

# Lakeview Elementary

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Student/Parent Handbook 2024-25



**LAKEVIEW  
LEOPARDS**

Lakeview Elementary  
10400 N.E. 68th Street  
Kirkland, WA98033  
425-936-2600  
[www.lwsd.org/lakeview](http://www.lwsd.org/lakeview)

Lake Washington School District

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**Every Student Future Ready**

*Prepared for college, prepared for the global workplace,  
prepared for personal success*

# General Information

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## **Lakeview Elementary School**

**10400 N.E. 68th Street  
Kirkland, WA 98033**

**LWSD Mission:** Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

**LWSD Vision:** Every Student Future Ready: Prepared for college, prepared for the global workplace, prepared for personal success.

**Lakeview Mission:** Together we empower and inspire each student to thrive and fulfill their unique potential

**Lakeview Vision:** Every student prepared to achieve success.

**Our Motto:** Work Hard, Be Kind, Be Safe

**Office:** (425) 936-2600

**Attendance Line:** (425) 936-2601

**Fax:** (425) 827-2045

**Website:** [www.lwsd.org/lakeview](http://www.lwsd.org/lakeview)

**Office Hours:** 8:15 a.m.- 4:30 p.m.

**Mascot:** Leopard

**Colors:** Blue and Yellow



# Welcome

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Dear Lakeview Students and Families,

Welcome back to school! I am honored to serve this incredible community as principal for the 2024-2025 school year. Lakeview is a place where students feel safe, valued, and supported in their learning, and families are welcomed and celebrated as partners in the school community. We are committed to strengthening community bonds and sense of belonging for staff, students, and families, while continuing to ensure the needs of all students are met.

During the school year we will reach out to you in multiple ways to gather feedback and provide opportunities for family engagement and volunteering. You may consider contributing to the work of the PTSA, volunteering opportunities during the school day at Lakeview, or supporting the school from home.

The purpose of this handbook is to provide students and families a resource to understand District expectations and what those expectations look like at Lakeview Elementary. The handbook begins with general information and is then divided into three parts:

Section 1: Lakeview Leopard Essentials focuses on topics students are most interested in and are likely to need to be successful at school.

Section 2: Parent Information includes information that is more focused on adult roles and responsibilities specific to Lakeview.

Section 3: The current Lake Washington School District Student Rights & Responsibilities, which apply to all students, families, and staff members.

Please read and discuss the content of this handbook with your child in developmentally appropriate terms. After you have reviewed the handbook together, please complete the form from your child's teacher.

As we begin the school year, thank you in advance for your support in making our school a quality learning institution, an inviting place to learn and a safe place for our children. If you have any questions during the school year regarding your child's experiences at Lakeview, please feel free to contact me.

Marianne Williams  
Principal

# Daily Schedule

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## Arrival

8:55am - Students Welcome on Campus

9:05am - First Bell

9:10am – Second Bell, School Starts

## Recess and Lunch Schedules:

### Recess

All students will have two recesses each day, one 25 minutes in length and a second 15 minutes in length. This is in addition to P.E.

### Dismissal

3:40pm - Monday, Tuesday, Thursday, Friday

2:10pm - Wednesday

# Lakeview Leopard Essentials

## Lakeview Students are expected to:

### Work Hard

- Focus on the task.

### Be Kind

- Responsible for our actions and words.

### Be Safe


- Do the right thing, even when no one is watching.

 <b>Lakeview Leopards</b> 					
	Hallway 	Bathrooms 	Lunchroom 	Playground 	Line-Up 
<b>Work Hard</b> Focus on the task Doing Actions	<ul style="list-style-type: none"> <li>• Level 0-1 Voice</li> <li>• Walk with purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Level 0-1 Voice</li> <li>• Be quick</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Voice</li> <li>• Use silent signals</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2-3 Voice</li> <li>• Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>• Level 2 Voice</li> <li>• Line up in order</li> </ul>
<b>Be Kind</b> Responsible for our actions and words	<ul style="list-style-type: none"> <li>• Stay in your line order</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Friendly talk</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly talk</li> <li>• Be welcoming</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly talk</li> </ul>
<b>Be Safe</b> Do the right thing even when no one is looking	<ul style="list-style-type: none"> <li>• Hands and body to self</li> </ul>	<ul style="list-style-type: none"> <li>• Keep it private</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and body to self</li> <li>• Stay in assigned tables</li> </ul>	<ul style="list-style-type: none"> <li>• Play safely with equipment and others.</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and body to self</li> <li>• Stay in assigned area</li> </ul>

This is what expected behavior looks like at school. Your teacher will talk to you about what it looks like to Work Hard, Be Kind, and Be Safe in your classroom.

School rules also apply at:

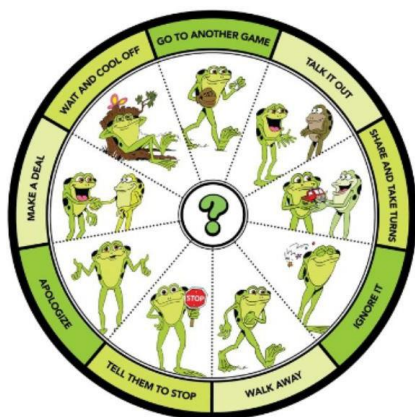
- The bus stop and on the bus
- Biking to and from school
- All school and PTSA events
- On the Internet and phone if the learning environment at school is negatively impacted.


**Pick-up Behavior**

- Level 2-3 Voice
- Friendly Talk
- Hands and body to self
- Stay in assigned area

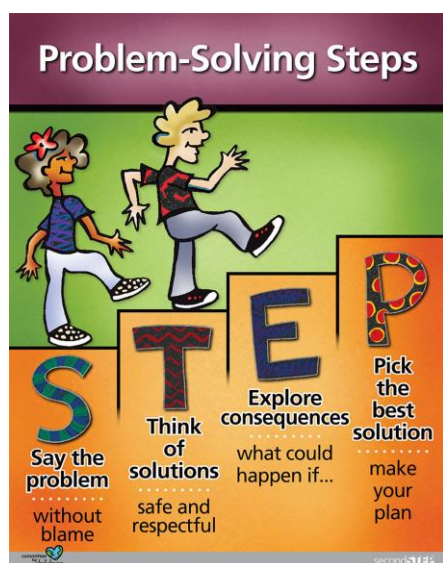
# Lakeview Leopard Essentials: Learning Expected Behavior

Students are learning to self-regulate and, at times, use non-adaptive responses to get their needs met. Adults know that students need help to develop these skills. We work together with you and your family to help you learn what is expected and to provide you with a strategy or support plan to teach the expected behavior.



## Kelso's Choice

Some problems are big and require an adult to help solve them. Many problems are small and kids can solve those problems on their own using Kelso's Choice. In order to solve a problem on your own, it is important that you are calm and thinking clearly. Students are encouraged to try using two of Kelso's choices to solve small problems before asking an adult for help. If you see or hear someone using a Kelso's choice, you need to respect that choice.



## S.T.E.P. to Solve Problems

Solving problems helps you be successful at school. It is important that you are calm and thinking clearly before you work to solve problems with a friend. You can use the acronym STEP to help you solve a problem:

S: Say the problem without blame -- It is important to state the problem in a neutral way that does not blame the other person; this allows you to begin the problem-solving process.

T: Think of Possible solutions -- Choose solutions that are safe and respectful. Be thoughtful about the solution; it may take some time to come up with a good choice.

E: Explore consequences -- For each solution, ask yourself "What if...". Think of both positive and negative consequences for each solution.

P: Pick the best one -- Decide one solution to try. If it doesn't work, go back and try a different solution.

Our school counselor, Mrs. Chamberlain, likes to help students solve problems. She will stop by your class and sayhello. You can also leave Mrs. Chamberlain a note and she will find a good time to meet with you. We are fortunate to have additional counseling support from Ms. Nussbaum on Tuesdays as well.

**What happens when a student makes an unexpected choice?** An adult will choose some of these steps to help all students be safe and able to learn, and to help the student show expected behavior.







- Problem Solving Behavior Map
- Consequence
- Think Time
- Practice
- Restoration
- Parent Contact
- Self-Regulation Break

Please refer to the Student Rights & Responsibilities document beginning on page A1.



# Lakeview Leopard Essentials: Playground

The playground is open during recess and when you are with your teacher during the school day. The playground is closed before school and after school unless you are with your parent.



	Play Structure	Black Top	Digging Garden	Kindergarten	Field
					
	<b>Work Hard</b> Focus on the task Doing Actions	<ul style="list-style-type: none"> <li>Level 2-3 Voice</li> <li>Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Level 2-3 Voice</li> <li>Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Level 2-3 Voice</li> <li>Be a problem solver</li> </ul>	<ul style="list-style-type: none"> <li>Level 2-3 Voice</li> <li>Be a problem solver</li> </ul>
	<b>Be Kind</b> Responsible for our actions and words	<ul style="list-style-type: none"> <li>Friendly talk</li> <li>Be welcoming</li> </ul>	<ul style="list-style-type: none"> <li>Friendly talk</li> <li>Be welcoming</li> </ul>	<ul style="list-style-type: none"> <li>Friendly talk</li> <li>Be welcoming</li> </ul>	<ul style="list-style-type: none"> <li>Friendly talk</li> <li>Be welcoming</li> </ul>
<b>Be Safe</b> Do the right thing even when no one is looking	<ul style="list-style-type: none"> <li>Barks and rocks stay on the ground.</li> <li>Slide down, facing forward</li> <li>Walk, don't run</li> <li>No jumping from high places or sitting on top of the 'roof'.</li> </ul>	<ul style="list-style-type: none"> <li>Running is okay</li> <li>Basketball and 4 Square</li> <li>Allow bushes and trees to grow.</li> </ul>	<ul style="list-style-type: none"> <li>Sand stays in the digging garden.</li> <li>Demolish your own creation before you leave</li> </ul>	<ul style="list-style-type: none"> <li>Show and share your drawings, cards, or stickers</li> <li>Keep your own belongings.</li> <li>Special things belong at your line-up spot when you are done.</li> </ul>	<ul style="list-style-type: none"> <li>Run</li> <li>Play team games (kickball, soccer, football)</li> <li>Touch, no tackle</li> <li>Remain inside fences</li> <li>Use the sidewalk</li> <li>Wait for a staff member</li> </ul>

## Recess Equipment

Students have access to recess equipment provided by the school during recess. Personal student recess equipment needs to stay at home. Recess equipment is provided by staff at the first recess of the day and collected at the last recess of the day. Equipment is available on the playground and the field.

At the end of recess, staff will blow the whistle and students are expected to leave recess equipment on the playground or field and line up in their line up spots.

# Lakeview Leopards Essentials: Before and After School

	<b>Line-Up</b> 
<b>Work Hard</b>  Focus on the task Doing Actions	<ul style="list-style-type: none"> <li>• Level 2 Voice</li> <li>• Line up in order</li> </ul>
<b>Be Kind</b>  Responsible for our actions and words	<ul style="list-style-type: none"> <li>• Friendly talk</li> </ul>
<b>Be Safe</b>  Do the right thing even when no one is looking	<ul style="list-style-type: none"> <li>• Hands and body to self</li> <li>• Stay in assigned area</li> </ul>

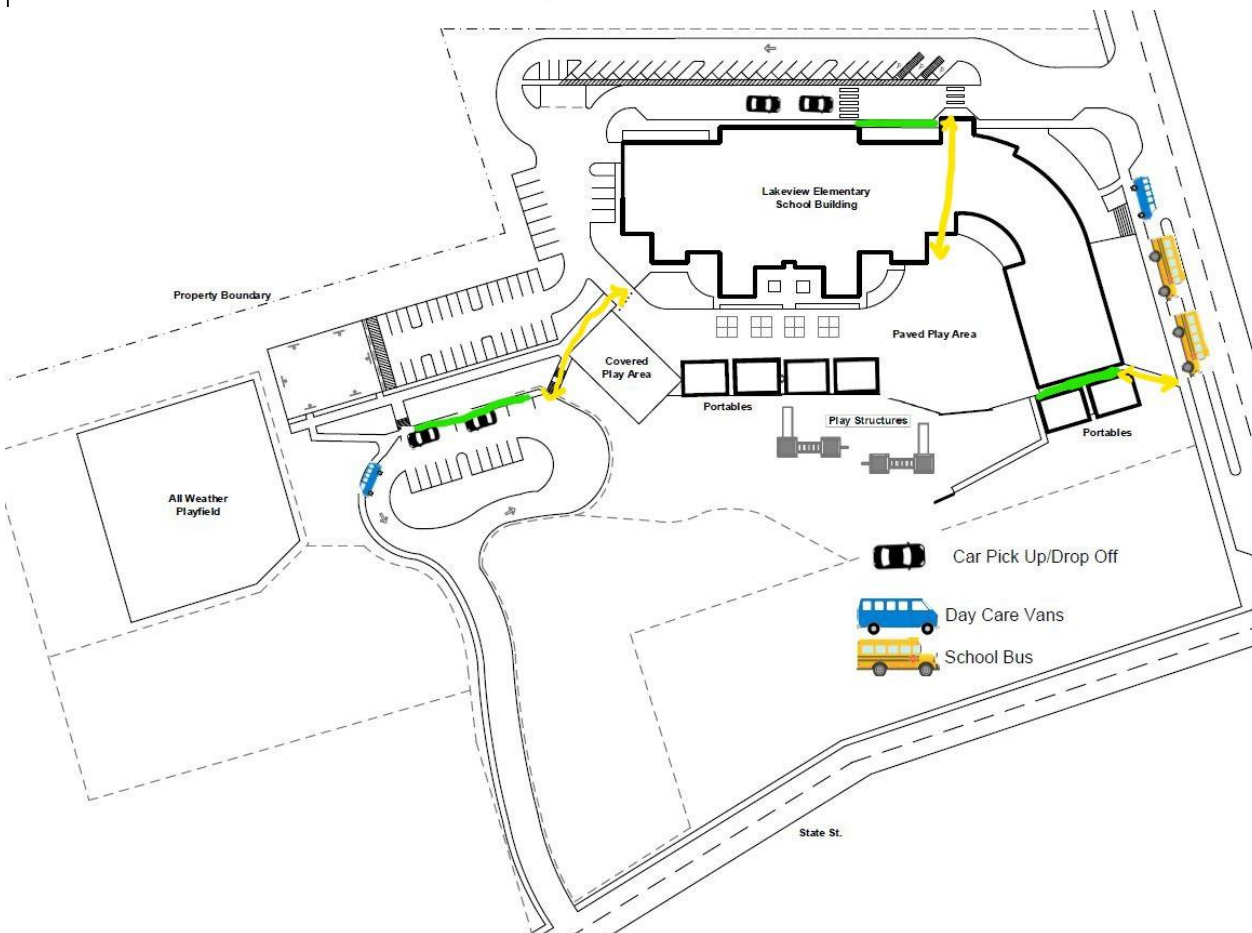
**Before School**, you will walk to your line up spot. Your teacher will meet you and walk with you to class. It is not a time to play.

**After school**, you will walk to the bus, Extended Day if enrolled, upper lot, or lower lot. It is ok to talk to friends. Adults will call your name when your car arrives. At lower lot, students should watch for their car as well. Students will walk down the stairs to get into their car.

**If you are going home on the bus**, you must stay inside the fence until your bus arrives or a staff member gives you permission to line up on the sidewalk.

**If you are not sure where to go after school, tell a staff member or go to the office so we can help you.**

**The yellow lines on the map below show where to walk.**





# Parent Information

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## Absences/Late Arrival

All absences and late arrivals need to be called to the office on the attendance line that is available 24 hours per day: 425-936-2601. Families are also welcome to email our registrar Kristin Crane at [kcrane@lwsd.org](mailto:kcrane@lwsd.org).

## Arrival at School

Before 8:55 and after 3:55 there is no staff supervision provided on campus. Unless enrolled in Extended Day, attending an Enrichment Class, or attending breakfast, students are not allowed on campus prior to 8:55. Staff are posted immediately before and after school at crossings to ensure student safety.

- Students are welcome on campus beginning at 8:55. The playground is closed before school.
- Students line up outside the school in their designated class line as soon as they arrive. Teachers pick up their classes at 9:05 and classroom learning begins at 9:10.
- Students are encouraged to walk through the main doors of the building at drop-off.
- If your student is arriving before school for breakfast, please escort them to the lunchroom via the exterior door. Breakfast is available from 8:40-8:55. Students must remain in commons the entire time.
- If your student is arriving before school for a class, please supervise your student outside the main entrance until a staff member or their enrichment teacher arrives.

## Absentee/Tardy Policy

Being at school and on-time every day is a critical factor in your student's learning and success. Because of this, and according to state law, we monitor every student's attendance daily and take the following steps when your student is absent from or late to school:

- After one unexcused absence in one month, the school will inform families in writing or by phone of potential consequences of continued absences.
- After five absences (excused or unexcused) in one month or 10 absences in one year, the student is considered chronically absent and the school will schedule a conference with the family and take steps to reduce absences.

We understand there are many reasons a student may be tardy and we know that a tardy impacts the start of a student day and their learning. If your student is late to school, a parent/guardian must accompany the student to sign them in. Students will not be able to go to class without a parent signature.

Chronic tardiness or absenteeism will result in a meeting with the LWSD BECCA representative, parent, student and administration. We will work with you to resolve barriers to ensure a pattern of timely arrival for your student.

## Bicycles and Skateboards:

Students 10 years old or more may ride bicycles to school. Before riding to school, a permission form must be completed and signed by the student and by the parent and returned to the office. Bicycle riders are required to wear a helmet and have a lock for their bikes. Bikes should be walked onto and off of campus for pedestrian safety. The school will provide bike racks for students to store their bikes during the day. Students should provide locks. *Please note that the school assumes no liability for damage and/or theft of bicycles from school property.*

Skateboards and scooters are NOT a safe alternative transportation to and from school and are not allowed on campus.

Students who are not yet 10 years old may only ride to/from school when accompanied by a parent.

Riders are expected to:

- Wear a helmet when riding.
- Follow community safety and school rules when riding a bike to and from school.
- Walk the bike on to and off of the school grounds.
- Park the bike in the rack and lock it up with a bicycle lock.
- Failure to follow these procedures could result in a student not being allowed to ride a bike to and from school.



# Parent Information

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## **Change in Dismissal or Bus Routines**

A **phone call, email, or written note** is required from the parent or guardian if there is a change in the normal dismissal plan for a student, including the bus riding routine. Please communicate any changes to dismissal after 2:00pm to the front office in order to assure staff are aware of the change. Email Kristin Crane at [kcrane@lwsd.org](mailto:kcrane@lwsd.org) or call 425-936-2600.

## **Class Placement**

A considerable amount of time is devoted to optimizing student learning for every child. Our overall goal is to create a balanced class of students who will work and learn well together. Classroom teachers, with input from the counselor, special education team, safety net, and ML, and build rosters without using teacher names. After the rosters have been balanced and reviewed, the principal assigns a teacher to each roster. Requests for class changes are not accepted as any change in one child's placement impacts the balance of multiple classrooms. Class assignments will be communicated on-line via the Skyward Information System. Please communicate any concerns you have about your student's placement with her/his assigned teacher.

## **Clothing for Students**

Students are expected to wear clothes that promote a positive, safe, healthy learning environment. If students are dressed inappropriately, they may be given an alternative clothing item if one is available. Parents may also be contacted and asked to provide other appropriate clothing. More information about student dress can be found in LWSD board policy 3224 and in the student rights and responsibilities towards the end of the handbook.

## **Communication**

A variety of communication methods are used to keep our parents well informed about school, classroom activities, and PTSA sponsored events. Given our foray into remote learning and the use of live video presentations and meetings, we expect that these opportunities will continue during this school year. Commonly used modalities are listed here:

- Teacher newsletters are sent electronically to all families in a class using Parentsquare, our district communication tool. Teachers also communicate with families via email, phone, Teams, and in person.
- PTSA Newsletter - Called "Leopard Tales" the PTSA sends an electronic newsletter with information about upcoming school, district and PTSA events. Sign up to receive this newsletter on the PTSA website: <https://lakeviewptsa.membershiptoolkit.com/>
- School Newsletter - The principal sends electronic newsletters and messages, These are sent to all families using the email addresses in Skyward (can be updated through Parent Access).
- Lakeview website <http://www.lakeview.lwsd.org>
- Lakeview PTSA website: <https://lakeviewptsa.membershiptoolkit.com/>
- School Messenger is an automated phone service that the district and school will use for important information like school closures due to weather.
- Microsoft Teams meetings
- Microsoft Forms surveys
- SignUp Genius sign ups
- You may also initiate communication by calling the school, writing via email, or creating a calendar invite for a video meeting.

# Parent Information

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## Civility Code of Conduct

Lake Washington School District has created and adopted a civility policy to guide the interactions between staff, families, and student. The purpose of the Civility Code of Conduct is to provide a common set of behaviors to guide the work of the adults who partner in our students' education. This includes all adults; administrators, staff, parents, guests, and volunteers. Read more at: <https://www.lwsd.org/about-us/policy-and-regulations/community-relations-4000/civility-policy>

At Lakeview we remember to:

- Assume best intent
- Collaborate to find solutions
- Communicate positively with the individual directly involved to gain understanding or seek a solution
- Maintain confidentiality
- Model appropriate use of social media

## Curriculum and Learning Supports

The Student Profile, adopted by the Board of Directors, serves as a guide to the knowledge, skills, and attributes that every student needs to be Future Ready. Read more at: <https://www.lwsd.org/students-families/for-students-and-families>

## Dogson Campus

In order to ensure our schools are safe and comfortable for all people, the district has developed the following requirements regarding dogs:

- Dogs are not allowed at school, in classrooms, or on school grounds unless they are serving as a bona-fide service dog to a staff member, parent, child or visitor or are a member of law enforcement or armed forces.

Though we love dogs, they may not be on campus even if they are well-trained or leashed/carried. Our goal is to ensure that all students are safe when on campus. This policy ensures there will be no anxiety, bites or scratches, or allergic reactions. We appreciate your

- During **non-student hours** dogs must be leashed and all dog waste removed in accordance with Kirkland CityCode 11.80.060.
- King County Code requires that dog bites will be reported to the King County Health Department and the dog may be placed in quarantine for 10 days.

## EarlyDismissal

Students will only be released to an adult who is listed on their student emergency card. Please be prepared to show identification. Students must be signed out from school. Parents may wait in the office while the office staff calls the student from class. Please communicate end of day plans with your student (and teacher if your child is in grades K-2) each morning before school to reduce impact on class time. If there is an EMERGENCY in which you have to contact your child about a change in plans for the end of the day, call the office. We are unable to call classrooms after 3:30 to notify a teacher or student about a change in dismissal.

## EmergencyClosure & LateStart

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule, please listen to local radio and television stations, or go to the Lake Washington School District Web site. [www.lwsd.org](http://www.lwsd.org)) for updated information.

# Parent Information

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The public announcement will be one of the following:

- **Schools closed:**

The following programs and activities are canceled: regular school, Extended Day program, all activities including athletic events and parent meetings. (If conditions change during the day, special arrangements may be made for some activities.)

- **Late start and limited bus service:**

All schools will start two hours late and bus routes will be limited. The district's transportation department sends out more information in the fall about when and where your student will be picked up and dropped off when limited bus service is in effect. Students will be dismissed at regular times unless otherwise announced. Extended Day program will also be on a two-hour delay. The following programs are canceled: All preschool morning and afternoon sessions, morning kindergarten, out-of-district transportation, before school music, and Quest pull-out classes.

- **Special announcements:**

A variation of the above plans will be announced if necessary due to a power failure or other conditions.

*No announcement or no report means schools will operate on a normal schedule.*

## Extended Day Program

Lake Washington School District offers an Extended Day Program at Lakeview Elementary. This program is available only to Lakeview students. For more information please call the LWSD Extended Day program at 425-936-1175 or visit [www.lwsd.org/extended-day](http://www.lwsd.org/extended-day).

## Homework Policy

### Purposes of homework

We provide homework that is developmentally appropriate, differentiated, and paired with feedback. The purpose of homework is to have our students enhance their learning through review or practice, prepare for new instruction, or extend their learning. We developed our policy by first reviewing current, varied research and made grade level agreements that align with best practice. We respect and recognize different family values. As partners in education, we encourage parents to work with the teacher to find a solution if homework creates a problem at home. If you have any questions regarding homework for your child please talk with your child's teacher. Our detailed homework policy is posted on the school web site under the "Expectations" tab.

### Approximate time involved for homework per grade level, following the '10 minutes per grade level' guideline:

- **Kindergarten** – 10 minutes of reading per day, Dreambox math learning encouraged but optional.
- **1st** – Approximately 20 minutes of reading and a written response question; Dreambox 30 minutes per week.
- **2nd** – Approximately 20 minutes of reading and Dreambox math learning 2 nights per week, periodic book report/project, biography, insect report.
- **3rd** – Approximately 20 minutes of reading and reading log, 10 minutes daily Dreambox math practice, monthly book review connected to nightly reading books, 2 long term projects (fall and spring).
- **4th** – Approximately 20 minutes Monday-Thursday of reading and 20 minutes of teacher assigned homework (e.g. work on multiplication and division math facts), occasional extended projects that may occur over a weekend.
- **5th** – Approximately 20 minutes Monday-Thursday of reading and 30 minutes of teacher assigned homework, some long-term projects.



# Parent Information

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## **Illness or Injury at School**

When children become ill or are injured at school, office personnel immediately contact parents. The student waits in the health room until the parents arrive. If the parent or emergency contact cannot be reached, school personnel will use their best judgment to respond to the student's needs. This may include calling emergency aid vehicles.

Given our limited space, students isolated with a fever or suspected of a contagious illness must be picked up immediately. Guidelines set by OSPI, WHO, or Washington State will be implemented.

If a child is seriously injured at school, the parents will be called immediately. If parents cannot be reached, a neighbor or friend listed on the Emergency Card will be contacted. If no one is available, we will use our best judgment about what to do for your child including contacting 911 if needed. Your assistance in providing updated and complete information on the Emergency Card is critical in case of an emergency.

## **Immunization**

State law (RCW 28A.31.118) states that the attendance of every child is conditional upon the presentation on the child's first day of attendance either (1) full immunization, (2) the initiation and compliance with the schedule if immunization as required by law OR (3) a certificate of exemption. Students may not be enrolled or attend without this documentation.

## **Medication**

If your student is prescribed medication to be taken during school hours, the District policy requires that the child's physician complete a Lake Washington School District Medication Authorization form. This form gives explicit instructions for administering the medication. All medication must be in the original container and brought to the office by the parent. The office personnel and the parent count the medication before it is left. A daily log of medication administration is also done by office staff.

The child may not have in their possession, nor may any medication be given unless this procedure is followed. This includes over the counter medication such as aspirin, cough medicine, cough drops, eye drops, topical ointments, etc. A parent or guardian may administer medication to the student at the school whenever needed without the requirement of following this procedure.

## **Nutrition Services**

Your student may be eligible to get lunch for free or to pay a reduced price. Eligibility is based on your family's income. Information on applying for free or reduced price lunches can also be found in the For Parents section of the LWSD website or in the school office. Students may either bring a lunch from home, or purchase a lunch at school. Breakfast is also offered at Lakeview. You are encouraged to set up your child's lunch account online through Parent Access where you will be able to make online payments to your student's account (you can find a link to Parent Access on any page in the For Parents section of the website). Each student is provided a lunch card that is kept either in their classroom or in the school lunchroom. Using Parent Access to fund a lunch account eliminates the need for your child to carry cash or checks to school. School breakfast and lunch menus can be found on the district website in the For Parents section. If a student has insufficient funds the student will be given an emergency lunch and the account will be charged the regular lunch price of \$2.75. The charge limit is \$15.00, after which the student will be asked to bring cash or a lunch from home until a deposit can be made to the student's account. Students will be given a courtesy lunch. As soon as the account is brought current the student will resume normal lunch. Parents are notified each week as to low and negative balances by "School Messenger," an automated lunch account balance phone or e-mail system. If you would like to be e-mailed and/or to be phoned, please contact Nutrition Services at 425-936-1390.

## **Parties/Celebrations**

Classrooms have three parties per year, consistent with District policy. Teachers partner with PTSA room parents and guide in the party planning. Individual student celebrations, including birthdays, are not allowed because of the inequities created, unhealthy eating is often modeled, food allergies must be managed, and there is distraction from the learning environment. Goody bags or birthday treats are not allowed. Lakeview teachers work hard to celebrate birthdays in meaningful ways that are individualized to each child. We appreciate your partnership and understanding.

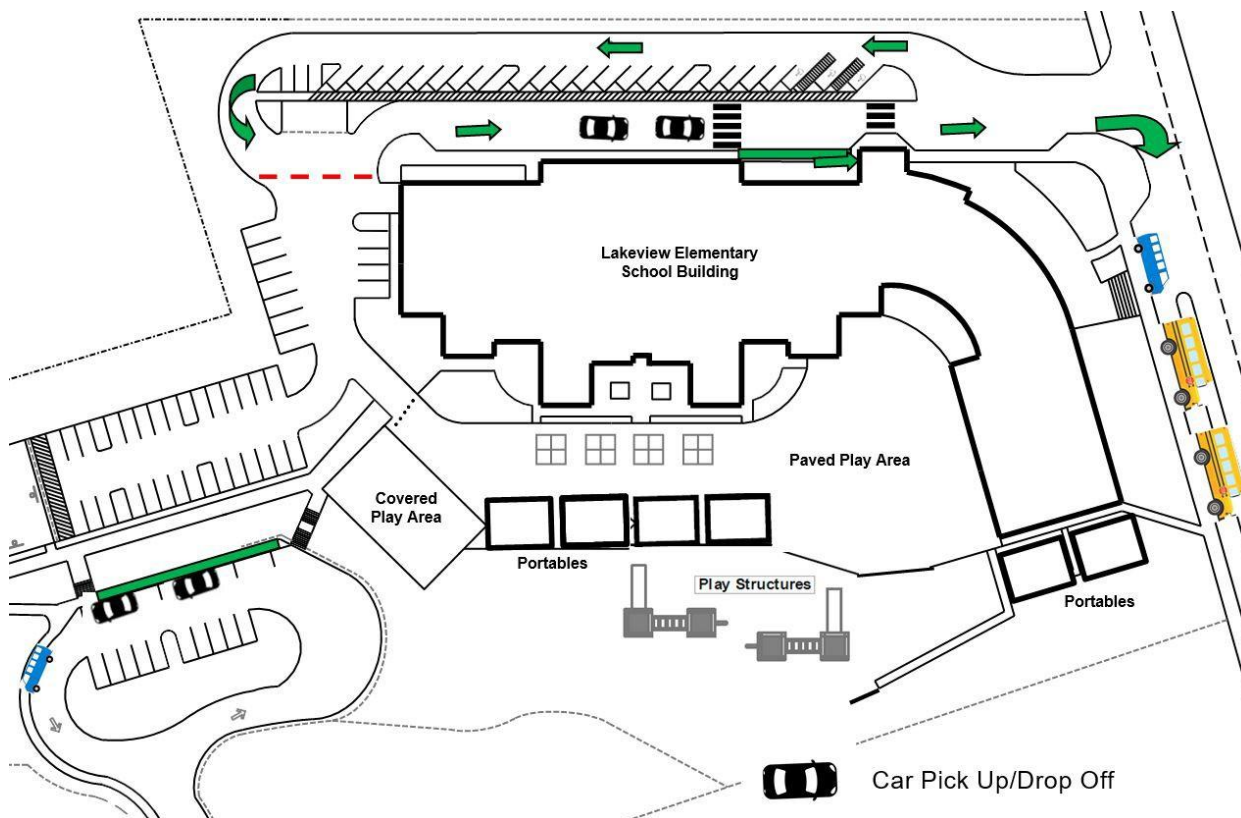


# Parent Information

## Parking Lot Safety

We encourage you to use district-approved walking routes or school bus pick-up as Lakeview has a very busy upper parking lot. When entering the school parking lots obey the posted speed limit, parking signs, stay alert and off the phone, and constantly scan for students. Students may only be picked up and dropped off in the upper parking lot along the green loading/unloading curb near the front doors. If you are not actively picking-up or dropping off students move out of the green zone, instead, circle around the lot, like the airport, until you student is in the green zone. Please review the complete set of procedures below:

Procedure	Reasoning
Drop off/pick up students in the green zone (painted curb line).	Supervision is provided in this area and this speeds up loading and unloading students.
Students walk through the main doors only for drop off/pick up.	Supervision is provided and the route is most efficient.
Cars not actively loading will be asked to continue forward, re-entering the loop of moving traffic.	Keeping traffic flowing at all times allows emergency vehicles immediate access.
Drivers remain in the car during drop off and pick up.	Staff assist students to enter/exit the car on the curb side. This requires less time.
No parking curbside during drop off/pick up (9:00-9:30, 3:15-4:00). No parking in emergency/fire zones.	Additional parking is available in the lower lot.
Never drop off students on the east side of the lot to cross through traffic.	Traffic volume is too high for students to cross safely.
Never drop off/ pick up students in the north driveway/parking lot.	This area is kept clear for emergency vehicles. Backing up a car during congested times is extremely dangerous.
Turn right when leaving the parking lot.	This is a courtesy to our community and expedites departure.



# Parent Information

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## **Personal Items Not Allowed at School**

Students **may** bring any tools they need to do their work. Students **may not bring**:

- Toys from home, including electronic toys, Pokemon cards, stuffed animals, etc. They are too disruptive to the learning environment.
- Personal recess equipment. Students can make recommendations of recess equipment with a staff member.
- iPads, Kindle, and other tablet/electronic devices
- If a card or sticker (or the latest fun fad) becomes a problem for your student or a group of students, use can be restricted by any staff member.

If a student brings one of these items to school, he or she will be reminded of the rule and the item will be kept by the teacher or administration. The item will be returned at the end of the day for the student to take home. If the item is brought a second time, it is taken and kept by the teacher or administration until the parent can pick it up at the school.

## **Electronic Devices**

Students are not allowed to use portable electronics during the school day, or on the bus to and from school (with exceptions by school). This includes cell phones, smart watches, gaming devices, and other non-approved electronics. Students may have these devices in their possession, but they must be turned off and in backpacks while at school. In addition, students who use their portable electronic device in a manner that is offensive, obscene, or constitutes an invasion of privacy will be subject to school discipline. Examples of this include, but are not limited to, inappropriate photographs or text messages. Cell phones and smart watches (except for time-keeping purposes) being used during school hours of 9:10-3:40 will be confiscated and brought to the office until a parent/guardian comes to pick it up.

The school is not responsible for lost or broken devices.

## **PTSA**

Parents are encouraged to join the PTSA. On the first day of school your student will bring home a packet with information on what Lakeview's PTSA does throughout the school year. The PTSA website is [www.lakeviewptsa.org](http://www.lakeviewptsa.org). A listing of the PTSA board members can be found by the daily schedule in this handbook.

## **Recess**

We hold recess during pleasant and inclement weather. All students are expected to participate in outdoor recess. Students returning from an illness or surgery or those under specific doctor's orders may require a specific plan that allows for an alternative. Please contact the school office to discuss any specific doctor's orders or plans that we should be aware of.

- All children should dress for the weather. This includes wearing coats, hats and other warm clothing to school during cold and wet weather.
- Students are expected to use common sense on the playground and remain dry; absolutely no splashing, sliding or kicking of water and/or mud is allowed. Covered areas are available.
- Umbrellas are allowed as long as students are safe.
- If a student chooses to become drenched by standing under drain pipes, standing in puddles, etc., we will weigh the impact of natural consequences and the level of understanding of the student. In most instances the student will be expected to continue in wet shoes or clothes for the remainder of the school day.

## **Report cards**

Students receive report cards twice a year. Conferences are held for all students twice a year. Parents may request a conference with the teacher at any time during the year to discuss their child's performance by contacting the teacher. Visit the Lake Washington School District website, [www.lwsd.org](http://www.lwsd.org) for more information about this year's grading periods and conferences.

# Parent Information

## Reunification Plan

In an emergency we are prepared to implement a reunification plan in the building. If the building is not deemed safe, we will follow a similar procedure using the field as a staging area. In all instances we will be focused on ensuring that every student is reunited with their parent or designated guardian. Expect to show identification and to have your student brought to you rather than entering the secured area.

## Telephone

We have a limited number of lines for phone use at Lakeview. Student access to the phones therefore, will be limited to short emergency calls only when accompanied by a pass from the teacher. Plans for visiting friends, early dismissal, etc. must be made by families prior to coming to school.

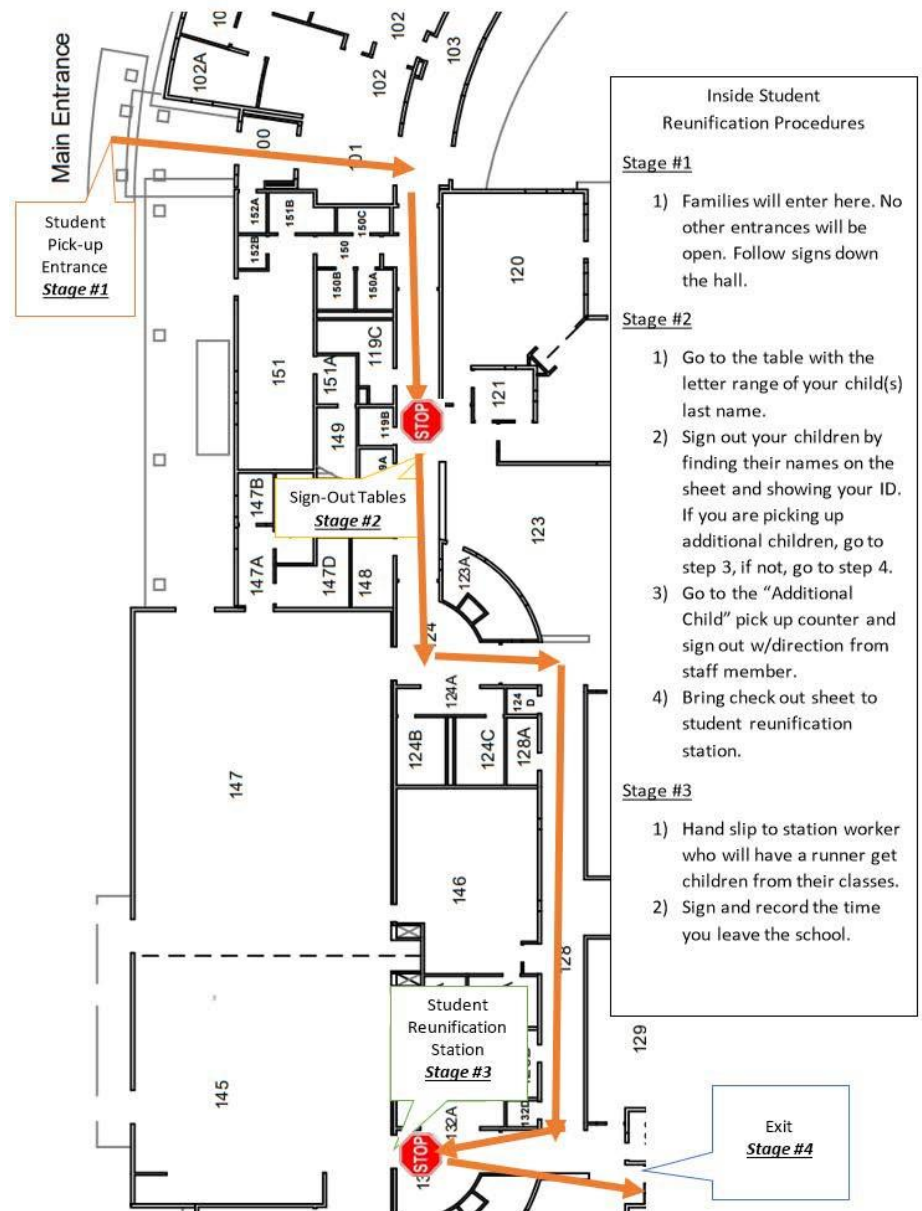
## Transportation

LWSD provides bus transportation for those students who live over a mile from their school. Students assigned to ride a bus must ride, not walk to school, for safety issues. Safe walking routes are not designated in neighborhoods for bus riding students. All inquiries and concerns should be addressed to the LWSD transportation department at 425-936-1120.

## Vacations

Family vacations must be pre-arranged in order to be considered excused. The pre-arranged absence form must be completed at least one week prior to the absence. Failure to follow the procedures will result in the absence being reported as unexcused. Family vacations are special, but we ask that you consult the school calendar when making your vacation plans. There is a strong correlation between student achievement and classroom attendance. We strongly encourage you to plan your family vacation during the school breaks.

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. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets, create additional assignments, or provide remedial instruction for students who miss school as a result of vacation scheduled during school time.



# Parent Information

## Visits

Parents are welcome and encouraged to visit school as a volunteer. We are also able to accommodate observations. To ensure the privacy of all students and protection of the learning environment, all classroom or playground observations need to be planned in advance with the teacher and principal. An observation at school is up to 30 minutes in length, and completed in partnership with the principal or associate principal.

All visitors are required to check in at the school office and wear a visitor's badge. Students from another school or state are not allowed to visit classrooms or spend the day at school. Parents are welcome to join their child for lunch. If the lunchroom is too crowded, we may seat you in the nearest shared space. To keep our playground secure, our recess staff need to know who is outside with students and their role. If you wish to volunteer during lunch or recess, please check out our volunteer options!

## Volunteering

Parent and community volunteers enhance opportunities for learning in the classroom by increasing the effectiveness of individual student learning. To ensure the safety of our students, all parent helpers, chaperones, and volunteers must complete a volunteer application. Volunteer approval takes up to two weeks to process and are valid for two years. A list of approved volunteers will be maintained in the office. Volunteers who are parents of students in the district are asked to apply on-line through the Parent Access section of the LWSD website.

## Volunteer Expectations

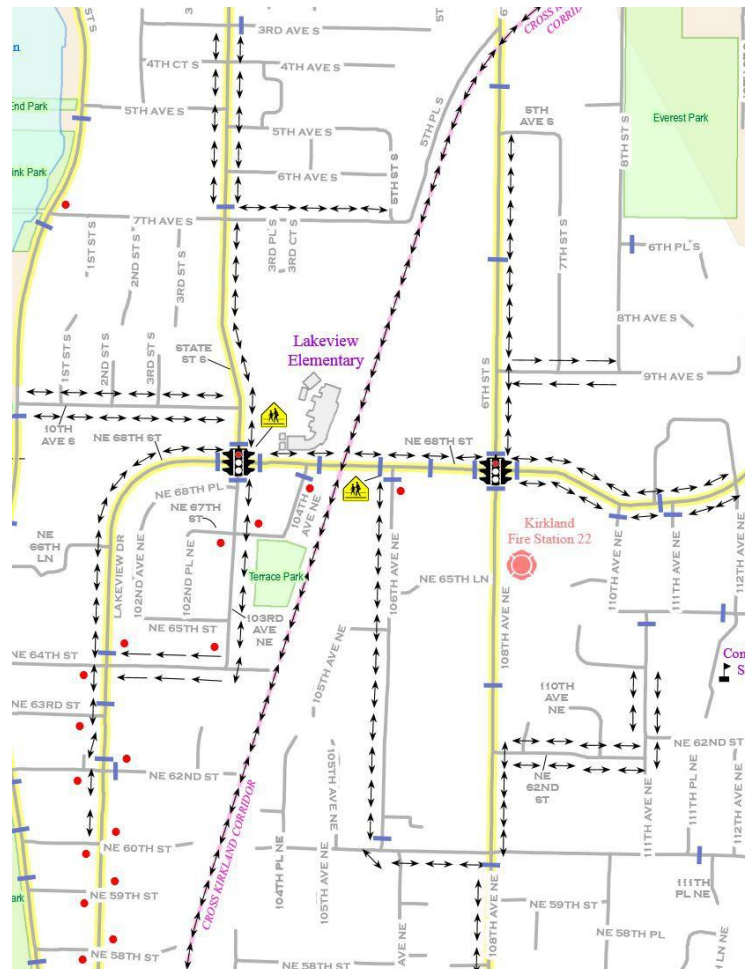
Once you have completed the volunteer application and been approved, please remember the following expectations:

- Read and follow expectations in the LWSD Volunteer handbook.
- Sign in at the office.
- Pick up and wear a name tag.
- Be consistent and punctual—teachers depend on you.
- Be positive with children in words, tone, and actions.
- Confidentiality is critical.
- Any concerns should be directed to the teacher or staff in charge. Never take disciplinary measures with a student.
- Younger siblings not enrolled in school should not be brought to Lakeview and cannot ride on district transportation for field trips.
- Parents may not chaperone a group of students if siblings attend.
- Students are not allowed in the workroom.
- In case of an emergency or scheduled drill, volunteers must follow school emergency procedures.
- Schedule a meeting outside of your volunteer time to discuss concerns about your child.

## Walking to School

Parents are urged to plan with their student the safest route to and from school. The City of Kirkland is in the process of updating the safe walking routes. This reflects the 22-23 school year. Updates will be posted on the LWSD website.

Students must always use the crosswalks to cross the street and walk on the sidewalk. Adult staff serve as crossing guards and are assigned supervision of intersections. Students are expected to use designated crosswalks and obey the crossing guards on duty. We do not recommend students walk from school to Metropolitan Market parking lot unless escorted.





# LAKEVIEW ELEMENTARY BIKE RIDER APPLICATION FORM

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Teacher: \_\_\_\_\_

Bike Model and Color: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Make of Helmet: \_\_\_\_\_

## **Bike Rules:**

- € Riders must be 10 years old or older.
- € All bicycles must be parked in the rack.
- € All bicycles must be walked when on school grounds.
- € Bikes should be locked up when not in use.
- € Ride in a straight line. Do not weave through traffic or swerve from side to side.
- € Use both hands when steering your bike.
- € Make sure your brakes are working properly.
- € Give pedestrians the right of way
- € Wear your bike helmet – It's the law
- € Always ride safe!

**A Note to Parents/Guardians:** Lakeview Elementary requires that each bicycle owner file an application for permission to ride his/her bike to school. Bicycle riders are required to obey a list of rules published in this application. Please help your student understand and follow these rules and expectations. We encourage bike riding as long as it is done safely. We reserve the right to withdraw a student's privilege of riding his/her bike to school if he/she does not obey the rules. By signing this form you acknowledge that you and your student understand the rules and are giving permission for your student to ride his/her bike to and from school.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Parent Signature)



# 2024-2025 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 regarding student behavior. The goals of these approaches are to:

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

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

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

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

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

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

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

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

## General Guidelines

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

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

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

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

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

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

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

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

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

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

## Definitions

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

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

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

**Emergency Removal:** 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 removal (ER) 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 Scenting 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 suspicion less searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.

## Codes of Conduct

### Significant Disruptive Behaviors (3240P)

Any conduct that materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency removal 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)
- Detention (D)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact and Collaboration (PCC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Removal (ER)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)
- Re-Teaching (RT)
- Behavior Contracts/Plans (BC)
- Restorative Process (RP)
- Threat Assessment (TA)
- Parent Conference (PC)
- Student Support Plans (SSP)
- Safety Plans (SP)
- Behavior Plans (BP)
- Communication Plans (CP)
- Support Plans (PP)
- Referral to Interventions (RI)
- n/a - not applicable

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



Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ Persistent
<b>Harassment, Intimidation, Bullying</b>	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/	ER/STS SSP/PC/RI/	ER/STS/LTS/ SSP/PC/RI/ PCC
<b>Illegal Acts</b>	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.	ER/STS/ PC/R	ER/STS/ LTS/PC/R	ER/E/LTS/ PC/R/RI
<b>Sexual Harassment</b>	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact, including offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC/SSP	ER/STS/ PC/SSP	ER/LTS/PC/ SSP
<b>Threats</b>	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC/TA/S SP/LP/	ER/STS/A/ PC/TA/ SSP/LP	ER/LTS/A/ PC/TA/SSP/ LP

## Other Disruptive Behaviors to the Education Process (3240)

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

Violation	Definition	Minor/Initial	Moderate/ Repeated	Significant /Persistent
<b>Academic Dishonesty</b>	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LP/RT/ /Redo Assignment	D/RC/LP/RT/ /Redo Assignment	STS/LTS/ LP/RT/Redo Assignment
<b>Alteration of Records</b>	Falsifying, altering, or destroying a school record or any communication between home and school.	D/RC/PC/	STS/RC/PC	EE/STS/RC/PC
<b>Attendance/ Truancy</b>	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/ RT/RI	PC/SSP/RT/RI	PC/RC/SSP/RI
<b>Disruptive Conduct/ Behavior</b>	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/ RI/LP/	STS/LTS/PC

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

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 bypass the District's Internet filter or conceal Internet activity (e.g., proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the district network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	R/LP/PC	ER/STS/PCC/R/LP/PC	ER/LTS/PCC/R/LP/PC
<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	ER/STS/R/PC/PCC	ER/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 any other product that has a similar flavor or physicaleffect of nicotine substances.	PC/RI/CP	STS/PC/R/CP	STS/A/PC/CP/RI
<b>Trespass/Loitering/Unauthorized Entrance</b>	Entering or being present on school property without permission.		ER/STS/PC/SSP	ER/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/ISS	CP/SSP/PC/PL/STS
<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/D	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	ER/STS/R/PC/PCC/SSP	ER/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	RCPC/SSP/RT/RI	ER/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 substance analogs (RCW 69.50.101 identified substances) will be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful use of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility re-instated in the athletic program, after a minimum two-week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval but may not attend contests during the suspension period.

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

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

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

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

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

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

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

### **Conduct Rules**

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

### **Hazing Rituals**

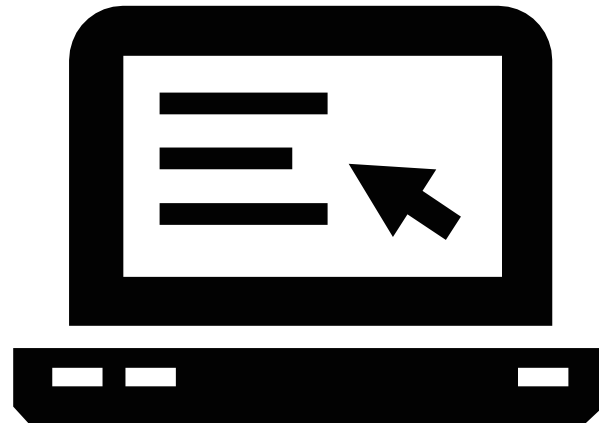
Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader,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

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

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

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

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



## Technology Code of Conduct (2022P)

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

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

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.
<ul style="list-style-type: none"> <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 USB to run executable (.exe) 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>
	<b>3. Be academically honest.</b> <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.

Suspension will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop.

Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

Grievance

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



Safety expectations at the bus stop

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

Safety expectations while riding the bus

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

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

## Corrective Action for Students Enrolled in Special Education

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

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

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

## Special Education and Preschool Drop-Off Procedure

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

## Securing of Special Education and Preschool Students

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

## Emergency Evacuations

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

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

## Prohibition of Discrimination and Harassment

### Human Dignity (4010)

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

### Nondiscrimination (5010)

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

### Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

### What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### How can I make a report or complaint about HIB?

**Talk to any school staff member** (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB [3207-Reporting Form](#) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Johnny Phu, Director of Student Service, [jphu@lwsd.org](mailto:jphu@lwsd.org)) that supports prevention and response to HIB.

## What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

## What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 10 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

## What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:

A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's [Student Rights and Responsibilities](#) or the district's [HIB Policy 3207-Policy and Procedure 3207-Procedure](#).

## Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

## What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's [Nondiscrimination Policy 3210-Policy](#) and [Procedure 3210-Procedure](#), visit [Student Rights and Responsibilities](#).

## What is sexual harassment?

**Sexual harassment** is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's [Sexual Harassment Policy 3205-Policy](#) and [Procedure 3205-Procedure](#), visit [Student Rights and Responsibilities](#).

## What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

## What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

### Concerns about discrimination:

Civil Rights Coordinator: Kraig Michels, Director of Human Resources, 16250 NE 74th Street, Redmond, WA 98052, [kmichels@lwsd.org](mailto:kmichels@lwsd.org), 425-936-1333

### Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: John Appelgate, Director of Activities and Athletes, 16250 NE 74th Street, Redmond, WA 98052, [jappelgate@lwsd.org](mailto:jappelgate@lwsd.org), 425-936-1367

### Concerns about disability discrimination:

Section 504 Coordinator: Craig Mott, Director of Special Services, 16250 NE 74th Street, Redmond, WA 98052, [cmott@lwsd.org](mailto:cmott@lwsd.org), 425-936-1337

### Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Pablo Ortega, Director of Equity and Family Engagement, 16250 NE 74th Street, Redmond, WA 98052, [portega@lwsd.org](mailto:portega@lwsd.org), 425-936-1398

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

## What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

## What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the school board by contacting Teresa Harding at [tharding@lwsd.org](mailto:tharding@lwsd.org) and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure [3210-Procedure](#) and Sexual Harassment Procedure [3205-Procedure](#).

## I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure [3210-Procedure](#) and the HIB Procedure [3207-Procedure](#) to fully resolve your complaint.

## Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

### OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

### OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

## Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597



## U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

## Our School is Gender-Inclusive (3211)

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [3211-Policy](#) and Procedure [3211-Procedure](#), visit [Student Rights and Responsibilities](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Pablo Ortega, Director of Equity and Family Engagement.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above under headline Prohibition of Discrimination and Harassment.

## Prohibited Items

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

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

### Dangerous Weapons (4210)

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

Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size. Dangerous weapons are defined by state law as firearms, sling shots, sand clubs, stun guns, metal knuckles, certain knives, "nun-chu-ka" sticks, "throwing stars," and air guns, including BB guns and paintball guns. Weapons apparently capable of producing bodily harm are also prohibited as defined in RCW 9.41.270 as now or hereafter amended. Laser pointing/projecting devices are also prohibited for student use or possession.

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

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

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

## Other Policies

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

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

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

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

### Child Find ([2161P](#))

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at 425-936-1201 or the District Child Find office at 425-936-2760 to request Child Find information.

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

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

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

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

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