

# CHRISTA MCAULIFFE ELEMENTARY

## 2024-2025 PARENT STUDENT HANDBOOK



**Vision:** All students future ready

**Mission:** Christa McAuliffe Elementary exists to ensure all students are empowered, both socially and academically, to achieve personal success.

**Core Values:**

- Reach for the Stars
- Be Kind and Respectful
- Be Safe and Responsible
- Be Your Best

**Christa McAuliffe Elementary School**

23823 NE 22<sup>nd</sup> Street  
Sammamish, WA 98074  
Phone: 425-936-2620  
Fax: 425-836-4238

**Brady Howden, Principal**

Email – [bhowden@lwsd.org](mailto:bhowden@lwsd.org)

**Joelle Wright, Associate Principal**

Email – [jowright@lwsd.org](mailto:jowright@lwsd.org)

**Emergency Numbers**

Police Department — 911  
Fire Department — 911  
Poison Control — 206-526-2121

**Safe Arrival**

425-936-2621  
(For absent or late students)

**Website**

[mcauliffe.lwsd.org](http://mcauliffe.lwsd.org)

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# Welcome

## Welcome to Christa McAuliffe Elementary Home of the Challengers

Dear Parents and Students:

Welcome to the 2024-2025 school year at Christa McAuliffe Elementary School. The parent-student handbook is full of important information for a successful school year. Please take a moment to read it together as a family. After you've read the handbook, please sign the corresponding handout in your welcome folder and return it to your child's teacher. This will indicate that you have read and understood our school and district policies.

We consider it a great privilege to work with your children and look forward to fostering a fun, nurturing, and challenging learning environment. The staff at McAuliffe places an emphasis on collaborating with each other so that students are receiving the best instruction possible. We believe that all students have the ability to succeed both academically and personally and look forward to working with students to accomplish this goal. McAuliffe is made up of a diverse community of learners. We are committed to providing a safe and inclusive learning environment for all students and families. McAuliffe's diversity is strength of our school and something we celebrate as a community. Parents should know that their student attends a school that celebrates our students' diversity and prioritizes the physical and emotional safety of everyone.

Parental involvement is a key component to the success of students at McAuliffe. I would like to invite all parents to be a part of our school community. We welcome and encourage parent volunteers and hope that you will take advantage of the many opportunities available to you. These opportunities include attending/volunteering at PTSA events, working in classrooms, chaperoning field trips, leading art lessons, and more. Please contact your child's teacher for ways to become involved in the classroom. You can also find information on upcoming events and volunteer opportunities on the PTSA website ([www.mcauliffeptsa.org](http://www.mcauliffeptsa.org)).

We are excited to continue our "Reach for the Stars" program at McAuliffe. This program promotes a positive school culture through positive reinforcement and an incentive program for students. Students are encouraged to "Be Safe and Responsible", "Be Kind and Respectful", and "Be Your Best". Our Reach for the Stars program is aligned with the life skills as defined on our school report card and supported with our school discipline policy.

As we begin another year at McAuliffe, I would like to be the first to say, "Welcome Back!" I am honored to be the principal of Christa McAuliffe Elementary and look forward to working with our talented educators, supportive parents, and amazing students again this year. Thank you in advance for making McAuliffe a wonderful place for children to learn.

Here's to a great school year!

Sincerely,

Brady Howden  
Principal  
Christa McAuliffe Elementary

## Daily Schedule

9:05	Students may begin arriving on campus
9:15	First Bell
9:20	School Starts
10:35 -10:50	Recess – K, 1, 2, 2/3Q or 4/5Q, POQ
11:45 - 12:10	Lunch – K, 1
12:10 - 12:40	Lunch Recess - K, 1
12:20 - 12:45	Lunch - 2, 3, 2/3Q, POQ
12:45 -1:15	Lunch Recess - 2, 3, 2/3Q, POQ
12:55 -1:20	Lunch - 4, 5, 4/5Q, POQ
1:20 - 1:50	Lunch Recess - 4, 5, 4/5Q, POQ
2:50 – 3:05	Recess – 2/3, 2/3Q, 4/5, 4/5Q
<b>2:20</b>	<b>WEDNESDAY EARLY DISMISSAL</b>
<b>3:50</b>	<b>DISMISSAL (M, T, TH, F)</b>

## Christa McAuliffe – STAFF

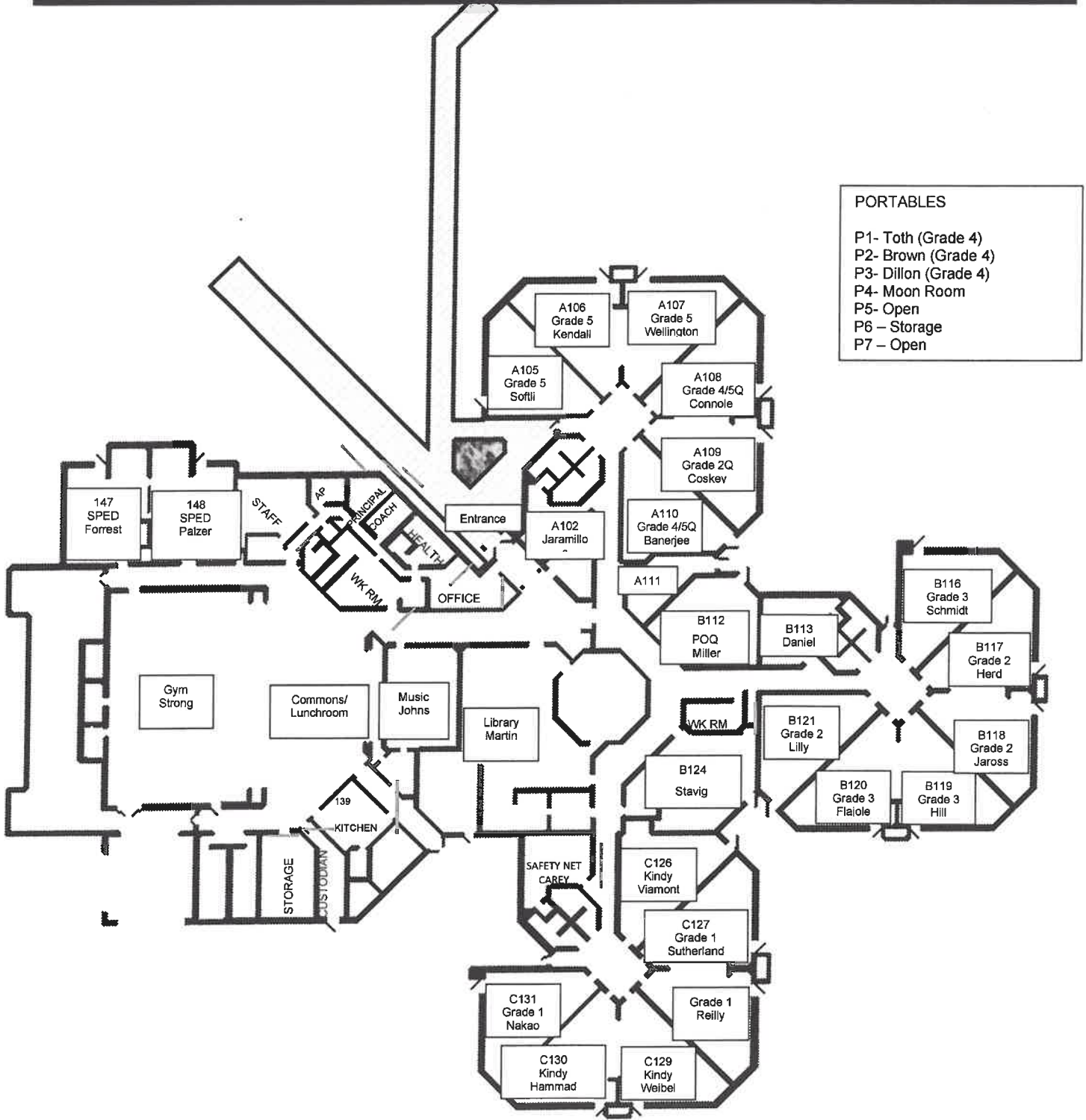
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Vice-President:	Amanda Mathis	Execvp@mcauliffeptsa.org

# Christa McAuliffe Elementary School

## MAP OF SCHOOL AND CLASSES

### 2024-2025 School Year





## **Communication**

The following methods give our parents updated information about classroom activities, curriculum and special events:

- McAuliffe Website ([www.lwsd.org/mcauliffe](http://www.lwsd.org/mcauliffe))
- McAuliffe PTSA Website ([www.mcauliffeptsa.org](http://www.mcauliffeptsa.org))
- McAuliffe Reader Board
- Teacher Newsletters
- Parent Square
- TV Monitor in front school entrance

## **Class Contact Information**

Teachers are often asked for parent contact information for the purpose of arranging playdates. McAuliffe Elementary is not allowed to share student/parent contact information without parent consent. At the beginning of the year your teacher may ask families if they would like to share this information with others in their class. This includes student name, email, and phone number. Once this information has been collected it will be shared with families once at the beginning of the year.

## **Curriculum Nights**

Curriculum night gives teachers and parents an opportunity to meet each other. Teachers provide an outline of the curriculum and expectations for the school year. The times are:

<b>Kindergarten</b>	<b>August 22 6:00-7:00 p.m.</b>
<b>Grades 1-2, 2/3 Q</b>	<b>September 19 6:00-7:10 p.m.</b>
<b>Grades 3-5, 4/5 Q</b>	<b>September 19 6:45-8:00 p.m.</b>

## **Conference Weeks**

Parent/teacher conferences provide time for parents to meet with teachers and discuss their child's progress in school. Parents are welcome to request additional conferences at any time.

<b>Family Connection Meetings</b>	<b>September 3, 4, 5</b>
<b>Winter Conferences</b>	<b>January 28, 30, 31</b>

## **Textbooks/Library Books**

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

## Dog Policy

No dogs are allowed on school premises between the hours of 7:00am – 4:30pm, Monday – Friday. Please pick up any dog waste and do not dispose of in campus garbage cans.

## Playground Hours

The Christa McAuliffe playground is closed to non-McAuliffe students between the hours of 7:00am -4:30pm, Monday-Friday.

## Safe Arrival, Dismissal, Attendance Policies and Procedures

Please call the school office if your child will be absent or arriving late. Our Safe Arrival number is **425-936-2621**. Please call before 9:30 am. We have an answering machine, so you may call at any time before 9:30 am of the day of absence. Leave your child's name, grade, and teacher's name along with a message stating whether your child will be absent or late.

**Arrival:** Students should come to school **no earlier than 9:05 a.m.** as there is no supervision until this time. Students go directly to their outside classroom line and enter the classroom after the first bell. If a child arrives late, they should go directly to the school office to fill out a Admit Slip for admittance to class. Students are marked tardy if they arrive after 9:20 a.m. Students are to remain on the school grounds during the school day.

**Dismissal:** School ends each day at 3:50 p.m. Students not picked up by 4:05 p.m. will come to the office to wait for their parent to pick them up as there is no outside supervision at this time. **PLEASE NOTE: The office closes at 4:15.**

**Early Dismissal:** We are aware that, on occasion, emergencies and doctor appointments may require you to have your child dismissed before the end of school at 3:50 p.m. If your appointment is after 3:30 p.m., please write a note to your child's teacher so the teacher will send them down to the office to wait for you. **Due to an enormous number of classroom interruptions, we will not call the classrooms after 3:30 pm on Mon, Tue, Thur or Fridays or 2:00 pm on Weds.** *We ask that parents sign their children out in the office and the office will call the student from the classroom. Parents will need to wait in the lobby for their child. This will help diminish classroom disruptions.* Students are released only to parents, guardians or those having special parent permission. Students cannot wait outside for parents to drive by. If someone other than a parent/guardian will be signing the child out from school, please send a signed authorization to the office that morning. We discourage signing out your child early on a regular basis because of the disruption it causes both in the learning environment in the classroom and the office. We recognize that this will, at times, be unavoidable.

### **LWSD Elementary Attendance and Tardy Policy**

Regular and timely attendance is crucial for students to be successful at school. As a result, our school frequently monitors attendance to ensure that students do not miss valuable instruction time.

The Attendance policy requires daily monitoring of attendance, with attendance letters being mailed to families when a specific number of absences are reached.

The process will be as follows:

- Attendance letters will be sent to students who have 5 excused absences in a 30-day period
- Attendance letters will be sent to students who have 10 excused absences in a school year
- Attendance letters will be sent to students who have 2 unexcused absences in a 30-day period

Families will be contacted to schedule a conference once students have reached five excused absences in a 30-day period, ten or more absences in a school year, or two unexcused absences in a 30-day period.

A conference **is not** required if you have provided a doctor's note for your student's illness or have pre-arranged the absence in writing, such as an email to your child's teacher. Pre-arranged absences must

include a plan to support your child so they do not fall behind academically (ex: reading nightly, writing a journal, etc.). Per school policy, teachers will not provide homework or other materials for absences.

Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count. However, if we determine a student has chronic attendance issues, we will schedule a meeting to put a plan in place to improve attendance. Chronic attendance issues are defined as being absent 10% of school days. We will also continue to monitor student tardies using the 10% threshold.

## **BECCA Bill:**

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.*

### **Missing Assignments Due to Extended Absences:**

In class assignments and make-up work will not be provided for students absent due to family vacations. Reasonable accommodations will be made for students absent due to severe medical issues. Additional information regarding our school's homework policies can be found in the "Homework Policy" section of the handbook.



## Medication

Following are the Lake Washington School District procedures for administering medication.

Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e., at breakfast, after school and at bedtime. The administering of medication at school should only be considered after all other solutions have been explored.

**For any medication to be administered at school (prescription or over the counter), a Medication Authorization Form must be completed by the parent and physician. Students are not permitted to transport medication of any kind to school. It must be turned into the office with appropriate paperwork by the parent only.**

All medications must be in the original container with the appropriate pharmacy label.

The promotion of health and safety for all students is a significant priority in our school and we believe this policy will enable us to meet this priority.

## Standard Illness and Injury Procedures

Any illness or injury will be reported to the classroom teacher, who will then have the student report to the office. Students who have a head injury at school will be wearing a green wrist band. This is to identify them to bus drivers, specialists, playground supervisors as having some type of head injury. Parents will be notified of child's head injury.

Good attendance is encouraged for academic learning and for developing good habits for the future as a working adult. However, if your child is ill, allow him or her to remain home until the illness has run its course.

If your student has any of the following symptoms, please keep them home and contact school.

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

- **Diarrhea** – more than one watery stool in a 24-hour period, especially if the student acts or looks ill. A student with diarrhea should stay home and return to school only after being symptom free for 24 hours.
- **Vomiting** – A student with vomiting should not return to school for 24 hours following the last episode of vomiting.
- **Rash** – body rash, especially with fever or itching. Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the student's return to school. Exceptions are rashes due to heat, diapers, and allergic reactions which are not spread to others.
- **Open sores or wounds** – discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling. Consult with the student's health care provider.
- **Lice, Ringworm or Scabies** – Individuals with head lice, ringworm or scabies must be excluded from the childcare premises beginning from the end of the day the head lice, ringworm or scabies was discovered. The provider may allow an individual with head lice, ringworm or scabies to return to the premises after receiving the first treatment
- **Chickenpox** – Students are infectious 1-2 days before the rash appears and until the blisters (sores) are dry and crusted. This is usually 5-6 days after the rash appears. Students need to stay home until all lesions have crusted over and there are no new lesions in 24 hours. If your child has chickenpox, alert the school nurse.

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

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

# Parking Lot Safety

**General Safety:** Drivers should make sure to obey posted speed limits and watch for students using crosswalks. Drivers wishing to park their vehicle may use the pass-through lane to access open parking stalls on the front of side of the school. **Please do not block the front entrance or street traffic during afternoon pick-up.**

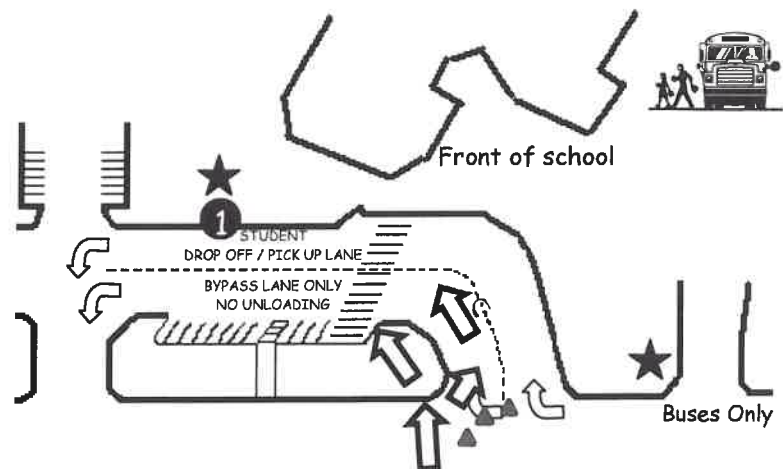
**Car Pick-up and Drop-off:** Parents wishing to drop off or pick up students should use the loading and unloading area along the red curb. Parents should not stop in the pass-through lane as that lane is used for vehicles accessing parking stalls and/or exiting school grounds. Parents using the loading/unloading areas must stay in their vehicles, moving forward to open spaces to help ease congestion. Lastly, students must enter the vehicle on the curb side of the vehicle.

**During School Car Pick-up and Drop-off:** Please use the "5 Minute Parking" spots in the front of the school when picking up or dropping off your child during school hours. The City of Sammamish Fire Department has asked that parents refrain from parking their vehicle along the red curbs and leaving it unattended.

**Parking lot safety (walking):** Parents and students must use crosswalks that are manned by student patrols. Please refrain from jay walking at all times.

**Parking lot safety (bikes):** Students riding bicycles to/from school must wear a bike helmet. In addition, students must walk their bikes when on school grounds, using normal walking procedures (including on crosswalks). Students must also walk their bikes from the 4 corners intersection at 226<sup>th</sup>/22<sup>nd</sup>.

We appreciate your support by following these guidelines. This will help ensure that students are safe when arriving and departing school.



① = Loading / Unloading here

★ = Crosswalk guards

## School Phone

**Messages to Students:** To alleviate classroom interruptions and protect learning, students are not called to the phone for parent messages. In addition, parents should not email teachers during the day with messages for their child as teachers may not check their email in time to convey the message. If you have an urgent message for your child, please call the school office and the message will be communicated with them in a timely manner.

## Parent Conferences/School Visits

**Conferences:** McAuliffe teachers view the education of students as a partnership between parents and teachers. There will be times when parents have questions or concerns that require a parent/teacher conference. If you would like to speak with a teacher, please email or call to set up a time that is convenient for both parties. In accordance with Lake Washington School District policy, all classroom visitations and conferences must be set up with teachers in advance. Unexpected visits before, during, or after school can be a disruption to student learning. Normal sign-in procedures must be followed when visiting for a conference with your child's teacher.

**School Visits Allowed:** Parents are welcome to attend school assemblies, student performances, and special celebrations (ex: kindergarten promotion, fifth grade move-up ceremony). Parents are also welcome to eat lunch with their child in the lunchroom on special occasions (ex: birthdays, all-school BBQ). Normal sign-in procedures must be followed when visiting the school for these events.

**School Visits Not Allowed:** For safety reasons, parents are not allowed to attend student recesses. It is also important that we monitor all adult volunteers for special events. As a result, only those adults who have passed a background check and who have signed up in advance to be a special event volunteer will be allowed to attend/support such events (ex: Field Day). No drop-in visits are allowed.

**Other Reminders:** Drop-off and pick-up is not a time for parents to engage with teachers in an impromptu conference. If you have a question or concern, please email that item to your child's teacher to resolve via email or schedule an in-person meeting at a mutually agreed upon time.

## Volunteer Guidelines

Parents are encouraged and welcomed to volunteer at our school. There are a variety of ways that parents can volunteer at school, including: Leading small groups, production work, one day MVP opportunities, chaperoning field trips, leading Art Start lessons, spending a day as a volunteer, and more.

To become a volunteer, parents must first complete a Volunteer Application form. This form can be obtained from the Registrar or online at the link provided below. This application is good for two years.

Online Application: [www.lwsd.org/For-Community/Volunteers/Pages/](http://www.lwsd.org/For-Community/Volunteers/Pages/)

**For security reasons, we require that all volunteers and visitors sign in at the front office when they arrive and wear a name badge for identification. Please sign out when you leave the school.**



When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outings with students.

**Volunteers should:**

1. Act immediately on judgements of student safety.
2. Ask for direction, clarification, or assistance from staff as needed.
3. Actively assist students and/or participate in class activities as needed.
4. Be present and engaged with the assigned activity and the students they are working with.
5. Adhere to the agreed upon volunteer time/activity, understanding the classroom teacher is following a specific schedule for the day and parent-led and/or supported activities must fit within the expected time allocation.
6. Be a good role model for our students.

**Volunteers should not:**

1. Use their volunteer time to discuss questions or concerns about their child/program, including visiting teachers during planning/lunch for this purpose. A meeting should be requested and scheduled to address any questions/concerns.
2. Discuss other student issues regarding behavior or academics inside or outside of school.
3. Visit their child during recess without prior approval from the school.
4. Converse with other volunteers in the class setting in a way that might disrupt student learning.
5. Discipline students (this is the job of school staff, if needed).
6. Be on their phones when in the classroom and/or engaging in volunteer activities.
7. Use the laminator.

## **Entry Control System**

An Entry Control System has been installed at all Lake Washington schools. All exterior doors, including the front entrance, will be locked during the school day.

Upon arrival to the school visitors will press a button at the front entrance that notifies the office of their arrival. At that time visitors will be asked to state their name and purpose for visitation. The visitor will then be allowed access to the building and go directly to the office where they will be asked to present a photo ID and follow the school's visitor sign-in or student check-out procedures. If the visitor is volunteering in the school or attending a meeting, a badge will be issued to the visitor to be visibly worn at all times while in the school building.

The front entrance will be unlocked before and after school to allow access to school and PTSA programs and evening events. Doors will also be unlocked at the principal's discretion for special all-school events to allow easier access to families attending these events (ex: school assemblies, student performances, etc.).

## Lunch Program Procedures

Families are encouraged to enroll in the online prepayment service [www.myschoolbucks.com](http://www.myschoolbucks.com) for meal account payments and account tracking for Fall 2024. If you would like step by step instructions for using this secure site, see our [online payments](#) page. The account will follow your student from Elementary to Middle and finally High School.

1. Go to [MySchoolBucks.com](http://MySchoolBucks.com) and click SIGN UP TODAY. Select the state and school district and complete the personal information requested. Click CREATE ACCOUNT.
2. The next screen will ask you to ADD A STUDENT. You will need your student's school, student's name, and date of birth. Click FIND STUDENT.
3. Select the Meal Payment option you would like.
4. If you have questions about MySchoolBucks, please call their customer support center at 1-855-832-5226. Assistance is available Monday - Friday from 8 a.m. to 5 p.m. EST. Or email MySchoolBucks at [parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com).
5. For all other questions contact the Nutrition Services office at 425-936-1393, or email [NutritionServ@lwsd.org](mailto:NutritionServ@lwsd.org).

### Free and Reduced Meal Applications:

We strongly encourage all families who might be eligible for benefits to submit an application. Completing an application online through [Myschoolapps](#) takes less than 10 minutes, and parents only need to complete one application per family.

### Additional Benefits for Free and Reduced:

Students that are eligible for Free and Reduced meals are also eligible to receive fee waivers for athletics, extracurricular activities, and ASB cards. In order for the district to waive these fees, you must provide consent to share your Free and Reduced eligibility status for this purpose. You can provide consent on the Free and Reduced application. If you are already qualified for free and reduced meals or you are directly certified through the State, you can provide your consent to share eligibility information in [Family Access](#) by following these [instructions|instrucciones](#).

For more information about fee waivers, please visit our website: [How to Waive Extra-Curricular Fees - Lake Washington School District \(lwsd.org\)](#)

School Counselors can also help connect you with benefits that you may be eligible for if you qualify for free and reduced meals.

# Emergency Drills and Practice

The staff at McAuliffe takes very seriously our responsibility to keep your children safe and secure. We have detailed plans in place to care for our students and reunite them with parents in case of an emergency. Below is a list of the different emergency drills that we practice and the events that would lead to initiating each scenario.

## **EVACUATION (FIRE):**

- The fire alarm sounds.
- Students follow teachers to sand field and line up quietly with their class.
- All students, staff, and volunteers will be accounted for (attendance is taken, school is cleared).

## **EARTHQUAKE**

- The ground shakes.
- Students are directed to move away from windows, tall cabinets, and falling objects.
- Students seek protective cover under desks and tables, covering their head with one hand and holding on to a desk leg with the other.
- When the ground stops shaking students will exit the building and enact Fire Drill procedures (see above).

## **LOCKDOWN:**

Full Lockdown: Used in case of a dangerous situation near the school (ex: robbery in the neighborhood)

- An announcement is made informing the school we are having a Full Lockdown.
- Teachers turn off lights and have students sit quietly (away from windows).
- Teachers lock classroom/interior pod doors and close all classroom/pod windows and blinds.
- Teachers email the office with list of all adults and students in their class. All students, staff, and volunteers are accounted for.
- Admin and office staff search the school for any students or adults who may be in bathrooms or hallways and lock all other outside doors.
- An announcement is made when there is no longer a need for the lockdown.

Modified Lockdown: Used in the case of a situation on school grounds (ex: animal on playground)

- An announcement is made informing the school we are having a Modified Lockdown.
- Teachers lock exterior classroom/pod doors and close all windows and blinds.
- Teachers email the office with list of all adults and students accounted for in their classroom.
- Admin and office staff search the school for any students or adults who may be in bathrooms or hallways and lock all other outside doors.
- Teaching and learning can continue inside the building.
- An announcement is made when there is no longer a need for the lockdown.

## **ALICE: Stands for Alert, Lockdown, Inform, Counter, Evacuate:**

Used in the case of dangerous and immediate threat inside the building.

An announcement is made informing the school of an ALICE situation and identifying the location of the threat. The teacher or adult in charge has the choice to do one of the following:

1. Enact full lockdown procedures (as listed above)
  - Add to the full lockdown procedures by also:
    - Blocking the classroom door.
    - Having students pick up an object to throw, if needed.

**OR**

2. Evacuate the building to the nearest "safe" place (such as a neighborhood)
  - Evacuation is dependent on the location of the threat

Families will be notified via email and phone call in the case of an emergency. Please follow the directions that are given to you at that time. We are all working hard to keep your child safe!

If an emergency occurs that requires the school to close early, please adhere to the following guidelines:

- Do not call the school; there are district procedures for informing the public via radio and television regarding emergencies.
- The parking lot will be closed to allow access for emergency vehicles. Do not block the entrance to the parking lot. If you live nearby, please walk to reduce traffic congestion. If you drive, please be courteous, and park where there is space.
- Follow the directions of school staff. Staff will be stationed around entrances of the school directing parents where to go so that they can check their child out properly, ensuring that all students are accounted for.
- If it is a city-wide emergency, it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them. This includes having a supply of food, water, first aid materials, and clothing on hand in the case of an extended emergency.
- Be sure to bring your picture I.D. with you to the school. We are required to identify each individual picking up a child.
- In case of an ALICE situation, reunification of students and families will take place at **Samantha Smith Elementary**.

As a parent, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to stay calm.

## Early Release Procedures: Snow

The following procedures will be in place should the Lake Washington School District shorten the school day due to snow:

### Parent Notification:

- Parents will be notified of an early release day by the school district via phone.
- Parents will be reminded of our school's early release procedures via email.

### Student Release Procedures:

- Parents are to pick up students at the outside classroom doors.
- Teachers will release students to parents/alternate emergency contact.
  - Teachers will verify that the person picking up the student is listed as a parent/alternate emergency contact on the student's emergency card. Teachers may ask for ID, if needed.
  - Teachers will have parents sign out the student.
- If the adult picking up the student is not listed as an emergency contact the teacher will send them to the front office.
  - The front office will then call the parent/guardian to get a verbal "ok" to release the student.

You may check your emergency contact information for your child on Family Access. Parents are allowed to have up to 5 emergency contacts. Please email Heather Cobb at [hcobb@lwsd.org](mailto:hcobb@lwsd.org) if you would like to change/update your emergency contact information.

## DRESS POLICY

Student attire must be safe, appropriate, and not disruptive to school operations and the learning atmosphere. The wearing of inappropriate clothing will result in a call home for a change of clothes.

Our school dress expectations are:

- Shoes must be appropriate for physical education and recess. Students wearing unsafe shoes will not be allowed to participate in these activities. Open-toed shoes are not allowed for safety reasons.
- Shorts and skirts may be worn to school. It is recommended that these clothing items are no shorter than approximately mid-thigh (fingertip rule). It is expected that all dress is appropriate.
- Shirts and tops must extend to the waistline with no midriff exposed. Strapless shirts are not allowed, and tops must fit and provide appropriate coverage.
- Hats and hoods can be worn on the playground only. They are not allowed to be worn while in the building, including the classroom and lunchroom. The only exception to our hat policy is that hats may be worn in the classroom during all-school spirit days and/or class incentive days. There is no exception to our hood policy.
- Clothing and other personal belongings displaying, or advertising drugs, alcoholic beverages/insignias, or sexuality are not permitted to be worn.

## TOYS AND SPORTS EQUIPMENT

Students in grades 1 – 5 are allowed to bring one toy to school. Students in kindergarten are not allowed to bring a toy to school. Any students who bring a toy to school must follow all regular playground rules and be inclusive of other students. Sports equipment is provided during recess.

**The following items are NOT allowed at Christa McAuliffe Elementary**

CD players, MP3 players, skateboards, rollerblades, razors, hee-ies etc. are not to be brought to school for any reason as they cause a safety hazard and are distracting from the educational process. Christa McAuliffe Elementary is not responsible for lost, stolen, or damaged items brought to school. Personal items used inappropriately will be confiscated for parent/guardian pick-up at the end of the day.

## SCHOOL BIKE POLICY

While all students are eligible to ride a bike to school, parents are encouraged to follow the Washington Traffic Safety Commission (WTSC) recommendation that students begin to ride bikes in fourth grade. Specifically, they state that “research show that children under 4<sup>th</sup> grade do not have the ability to observe and react to hazards around them”.

Other items to note:

- McAuliffe Elementary does not require a bicycle application.
- Bicycles and scooters must be parked and locked in a bike rack.
- Students are required to wear helmets.
- Students are allowed to ride scooters as long as they follow our bicycle rules. However, electric scooters are not allowed.
- Skateboards are not allowed.
- Segways, motorized scooters and similar items are not allowed.
- Bikes must be walked to/from the 4-corners intersection and also when on campus.

## **BIRTHDAY & CULTURAL CELEBRATIONS**

Due to sensitivity of dietary restrictions and student allergies we do not allow students to bring in food to celebrate birthdays or cultural holidays. This includes cupcakes, cookies, candy, or any other food item. We also ask that invitations to birthday parties and cultural celebrations are not handed out at school. Gifts related to birthdays and cultural celebrations are not allowed to be passed out at school as they can be a distraction to the learning environment. Our food, invitation, and gift policy applies to all school settings (classroom, lunchroom, playground etc.)

## **PSYCHOLOGIST AND SCHOOL COUNSELOR**

Christa McAuliffe is served by both a School Psychologist (part-time) and a School Counselor (full-time). Teachers and parents provide input to assist in the identification of students who would benefit from these services.

Counselor - Lisa Daniel [ldaniel@lwsd.org](mailto:ldaniel@lwsd.org)

Psychologist – Teresa Tam [ttam@lwsd.org](mailto:ttam@lwsd.org)

## **INCLEMENT WEATHER**

1. All children should wear coats, hats and other warm clothing to school during the cold & wet weather.
2. All children will be encouraged to go outside during recess.
3. During any weather, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
4. Absolutely no splashing, sliding or kicking of water and/or mud.
5. Students are to use common sense on the playground and remain dry. If any return to class soaking wet, their parents will be called.

***Please check the LWSD Website for information about weather related changes and specific information about all of the district schools. For information about school delays and closures due to snow, high winds or electrical problems, listen to the following radio stations for information about the Lake Washington School District:***

**If there is no mention of Lake Washington School District,**

**school will be open as scheduled.**

KJR – 950

KIRO – 710

KOMO – 1000

KING 1090

KVI – 570

# LWSD Reporting Service

## **Our District's Tip Reporting Service**

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

- 1. Phone:** 425.529.5763
- 2. Text:** Text your tip to 425.529.5763
- 3. Email:** 1342@alert1.us
- 4. Web:** <http://1342.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, 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.

# ELECTRONIC DEVICES

Students are not allowed to use portable electronics during the school day. This includes cell phones, Smart Watches, gaming devices, and other non-approved electronics. Students may have these devices on their possession, but they must be turned off and in their 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 found "on" during school hours of 9:20-3:50 will be immediately confiscated and put in the Principal's office until a parent comes to pick it up.*

## Electronic Books

Students in grades 4 – 5 are allowed to bring electronic books to school as long as they abide by the following guidelines:

- Devices are used for reading purposes only. They are not used for games, applications, or any non-reading related activity.
- The school is not responsible for lost, stolen, or damaged devices.
- Electronic books are not allowed during state testing.

## Activity Trackers

Students are allowed to wear electronic activity trackers, such as a Fitbit, as long as they do not distract students in the classroom.

Students who fail to follow the guidelines of approved electronics (electronic books and activity trackers) will lose the privilege of using these devices at school.

# Homework Policy

The faculty at Christa McAuliffe Elementary has worked to create a balanced, consistent, and purposeful homework policy that supports students in their learning through extra practice at home.

The purpose of homework is to:

- Teach students responsibility and routine
- Provide extra practice on concepts learned at school
- Involve parents in their child's learning
- Complete unfinished assignments

Types of homework assigned:

- Practice homework – reinforces concepts taught at school (ex: spelling, silent reading, math facts, etc.)
- Preparation homework – helps prepare students for upcoming instruction (ex: complete unfinished work, gathering information and materials related to a topic, etc.)
- Long range homework – ongoing projects that require students to integrate skills and content over several days or weeks (ex: research projects, revising/editing writing, etc.)
- Typing and keyboarding – practice using basic typing skills such as use of home row and finger position.

## **Homework time guidelines:**

The amount of homework assigned increases as students progress through school. Included within the minutes below is nightly assigned reading. Please know that students will, on occasion, have special projects that require additional time spent on homework.

- Kindergarten = 10-20 minutes/night
- First Grade = 20-30 minutes/night
- Second Grade = 20-30 minutes/night
- Third Grade = 30-40 minutes/night
- Fourth Grade = 40-50 minutes/night
- Fifth Grade = 50-60 minutes/night

Our commitment to parents/students is:

- Teachers will assign homework that can be completed within the allotted time frame by a student who is "at standard" at their grade level.
- Teachers within a grade level will use consistent homework practices to ensure a consistent homework experience, regardless of which teacher they have been assigned.
- We understand that homework completion is challenging for some students. Please contact your child's teacher if he/she is having a difficult time completing assigned homework within the allotment timeframe. Special situations should be communicated with the teacher so that we can create a plan that meets the purpose outlined in our homework policy, while at the same time does not overwhelm our students with their homework responsibilities.

## **Homework Policy: Vacations**

Christa McAuliffe staff works intentionally and diligently to provide your student with the best possible educational experience every day. Because of the rigor and pace of our curriculum, missing multiple days can cause students to fall behind in their learning. Extended absences from class can prove detrimental to student academic success.



While we believe that family vacations are important and special, we ask that you consult the school calendar prior to planning vacations. Vacations should be planned during scheduled school breaks so that students do not miss valuable instruction time. That being said, we recognize that family obligations or emergencies may require a student absence. When this is the case, students are encouraged to write a journal about their experience, read library books about their destination, or do parent-provided grade level math practice with parent assistance.

We appreciate your support by minimizing and/or avoiding extended student absences. If your child does miss time due to a vacation, please know that teachers are not expected to prepare assignments in advance or to provide remedial instruction to students when they return. In addition, our district attendance policy will apply to any absences from school.

### **Homework Responsibilities**

Students, parents, and teachers share responsibility for homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experiences.

#### **Student Responsibilities**

- Get homework assignment
- Take homework home
- Complete homework to classroom standards
- Return homework on time

#### **Parent Responsibilities**

- Provide quiet workplace
- Establish consistent homework time
- Sign and return paperwork on time
- Review student work, corrected work
- Read information sent home regarding curriculum and homework
- Review/discuss homework and corrected work
- Communicate questions, concerns, or kudos to child and teacher

#### **Teacher Responsibilities**

- Inform parents of classroom homework standards and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom standards
- Assign appropriate and purposeful homework
- Correct, record, and return homework in a timely manner where applicable
- Communicate questions, concerns, or kudos to student and parents

## **McAuliffe Elementary - Playground Policy**

**Students are expected to demonstrate good behavior while on the playground. This means doing the following:**

#### **Speak with Kindness and Use Good manners:**

- Respecting the feelings of others at all times.
- Using encouraging words during play (i.e., good job, nice play, etc).

#### **Take Responsibility for your actions:**

- Reporting all incidents to playground supervisors and following supervisor directions.
- Walking back to your classroom line immediately when the bell rings.

- Playing within playground boundaries
- Playing away from classroom windows, portables, and any P.E. equipment set up for class use.

**Always do your best:**

- Playing fairly.
- Trying to include all others in games and activities.

**Respect yourself, others and the environment:**

- Keeping your hands and feet to yourselves and abstaining from fighting, wrestling, tripping, and/or other rough play. For instance: playing touch football only (tackling is an unsafe activity).
- Respecting nature: Do not throw objects such as (but not limited to) rocks, sticks, pinecones or snowballs.
- Only eating food during school sponsored activities (i.e., popcorn day)
- Wearing appropriate clothing for the various weather conditions (i.e., hats, rain gear, closed toed shoes).
- Using approved playground equipment appropriately:
  - Sharing playground equipment.
  - Using equipment for its intended purpose.
  - Using school provided sports equipment whenever possible.
  - Only bringing permissible playground equipment.
  - Using sports equipment in the appropriate areas (ex: basketball at hoops, etc.).
  -

Note: Students who do not follow school playground expectations and rules may lose privileges to playground toys, games, etc. These rules may be different from outside organized sporting activities. Staff members have the discretion to restrict access to playground activities if they deem it to be necessary to ensure a safe play environment for all students. Should playground privileges be taken away a plan to earn back those privileges will be communicated with the impacted student.

## **Student & Families Skyward Access for Parents**

Research shows that students do better when their parents are informed and involved in their education. The “Students and Families” webpage on the LWSD website connects students and families with access points to the tools they need, such as Skyward Family Access (contact, schedule, and grade information), PowerSchool Learning, MySchoolBucks (pay for lunch app), and more. Visit <https://www.lwsd.org/students-families/for-students-and-families>.

The Skyward home page lists your student or students. One log-in links parents to all students in their family. The home page lists all of your student’s teachers, providing email links to contact those teachers. If those teachers have websites, links are provided.

In the “*Students and Families*” section, the following links are available for all parents:

- **Student Information through Skyward** – Confirm the contact information, emergency contacts, and health notes on file with the school. See class schedules and attendance. For secondary students, term grades and class rankings are also available.
- **MySchoolBucks** – Check your student’s lunch account balance. You can add money to your student’s account balance via credit card through this secure site.
- **Volunteer application through Raptor** – Parents can fill out the application to volunteer at their student’s school online. All volunteers must be approved before volunteering in the schools. Instructions are now online.

- **Grades and Attendance** - is available in the Student Information section, called Family Access.

The site also features links to district and school websites.

As a parent, we suggest you register for Family access and visit the site periodically, especially since new functions may be added. Teacher email links make it easier to keep in touch with your student's teachers, to ask questions or share concerns. If you have questions about Family Access, check the [Skyward Family Access Support](#).

#### Registration Instructions

1. [Login to Skyward Family Access by clicking here](#). If you are a first-time user or have forgotten your password, click on "Forgot your Login/Password?" to receive your username and password reset link. Tip: When prompted, enter the parent's email address provided on the student's registration form. As a parent or guardian, you may activate your account by accurately entering the email address that the school already has on file on the [Skyward page](#). If you do not have an email address on file with the school, please go to the school office and supply an email address. They will need to confirm your identity for your security and protection.
2. When you are finished entering your email address, click on the submit button. If you are successful, the information in red will give you further directions on the registration process.
3. Within the next 12 hours you will need to access your email at the address you entered in the registration process.
4. You should receive an email from the LWSD parent questions account. Open the email and follow the detailed information to complete the registration process.
5. While you are connected to the internet click on and open the link in the email message.
6. Popup blockers must be turned off to use Skyward.

If you have any problems registering for Parent Access, send an email to: [ParentQuestions@lwsd.org](mailto:ParentQuestions@lwsd.org)

## McAuliffe Elementary Discipline

### Environment and Expectations

Christa McAuliffe Elementary is committed to providing a safe learning environment for all students. As a result, we have instituted a discipline policy that ensures all students feel welcome, safe, and cared for at school. Students are expected to follow school rules, respect others, and conduct themselves in a safe manner.

### Handling of Discipline

All reported incidences are carefully investigated, with consequences assigned as needed. Parents will be informed of discipline by either a discipline slip, email, or phone call from school staff. The goal of discipline is for students to learn from their mistakes and make better choices in the future as a result of their experience. Please know that discipline is not always prescriptive. Each student and incident are handled individually with factors such as prior incidences and severity of the incidence taken into consideration.

### Process

Minor incidences are handled by the classroom teacher as outlined in their classroom management plan, with communication provided to parents as needed. More serious behaviors/infractions or incidences that have occurred on a frequent basis will be referred to an administrator.

## **Discipline Slips**

Discipline slips are assigned to students for serious behaviors/infractions or incidences that have occurred on a repeated basis. Discipline slips serve three purposes: (1) To communicate behaviors/incidences to parents; (2) To communicate consequences assigned; and (3) To provide teachers with guidance when assigning Life Skills grades on report cards. Discipline slips must be signed by parents and returned to school the following day.

Consequences are assigned based upon the type of and frequency of behaviors. Consequences can range from a warning to missing recess. An at-home or in-school suspension will be considered when a student has received three discipline slips. More serious behaviors/incidences may result in the immediate suspension of a student or temporary removal from school. When needed, a conference with the principal may be scheduled to address behaviors.

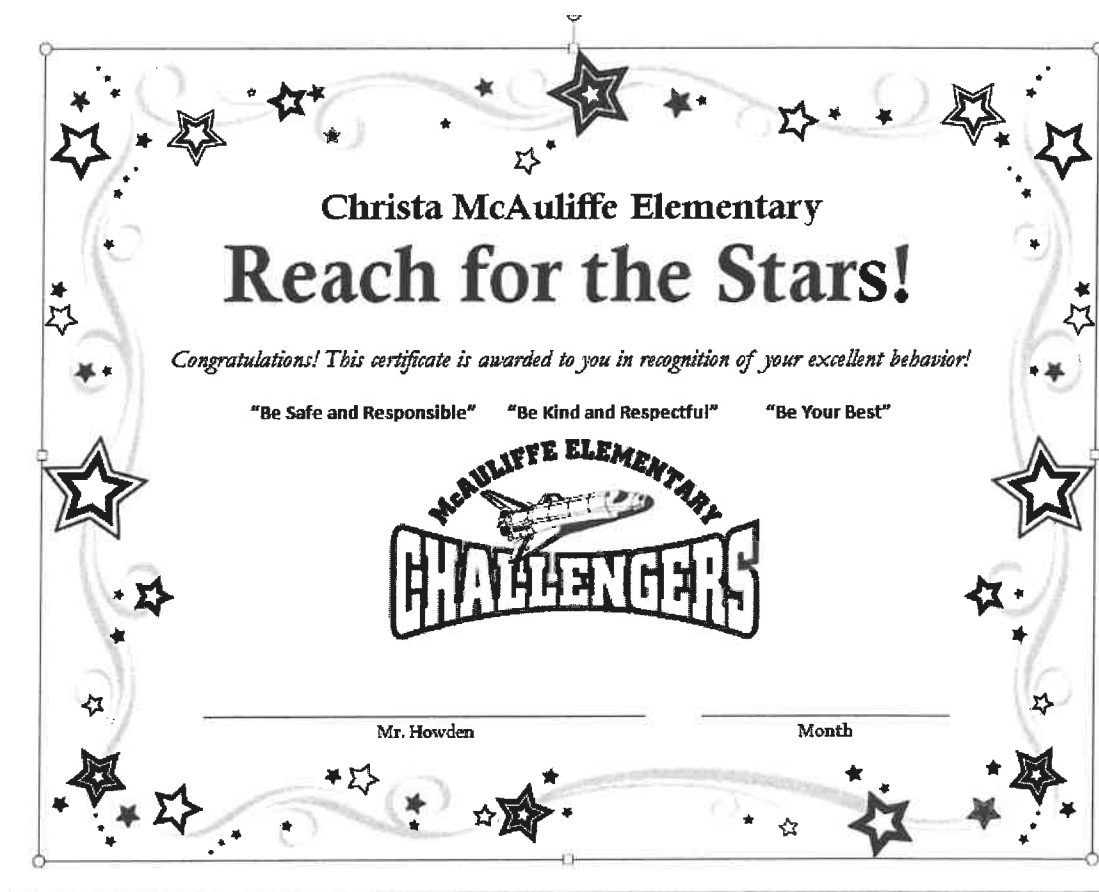
## Christa McAuliffe Elementary Reach for the Stars Program

Teachers and staff work daily with students on both academic and social skills. We have created the "Reach for the Stars" program to encourage and reinforce the following concepts:

Be Kind and Respectful  
Be Responsible and Safe  
Be Your Best

Students demonstrating these attributes, both in the classroom and during lunch and recess, may be awarded a "Star Ticket". The receipt of a Star Ticket is something to celebrate as a family as it recognizes student success in the above areas, which often translates into better academic performance and a more welcoming environment for all students.

Each month we celebrate our students who have received Star Tickets during a lunch time prize drawing. When students receive a Star Ticket, they place a duplicate copy of the ticket in classroom "Star Bucket". Once a month the principal draws 5 names out of each classroom Star Bucket during lunch. Students selected receive a certificate and a prize. The principal also selects one student per lunch period to have "Lunch with the Principal" at a later date.



# Reach for the Stars: School Wide Plan

Students have an opportunity to practice “Reaching for the Stars” in a variety of settings throughout our school. Listed below are examples of what it looks like to be “Safe and Responsible”, “Kind and Respectful”, and “Your Best” in different locations.

## Classroom

- Listen and respond respectfully to teachers and school staff
- Be respectful and kind towards classmates
- Take care of school supplies, student materials, and workspaces
- Actively participate in lessons and class discussions
- Give your best effort in all class activities
- Follow all classroom rules

## Lunchroom

- Only eat and touch your own food
- Use inside voices, stay seated, and keep hands to self while eating
- Get permission to use the restroom, get additional supplies, or leave the table
- Listen attentively to directions provided by lunchroom or school staff
- Communicate with students, lunchroom, and school staff in a respectful manner
- Follow all lunchroom rules

## Hallways

- Walk quietly and in a straight line through the hallways
- Do not touch bulletin boards or other displays while walking through the hallways
- Keep your hands to yourself while in the hallways
- Follow the directions of your teacher

## Assemblies/Special Events

- Listen respectfully to the speaker at any assemblies or all school events
- Sit on your pockets during assemblies and events
- Follow the directions of your teacher before, during, and after assemblies and events

## Playground

- Report any playground incidences to playground staff
- Be respectful of classes in session (do not play near classrooms and/or bounce balls off walls)
- Return playground equipment to its proper place
- Include others in games, take turns, and share playground equipment
- Do not play aggressive or practice unsafe behaviors during soccer, tag, Gaga, or other games
- Return to class on time, clean, and waiting in a line outside your classroom door
- Follow all playground, play equipment, and activity/game rules

# **Lake Washington School District**

## **Mission**

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

## **Vision**

Every Student Future Ready:  
Prepared for College  
Prepared for the Global Workplace  
Prepared for Personal Success

## **Student Profile**

The knowledge, skills, and attributes that every student needs to be Future Ready.

# 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 Possession Use Transfer</b>	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 Possession Use Paraphernalia</b>	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 physical effect 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.

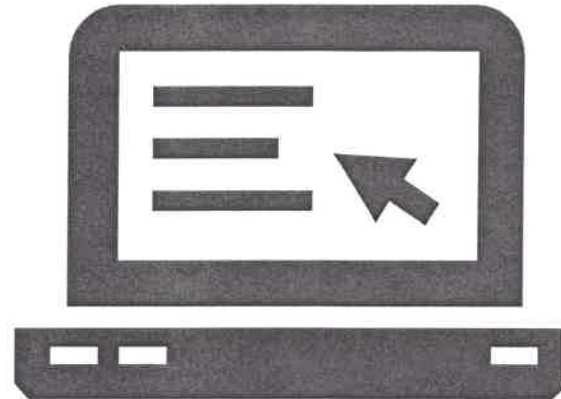
Any student who participates willingly in a hazing ritual is subject to disciplinary action, including suspension from school or the team or both, and possible legal action dependent on the severity of the incident.



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>
	<h3>3. Be academically honest.</h3> <ul style="list-style-type: none"> <li>• Do not assume that because something is on the Internet that you can copy it.</li> </ul>

## Bus Conduct (6605)

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

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

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

### Corrective Action for Infractions of Established Bus Rules

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

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.