

Redmond Elementary

Student and Family Handbook



Redmond Elementary believes in Equity and Excellence for every student. We will provide each student with the academic, social, and emotional instruction and supports needed to find their purpose and to succeed in a global community.

Welcome to the 2023-2024 school year at Redmond Elementary!

The family handbook is full of important information for a successful school year. Please take time to read it together as a family because it contains our school policies and rules. Thank you for partnering with us to promote academic rigor and emotional well-being for students.

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Contact Information

Main Office: 425-936-2660

Safe Arrival: 425-936-2661
RedmondESAttend@lwsd.org

Address: 16800 NE 80th Street Redmond, WA 98052

Website: <https://redmond.lwsd.org/>

PTSA Website: www.redmondelptsa.org
PTSA Facebook: www.facebook.com/RedmondEIPTSA

Principal: Ann Bohrsen
abohren-thola@lwsd.org

Associate Principal: Clara Saeteurn
csaeteurn@lwsd.org

Office Manager: Elizabeth Collado
ecollado@lwsd.org

Registrar: Adrian Herrera
aherrera@lwsd.org

Front Desk Office Professional: Kathy Thompson
katthompson@lwsd.org

Health Room Office Professional:
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Counselor: Marina Rozey
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Counselor: Hayley Peters
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Community In Schools Liaison: Khalifa Kojima
c-kkojima@lwsd.org



Redmond Elementary - Staff

Kindergarten

Taylor Anderson taanderson@lwsd.org
Max Bunnell mbunnell@lwsd.org
Jennifer Kapur jkapur@lwsd.org
Jonathan Snider jsnider@lwsd.org

First Grade

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Dana Marsland danmarsland@lwsd.org
Robyn Sakamoto rsakamoto@lwsd.org
Alexis Sparkuhl asparkuhl@lwsd.org

Second Grade

Kristen Broadie kbroadie@lwsd.org
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Ruthie Mason rmason@lwsd.org
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Third Grade

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Neda Ali neali@lwsd.org
Joanna RodgersTaylor jrodgerstaylor@lwsd.org
Kate Sandbo ksandbo@lwsd.org

Fourth Grade

Brett Nell bnell@lwsd.org
Amanda Singleton asingleton@lwsd.org
Amy Tolbert atolbert@lwsd.org
Megan Wienen mwienen@lwsd.org

Fifth Grade

Gloria Kim gkim@lwsd.org
John Ormson jormson@lwsd.org
Morgan Michaud moseymour@lwsd.org

Special Education

Megan Thomas mthomas@lwsd.org
Dakota Garl dgarl@lwsd.org
Doug Rakel drakel@lwsd.org
Jennifer Valentine jvalentine@lwsd.org

Multilingual

Jiyeon Chang jchang@lwsd.org
Elizabeth Shore eshore@lwsd.org
Reyhan Tatli rtatli@lwsd.org
Natasha Weyman nweyman@lwsd.org

Safety Net

Tammy Gibbon tgibbon@lwsd.org
Jennifer Gramley jgramley@lwsd.org
Matthew Laughlin mlaughlin@lwsd.org
Beth Schultz beschultz@lwsd.org

HiCap

Mary Rusk mrusk@lwsd.org



Specialists

Library Heather Jones hjones@lwsd.org
Music Rachel Harris rharris@lwsd.org
Music Vanessa Renteria vrenteria@lwsd.org
P.E Molly Slothower mslothower@lwsd.org
P.E Brittaney Carrington bcarrington@lwsd.org

Student Support

Nurse Demeree Carson dcarson@lwsd.org
Psychologist Melanie Miller melmiller@lwsd.org
Occupational Therapist Shana Speer sspeer@lwsd.org
Occupational Therapist Tiffany Sivertsen tisivertson@lwsd.org
Speech and Language Pathologist Nicole Anderson nanderson@lwsd.org
Speech and Language Pathologist Dawn Simmons dsimmons@lwsd.org
Physical Therapist Hunter Hendrickson hhendrickson@lwsd.org
MTSS Coach Kendall Duffy kduff@lwsd.org

Support Staff

Mintra Frazzini
Shilpi Gupata
Nia Par
Bill Preib
Anna Wu

Viktoriia Bevza
Larissa Jimenez Castillo
Yumi Choi
Ildiko Csikos
Jennie Fiddimore
Julie Kwon
Donka Poparova
Ace Ramsey
Anne Ryan
Hwa Sudo
Oksana Sukhaya
Barbara Vucci
Lovleen Walia

Building Custodians

Shane Lux
Lou Saechao

Nutrition

Chrissy Boozer
Helen Tesfay



STUDENT/STAFF/FAMILY RESPONSIBILITIES

In a school learning community each member has a responsibility to keep the environment safe and comfortable for others. The following are ways in which each member can contribute to the success of our students and help to make Audubon a productive and happy place:

Student responsibilities include:

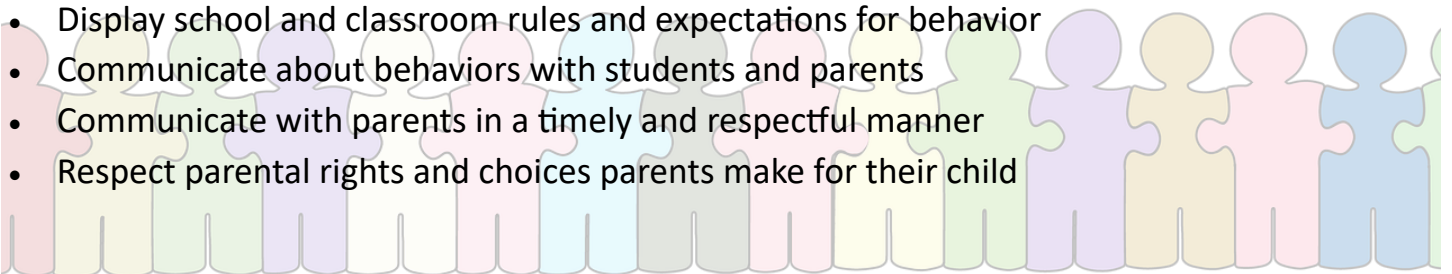
- **Read and discuss this behavior policy with your parent or guardian**
- Give full effort and attention to learning
- Practice Life Skills, Kelso Choices and the Second Step Program
- Know and follow classroom and school rules/guidelines
- Be accountable for your behavior and work to make things right when you make a mistake
- Take home any communications about your behavior to be read and signed by your parent(s) and returned the next day
- Solve small problems on your own by following Steps to Respect or Kelso Choices
- For issues that require assistance to solve, ask an adult for help
- Listen to directions from all adults in the school.
- Communicate with parents, staff and other students in a respectful manner
- Be positive, work hard, participate & focus on learning

Parent responsibilities include:

- **Read and discuss this behavior policy with your child.**
- Ensure your child arrives at school on time every day
- Model positive life skills such as responsibility, respect, and doing your best
- Communicate your behavior expectations to your child and ensure they are accountable
- Participate in conferences and other activities at the school to support your child
- Communicate with teachers and staff in a respectful manner

Staff responsibilities include:

- Teach academic lessons that align with standards of learning
- Model positive life skills such as responsibility, respect, and doing your best
- Praise positive behavior and celebrate student growth
- Display school and classroom rules and expectations for behavior
- Communicate about behaviors with students and parents
- Communicate with parents in a timely and respectful manner
- Respect parental rights and choices parents make for their child



Lake Washington School District | 2024-25 Calendar



August 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26*	27*	28*	29*	30*	31

September 2024

S	M	T	W	Th	F	S
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8	9	10*	11*	12	13	14
15	16	17	18	19*	20	21
22	23	24	25	26	27	28
29	30					

October 2024

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20	21	22	23	24	25	26
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November 2024

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December 2024

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January 2025

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February 2025

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March 2025

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30	31					

April 2025

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May 2025

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June 2025

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29	30					

July 2025

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Important Dates

Aug. 26-30	LEAP Days
Sept. 2	No school – Labor Day
Sept. 3	First Day of School (grades 1-12)
Sept. 3-5	Kindergarten Family Connections
Sept. 3-5	Half-Day Elementary Conferences (grades 1-5)
Sept. 6	First Day of School for Kindergarten**
Sept. 10	First Day of Preschool
Sept. 11	1.5 hrs. early release schedule begins
Sept. 19	First Day of SNAPS Preschool
Oct. 15-17	Preschool Conferences (No Preschool Programs)
Oct. 18	No school – LEAP Day
Nov. 5	Last Day 1st Quarter (Secondary)
Nov. 11	No school – Veterans Day
Nov. 12	Secondary Grades Due
Nov. 27	Half Day
Nov. 28-29	No school – Thanksgiving Vacation
Dec. 23-Jan. 3	Winter Break
Jan. 20	No school – MLK Jr. Day
Jan. 22	Elementary Grades Due
Jan. 24	Last Day 1st Semester (Secondary)

Jan. 28, 30-31	Half-Day Elementary Conferences;
Jan. 28-31	Preschool Conferences (No Preschool Programs)
Feb. 3	Secondary Grades Due
Feb. 13-14	No school – Mid-Winter Break
Feb. 17	No school – Presidents Day
March 7	No school – LEAP Day
April 4	Last Day 3rd Quarter (Secondary)
April 11	Secondary Grades Due
April 14-18	No school – Spring Break
May 20-22	Preschool Conferences (No Preschool Programs)
May 23	No school – LEAP Day
May 26	No school – Memorial Day
May 27	Snow Make-up Day
June 10	Last Day of SNAPS Preschool
June 11	Elementary Grades Due
June 13	Last Day of Preschool
June 18	Half-Day – Last Day of School
	Last Day 2nd Semester (Secondary)
	Secondary Grades Due

Key

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

Wednesday schedule:

1.5 hrs. early release for students

LEAP=Learning Enhancement Academic Planning

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

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

Updated 6/10/24

Agosto 2024

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25	26*	27*	28*	29*	30*	31

Septiembre 2024

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29	30					

Octubre 2024

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Noviembre 2024

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Diciembre 2024

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Enero 2025

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Febrero 2025

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Marzo 2025

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30	31					

Abril 2025

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27	28	29	30			

Mayo 2025

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18	19	20*	21*	22*	23	24
25	26	27	28	29	30	31

Junio 2025

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22	23	24	25	26	27	28
29	30					

Julio 2025

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27	28	29	30	31		

Fechas Importantes

Ago. 26-30	Días LEAP
Sept. 2	No hay clases - Día del Trabajo
Sept. 3	Primer día de escuela (grados 1-12)
Sept. 3-5	Conexiones de la familia kindergarten
Sept. 3-5	Media jornada-conferencias de primaria/ Conexiones (grados 1-5)
Sept. 6	Primer día de escuela para kindergarten**
Sept. 10	Primer día de escuela preescolar
Sept. 11	Empieza horario de salida temprano 1.5 horas
Sept. 19	Primer día de escuela preescolar SNAPS
Oct. 15-17	Conferencias de preescolar (no hay programas preescolares)
Oct. 18	No hay clases - Día LEAP
Nov. 5	Último día 1er trimestre (secundaria)
Nov. 11	No hay clases-Día de los Veteranos
Nov. 12	Entrega de calificaciones a secundaria
Nov. 27	Media jornada
Nov. 28-29	No hay clases- Día de Acción de Gracias
Dic. 23-Enero 3	No hay clases- vacaciones de invierno
Enero 20	No hay clases- Día de MLK Jr.
Enero 22	Entrega de calificaciones a primaria
Enero 24	Último día 1er semestre (secundaria)

Enero 28, 30-31	Media jornada-conferencias de primaria/ Media jornada- conferencias de preescolar (no hay programas preescolares)
Enero 28-31	Entrega de calificaciones a secundaria
Feb. 3	No hay clases- vacaciones a secundarios de invierno
Feb. 13-14	No hay clases- Día de los Presidentes
Feb. 17	No hay clases- Día LEAP
Marzo 7	Último día 3er trimestre (secundaria)
Abril 4	Entrega de calificaciones a secundaria
Abril 11	No hay clases- vacaciones de primavera
Abril 14-18	Conferencias de preescolar (no hay programas preescolares)
Mayo 20-22	No hay clases- Día LEAP
Mayo 23	No hay clases- Día de Conmemoración
Mayo 26	Día de recuperación debido a la nieve
Mayo 27	Último día escolar preescolar SNAPS
Junio 10	Entrega de calificaciones a primaria
Junio 11	Último día escolar preescolar
Junio 13	Media jornada - Último día escolar (K-12) (El último día está sujeto a cambios)
Junio 18	Último día 2° semestre (secundaria)
	Entrega de calificaciones a secundaria

Clave

	No hay clases		Media jornada		Primer/ Último día
* Revisar la Sección de fechas importantes					

Horario de los miércoles: 1.5 hrs. salida temprano de los estudiantes

LEAP (Learning Enhancement Academic Planning)= Planificación Académica para el Mejoramiento del Aprendizaje - Sigla en Inglés LEAP

El Calendario está sujeto a cambios. El año lectivo puede extenderse debido a condiciones climáticas adversas.

**Inicio escalonado para kindergarten: las escuelas proporcionarán más detalles.

Actualizado el 21 de junio 24

Conference Weeks

Student-led conferences provide time for students and parents to meet with teachers to discuss academic and social goals and progress. Parents are welcome to request additional conferences at any time. Appointment notices are sent home prior to Conference Week.

Fall Family Connections Conferences

**September 3rd, 4th,
5th**

12:20 DISMISSAL

Winter Conferences

**January 28th, 30th,
31st**

12:20 DISMISSAL

Report Cards

There are two report cards per year, at the end of January and June. These will be available online unless your family specifically requests a paper copy. Using **Parent Access** you may view your child's academic progress at any time.

Dress Guidelines

Clothing for Students: Students may express individuality in their dress or appearance as long as their appearance does not cause or have the potential to cause a disruption to the educational process for themselves, other students, or staff. The following guidelines are designed to promote a positive, safe, healthy learning environment:

- Shoes should be appropriate for running, climbing, and playing on recess equipment, stairs, outdoor terrain, and participating in P.E.
- Clothing covers underwear and torso (stomach and back).
- Clothing does not promote alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations or gangs.
- Headwear must be worn in a respectful and responsible manner.

If a student is dressed inappropriately, staff will follow the outlined referral process in a discrete and respectful manner that limits impact on student learning time. For isolated incidents, referral process includes a verbal reminder of dress guidelines and appropriate clothing given to student if necessary. For repeated or severe incidents, administration/counseling staff will offer support by problem solving dress guideline obstacles with student, as well as giving or contacting parents to provide other appropriate clothing.



Redmond Elementary Attendance and Tardy Policy

Learning time is precious. At Redmond Elementary we want to support families and students to maximize student attendance. While we encourage students to remain at home if they are sick and to get the rest they need to be healthy and strong, we also want to promote regular and on-time attendance, so they can be successful students. Classroom attendance is positively correlated to student achievement.



Absences: If your child will be absent from school, a parent/guardian needs to call the school attendance line **425-936-2661** or email RedmondESAttend@lwsd.org as early as possible to let us know. Please leave student's first and last name, grade, teacher name, and reason for their absence. If they are sick, please also note symptoms.

Arrival: Students should come to school no earlier than 9:00 AM as there is no supervision until this time. Upon arrival, students should go directly to the undercover gym entrance.

Late Arrival: Students arriving after the 9:20 AM bell must be accompanied by a parent to the front door to check in. Parents ring the bell, office staff will buzz you in to complete the sign in.

Early Pick-Up: Please try to avoid scheduling appointments during school hours whenever possible. If you need to pick your child up early, come to the office with a photo ID.

Dismissal: School ends at 3:50 PM. Students not picked up by 3:57PM 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 4:05 PM.

Redmond Elementary Attendance and Tardy Policy

- **First Bell 9:15 AM**
- School Begins 9:20 AM
- Students arriving after 9:20 AM must be signed in at the office.
- AM Recess: Varies by Grade level
- Lunch/Recess: Varies by Grade Level
- PM Recess: Varies by Grade Level
- Mon, Tues, Thurs, and Fri—Dismissal 3:50 PM
- Wed—Dismissal 2:20 PM Wed (**Except September 6 at 12:20pm**)



Attendance Policies and the WA Attendance Law

The BECCA bill <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically. Although missed assignments can be made up, nothing can replace valuable in-class instruction. The first step in student success is being here, on time, every day. Please ensure students arrive no earlier than 9:00 am, and no later than 9:20. Extended absences must be arranged and approved by the principal in advance to be excused. Forms are available in the Main Office or here: [Elementary](#)

Vacation Policy

Please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. We cannot duplicate what is learned in the classroom by providing make-up written work. **Teachers are not required to provide assignments in advance of a child's absence.** Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon return, the student will be asked to complete them at home with parental assistance.

Parent/Guardian Emergency Information

Please make sure your child's emergency information is reviewed and updated EVERY school year. We may need to call you in the event of an emergency or if your student is ill, and it is essential that we have correct contact information for you (phone numbers and address) as well as current emergency contacts we can reach if you are unreachable.

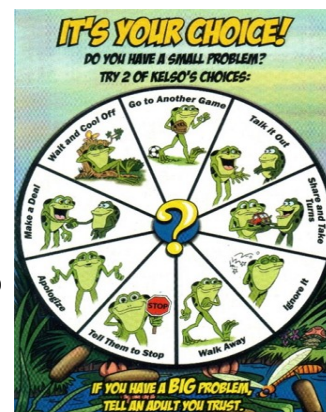
Social Emotional Learning

Kelso's Choice

Kelso's Choice is a fun and engaging conflict management and resolution curriculum that teaches children the difference between big and small problems. The curriculum teaches skills to try to solve small problems on their own by choosing appropriate choices for a given situation. These choices empower students to understand the differences between big and small problems, work on self-advocacy skills, grow their critical thinking brains, and learn proper conflict resolution and why it is important.

Students are tasked with trying two choices on their own for small problems and taught to seek out a trusted adult for help if they are faced with a big problem or if two of the choices they tried were unsuccessful.

Kelso the frog is adored by students and the skills they learn at school can be used at home for a wonderful school-home connection.



PurposeFull People

PurposeFull People is Character Strong's PreK - 5th grade social & emotional learning and character development curriculum. This program teaches skills that will help students be successful in school and in life.

PurposeFull People has three main goals for students:

- Be Kind: Social skills like listening, friendship, solving conflicts, and leadership. These skills are taught alongside Empathy, Respect, & Cooperation
- Be Strong: Skills that help students focus, stay organized, and set goals. These skills are taught alongside Responsibility, Courage, & Perseverance
- Be Well: Skills that help students handle their emotions and deal with stress. These skills are taught alongside Gratitude, Honesty, & Creativity.



Second Step

Empowered with Skills for Life

Second Step programs help students build social-emotional skills—like nurturing positive relationships, managing goals—so they can thrive in school and in life.

Children need social-emotional skills to thrive both in the classroom and in life. Social-emotional learning (SEL) curricula teach children techniques to:

- Gain confidence
- Set goals
- Make better decisions
- Collaborate with others in work and play
- Navigate the world more effectively



Life Skills for Success

Life skills are positive behaviors that successful students and adults display in their daily lives. Some behaviors and attitudes come naturally and others need to be practiced over time. The positive behavior expectations for all Redmond Elementary students are: Safety, Outstanding respect, Always kind, and Responsible. We believe that as a school community we learn best when we all follow these expectations.



Students will be assessed on interdisciplinary skills and attributes. Teachers will report student progress in the following areas on the January and June report cards:

- Participates in class discussions
- Demonstrates effort
- Follows school rules (expectations)
- Respects others
- Cooperates and shares responsibility in a group
- Completes work on time
- Follows directions and is attentive
- Organizes workspace and materials



HALLWAYS

AT REDMOND ELEMENTARY

HAWKS

SAFETY
Walking feet
Calm bodies

OUTSTANDING RESPECT
Listen to adults
Hands and feet to self

ALWAYS KIND
Share the hallway
Be helpful-hold doors open

RESPONSIBLE
Stay with your line

VOICE LEVEL: 0 SILENT





ARRIVALS

AT REDMOND ELEMENTARY

HAWKS

SAFETY
Hands and feet to self
Calm bodies

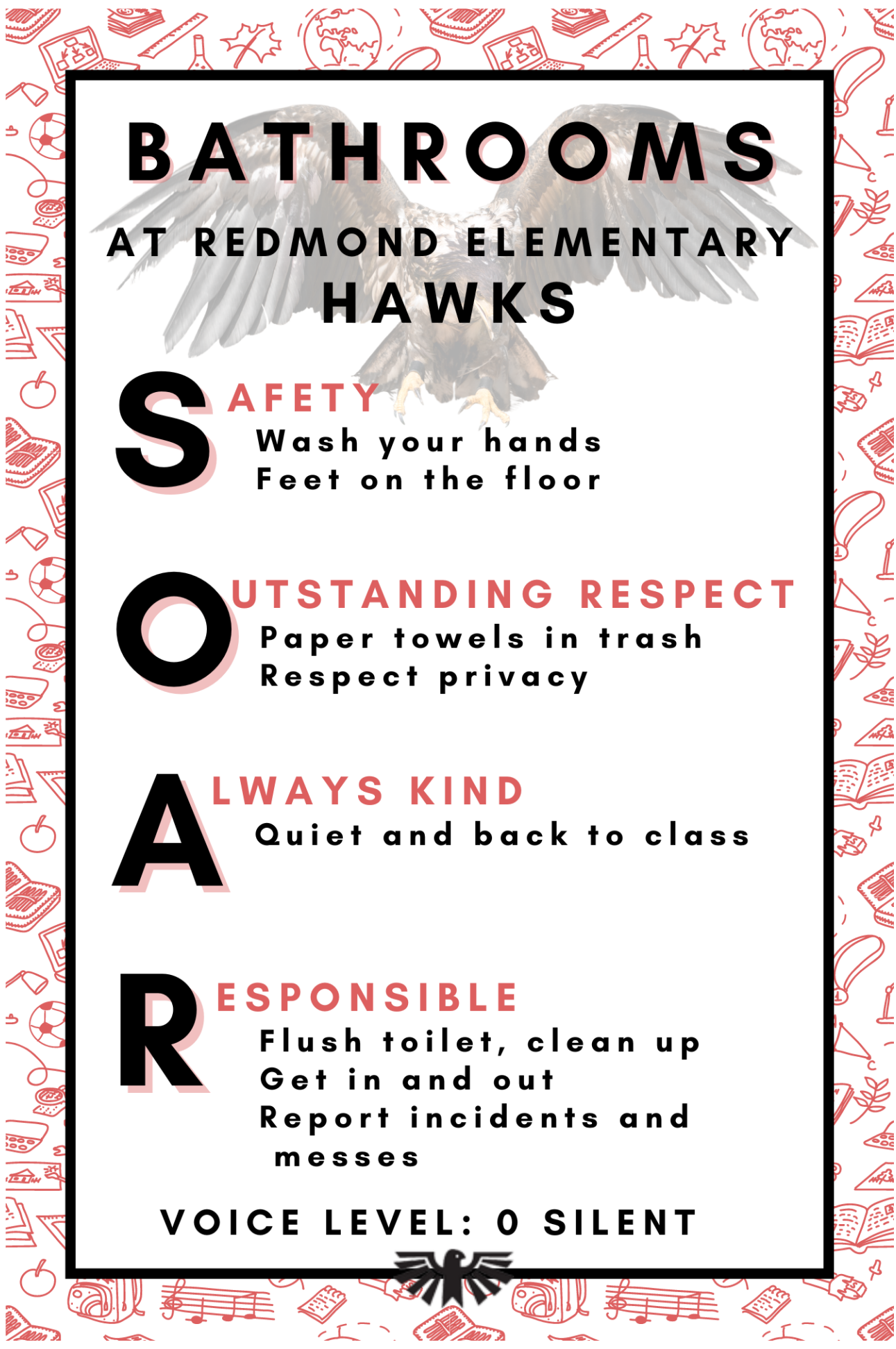
OUTSTANDING RESPECT
Respect nature and school
grounds
Hold door for other
classmates

ALWAYS KIND
Greet classmates

RESPONSIBLE
Use the sidewalk
Line up when bell rings

VOICE LEVEL: 2 TABLE TALK





BATHROOMS

AT REDMOND ELEMENTARY

HAWKS

S **AFETY**
Wash your hands
Feet on the floor

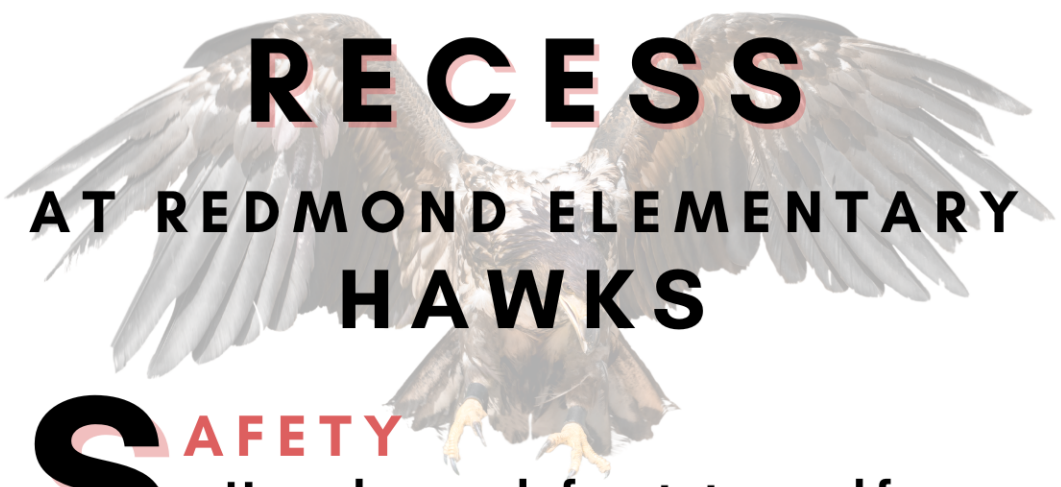
O **UTSTANDING RESPECT**
Paper towels in trash
Respect privacy

A **LWAYS KIND**
Quiet and back to class

R **ESPONSIBLE**
Flush toilet, clean up
Get in and out
Report incidents and
messes

VOICE LEVEL: 0 SILENT





RECESS

AT REDMOND ELEMENTARY HAWKS

SAFETY
Hands and feet to self
Problem solve

OUTSTANDING RESPECT
Follow adult directions
Respectful words and body
language

ALWAYS KIND
Help and include each
other
Take turns and share

RESPONSIBLE
Return equipment to
proper place
Line up when whistle blows

VOICE LEVEL: 4 OUTSIDE VOICE





DINING HALL

AT REDMOND ELEMENTARY

HAWKS

S

SAFETY

Stay in your seat
Hands to self
Carry trays with 2 hands

O

OUTSTANDING RESPECT

Say please and thank you
Raise hand for help
Listen to adults
"Don't yuck my yum"

A

ALWAYS KIND

Include others
Table talk
Aware of other's needs

R

RESPONSIBLE

Eat your own lunch
Clean up your mess
Sort your trash

VOICE LEVEL: 2 TABLE TALK



Health Room/Medication

Health Room: LWSD nurses are assigned to multiple schools and are not assigned to a specific campus. Parents should inform the school on the student emergency contact card or in writing if a student has a life-threatening illness, infectious disease, or serious allergy so that our nurse and appropriate staff can take proper action if needed.

If a student feels ill during the school day, the teacher will send the student to the office to have their temperature taken and to assess whether parents should be called and the student sent home. Students who have a temperature of 100 must be sent home.

When children become ill or are injured at school, parents are contacted. When a child is sick or injured, it is important that they be picked up AS SOON AS POSSIBLE. Please be sure that the school has a telephone number of a nearby friend or relative that could come for your child quickly if you cannot be reached. Please update your work, home and emergency number with the school office when these contacts change. Child must be symptom free and fever free for 24 hours before returning to school.

Medications at School: The Lake Washington School District's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If your child is currently taking daily medication, please arrange to have your child take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

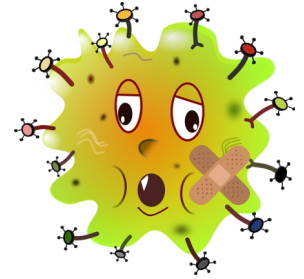
ALL MEDICATIONS (INCLUDING OVER-THE-COUNTER ITEMS LIKE TUMS, THROAT LOZENGES, COUGH SYRUP, TYLENOL, ASPIRIN, ETC.) to be administered to a student by a school employee, must be requested and authorized in writing by a parent/legal guardian AND a physician/dentist. You may obtain a form in the office for this purpose. For student's safety, it is important that all medication be kept in the school office and administered by an employee. Please do not put pills or over the counter medication into your child's lunch!



Covid and Illnesses

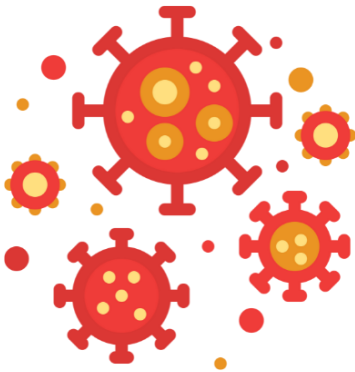
Covid-like Symptoms

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



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

Isolation and Exposure guidelines details are listed on: [Lake Washington School District: Too Sick for School](#)



Illnesses:

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

Scabies	Rash	Ringworm	Eye infection
Fever	Sore throat	Diarrhea	Open sores or wounds
Chickenpox	Vomiting	Ear infection/Ear pain with fever	
Persistent nasal drainage and/or chronic cough			

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



School Lunches



Funding your student's lunch account is simple and may be completed online using your debit or credit card. The online payment system allows you to:

- Monitor your student's meal history
- Set up recurring/automatic monthly payments
- Set low-balance alerts
- Download an app for your mobile phone allowing you to access your student's account

To make a secure payment:

Go to MySchoolBucks.com and click SIGN UP TODAY. Select the state and school district and complete the personal information requested. Click CREATE ACCOUNT.

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.

Select the Meal Payment option you would like.

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.

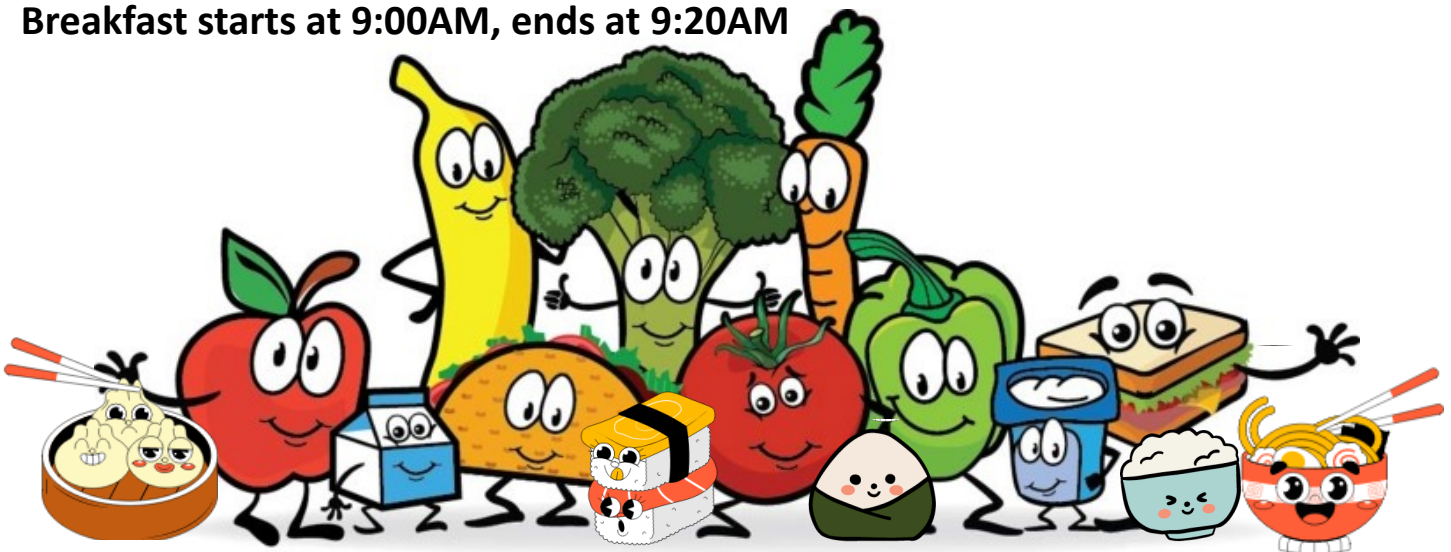
For all other questions contact the Nutrition Services office at 425-936-1393, or email NutritionServ@lwsd.org.

To see your student's meal history:

Login to MySchoolBucks.com.

Click MEAL ACCOUNTS in the upper right hand corner. In the pull down menu, click CAFETERIA MEAL HISTORY.

Breakfast starts at 9:00AM, ends at 9:20AM



Buses

Policy

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 year. These rules will also be posted in each bus.

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.

Students will be given assigned bus seating.

Safety Rules and Regulations for Riding a School Bus

- Cooperate with and obey the driver at all times.
- Be courteous, use no profane language—spoken, written, or gestured.
- Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office.
- Each student may be assigned a seat in which they must be seated at all times.
- Food or beverage must not be consumed on the bus except by permission of the driver
- Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.
- Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW 9.41.250 for definition
- Windows may be opened 6 inches; however, the driver may require the windows be closed at his or her discretion.
- Students must keep their head, hands, feet, and belongings inside the bus at all times.
- Animals (except seeing-eye dogs) are prohibited from being transported on the bus.
- Belongings of students must be kept out of the aisle.
- Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.
- Students must enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

Buses

Rules of Conduct at the Bus Stop

Students should not stand or play on the roadway while waiting for the bus.

Students should arrive at the bus stop five minutes before the scheduled bus time.

Students should wait to board the bus in an orderly manner

Students should respect private property while waiting for the bus

Lake Washington School District policy specific to human dignity, harassment, and sexual harassment apply when students are awaiting the arrival of the school bus.



Penalties 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 on the school year may include any combination of the following:

First Infraction: Warning or bus suspension. A bus riding suspension may occur if the incident is considered a serious offense.

Second Infraction: A conference with parent/guardian and Transportation Manager or Transportation Coordinator will be held. A bus riding suspension may occur if the incident is considered a serious offense.

Third Infraction: Automatic bus suspension, length of time to be determined by the building principal. Principal/assistant principal will then contact parents/guardians notifying them of the suspension.

Fourth Infraction: Long -term bus riding suspension and parent/guardian contact. If the suspension occurs within the last ten (10) days of the school year, the suspension may remain in effect for the start of the next school year.

Serious Infraction: May result in immediate suspension of bus-riding privileges for the balance of the school year. Examples of serious infractions: weapons, alcohol, tobacco, drugs, or fighting while on the bus or at the bus stop.

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.

Buses

Appeal Procedure

Parents/guardians of students who wish to appeal a suspension may submit a request to the school principal for an informal conference.

Discipline 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 ten (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.

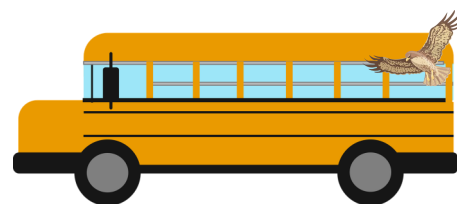
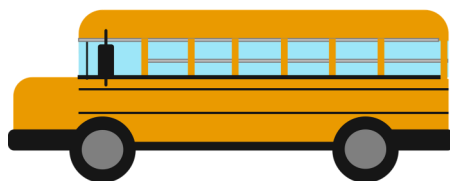
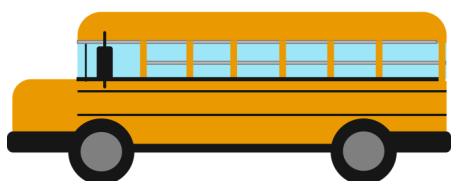
First Infraction: A meeting may be called with the driver, principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible.

Second Infraction: A meeting with the driver, principal, special education services and parents/guardians will be held. 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

Multiple Infractions: A meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. A change in placement may be required. If the student has been suspended a total of ten (10) days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another ten (10) days cumulative suspension from transportation services.

Bus Passes

Please discuss after-school arrangements (going home with a friend, riding the bus, etc.) *before* your child comes to school. A note from a parent/guardian is required if your child is to ride the bus home with another student. This should be brought to the office or given to the teacher **before noon** to get a Bus Pass for the bus driver.



Buses

Emergency Bus 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, two situations do require the bus to be evacuated:*

Fire or Danger of Fire on LWSD Bus

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move the bus away or near the presence of gasoline or other combustible materials should be considered as “danger of fire,” and students should be evacuated.

Unsafe Position

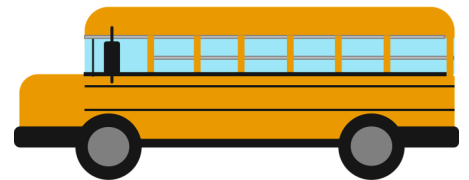
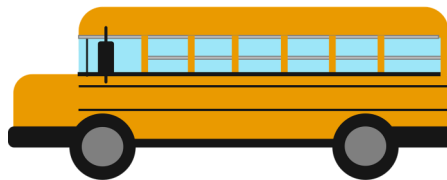
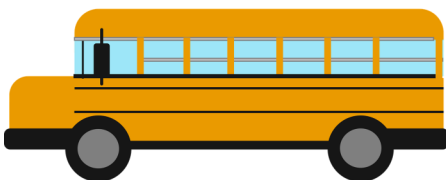
In the event a bus is stopped due to accident, mechanical failure, or road conditions, it must be determined immediately whether it is safer for passengers to remain in the bus or to evacuate. The bus must be evacuated if the final stopping point is in the path of a train or adjacent to any railroad tracks.

Emergency Exit Procedures

In compliance with WAC 392-145-040, one emergency evacuation drill shall be held within the first six weeks of school each semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three times during the school year.

WAC 392-145-045 Emergency Drills

Emergency drills conducted pursuant to WAC 392-145-040 shall make allowance for individual differences in exiting the emergency door and should provide instruction to helpers that they should offer a helping hand palm up and grasping a student’s hand or arm. Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.



Parking Lot Safety During Pick Up and Drop Off

Please turn off cellphones and be observant of crosswalk laws. The safety of students is our primary concern. Your attention to students, staff and other drivers is required at all times.

Entering and Exiting: Our parking lot is ONE WAY only. ALL cars must enter at the NORTH opening, at the top of the hill. All parking lot traffic moves south and exits at the SOUTH opening. Please be courteous, and especially, SAFE.

Drop Off/Pick Up by Car: Students should only enter and exit vehicles at the drop off/pick up location. During drop off and pick up, stay in the right lane. The left lane is for use of exiting the parking lot. Students must be let out on the **right side** of the cars when unloading and loading to avoid on-coming traffic. All cars must have a driver present in the loading area. Please make sure to **pull all the way forward** before unloading and loading. Drivers cannot get out of the car in the drop off/pick up zone. Drop off/pick up zones are NO PARKING zones. Please DO NOT BLOCK the disabled access parking spots.

Parking or Walking: If you wish to park and pick up your child or to walk to the school to meet them, please follow all signs and be observant of oncoming traffic.

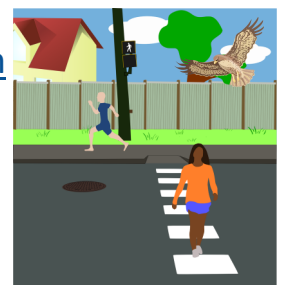
Buses Only: Please do not enter the buses only area by 80th street.

Cross Walks: Only use designated crosswalks to cross the street . Vehicles should stop well before the crosswalk and stay stopped until the crosswalk is no longer occupied. When you're turning, don't wait inside the crosswalk. Parents and students **must use crosswalks** that are managed by adult and student patrols, both in our lot and in the roads surrounding our school.

Riding Bikes to School: Students aged 10 and over who would like to ride bicycles to school must complete the *Bike Permission form* located in the office. Students younger than age 10 who wish to ride their bike **MUST** be accompanied by a parent. Students must have locks for their bikes. [Bike Permission Form](#)

Scooters and Skateboards: Must be arranged with school staff as there is limited space for storage during the date. Scooters and bikes kept at school must have a lock.

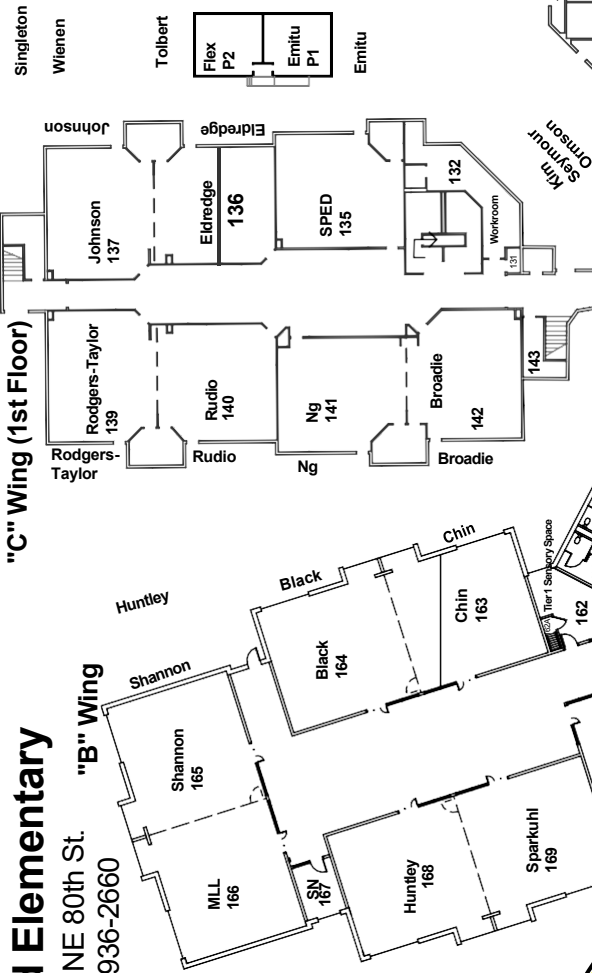
Arrivals: When students arrive, they will enter at the **Undercover Area Gym Doors**. See “A” on map on page 28.



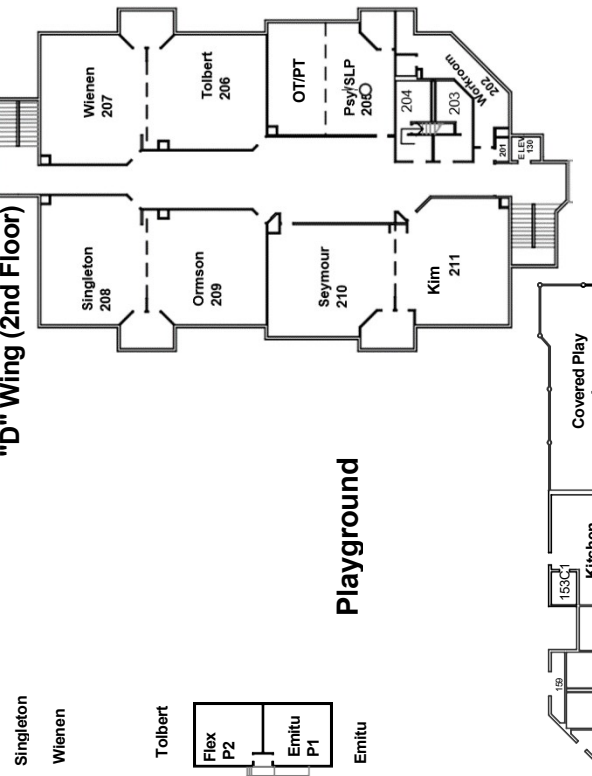
Redmond Elementary

16800 NE 80th St.
425-936-2660

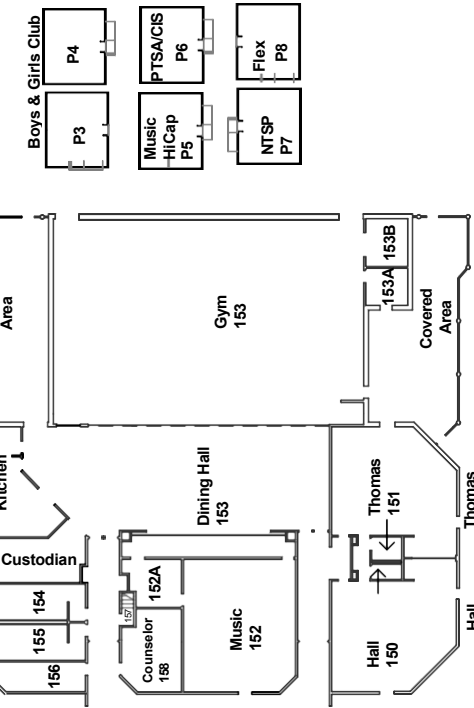
"C" Wing (1st Floor)



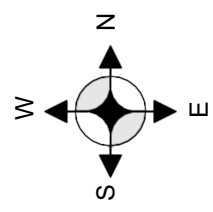
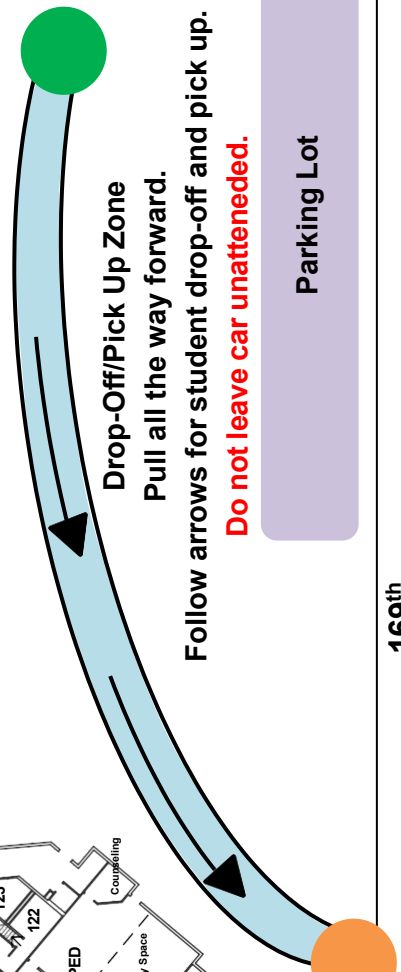
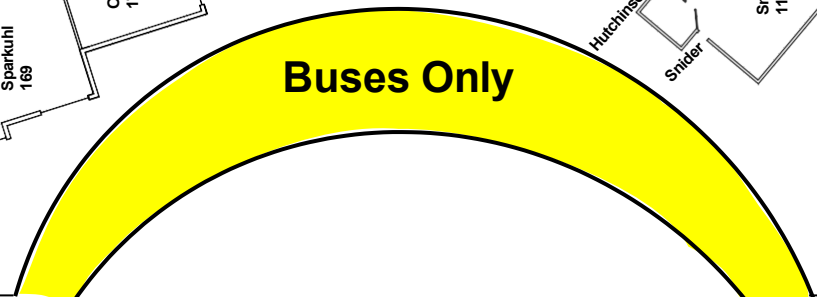
"D" Wing (2nd Floor)



Playground



Main Entrance



169th

80th

Arrival & Dismissal Procedures

Arrival Procedure

Please note that there will be no supervision for students until **9:05AM**, and the playground is closed before school. Additionally, the gate near the Old Redmond Schoolhouse will be locked at all times to ensure student safety. Students eating school **breakfast may arrive at 9:00 AM**.

Bus Riders

- All students arriving by bus will enter through the **flagpole door**.
- After entering, students will walk **counterclockwise around the circle** towards the dining hall and gym.

Walkers & Car Arrivals

- Students who walk or arrive by car will enter the building through the door located by the **undercover area gym** at the front of the school.

Breakfast Students

- Students who eat breakfast at school will enter through the **undercover area door** and stop in the **dining hall** to eat.
- After eating, they will proceed to the **gym**.

Gym Line-Up

- All students will line up in the gym according to their class.
- There will be **signage** in the gym to help students find their line.

Teacher Arrival

- Teachers will join their students in the gym by **9:15 AM** for morning announcements and then escort them to class.

Dismissal Procedure

To ensure a safe and organized dismissal, students will exit the building through three designated doors each afternoon. The building's central circle will function like a roundabout to guide the flow of traffic.

Bus Riders

- Students who ride the bus will exit through the **flagpole door (B)**.
- After exiting, bus riders will **line up** to wait for their bus.

Car Riders (Pick-Up Line)

- Parents who are in the car pick-up line will pick up their students along the **curb near the main office (C)**.

Walkers & Parent Pick-Up (Parking Lot):

- Parents who are parked in the parking lot or walking with their student should meet their student on the **blacktop near the playground**.
- Students walking home will exit through the **recess doors (R)** and go directly to their destination.

Arrival & Dismissal Maps

Entry into Redmond Elementary 2024-2025

2 Entrances into Redmond Elementary
Doors will open at 9am



❌ The South Gate will remain closed during arrival, the school day, and dismissal

Undercover Area Gym Doors
for Walkers and Car Riders

A



Flagpole Door for Bus Riders

B



Exit from Redmond Elementary 2024-2025

3 Exits from Redmond Elementary
Dismissal is at 3:50pm



❌ The South Gate will remain closed during arrival, the school day, and dismissal

Recess Doors for Walkers
and In-Person Parent Pickup

R



Flagpole Door for Bus Riders

B



Main Doors for Car Riders

C



Volunteer Guidelines

We are excited that we can welcome back volunteers at Redmond Elementary for the 2022-2023 school year! To become a volunteer, LWSD requires a completed Volunteer Application form, which can be found on the district website. Approved applications are good for two (2) years. Forms are also available at the school office. Website: [Volunteering in LWSD - Lake Washington School District](#)

Volunteers are expected to:

Sign in and out and wear ID badges on school grounds at all times.

- Wear professional attire.
- Show respect for all staff and students.
- Honor confidentiality - share concerns regarding students with school staff only.
- Call or email the school or teacher if you cannot make it to a scheduled volunteer time.
- Please do not bring younger children to the school during your volunteer hours.
- Turn off cell phones while volunteering in the classroom and avoid making personal calls while on the school campus.

Tips for Parent Volunteers:

- Respect the child's right to privacy. As a guest in the lives of children and their families, confidentiality is expected at all times.
- Let the child know that you care. All children like to feel there is a special adult who really likes them.
- Be a good role model. Children will be looking up to you and learning from you. When you demonstrate positive behaviors they will follow your lead!

Inclement Weather

We live in the Pacific Northwest, where we need to prepare for any weather. All students should wear coats, hats and other warm clothing to school during the cold and wet weather. All students will be expected to go outside during recess.

Please check the LWSD Website (www.lwsd.org) for information about weather related changes and specific information about all district schools.

Lost and Found

Redmond Elementary has a **Lost and Found**. Items found during the day will be placed in this location. It is very important for students and parents to check for missing items regularly. Take only what belongs to you. Unclaimed Lost and Found items are donated to local charities twice a year, so please check regularly.

Family Tip: Please put student names on EVERYTHING – clothes, coats, lunchboxes, water bottles. Make sure students arrive home with the items they went to school with.

Family Tip: Please put student names on EVERYTHING – clothes, coats, lunch-boxes, water bottles. Make sure students arrive home with the items they went to school with.

Toys and Sports Equipment

Play equipment is available at recess. Students are not allowed to bring personal sports equipment of any kind. Please leave all electronic games and trading cards (Pokemon, Magic, etc.) at home. No items are to be traded or sold at school at any time. Toys of any sort are not allowed at school and recess. Any items brought without approval will be held for parent/guardian pickup at the end of the school day.

School Library Books and Textbooks

Students are responsible for the proper care of textbooks and must pay for lost or damaged books. Each student shall return all textbooks issued to them when leaving the school, or at the end of the school year.

Birthdays

As we strive to create an inclusive and equitable environment for all our students. To ensure the safety and well-being of all our students, particularly those with food allergies, we kindly ask that parents refrain from bringing treats or goodie bags for birthday celebrations. This decision helps us maintain a safe and supportive atmosphere for everyone and aligns our school practice with district expectations.

We understand that celebrating special occasions is important, and each teacher will acknowledge birthdays in a way that provides all students who celebrate with an opportunity to feel special and recognized.

Thank you for your understanding and support in creating a safe and inclusive environment for all our students. If you have any questions or concerns, please feel free to reach out.

Acceptable Use of District Technology and Personal Electronics

The Lake Washingtons School District provides each student with a laptop to support their learning both at school and at home. It is our expectation that students and families are familiar with the LWSD Technology Code of Conduct and Acceptable Use Policy as well as the Student Laptop Handbook. There are three main expectations for using district technology:

- Exercise good judgement and respect district property by demonstrating responsible use of technology.
- Be a good digital citizen.
- Be academically honest.

LWSD policies surrounding the use of technology can be found on the [Technology Services Website](#).

Electronics and Cell Phones

E-Readers: Kindles, Nooks, and other e-readers are permitted at school for reading teacher-approved literature and should not cause distraction to the reader or others. LWSD/Redmond Elementary are not responsible for any damage, loss, or theft of e-reading devices.

Cell Phones and Electronic Watches: Students with cell phones and watches that can receive and send messages/calls must have them **OFF**. Cell phone must be kept in backpacks during the school day, including before/after school and on the bus.

If a cell phone/electronic watch is used or rings during the school day, parents will be called and are responsible for picking the phone/watch up.

This includes wristwatches that double as phones.



Communication

Parent Square: Lake Washington School District uses the ParentSquare platform to simplify school communications and provide options for families for how they want to receive information (email, text and/or app notifications). You can sign up for parent square and set your communication preferences by visiting <https://parentsquare.com/>. Support or questions regarding ParentSquare should be directed to ftaccess@lwsd.org.

Who to contact when...

- My child is sick: classroom teacher and attendance
- I need to make a last-minute change for after school pick-up: call the office, 425-936-2660
- I am concerned about my child's grade: classroom teacher
- I am concerned about my child making friends: counselor
- I am making changes to my child's after school plan: email the teacher and student records secretary aherrera@lwsd.org as early as possible.

Communication Guidelines Civility Policy

As a part of our commitment to modeling and practicing respect for our students, we have adopted a **Civility Policy** for staff, students and parents. The purpose of this is three-fold:

- To provide a safe, nurturing work environment for all members of our community, where ideas may be shared free from fear or intimidation;
- To provide students with effective models for problem-solving, and
- To reduce the potential triggers for conducts, such as fear, anger, frustration and alienation.

While we encourage the expression of diverse viewpoints, this must be done in a respectful manner and at an appropriate time and place. Such self-expression may not disrupt or be reasonably expected to interrupt the learning and working process in our school.

The complete LWSD Civility Policy can be found here: [Civility Policy](#)



Emergency

Reunification

In the event of fire, earthquake, or other emergency it may be necessary to dismiss students early from school. Please review this important information and make sure that anyone authorized to pick up your child is familiar with these procedures.

Parent Pick Up Procedures

After any type of emergency where the students and staff must leave school early or be reunified at an off-campus location the following procedures will be in place:

1. Be greeted by district/school staff.
2. Check in and register your name w/ **an identification card**. a. If you do not have an ID you will need to go through an extra verification step.
b. If someone else is picking up your child, please make sure they are listed as an emergency contact.
3. Wait for instructions from district staff. a. You will be directed to a reunification area where you will meet your child. You will not be able to retrieve your child on your own.
4. Exit reunification area.

Emergency Tips for Families

- Please remain calm as a model for the children.
- Parent square will be our main form of communication and updates.
- Please do not be alarmed if the office does not answer calls, as we are all busy ensuring students are safe.
- Please follow staff instructions to make sure that students are safely released to the proper adults. Your patience is appreciated.
- The front parking lot will be closed off to allow access for emergency vehicles only. Please Park in the side lot or off school grounds.
- If you live close to the school, please walk as traffic will be congested.
- If it is a citywide emergency, it may be safest for you to remain where you are. Roads may be damaged; power lines may be down. We will care for your child until you can safely arrive.

Redmond Elementary Response to Inappropriate Behavior

Rules of student conduct are essential for maintaining a safe and supportive learning environment for all students. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for disciplinary action.

Staff are responsible for supervising student behavior, employing effective classroom management methods, and enforcing the rules of student conduct in a fair, consistent, and non-discriminatory manner. Disciplinary action must be reasonable, culturally responsive, and necessary under the circumstances, while reflecting the district's priority to maintain a safe and positive learning environment for all students and staff. The district will administer disciplinary action in a way that responds to the needs of students, supports students in meeting behavioral expectations, and keeps them within the classroom to the maximum extent possible.

If a student at Redmond Elementary violates the District's discipline policy, Redmond Elementary staff will refer to the guidelines listed in LWSD Administrative Policy Section 300 Code 3240-3241P to administer reasonable and appropriate discipline.

Staff will communicate home via phone, email, or ParentSquare about any behavior violations and will work with families to make an action plan that will set their child up for success moving forward.

Lake Washington School District Student Discipline and Policies

In alignment with LWSD Policy, Redmond Elementary takes an instructive, restorative and corrective approach in regards to student behavior. As a school, we will teach students what this looks like, explicitly, across multiple settings. We ask that you discuss these same expectations with your student, and honor them when you are with us as well. This is a wonderful school, and we are so happy you are here.

When it comes to discipline, our goal is 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.

The entire LWSD Discipline Policy can be found on the district website.

[Student Rights and Responsibilities \(lwsd.org\)](https://www.lwsd.org/Student-Rights-and-Responsibilities)

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).

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.



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
- Students have the right to a safe environment free from intimidation, sexual harassment and assault. - Students have the right to a productive learning environment. - Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms. - Students have the right to safe passage to and from school, and while on campus. - Students have the right to expect staff to help them solve their problems. - Students have the right to engage in the grievance process. - Students have the right to remain anonymous when reporting a violation of school rules. - Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment. - Students have the right to actively participate in a problem-solving process in order to facilitate successful closure. - Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.	- Students are responsible for their own behavior. - Students are responsible for respecting the property of other people and school property. - Students are responsible for attending school and all classes daily and on time. - Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities. - Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis). - Students are responsible for informing staff of behavior that may be harmful to an individual or themselves. - Students are expected to make a determined effort to learn. - Students are expected to follow the instructions of teachers and other school staff. - Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

Attendance

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

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

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

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

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

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

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

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

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

Discipline Process

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

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

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ Persistent
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	D/RC/SP/S SP/PC/RI/	ER/STS SSP/PC/RI/	ER/STS/LTS/ SSP/PC/RI/ PCC
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	ER/STS/ PC/R	ER/STS/ LTS/PC/R	ER/E/LTS/ PC/R/RI
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact, including offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC/SSP	ER/STS/ PC/SSP	ER/LTS/PC/ SSP
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC/TA/S SP/LP/	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
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LP/RT/ /Redo Assignment	D/RC/LP/RT/ /Redo Assignment	STS/LTS/ LP/RT/Redo Assignment
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D/RC/PC/	STS/RC/PC	EE/STS/RC/PC
Attendance/ Truancy	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/ RT/RI	PC/SSP/RT/RI	PC/RC/SSP/RI
Disruptive Conduct/ Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	D/RC/SSP/RT/ LP/	STS/PC/SSP/ RI/LP/	STS/LTS/PC

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

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

Athletic/Activities Code of Conduct

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

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

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

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

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

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

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

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

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

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

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

Conduct Rules

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

Hazing Rituals

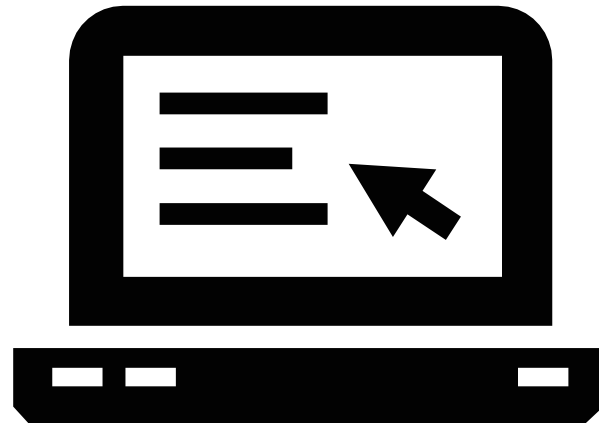
Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader,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

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

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

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

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



Technology Code of Conduct (2022P)

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

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

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.
• Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password. • Do not destroy, modify or abuse computer hardware or software in any way. • Do not delete or add software or peripheral equipment to district computers without advance permission. • Do not use personal wireless hotspot devices while at school. • Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability. • Do not attempt to tunnel or VPN to another computer through the district network. • Do not use USB to run executable (.exe) files. • Do not use district provided storage for games, executable files or inappropriate content. • Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission. • Keep food and beverages away from laptops and desktops at all times. • Computer lab use – ○ Use only when a staff member is present. ○ Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way.	• Use district computers for educational purposes only. No personal, commercial or political activity is allowed. • Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes. • Students should leave games, other non-district software, entertainment, and social networking at home. • Do not use the Internet to access or process pornographic or otherwise inappropriate material. • Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact. • District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages). • Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach. • Never attempt to "hack" into another student's or staff member's account. • Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.
	3. Be academically honest. • Do not assume that because something is on the Internet that you can copy it.

Bus Conduct (6605)

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

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

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However, the 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 (0110)

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) 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, 425-936-1333

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: John Appelgate, Director of Activities and Athletics, 16250 NE 74th Street, Redmond, WA 98052, 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, 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, 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 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
- Email: 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
- Email: 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
- Email: 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
- 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
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.