility of the student-athlete or student involved in the activities noted above to remove him/herself beyond all reasonable doubt and proximity from the situation. Ineligibility for possession or use shall continue into the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete will meet with the school authorities. The school principal shall have the final authority as to the student athlete's participation in the interscholastic sports program. A participant who seeks and/or receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances or controlled substances and controlled substances analogs) . . . 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 69.41.020 - 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 another 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.

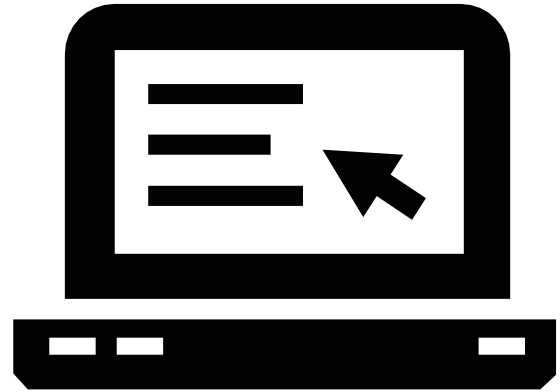
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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 identified issues or threats.

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.
<ul style="list-style-type: none"> <li>• Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.</li> <li>• Do not destroy, modify or abuse computer hardware or software in any way.</li> <li>• Do not delete or add software or peripheral equipment to district computers without advance permission.</li> <li>• Do not use personal wireless hotspot devices while at school.</li> <li>• Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability.</li> <li>• Do not attempt to tunnel or VPN to another computer through the district network.</li> <li>• Do not use district computers to run executable files.</li> <li>• Do not use district provided storage for games, executable files or inappropriate content.</li> <li>• Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission.</li> <li>• Keep food and beverages away from laptops and desktops at all times.</li> <li>• Computer lab use –             <ul style="list-style-type: none"> <li>Use only when a staff member is present.</li> <li>Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Use district computers for educational purposes only. No personal, commercial or political activity is allowed.</li> <li>• Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.</li> <li>• Students should leave games, other non-district software, entertainment, and social networking at home.</li> <li>• Do not use the Internet to access or process pornographic or otherwise inappropriate material.</li> <li>• Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.</li> <li>• District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).</li> <li>• Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach.</li> <li>• Never attempt to "hack" into another student's or staff member's account.</li> <li>• Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services or web filters.</li> </ul>
	<h3>3. Be academically honest.</h3> <ul style="list-style-type: none"> <li>• Do not assume that because something is on the Internet that you can copy it.</li> </ul>

## Bus Conduct (6605)

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

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

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

### Corrective Action for Infractions of Established Bus Rules

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

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

### Grievance

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



Safety expectations at the bus stop
<ul style="list-style-type: none"> <li>• Arrive at the bus stop five minutes before the scheduled bus time.</li> <li>• Do not stand or play on the roadway while waiting for the bus.</li> <li>• Wait to board the bus in an orderly manner.</li> <li>• Respect private property while waiting for the bus.</li> </ul>
Safety expectations while riding the bus
<ul style="list-style-type: none"> <li>• Cooperate with and obey the driver at all times.</li> <li>• Be courteous, use no profane language—spoken, written, or gestured.</li> <li>• 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).</li> <li>• Keep their head, hands, feet, and belongings inside the bus at all times.</li> <li>• Only consume food or beverage if the driver has given permission to do so.</li> <li>• Windows may be opened six inches; however, close the windows if the driver asks that windows remain closed.</li> <li>• Do not bring animals onto the bus (service-animals excepted).</li> <li>• Keep belongings (backpacks) out of the aisle.</li> <li>• Remain seated while the bus is starting, stopping, or otherwise in motion.</li> <li>• If assigned a specific seat the driver sit in that seat at all times.</li> <li>• Enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.</li> </ul>
<p><small>Note: Exceptional Misconduct and other forms of Misconduct as identified early in this handbook apply to conduct on buses and at bus stops.</small></p>

## 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 a fire or in the event the bus is stopped in an unsafe position such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill will receive oral instructions on how to exit.

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

## Prohibition of Discrimination and Harassment

### Human Dignity (4010)

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

### Nondiscrimination (5010)

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

#### Civil Rights Coordinator

Director of Human Resources  
16250 NE 74th Street  
Redmond Washington, 98052  
425-936-1266  
[civilrights@lwsd.org](mailto:civilrights@lwsd.org)

#### Title IX Coordinator

Director of Athletics & Activities  
16250 NE 74th Street  
Redmond Washington, 98052  
425-936-1367  
[titleix@lwsd.org](mailto:titleix@lwsd.org)

#### Section 504/ADA Coordinator

Director of Special Services  
16250 NE 74th Street  
Redmond Washington,  
98052  
425-936-1407  
[section504@lwsd.org](mailto:section504@lwsd.org)

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights coordinator listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure contact our school or the district office or view it online here: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/nondiscrimination-3210>.

## **Sexual Harassment (3205, 3205P)**

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

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

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

**Examples of Sexual Harassment:**

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

**You can report sexual harassment** to any school staff member, the school principal, or to the district's Title I officer who is listed on page . 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 1225, [StopBullying@lwsd.org](mailto:StopBullying@lwsd.org). You also have the right to file a complaint. For a copy of the district's harassment, intimidation or bullying policy and procedure, contact the school or the district office or view it online <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/prohibition-of-harassment-intimidation-and-bullying-3207>.

## **Prohibited Items**

### **Alcohol, Drug and Tobacco (3240, 3240P)**

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

### **Dangerous Weapons (4210)**

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

Weapons prohibited by this policy include firearms as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size. Dangerous weapons are defined by state law as firearms, sling shots, sand clubs, stun guns, metal knuckles, certain knives, "nun-chu-ka" sticks, "throwing stars," and air guns, including BB guns and paintball guns. Weapons apparently capable of producing bodily harm are also prohibited as defined in . . . 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 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 . . . may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a rearm, 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 \_\_\_\_\_ or the district child find office at \_\_\_\_\_ to request Child Find information.

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

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

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

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

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

### Our District's Tip Reporting Service

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

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



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