

Lynnwood High School Student Handbook 2023 - 2024



“HOME OF THE ROYALS”

School Mission: To close the opportunity gap and prepare ALL students with career and college readiness skills needed to thrive in a global society.

School Vision: Increase graduation rates to 95% by 2024 while decreasing all opportunity gaps in these rates.

**18218 North Road
Bothell, WA 98012
Phone: 425-431-7520**

Monday-Thursday Regular Bell Schedule

PERIOD	TIME BEGIN	TIME END	PERIOD LENGTH
TUTORIAL	7:05 AM	7:20 AM	15 MINUTES
PERIOD 1	7:20 AM	8:11 AM	51 MINUTES
PERIOD 2	8:16 AM	9:07 AM	51 MINUTES
ADVISORY	9:12 AM	9:37 AM	25 MINUTES
PERIOD 3	9:42 AM	10:33 AM	51 MINUTES
FIRST LUNCH	10:33 AM	11:08 AM	35 MINUTES
PERIOD 4 – 1L	11:13 AM	12:04 PM	51 MINUTES
PERIOD 4 – 2L	10:38 AM	11:29 AM	51 MINUTES
SECOND LUNCH	11:29 AM	12:04 PM	35 MINUTES
PERIOD 5	12:09 PM	1:00 PM	51 MINUTES
PERIOD 6	1:05 PM	1:57 PM	52 MINUTES

Friday Early Release Bell Schedule

PERIOD	TIME BEGIN	TIME END	PERIOD LENGTH
TUTORIAL	7:05 AM	7:20 AM	15 MINUTES
PERIOD 1	7:20 AM	8:03 AM	43 MINUTES
PERIOD 2	8:08 AM	8:50 AM	42 MINUTES
PERIOD 3	8:55 AM	9:37 AM	42 MINUTES
PERIOD 4	9:42 AM	10:24 AM	42 MINUTES
FIRST LUNCH	10:24 AM	10:59 AM	35 MINUTES
PERIOD 5 - 1L	11:04 AM	11:47 AM	43 MINUTES
PERIOD 5 - 2L	10:29 AM	11:12 AM	43 MINUTES
SECOND LUNCH	11:12 AM	11:47 AM	35 MINUTES
PERIOD 6	11:52 AM	12:35 PM	43 MINUTES

LATE START SCHEDULE

PERIOD	TIME BEGIN	TIME END	PERIOD LENGTH
PERIOD 1	9:20 AM	10:01 AM	41 MINUTES
PERIOD 2	10:06 AM	10:42 AM	36 MINUTES
PERIOD 3	10:47 AM	11:23 AM	36 MINUTES
FIRST LUNCH	11:23 AM	11:53 AM	30 MINUTES
PERIOD 4 – 1L	11:58 AM	12:34 PM	36 MINUTES
PERIOD 4 – 2L	11:28 AM	12:04 PM	36 MINUTES
SECOND LUNCH	12:04 PM	12:34 PM	30 MINUTES
PERIOD 5	12:39 PM	1:15 PM	36 MINUTES
PERIOD 6	1:20 PM	1:57 PM	37 MINUTES

LATE START SCHEDULE**LATE START SCHEDULE**

PERIOD	TIME BEGIN	TIME END	PERIOD LENGTH
PERIOD 1	9:20 AM	10:01 AM	41 MINUTES
PERIOD 2	10:06 AM	10:42 AM	36 MINUTES
PERIOD 3	10:47 AM	11:23 AM	36 MINUTES
FIRST LUNCH	11:23 AM	11:53 AM	30 MINUTES
PERIOD 4 – 1L	11:58 AM	12:34 PM	36 MINUTES
PERIOD 4 – 2L	11:28 AM	12:04 PM	36 MINUTES
SECOND LUNCH	12:04 PM	12:34 PM	30 MINUTES
PERIOD 5	12:39 PM	1:15 PM	36 MINUTES
PERIOD 6	1:20 PM	1:57 PM	37 MINUTES

MAIN OFFICE: 425-431-7520

Need help contacting staff, paying fees/fines, general questions regarding anything related to the school? This office can also schedule an appointment for you to meet with a principal. All visitors must check in at the main office. For any and all questions, call the Main Office.

ASB & ACTIVITIES OFFICE: 425-431-5246

The Associated Student Body is a non-profit organization for the support of school district extracurricular activities. All students who participate in ASB sponsored activities are required to purchase an ASB card for \$50. Activities fees, ASB cards, yearbooks, sports participation fees, dance tickets, and LHS gear may be purchased at the ASB Office located in the Agora. **No refunds will be given on any items purchased through ASB.**

COUNSELING OFFICE: 425-431-7530

Academic, post high school planning, social/emotional services are provided through our counseling center. Guidance counselors are advocates for the students as well as a liaison and resource for faculty and families. Parents are invited to call their student's counselor to discuss concerns and/or to request a conference. **It is imperative that you provide the school with a phone number where you can be reached at any time.** Students should request a pass from the counseling secretary in order to be able to leave class for an appointment.

ATTENDANCE OFFICE: 425-431-7535

Please contact attendance to report a student absence.

Teachers will be using the Canvas online system which will detail class assignments and homework. If a student has an excused absence they should check their calendar to stay up-to-date with assigned work.

Students are expected to communicate with their teachers if they need information or materials beyond the calendar.

If you need assistance accessing Canvas, please call counseling at 425-431-7530.

ATTENDANCE POLICY

EDMONDS SCHOOL DISTRICT ATTENDANCE POLICY

3122-Student Attendance; Absences, Tardiness and Excuses

3122P - Procedures and Standards Governing Student Attendance; Absences, Tardiness, and Excuses

PHILOSOPHY

It is the policy of the Edmonds School District that on-time daily attendance is essential to the academic achievement of each and every student. Students with poor attendance miss critical instruction in key concepts, quickly fall behind in school, and are less likely to achieve academic success. Accordingly, school attendance is mandatory, and unexcused absences and truancy are prohibited within the Edmonds School District.

Attendance policies apply to all students enrolled in the Edmonds School District, including district sponsored preschool programs through high school. Students with poor attendance in kindergarten and first grade are much less likely to meet critical math and reading benchmarks by the third grade. Third grade benchmarks are closely linked with future academic success and high school graduation rates.

To combat unexcused absences and truancy, all Edmonds Schools are committed to strengthening family engagement to support all aspects of their child's life, including the reduction of truancy.

Edmonds School District believes that school-based interventions allow schools to tailor interventions to specific student needs, and build capacity for families to become directly involved in their child's school life. Centrally-based interventions act as an important supplement to school-based interventions when all school-based efforts to meet a student's needs have been exhausted. Generally, judicial action will be the final intervention utilized.

DEFINITIONS

Absence

Any time a student is not physically present in assigned class or at school, they are marked absent.

Excused Absence

The following are valid excuses for an absence:

1. Illness, health condition, medical appointment; (including but not limited to, medical, counseling, dental, optometry, pregnancy and inpatient or outpatient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible for;
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or serving on a jury;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless status or foster care/dependency status;
8. Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absence due to suspensions, expulsions or emergency expulsions imposed to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absence due to student safety concerns, including absences related to threats, assaults, or bullying.
11. Absence due to a student's migrant status;
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

Excessive Excused Absences

Due to legislation and state compulsory attendance laws (under section 3 of RCW 28A.225) elementary schools shall contact families to discuss excused absences when a student reaches five days of excused absences.

For all students, excessive absences are defined as ten days of excused absences. Absences exceeding ten days may lead to a conference with the school where it will be determined if absences will no longer be excused without a note from a physician. After ten days of excused absences the school may request a doctor's note stating a medical diagnosis and the impact the medical condition has on the student's ability to attend school.

Extended Illness or Health Condition

Students with chronic health conditions must provide medical documentation with a medical diagnosis and the impact the illness has on the student's ability to attend school. If the student or the family does not provide medical documentation then the absences may be coded as unexcused until the appropriate documentation is provided. Once the documentation has been provided a school team will determine if the student qualifies for modifications to their education.

Unexcused Absences

Any absence from a school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence and is not excused within two business days. (Please refer back to **Excused Absence**.)

Chronic Absenteeism

Chronic absenteeism is defined as a student missing 18 or more days of school within a school year.

Truancy

Truancy is defined as a student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Early Release

Students are expected to remain in class until the end of the class/day. An early release is an excused absence from school if the family member sends a written statement or makes phone contact, requesting an early dismissal including the date of the dismissal, a valid reason (please refer back to **Excused Absence**), and a phone number where the parent can be reached.

Family Vacations/Travel

Families should not schedule vacations while school is still in session. If a family vacation must occur while school is in session, it must be prearranged and approved. The pre-arranged absence form must be completed and turned in five school days prior to the absence. School staff shall review the request to determine whether the absence will adversely affect learning. It is the school building administrator's discretion whether to excuse the absence or not.

There is no expectation that teachers will provide homework when students miss school for family vacations.

Students who miss 20 consecutive days of school without administrator approval will be withdrawn per *WAC 392-121- 108*

Attendance Procedures/Expectations

Approval of Absences

School district policy allows for notification of absence/tardy within two days of the student

returning to school. This can be done by phone call, note, email, or in person in the office. If the office does not receive notification within the two day window, the absence will be considered an unexcused absence.

An attendance phone line and email address is available for you to reach the school.
Attendance line: 425-431-7535. Attendance Email Addresses: strahand@edmonds.wednet.edu.

When notifying the school to excuse an absence, please include your child's name, grade, and the reason for the absence. If notification is not received, family members will receive an automated phone call notifying of the absence

Note: A large number of excused absences due to illness may require a doctor's note. Please consider scheduling medical, dental or other appointments before or after school.

As explained above in **Excessive Absences**, schools may contact families to schedule an attendance conference.

Interventions for Truancy/Unexcused Absences

Interventions may include:

- Detention
- In School Suspension
- Loss of credit on missed assignments or assessments
- Parent Conference
- Administrator Conference
- Community/School Service
- Saturday School (when provided by the school)
- Referral to Truancy Court

Students shall not be suspended out of school for truancy/unexcused absences.

Tardies

A "tardy" at the secondary level will be defined as arriving up to 5 minutes late to class. Tardies may be excused or unexcused according to school rules/policies and district definitions.

Unexcused tardies beyond ten minutes in middle and high school are considered unexcused absences.

Interventions for tardies will be determined at each school.

Interventions for Excessive Tardies

Interventions may include:

- Detention
- In School Suspension
- Parent Conference
- Administrator Conference
- Community/School Service
- Restorative Plan/Community Service

PRE-ARRANGED ABSENCES

Absences should be pre-arranged by written request when families have advance knowledge of impending absences.

Procedures for requesting homework

When absent due to illness, our main concern is that our students regain their health. Students are encouraged to check Skyward, Canvas, teacher webpages and/or email individual teachers directly for homework assignments.

Students have the right to make up work due to an excused absence. Students have as many days as they missed to make-up work if the absence is excused. Teachers are not required to give the opportunity to make-up work if the absence has not been excused.

* Please refer to vacation/travel section for makeup work guidelines specific to vacations and travel

WHAT FAMILIES CAN DO TO HELP WITH GOOD ATTENDANCE

- Talk to your student about the importance of attendance.
- Stay on top of academic progress
- Check your student's attendance often
- Ask for help from the school if you're having trouble getting your student to school

WHAT DOES WASHINGTON STATE LAW SAY ABOUT ATTENDING SCHOOL?

Washington state compulsory law (RCW 28A. 225), states that all children under the age of seventeen (17) are required to attend school. The law does not require 6 and 7 year old children to be enrolled in school, but, if they are enrolled, the child's parent must ensure that the child attends the school, and that child has a duty to attend the school for the full time the school is in session. The "Becca Bill", is in place to support schools and families. Schools and families should work together as a team to ensure school attendance and student safety.

If a student has unexcused absences, the law requires that schools and school districts take the following action:

1. Inform parent of state and district attendance policy.
2. Notify parents of unexcused and excused absences.
3. After three (3) unexcused absences, the school can schedule a conference to meet with parent/guardian and student.
4. After five (5) unexcused absences, parents will be notified about the need to have a phone call or an "in person" meeting to problem solve. Interventions will be discussed and implemented. An attendance contract & agreement will be signed.
5. After seven (7) unexcused absence in a month or ten (10) unexcused absence in a year the district can file a petition with the courts.

The school office, assisted by the district if necessary, will investigate chronic absences or tardiness. Please work in partnership with the school by calling 425-431-7535 immediately when your child will be absent or tardy.

SCHEDULE CHANGES

Withdrawal from a Course

Students are expected to select their six classes in a serious and responsible manner, as every effort will be made to ensure an individual student is scheduled into their pre-selected classes. Schedule change requests must be made and completed before the start of an upcoming semester. No schedule changes will be made after a semester has begun unless an error in course placement has been made, such as misplacement in math or foreign language. No appointments for student initiated schedule changes will be made after the fifth (5th) day of the start of a semester. In extraordinary circumstances a late request may be considered, but after the tenth (10th) day no class may be dropped without adding a failing grade to the permanent transcript. The course title and "F" grade will be entered on the student's transcript and becomes part of their cumulative GPA. If extenuating circumstances must be considered an appeal may be made to the appropriate administrator. Students cannot drop a course, even when accepting a failing grade for the course, unless another appropriate course is available to replace it in the schedule.

Students who wish to discuss a schedule change must contact the Counseling Office to obtain a "LHS Schedule Change Request Form" and return it to the Counseling Secretary. Schedule change priorities are outlined on the form. During the first four days of each semester, schedule changes are reserved only for students with incomplete schedules or teacher placement recommendations. All student schedule change requests must be filled out and returned to counseling no later than the 5th day of each semester. Students will be notified no later than the 10th day if the change request is approved. **STUDENTS MUST REMAIN IN THEIR ORIGINAL CLASS UNTIL THEY RECEIVE NOTICE THAT THE SCHEDULE CHANGE HAS BEEN COMPLETED.**

Students will not be permitted to add a class for credit after the 10th school day of a semester **unless approved by a school administrator and the receiving teacher. Schedule changes should not overload a class roster.** Courses may be dropped with no credit and no grade during the first 5 days of each semester. Students transferring classes are required to make up any missed assignments and to return any materials or books to the existing class teacher. Attendance will continue to the new class. Students who wish to withdraw from a course after the first 5 school days of a semester may do so with the approval of a school administrator.

The following conditions will apply: If the student is earning a passing grade at the time of withdrawal and the course is replaced with another course (with teacher approval), a late arrival or early dismissal, the dropped course will be noted on the student's official transcript with a "No Credit" grade and "W" withdrawal code. If the student is failing a course at the time of withdrawal, the course will be listed on the official transcript for the semester with an "F" grade and the "W" withdrawal code. Students may be placed in an alternative program (i.e. CLIP, eLearning) during the same period where a course dropped but may not earn credit for the dropped or the added course during the semester. If there are extenuating circumstances, a teacher or student may petition the principal, Jesse Goodsky, if they wish the student to be able to continue the course in an alternative program. Mr. Goodsky can be reached by email at GoodskyJ@edmonds.wednet.edu.

2022 - 2023 GRADING PERIODS

FIRST SEMESTER

- 1st Quarter Ends 11/03/23
- 1st Quarter Teacher Grades Due 11/09/23
- 1st Semester Ends 01/26/24
- 1st Semester Teacher Grades Due 02/01/24

SECOND SEMESTER

- 3rd Quarter Ends 03/29/24
- 3rd Quarter Teachers Grades Due 04/11/24
- 2nd Semester Ends 06/24/24
- 2nd Semester Teachers Grades Due 06/24/24

SKYWARD FAMILY ACCESS:

Skyward Family Access is an online tool for students and their families to keep track of progress in school. Students receive a login and password that is unique to them and is good for all four years of high school. Parents are encouraged to keep track of their student's progress using Skyward Family Access. Parents will find a link to this information on the Edmonds School District website at www.edmonds.wednet.edu Click on "Links for Parents and Community" and "Skyward Family Access" under parent resources. All parents/guardians will be given a login and password for this service. Parent interest and inquiries are encouraged and welcomed by the counseling staff at anytime. 425.431-7530.

HEALTH CENTER:

Students may come to the Health Center located in the Attendance Office if they are feeling ill and/or need to go home, or if they have sustained an injury. Except for emergencies, use of the Health Center is limited to 10 minutes. In emergency situations, a student's parent will be called, and/or 911 may be contacted. **Students who need to take ANY medication during the school day must provide written permission using District form SS-500, available from the Attendance Office.** LHS School Nurse is on campus two days per week to: Administer medication at school, promote safe health practices, ensure immunizations are up to date, create medical alerts for students with medical concerns, and provide hearing, vision and scoliosis screenings.

SCHOOL INFORMATION

ACCESSIBILITY: Learn more about students' use of Chromebooks and Google Apps for Education below, and at http://www.edmonds.wednet.edu/departments/technology/student_tech_tips

ADVISORY: The time period between 9:10-9:35 is set aside for non-instructional activities. These activities may be classified as academic intervention, advisory, and quiet reading/homework. On many weeks one day a week may be dedicated to advisory activities as noted in the calendar that involve a larger group of students such as class meetings or a counseling activity. A second option would be a teacher issuing, in advance, a pass for a small number of students to come to their advisory for academic intervention. If a student is not involved in academic interventions or advisory activity, the third option is quietly reading or doing homework.

Purpose of Advisory:

- To hold those kinds of activities which otherwise would interrupt class time
- To provide a chance for extra help for students who need it
- To help foster community and connection
- To give students one more adult to assist them in navigating the high school

Organization of Advisory:

- Special advisory activities will occur on an as-needed basis
- Extended advisory schedule for events like assemblies will be on an as-needed basis
- **There will be no passes out of class during an Advisory activity day**
- **Pre-signed passes should be given out before the end of second period so student attempting to get a pass are not late to advisory**
- **Generally bathroom passes are discouraged unless there is a real emergency**

Advisory Program Content:

- Content will be developed and provided for teachers including:
- Grade/Report Card Reviews
- Registration Activities
- Substance Abuse issues
- ASB activities
- Other relevant topics

Strategies:

- Teachers may provide classroom resources for students to access.
- Teachers may provide rewards at irregular intervals for students who demonstrate appropriate use of Quiet Reading/Homework.
- Teachers should monitor that students are reading or working on homework.

Academic Intervention:

- This time period should be reserved for students who need clarification or extra help because they have missed an assignment or have fallen behind the academic requirements of a teacher's class.
- Academic Intervention should be at the discretion of the teacher giving help and to maintain the quality of the intervention, the number of students should be no more than is manageable for the room size.

PASSES FOR ACADEMIC INTERVENTION MUST BE ISSUED IN ADVANCE!!

ASSEMBLIES: All students are expected to attend and display good citizenship during all school assemblies that occur during the school day. If a student feels the need to opt out of an assembly they are to see an administrator prior to the assembly to obtain a pass which will allow them to work in a designated supervised classroom.

AUTOMOBILES: To park a vehicle on LHS Campus, a valid driver's license, proof of insurance and registration is required and a valid parking permit must be clearly visible in the vehicle at all times. Permits are available in the Activities Office. If your car is found illegally parked and/or without a current parking permit, the vehicle will be ticketed and/or towed at your expense and risk. To appeal the issuance of a parking summons, contact the Main Office. Parking permits at LHS are limited and cost \$65 without an ASB card and \$35 with an ASB card. **Parking is a privilege at Lynnwood High School** and those privileges may be revoked if the student demonstrates unsafe driving behaviors. Cars are brought onto campus at the student's risk and **are subject to search**. The Edmonds School District assumes no responsibility for damage or theft of any vehicle.

BUSES: Students are expected to comply with the rules and regulations pertaining to school district transportation. Failure to comply may result in disciplinary action, which may include revocation of the privilege of riding the bus.

CAMERAS: The purpose of the cameras is to increase the safety and security of our building. These cameras are not intended to invade anyone's privacy, but will be able to record the movement of people in and out of our Agora and flex area rooms. Any attempt to disable or destroy the cameras will be considered an act of property vandalism and will be subject to both criminal charges and school discipline.

CLOSED CAMPUS: Lynnwood High School is a closed campus. Once students arrive on campus, they are to remain on campus for the remainder of the school day. "On campus" means being *inside* the building. **Unauthorized areas include: the parking lot, athletic fields and the rest of the outside campus. Students are not allowed in unauthorized areas during the school day.** Students who need to leave campus during the school day must have permission to do so from a parent and must check out through the Attendance Office. **Being in an unauthorized area without written permission from the Attendance Office may result in disciplinary action in compliance with school and district policies.**

DRESS: Students are expected to dress in a fashion conducive to a positive learning environment and to meet health and safety standards. Staff have a right to talk with students if they feel that student attire is not meeting the standards listed above.

Update: To be in compliance with CDC and Snohomish County health all students are expected to wear a mask indoors at all times, except when eating or drinking. Masks will be provided for students if they do not have their own. Students failing to comply will be subject to school discipline which could result in removal from the in-person school setting.

At no time are bare feet permissible in the building. Shoes and shirts must be worn at all times. Clothing and hats with words or pictures advertising drugs, alcohol or tobacco products will not be permitted to be worn by students. Pictures, symbols, or words of a lewd or sexually provocative nature, are not to be worn by students, nor may they be displayed on or in student possessions. Some clothing accessories have the potential to be used as weapons. This includes long heavy chains or spiked jewelry. These items are not permitted. **Clothing which can be construed as representing an unauthorized group affiliation (will not be permitted to be worn or displayed during school hours or after-school activities (including dances).** No item may be worn which would create or tend to create a hostile environment for any other student due to that other student's gender, race, national origin, cultural or national heritage or religion as

judged by the standards which would be objectively offensive. **Students will be asked to change into clothes that meet dress code or they will be sent home.** Continued violations may result in disciplinary action.

FEES & FINES: Transcripts and diplomas will be held until all fines are paid. Students will not be permitted to participate in the commencement ceremony with outstanding fines. Limited financial aid for school-related costs is available to any student who qualifies.

FLEX AREAS: Each student working in the flex area will be required to have the “Flex Area Pass” that is assigned to the same classroom that they are currently in. If you do not have the Flex Area Pass, you will not be allowed to sit and work in the flex areas. To get your Flex Area Pass, simply ask your teacher permission to work in the flex area and they can provide you the Flex Area Pass based on their decision of letting you out of the classroom or not. If you receive the Flex Area Pass, you are to stay in the hallway that your classroom is in. For instance, if you are in NW 127 during 3rd period, and have been given the FlexArea Pass, you need to stay in the NW 120’s hallway flex area; going to the SE 100’s hallway for example would not be an option as that is not the same hallway that your current class is in. Working in flex spaces is not allowed during advisory. Food is not allowed in the flex areas.

FOOD SERVICE: Breakfast is served in the Agora each day from 6:50 a.m. to 7:15 a.m. First lunch is 10:30 a.m. - 11:05 a.m. and Second Lunch is 11:25 a.m. - 12:00 p.m. Breakfast and lunch will be provided for all students who want a meal at no cost.. **All students will clean up after themselves in the agora. Food, gum and beverages are discouraged in any carpeted area and are not to be brought into classrooms without teacher permission.**

FOOD DELIVERY POLICY: Students can order food from delivery companies but must adhere to the following expectations:

- Food can only be picked up during the student’s lunchtime. Under no circumstances can you leave class to pick up food.
- Delivery orders must be prepaid with delivery instructions to drop off food in the main office. Under no circumstances are students allowed to meet drivers in the parking lot.

Failure to follow these guidelines will result in loss of this privilege. If a student orders food and it does not arrive in time for their assigned lunch, students are expected to report to class on time and remain in class.

HELIUM BALLOONS:

Because of the problems they create for our fire alarm system, helium balloons are not allowed in our building. If such balloons are delivered to school, they will be kept in the Main Office until the end of the day.

IDENTIFICATION CARDS: All students at Lynnwood High School are expected to carry a school ID card on their person **at all times.** This is to ensure the safety and well being of all members of the LHS community and to enable faculty and staff members to identify potential intruders or trespassers. Students will be issued one card for free each year. Cards will cost \$5 to be replaced. Cards are available through the Activities Office.

INTERNET USE: The Edmonds School District believes that internet usage is key to a modern basic education. If a parent has concerns about their child’s internet use at school, they should discuss the matter with a counselor and/or school administrator.

PEER MEDIATION:

Mediation is a structured, orderly, confidential process where a neutral person, called a mediator, uses listening skills and conflict resolution techniques to help the disputants define the problem they wish to resolve, communicate effectively, develop empathy for one another, and design their own solution. Peer Mediation is done by students who are trained mediators, for other students in a conflict, with guidance from the Coordinator. Mediation can be an effective problem-solving method when students have a conflict that is nonviolent and they want to talk it out. To request a mediation for yourself or someone else or to learn more about it, contact Ms. Lowes, Assistant Principal at (425) 431-7522, lowess@edmonds.wednet.edu, or at her desk in the Discipline Office, or ask a teacher for help.

PERSONAL ELECTRONIC DEVICES:

We realize that students will bring electronic devices such as iPods and cellphones to school. However, if a student has one of these items, it is the student's responsibility to keep it secure. Not only are they potential disruption to classes, they are the most common items to be lost or stolen. The Edmonds School District and LHS assume no responsibility for these items should they be lost or stolen and will not conduct investigations of alleged thefts. Any device that disrupts the educational process will be confiscated. Any confiscated devices being held in the main office will only be released to students showing picture ID – i.e., ASB Card or Driver's License or to the parent as indicated by the teacher.

Additionally, students may not use any audio or video recording devices in the classroom without the expressed written consent of the teacher and all parties involved, and they may not post on-line or otherwise publish recordings without the expressed written consent of all parties involved.

PLAGIARISM: The expectation is that all LHS students will demonstrate integrity at all times. Using another's work and claiming it as your own, even with permission, is academically unethical and is treated as plagiarism. Plagiarism includes copying from texts, other students or commercial sources. Forgery is the imitation of a signature or handwriting and presenting same as valid and correct. Any act of plagiarism/forgery will be subject to an academic penalty (example: reduction/loss of points on assignment) and disciplinary action.

PROGRESS REPORTS: The Progress Report date is the 45 day point of each semester it is also called the quarter grade. The final report card grades are issued at the end of the first and second semesters are the only grades that appear on a student's transcript. Notification of the Progress Report is announced to parents via email and phone call. The actual grade can be found on skyward. Progress Report dates appear on the district calendar and can be found previously in this handbook.

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

- Title IX Coordinator: Debby Carter, Executive Director of Human Resources, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7020, carterd@edmonds.wednet.edu

- Section 504 Coordinator: Dana Geaslend, Executive Director of Student Services, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7047, geaslend338@edmonds.wednet.edu
- Civil Rights Compliance and ADA Coordinator: Debby Carter, Executive Director of Human Resources, 20420 68th Avenue W., Lynnwood, WA 98036, 425-431-7020, carterd@edmonds.wednet.edu

SAFE SCHOOLS TIP LINE: 425-431-7010 If you suspect or become aware of any student or adult in a school who is planning or acting in any unsafe way, please let us know. This includes, but not limited to, the use or possession of drugs, knives, guns, and/or threats to injure, bully, or assault another. If you are not comfortable talking directly with staff at the school level, use the SAFE SCHOOL TIPLINE. It is a fast, effective anonymous and safe way to let us know about the unsafe situation available 24 hours per day, 7 days per week.

SEXUAL HARASSMENT OF STUDENTS PROHIBITED

This district is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

Definitions

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the district even if the alleged harasser is not a part of the school staff or student body. The district prohibits sexual harassment of students by other students, employees or third parties involved in school district activities.

Under federal and state law, the term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

Investigation and Response

If the district knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the district will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The district will take prompt, equitable and remedial action

within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. The district will take these steps every time a complaint, alleging sexual harassment comes to the attention of the district, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the district of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school district activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The superintendent will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Officer. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the district's Title IX/Civil Rights Compliance Officer. Reports of disability discrimination or harassment will be referred to the district's Section 504 Coordinator.

Notice and Training

The superintendent will develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, student and regular volunteer orientation. This policy and the procedure, which includes the complaint process, will be posted in each district building in a place available to staff, students, parents, volunteers and visitors. Information about the policy and procedure will be clearly stated and conspicuously posted throughout each school building, provided to each employee and reproduced in each

student, staff, volunteer and parent handbook. Such notices will identify the District's Title IX Officer and provide contact information, including the Officer's email address.

Policy Review

The superintendent will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross References:

- 3207 - Prohibition of Harassment, Intimidation and Bullying
- 3210 - Nondiscrimination
- 3211 - Transgender Students
- 3240 - Student Conduct Expectations and Reasonable Sanctions
- 5010 - Nondiscrimination and Affirmative Action
- 5011 - Sexual Harassment of District Staff Prohibited

Legal References:

- 20 U.S.C. 1681-1688
- WAC 392-190-058 Sexual harassment
- RCW 28A.640.020 Regulations, guidelines to eliminate discrimination — Scope — Sexual harassment policies

Management Resources:

- 2015 - July Policy Alert
- 2014 - December Issue
- 2010 - October Issue

Adoption Date: 11.27.18

Edmonds School District

Classification: Essential

Revised Dates:

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

A complaint must be in writing and include: a description of the conduct or incident; an explanation as to why you believe discrimination, discriminatory harassment, or sexual harassment has taken place; and, a description of what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator. In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint.

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

In its written response, the district will include: a summary of the results of the investigation; a determination of whether or not the district failed to comply with civil rights law; notification of the appeal process; and, any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District Board of Directors

If you disagree with the school district’s decision, you may appeal to the school district’s Board of Directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The board will schedule a hearing within 20 calendar days after the appeal is received, unless you agree on a different timeline. A written decision will be provided within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, you have the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](http://ocr.ed.gov)

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](http://www.humanrights.wa.gov)

PARENT RIGHTS:

Parents (natural parents and legal guardians) have the right to inspect and review their child’s Educational Record and may receive copies, upon request, at a charge not to exceed cost to the district for reproductions.

Educational Records are interpreted to mean any and all materials maintained by a school district directly related to a student regardless of where or how materials are filed. This includes reports gained with parent permission from non-district agencies and individuals.

Parents have the right to challenge record content on grounds that it is (a) inaccurate, (b) misleading, (c) in violation of privacy of students, or (d) inappropriate. Grades granted for a class are not covered except if an error in recording of the grade is suspected. Parents may enter their own clarification of information into the record. An impartial hearing by district records officers will be held if concerns are not resolved by building staff and parents.

SPECIAL EDUCATION SERVICES:

Special Education services are provided to all qualified students ages birth to 21. To inquire about services for students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, please call the Psychology and Counseling Services Office at 425-431-7208. District policies, procedures, and any required reports relating to special education are available to the public, upon request, through the District's special education office.

STUDENT SUPPORT ADVOCATE (425.431.5344): All families go through periods of difficulty or crisis at some point. To help meet the needs of students and their families, Lynnwood High School has a Prevention/Intervention Advocate who is available to help resolve any issues that may be affecting student success in school such as assisting families with medical insurance applications or community resources. Student Support advocate can be connected through a referral from the student's counselor.

LHS Discipline Guide

At its heart, Lynnwood High School is a community of learners. Students, teachers and administration come together each day for one purpose – learning. In order to give all students the best chance for success, there are some basic ideas about values and behavior that guide daily life at LHS. They include:

- Every individual at LHS deserves the respect of everyone else in the building
- We value the diversity of our school in terms of race, religion, cultural background and sexual orientation
- LHS is a safe and secure environment for all
- Each class period deserves to be a productive time for all, in which the teacher provides high quality instruction and students come on time, prepared and committed to work from bell to bell
- Each person at LHS is responsible for their own personal behavior
- When a student is acts in a way contrary to our values stated above, there will be fair and predictable consequences

When administering discipline, LHS staff and administration will use the leveled progressive response plan below. The intent is to describe a possible “menu of options” that a Re-Engagement Team member may use that are consistent, immediate, appropriate, and applicable to life situations. Disciplinary action at LHS is designed to promote responsible behavior in all students and to provide a safe and respectful learning environment. Disciplinary

consequences can be progressive, meaning that repeated offenses within the same level can result in more severe consequences.

**LHS views suspension as a last resort when all other options have been exhausted or are deemed inappropriate*

**When appropriate, and with the agreement of involved parties, a restorative plan can be established in place of consequences listed above.*

**Parents and guardians will be informed in all levels of school discipline, as well as being invited into the process and being informed of rights of grievance.*

**Level Three or Four actions may be referred to law enforcement who will determine criminal code of the offense, which may result in legal consequences outside of school.*

Discipline Levels	Behaviors	Possible Actions
Level One	<ul style="list-style-type: none"> ● Disrupting the learning environment ● In hallway/agora without permission ● Profanity ● Off-Campus violation ● Loitering/unauthorized area ● Non-compliance (passive) 	<ul style="list-style-type: none"> ● Restorative Plan* ● Admin/Dean conference ● Lunch Detention ● In-school suspension ● Re-entry conference and plan
Level Two	<ul style="list-style-type: none"> ● Disrespect towards others ● Excessive tardies/unexcused absences ● Failure to identify self ● Profanity towards others ● Plagiarism ● Tobacco use or possession ● Non-compliance (defiance) ● Cumulative level 1 infractions* 	<ul style="list-style-type: none"> ● Restorative Plan* ● Admin conference ● In-school suspension ● Short-term suspension (1-10 days) ● Re-entry conference and plan
Level Three	<ul style="list-style-type: none"> ● Danger to self or others ● Encouraging or congregating at a fight ● Possession of a dangerous object ● Drug/Alcohol possession or use ● Fighting/Assault ● Verbal Assault ● Harassment/Intimidation ● Vandalism/property damage ● Lewd Conduct ● Theft/Possession of stolen property ● Gang activity ● Cumulative level two infractions 	<ul style="list-style-type: none"> ● Restorative Plan* ● In-school suspension ● Short-term suspension ● Long-term suspension (over 10 days) ● Re-entry conference and plan
Level Four	<ul style="list-style-type: none"> ● Drug/Alcohol distribution or sale ● Harassment/Intimidation 	<ul style="list-style-type: none"> ● Restorative Plan* ● Long-term-suspension or expulsion

	<ul style="list-style-type: none"> ● Weapon possession (knife, gun or an illegal item as defined by state law) ● Cumulative level three infractions 	
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**LHS views suspension as a last resort when all other options have been exhausted or are deemed inappropriate*

**When appropriate, and with the agreement of involved parties, a restorative plan can be established in place of consequences listed above.*

**Parents and guardians will be informed in all levels of school discipline, as well as being invited into the process and being informed of rights of grievance.*

**Level Three or Four actions may be referred to law enforcement who will determine the criminal code of the offense, which may result in legal consequences outside of school.*

Points of Emphasis

HARASSMENT, FIGHTING, BULLYING, THREATS: Any act of violence is unacceptable for the LHS school environment. **A student involved in such action may be suspended or expelled from school and criminal charges may be filed.** Any student promoting a fight or encouraging others to fight is subject to discipline. Harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. Any harassment reported to any adult at LHS will be investigated and dealt with. Reports can be found in the office or on the district website.

UNAUTHORIZED GROUP ACTIVITY OR ASSOCIATION: Groups that initiate, advocate, or promote activities or behavior, which threaten the safety or well-being of persons or property on school district grounds or at school-sponsored events are disruptive to the educational process, would be subject to disciplinary action. **Students who use hand signals, graffiti, apparel, or manner of grooming which by virtue of color, markings, symbols or arrangement, or any other attribute which indicates or implies membership or affiliation with a gang could be subject to school discipline.**

WEAPONS/DANGEROUS OBJECTS:

The staff and student body will not tolerate the possession of any weapons or other dangerous objects on campus. Edmonds School District Board Policy #8220 (Section III, Exceptional Misconduct), RCW 9.41.250, RCW 9.41.280 prohibit the possession of weapons or other dangerous objects, including toy or facsimile weapons, on school property.

"Possession" includes but it is not limited to having a weapon or dangerous object anywhere on school property or at any school sponsored event. The item could be located:

(a) in a space assigned to a student (such as a locker or desk);

(b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or

(c) under the student's control or accessible or available (such as hidden by the student).

Students in possession of a weapon or dangerous object will be suspended or expelled. Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.

Students who choose to remain in the area of illicit or criminal activities involving weapons may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not participating.

Any student who is determined to have carried a firearm onto school property or to a school sponsored event shall be expelled for no less than a year in accordance with RCW 28A.600.420.

Weapons and dangerous objects include, but are not limited to:

- Firearms
- Metal knuckles
- Air guns
- Weighted chains
- Firecrackers
- Baseball Bats
- Nun-chu-ka sticks
- Toy Weapons
- Knives
- Facsimile Weapons
- Water guns
- Tasers
- Box cutters
- Razors
- Lighters
- Paintball guns
- Clubs or pipes
- Stun Guns
- Sling Shots
- Sand Clubs

ALCOHOL, DRUGS, ILLEGAL SUBSTANCES

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district has developed programs that emphasize prevention, intervention, aftercare support, and necessary corrective actions. The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

- It is unlawful for a student to sell, possess, use, or show evidence of being under the influence of alcohol or other illegal drugs while on school district property or at any school-sponsored event.
- For a first offense of Possession, Use, or Paraphernalia, a school team (comprised of at least the student support advocate and building administrator) will determine the response (see discipline guide), support and actions needed to effectively support the

student and family need.

- Students who sell, buy, or transfer drugs or alcohol at school, on school busses, using district-provided technology, or at school-related activities could face immediate long-term suspension of up to 30 days with no abeyance option and could also face criminal charges. All vehicles parked on school property are expected to be drug/alcohol free.

Note: For students involved in extracurricular activities: Students will not be permitted to possess, traffic in, and/or use non-prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances. The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five (45) calendar days (see athletic handbook for details).

Harassment, Intimidation and Bullying Edmonds School District Notice to Parents and Students

It is the intent of the students and staff in the Edmonds School District to create an environment for learning and work that promotes and values respect, diversity and trust. Individuals have the right to be treated with respect and dignity, and have the responsibility to treat others the same way.

Definition

Harassment, intimidation, or bullying (HIB) is an intentional written, verbal, or physical act which:

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

Recognizing Harassment

The following behaviors are among those commonly identified as forms of HIB:

Written or Verbal Could Include:

- Remarks and / or suggestions that are unwanted / unwelcome.
- Comments about body
- Teasing, joking or making dehumanizing, derogatory, lewd remarks
- Ethnic/political/racial/religious/sexual slurs
- Hazing (initiation activities)
- Unwanted / unwelcome written, verbal or electronic messages
- Sexting (i.e. electronic transmission containing inappropriate sexual content)
- Exploiting a physical / mental disability
- Pressure for sexual activity
- Threats / acts of aggression
- Suggested favors to obtain preferential treatment
- Extortion
- Demanding compliance accompanied by implied / overt threats

- Making demeaning comments in front of others
- Spreading rumors
- Unwanted questions or comments of a highly personal nature

Physical Could Include:

- Unwanted / unwelcome touching / grabbing
- Impeding / blocking the free movement of another
- Staring / leering in a way that makes a person uncomfortable
- Displaying offensive graphics / drawings / graffiti / cartoons
- Intentional brushing against body
- Obscene/Threatening gestures
- Pranks
- Lewd conduct

Reporting Incidents of Harassment, Intimidation, Bullying

Students, parents and volunteers are encouraged to report incidents of harassment, intimidation or bullying to the appropriate school official. To report an incident, students, parents, and volunteers can report directly to school staff or they may use the **Harassment, Intimidation and Bullying Reporting Form** located [here](#). Disciplinary action will be taken to address the behavior or the perpetrator. No school district employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. False reports or retaliation will receive consequences.

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

Equal Educational Opportunity and Sexual Harassment

The Edmonds School District will maintain a learning and work environment that is free from sexual harassment. Sexual harassment is a form of discrimination which is prohibited under Title IX of the Civil Rights Act. Sexual harassment substantially compromises the attainment of educational excellence, and the District will not tolerate such behavior by staff or by students, or by parents, volunteers or contractors while on school district grounds or participating in school-sponsored events.

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student, who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. Submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;
2. Submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

1. Unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. Any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

Reporting Incidents of Sexual Harassment

If any student, parent or community member experiences or witnesses discrimination or sexual harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. **Reports of such incidents may also be reported to the district Equity Officer, Debby Carter, 425 431-7012**

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

Legal References:

Washington State RCW 26.44.030, RCW9A.36.080 (3) and SHB 1444
Edmonds School District Policies #8200, 8205, 8206, 8207 and 8208
2/19/04

CHROMEBOOK LOAN PROCEDURES & SCHOOL USE

The Edmonds School District has ensured that every 7-12th grade student in our district will be issued a Chromebook. This 1:1 model will allow our teaching staff to use technology and online resources in powerful ways within classroom instruction and will further support collaboration between students.

It is expected that students will bring their district Chromebooks to school **every day fully charged**. The Chromebook is a learning tool that is as important as a textbook, calculator, or any other resource given to you.

Chromebook Distribution To Students—Any student enrolled at the start of the school year who has not kept their chromebook for the summer will be able to pick up their Chromebook on or after our school's designated deployment date(s). Any transfer/new student will be able to pick up their Chromebook from the Library as part of the registration process. Responsibility for the Chromebook begins at the time the student receives the device. **Both the parent and the student must complete and sign the Chromebook Loan Agreement and Chromebook Damage/Loss Application forms prior to receiving the device.**

1) Returning Your Chromebook

At the end of the school year, students can turn in their Chromebooks or keep them for the summer. If a student transfers out of or withdraws from LHS, he/she must turn in their Chromebook in good working condition to the Library on their last day of attendance.

Failure to turn in your assigned Chromebook in good working condition may result in the student being charged the full \$305.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency. If it is not possible to pay this fine, school board administrative procedure 8440 R1 - Procedures for Student Fees, Fines and Charges will be followed.

2) Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the Edmonds School District. Students should never leave their Chromebooks unattended except locked in their PE locker.

Repair

Chromebooks that are broken or fail to work properly must be taken to the **Tech Support Area in the Library** so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Support Area.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- A member of the Tech Support Area will contact a student when his/her device is repaired and available to be picked up. The loaner should be turned back in at that time.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should not be used or stored near pets.

Carrying Chromebooks

- Never lift Chromebooks by the screen
- Never carry Chromebooks with the screen open

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. papers, pens, pencils)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for a cell phone).

Tag/Label

- All Chromebooks will be labeled with a District tag/label
- Tags are not to be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag/label or turning in a Chromebook without a District asset tag/label.

3) *Using Your Chromebook At School*

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school, a loaner will not be issued and the student might not be able to complete their classrooms assignments. Not charging the battery or forgetting your Chromebook is not an excuse not to learn, and teachers will direct students to work and learn in other tasks during class time.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students must charge their Chromebook at home every evening.
- There will be a limited number of charging stations available to students in the school.
- **Charging cords will not be available**, so be sure you have yours in your case.

Backgrounds and Themes

- Students may alter the desktop background of their Chromebook with **school-appropriate** media.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print to selected school printers. They will be assigned a printing account and will be able to print some pages. Once this amount is exceeded, students can elect to pay a fee to the Main Office to increase their printing account.
- In order to print, convert your document to a PDF and submit it to papercut.edmonds.wednet.edu. Your teacher may provide additional instructions.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, except for their parents/guardians.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications (Google Drive) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- The school district will not be responsible for the loss of any student work.

4) Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Edmonds School District Administrative Procedure 7396 R-1 Electronic Information Systems (Network) Acceptable Use Procedures and Guidelines, and all other guidelines in this document wherever they use their school-issued Chromebooks.

5) Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- There is no need for additional virus protection, as this is built into Chrome OS.

6) Content Filter

The school district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to request the site be unblocked. From time to time there may be errors in the filtering system where appropriate sites get blocked or inappropriate sites don't.

- Students may not use any method to bypass the filtering system.
 - Parental supervision is strongly recommended
 - If an inappropriate site is encountered, it should be reported to the District.
- When a student logs into any computer and web browser using their Edmonds School District issued Google Account, their Internet activity can be monitored by the district.

7) Software

Google Apps for Education

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms and Email.
- All work is stored in the cloud.
- This is a different version of Google Apps than what is available to the general public. There are no advertisements. Google does not scan the contents for marketing purposes. Students have 30 GB of file storage.
- Students will be able to send and receive email messages from anyone. Teachers will have access to read all email messages that students send and receive.

If parents want to monitor the contents of their students email and files, they should ask their student to share with them their username and password.

Chrome Web Apps and Extensions

- Students are allowed install Chrome web apps from the Chrome Web Store.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. (e.g. graphing calculator)

8) Chromebook Identification

Records: The school district will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, student name, and student ID number for each device

Users: Each student will be assigned the same Chromebook for the duration of his/her time at Lynnwood High School.

9) Costs of Repairing / Replacing Your Chromebook

The following are estimated costs of the Chromebook parts and replacement (estimated costs, subject to change):

- Total replacement of Chromebook--\$ 305.00
- Replacing Screen--\$70.00
- Replacing Keyboard/touchpad--\$125.00
- Replacing Power cord--\$ 25.00
- Replacing Hinges -- \$45.00
- Replacing ESD District logo sleeve -- \$25.00

10) No Expectation of Privacy

Students have **no expectation of confidentiality** or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff will use monitoring software that allows them to view the screens and activity on student-issued Chromebooks.

11) Appropriate Uses and Digital Citizenship

As a reminder, as stated in School Board Policy 7396 Electronic Information Systems (Network), school-issued Chromebooks should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1) **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2) **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- 3) **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private online spaces or areas.
- 4) **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- 5) **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will validate information.
- 6) **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Email and Login/Passwords: Students will each have an email address that is their primary login and username for their district chromebook. Students can change their password, but they cannot change their username. The district cannot recover passwords and students should remember them to ensure successful logins. If a student forgets their login they can ask their teacher or the school's Para Tech to reset their password. Please review the No Expectation Privacy section regarding the use of Chromebooks and other digital tools provided by the Edmonds School District.