



# JUANITA ELEMENTARY STUDENT & FAMILY HANDBOOK

9635 NE 132nd Street, Kirkland WA 98034

Families, please read and discuss the material in this handbook with your student.

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Student School Day	8:40am - 3:10pm
Early Release Wednesdays	8:40am - 1:40pm
Half Days, when scheduled	8:40am - 11:40am
AM crossing guards at crosswalks	8:25am - 8:35am
Students may arrive on the school grounds	8:25am
First Bell	8:35am
Tardy Bell - School begins	8:40am
Dismissal - Pickup (M, T, Th, F)	3:10pm

**Mission:** Every Juanita Elementary student will prepare to graduate and lead a rewarding, responsible life as a contributing member of our diverse society.

**Vision:** Every Student Future Ready

**School Colors:** Red & White

**School Mascot:** Jesse the Jaguar

# District Calendar

**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
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					

**October 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		

**November 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

**December 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				

**January 2025**

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*	

**February 2025**

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	

**March 2025**

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					

**April 2025**

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			

**May 2025**

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

**June 2025**

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					

**July 2025**

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		

Important Dates		
<p>Aug. 26-30 LEAP Days</p> <p>Sept. 2 No school - Labor Day</p> <p>Sept. 3 First Day of School (grades 1-12)</p> <p>Sept. 3-5 Kindergarten Family Connections</p> <p>Sept. 3-5 Half-Day Elementary Conferences (grades 1-5)</p> <p>Sept. 6 First Day of School for Kindergarten**</p> <p>Sept. 10 First Day of Preschool</p> <p>Sept. 11 1.5 hrs. early release schedule begins</p> <p>Sept. 19 First Day of SNAPS Preschool</p> <p>Oct. 15-17 Preschool Conferences (No Preschool Programs)</p> <p>Oct. 18 No school - LEAP Day</p> <p>Nov. 5 Last Day 1st Quarter (Secondary)</p> <p>Nov. 11 No school - Veterans Day</p> <p>Nov. 12 Secondary Grades Due</p> <p>Nov. 27 Half Day</p> <p>Nov. 28-29 No school - Thanksgiving Vacation</p> <p>Dec. 23-Jan. 3 Winter Break</p> <p>Jan. 20 No school - MLK Jr. Day</p> <p>Jan. 22 Elementary Grades Due</p> <p>Jan. 24 Last Day 1st Semester (Secondary)</p>	<p>Jan. 28, 30-31 Half-Day Elementary Conferences; Preschool Conferences (No Preschool Programs)</p> <p>Jan. 28-31 Secondary Grades Due</p> <p>Feb. 3 No school - Mid-Winter Break</p> <p>Feb. 13-14 No school - Presidents Day</p> <p>Feb. 17 No school - LEAP Day</p> <p>March 7 Last Day 3rd Quarter (Secondary)</p> <p>April 4 Secondary Grades Due</p> <p>April 11 No school - Spring Break</p> <p>April 14-18 Preschool Conferences (No Preschool Programs)</p> <p>May 20-22 No school - LEAP Day</p> <p>May 23 No school - Memorial Day</p> <p>May 26 Snow Make-up Day</p> <p>May 27 Last Day of SNAPS Preschool</p> <p>June 10 Elementary Grades Due</p> <p>June 11 Last Day of Preschool</p> <p>June 13 Half Day - Last Day of School</p> <p>June 18 Last Day 2nd Semester (Secondary)</p> <p>Secondary Grades Due</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>Key</b></p> <p style="margin: 0;"> <span style="display: inline-block; width: 15px; height: 15px; background-color: black; border: 1px solid black; margin-right: 5px;"></span> No School                 <span style="display: inline-block; width: 15px; height: 15px; background-color: lightgray; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> Half Day                 <span style="display: inline-block; width: 15px; height: 15px; border: 1px solid black; margin-left: 20px; margin-right: 5px;"></span> First/Last Day             </p> <p style="font-size: small; margin: 0;">* Check Important Dates Section</p> </div> <p><b>Wednesday schedule:</b> 1.5 hrs. early release for students</p> <p style="font-size: x-small; margin: 0;">LEAP=Learning Enhancement Academic Planning</p> <p><b>Calendar is subject to change. School year may be extended due to inclement weather.</b></p> <p style="font-size: x-small; margin: 0;">**Staggered start for Kindergarten - schools will provide details.</p> <p style="text-align: right; font-size: x-small; margin: 0;">Updated 6/10/24</p>

## **Attendance & Tardy Policy**

### **LWSD & Juanita Attendance Policy**

#### **Absences**

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. 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.

The 24-hour absentee phone number is: (425) 936-2571. We must know that all students who left for school have arrived safely. Alternatively, you may email [ehill@lwsd.org](mailto:ehill@lwsd.org) to notify us of an absence.

It is very important that your correct phone numbers are updated and on file in the office and that the emergency information is current.

#### **Truancy**

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. Parents are required to alert Safety Arrival when their child or children will be absent or tardy by 8:40am. Students late to school must be escorted into the building by an adult who will sign the child in and fill out a late admittance slip. Tardiness causes a disruption to the class and has a serious impact on achievement.

8:35 - 8:39 am arrival: Send student through the main entrance in the middle lot. Student will not be marked tardy and will walk independently to classroom.

8:40am or later: Park your car. Ring the doorbell. Adult must enter to sign the tardy slip.

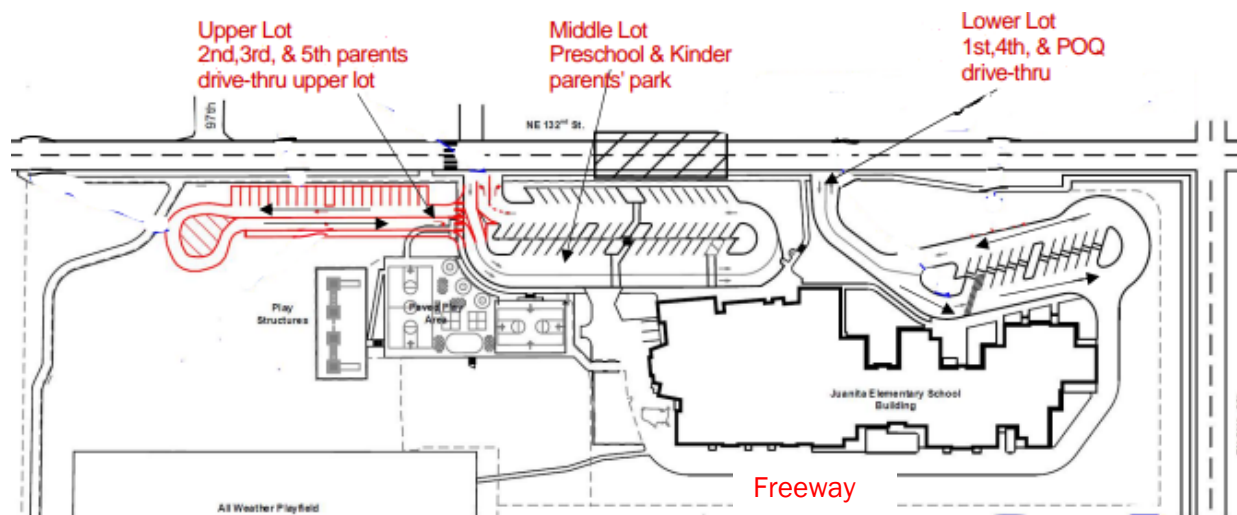
### Arrival & Dismissal Procedures

#### Arrival

Drop students off between **8:25am - 8:35am**

**Do not arrive before 8:25am**, as we do not have supervision until that time. Students going to breakfast or enrolled in Boys & Girls Club will arrive earlier. Children who are not enrolled in a program, and arrive before 8:25am, must have a parent stay and supervise them.

Grade	Drop off location
Preschool	Park in middle lot; classroom exterior door
Kindergarten	Park in middle lot; classroom door on freeway at back of school
1 <sup>st</sup>	Lower lot at classroom door
2 <sup>nd</sup>	Enter upper lot; student walks down to lower lot and lines up by fire escape
3 <sup>rd</sup>	Enter upper lot; pass Blue Box and line up by the map
4 <sup>th</sup>	Lower lot and lines up by door
5 <sup>th</sup>	Enter upper lot; student walks to library ramp at back of building
POQ	Lower Lot



K-5: In the morning when students arrive, the expectation is that they go directly to their classroom's exterior door and wait with their classmates. If your student is not yet able to independently unbuckle and exit the vehicle, please park your car and assist your child. Students exit the vehicle from the right side. Drivers must stay in their vehicle.

### **Dismissal & Parking Lot 3:10-3:20pm**

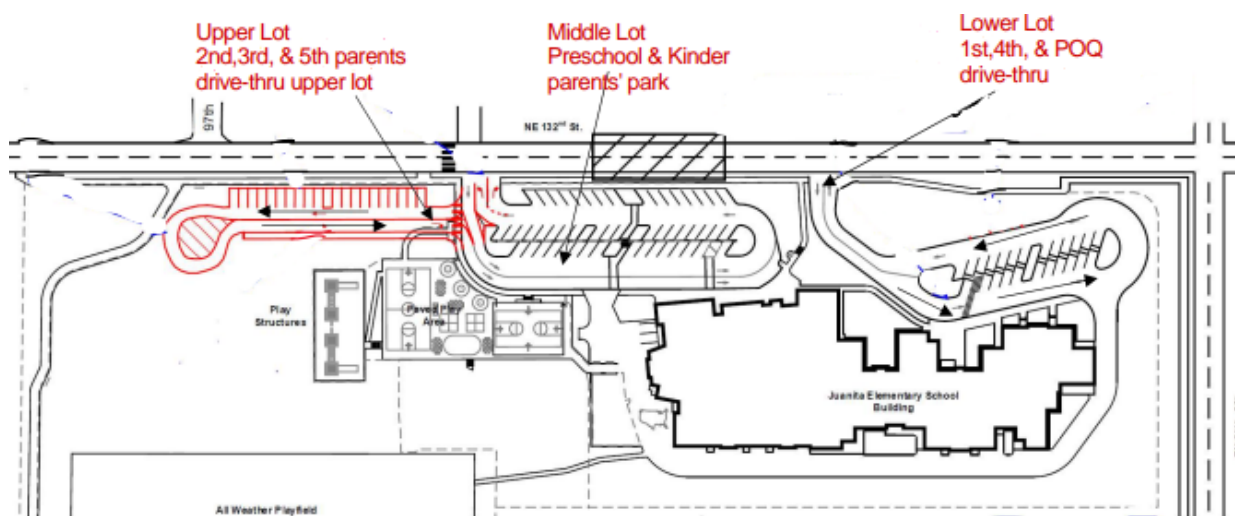
Please pick up your students **no later than 3:20pm**, as there is no adult supervision available past 3:20pm.

**Kindergarten (Park in middle lot):** At dismissal, students will exit from their classroom doors on the freeway. We ask that kindergarten families have an adult waiting at the classroom's exterior door for children. To achieve this, please arrive slightly early to bypass the loop and park in the **middle lot**. Walk around the building to the back of the school to pick up your child. Students are released one by one to their adult. Students taking the bus, or a daycare van will be escorted by staff members to connect with their transportation.

**In 1<sup>st</sup> and 4<sup>th</sup> grades (Drive thru lower lot):** Please do not arrive earlier than 3:10 pm. Your child will bring home a number placard for you to use when you come for pick up. Please ensure it is visible when you drive through the **lower lot**. This system helps us efficiently release students at the end of the day.

**In 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades (Drive thru upper lot):** Enter the loop by turning an **immediate right**. Drive through the **upper lot** and continue down the Drop Off/Pick Up lane, passing the Blue Box all the way to the main door. No number placard will be needed for these grades. Stay in your vehicle; your child will walk to your car. If you **Pick up on Foot**, please wait in the covered area for your child.

Grade	Pickup location
Preschool	Park in middle lot; classroom exterior door
Kindergarten	Park in middle lot; classroom exterior door
1 <sup>st</sup>	Lower lot
2 <sup>nd</sup>	Enter upper lot
3 <sup>rd</sup>	Enter upper lot
4 <sup>th</sup>	Lower lot
5 <sup>th</sup>	Enter upper lot
POQ	Lower lot



### Parking Lot Reminders - Driving Parents:

- Do not block the cross walk or traffic on 132<sup>nd</sup>. Do not block the driveway for Fire Trucks & Ambulance.
- Do not line up early to create traffic problems
- Enter the school parking lot at 5 miles per hour.
- Stay in your vehicle and continue pulling forward. (Do not exit your vehicle while in the drive thru lane.)
- Students enter and exit vehicle on the passenger side only. It is not safe for anyone to enter or exit the vehicle on the driver-side with other traffic actively passing in the second lane.
- Children can only exit or enter vehicles inside of the designated Drop off/Pick Up Lane.
- If you have a younger student who is not yet able to independently get in and out of the car, please park so that you can assist them.
- Students are not allowed to enter the parking lot without an adult escort.
- If you park or walk, please use sidewalks, crosswalks, and follow directions from crossing guards. Do not jaywalk. Model safety for children.



- Turn off your engine while waiting in the parking lot. For the health of our students and staff, our parking lots are Idle Free Zones.
- Please be polite, courteous, and cooperative to all parking lot staff. They are here to keep kids safe.

**To ensure an efficient and safe dismissal in the Lower Parking Lot, please review the following procedures:**

We have had cars lining up too early, which causes two problems. When cars come before the bell rings, the line of cars backs up onto 132nd. Some vehicles are in the left-hand turn lane that goes into the lower lot, which is legal. However, some vehicles are blocking the opposite turn lane and prohibiting other vehicles from entering the intersection and taking a left onto 100th Street. **This is illegal, and we have been informed that cars will be ticketed for traffic violations.** The early cars have also been blocking our buses that dismiss preschool students in the lower lot prior to dismissal of elementary students. If all families arrive between 3:10-3:20pm, students will be able to load into cars and the traffic will flow.

You can help by arriving between 3:10-3:20pm and following all traffic laws. If you are unable to pull into the parking lot, please continue driving instead of blocking traffic. Juanita Elementary School is located at a busy intersection and was designed to be a "walking school." The City of Kirkland and LWSD have evaluated traffic solutions and recently put in a third parking lot on campus, which has alleviated some traffic congestion. Another way to help would be consider walking or parking nearby and walking to your vehicle.

**How you can help:**

- Walk, bike, or carpool to school
- Arrive to pick up students on time
- Follow all parking lot procedures to keep students safe and traffic flowing
- Student umbrellas are not allowed on campus during arrival or dismissal for safety reasons.

Our playgrounds will open to public use after 03:20pm each day. Parents/guardians who remain later with their own child are required to supervise their own children on the playground. No children are allowed on the playground without a parent/guardian. To cooperate with school rules, we do not allow children to climb fences, throw objects, or play in an unsafe manner. Parents must monitor before and after school safety and provide directions to their own children when visiting after the school day. The same rules that are in effect during the day apply after school; we are expecting parents to direct their children. Your cooperation is appreciated.

**\*Siblings:** Older students will always meet their younger sibling at their pickup location.

Here are a few examples:

- a. I have a 5th grader, a 3rd grader, and a kindergartener. My 5th grader and 3rd grader will meet my kindergartener at the classroom. I will arrive slightly early to bypass the loop, park my car, and collect all my children from my kindergartener's classroom.
  
- b. I have a 3rd grader and 2nd grader. I turn an immediate right into the upper lot and drive through the loop to pick up both of my children who are waiting at the Blue Box.
  
- c. I have a 5th grader and a 1st grader. My 5th grader will meet my 1st grader at their classroom. I will drive through the lower lot with my car number tag. My children walk to my car when their number is called.

Early dismissals are strongly discouraged because each school experience is valuable to the child. Early dismissal of a student disrupts student learning for the child and the entire class. We also strongly discourage early dismissal for long weekends. Students are engaged in lessons until dismissal at 3:10pm every day, including Friday. If it is absolutely necessary to schedule a medical or dental appointment during the school day:

- Early release notification needs to be given to the office in the morning. You may send the message by email or parent square to [ehill@lwsd.org](mailto:ehill@lwsd.org)
- Parent/guardian picking up a student early from school needs to report to the office to sign their child out.
- The student will be called from the classroom to the office once the parent/guardian has arrived.

If you are dropping off or picking up, please comply with the following procedures:

- Parents: After-school arrangements must be made prior to the child coming to school.
- All students will enter the building from the class's designated line. This includes students coming from breakfast.
- When school is out, go directly home.
- If you take a daycare van or bus, meet the van or bus at the pickup area in the lower lot.
- Parents are responsible for supervising their children during non-school hours and at school events.

## Behavior

### Before & After School Behavior

**Students will arrive and depart school in a safe and orderly manner.**

- Students must have a pre-approved reason (i.e., breakfast, after-school class, Boys & Girls Club) to be in the building before or after school.
- Line-up is a time to get ready to learn. Students line up quietly and wait for their teacher.
- Keep hands and feet to selves

### Classroom Behavior

**We believe in involving students in formulating and understanding classroom rules. The following general classroom rules are applied throughout the school:**

- Listen and wait until the speaker calls on you or is finished before speaking.
- Give the teacher your undivided attention.
- Focus on what you are to be learning.
- Do not interfere with any other student's education.
- Maintain safe and orderly conduct at all times.
- There is no tolerance for teasing, bullying or disrespect towards the staff, parents, or other students.

### Hallway & Lunch Line Behavior

**At Juanita our hallways will be a safe and quiet environment where people interact with courtesy and respect.**

- Walk slowly in a straight line on the right side of the halls and sidewalks.
- Use quiet inside speaking voices.
- Students must have a hall pass at all times in the hallway or be with a staff member.
- Follow directions from **all** staff.
- You should stay outside during recess and not be in the hallways, restrooms, or classrooms without a pass.
- Do not touch hallway displays, artwork on walls, doorways, or ceilings.
- Walk quietly & safely up and down the stairs.

### Lunch Rules & Behavior

Students will follow all rules such as:

- No throwing of objects or food.
- Always walk while in the lunchroom.
- Respectfully follow adult directions.
- All talking stops when an announcement or the raised hand signals are given.
- Stand quietly while waiting for lunchroom entry or food lines.

- Be orderly and handle food in a sanitary manner in the food line.
- Remain in your seat while eating.
- Keep hands on your own food.
- Clean your table area and floor before dismissal. Await a signal for dismissal.
- Keep voices to a conversational level.
- Use bathrooms for proper purpose. No play, vandalism, or gathering to socialize.
- We participate in recycling and composting programs. Please cooperate by separating recyclable items and food to proper bins.

### Playground Behavior

**A respectful and courteous playground at Juanita will provide a safe and active area where students have freedom to play.**

- Playground games must be fair and not rough. Pushing each other, hitting, tackling, tripping or fouling is not allowed. No student can be the target of a ball in a game. All these prohibitions on rough play are designed to promote student safety. It is our experience that by avoiding rough play, we can get beneficial exercise, have fun and avoid injury, and "promote domestic tranquility."
- Students are to follow directions from the playground supervisors in a timely and respectful manner.
- Students must follow the guidelines of proper play areas and rules of play.
- Kicking of balls is allowed only on the grass fields, not on the blacktop.
- We do not allow toys or balls from home.
- Play-fighting and threats to others are not allowed.
- "What is on the ground stays on the ground". Children are not allowed to pick up anything on the ground. Sticks, rocks, pinecones, grass and weeds should all remain on the ground.
- Report any injury or problem immediately to a recess teacher.
- You must have a pass from a recess teacher to enter the building.
- At the beginning of recess students must go directly to the playground and not linger on the "freeway" (the area behind the school). Students must also return from the playground in a timely manner. The distance is considerable, so students must return at a brisk pace.
- Umbrellas are not allowed on the playground for safety reasons.

### Restroom Behavior

**The restrooms at Juanita will be clean and safe.**

- You must use a restroom pass during class times.
- Use restrooms appropriately including toilet paper, paper towels, toilets, urinals, doors, sinks and trash cans and leave them clean.
- Put toilet paper in the toilet. Put all other paper in the garbage.
- Flush the toilets.

- Leave the stalls unlocked after use. No playing in or around stalls.
- Wash your hands with soap and water.
- Put paper towels in the trash.
- Leave the restroom as soon as you finish and return to class.
- Use bathroom equipment appropriately.

### **Code of Cooperation**

We believe that we can create the most effective learning and harmony by cooperating as a team. To do so, we have developed a code for all of us to follow as we face the mutual challenges of preparing our students for success now and in the future.

Juanita Elementary Expectations - The rules and reasons that we have them - in student-friendly language:

## Juanita Elementary Expectations

<b>Be sure to...</b>		<b>So that...</b>
Use walking feet in hallways	 Walking Feet	We stay safe.
Line up with your class	 Line	Our teachers know where you <u>are</u> and all students are safe.
Keep hands to yourself	 Hands To Self	No one gets hurt and we all stay safe.
Use quiet voices in hallway	 Quiet	We don't interrupt other classes.
Include others		Everyone will feel a part of the <u>team</u> and no one feels left out.
Show good sportsmanship		Everyone can have fun.
Use appropriate language		We avoid hurt feelings and can be good role models for our friends.
Eat your own food		Students are protected from allergies and others won't get sick from eating the wrong foods.
Always use a hall pass when leaving class		Adults know where you are and where you are going.
Wash hands after you use the restroom and before you eat		Everyone stays healthy.
Be respectful of others		Our school is a positive place to be.
Arrive to school on time		Students don't miss important learning and disrupt others.
Raise your hand when you want to speak	 Raise Hand	All voices are <u>heard</u> and all get to participate.
Pick up <u>all</u> of your trash		Our school stays beautiful.
No chewing gum		Our school can stay clean and nice.
Keep phones and smart watches at home or turned off in backpack		We want to stay focused and safe.

## **Building Use**

Groups who use the building at night will need to supervise children, accept responsibility, and refrain from activities that could damage the building, equipment or be unsafe. If you would like to book a space for your group, see Betsy Hill in the main office.

## **Communication**

General school information is sent out electronically in Cat Tracks every two weeks to all parents. Cat Tracks contains information about upcoming events and activities. Specific dates are also posted on the school reader board on 132<sup>nd</sup> Street. In addition, teachers will send emails & newsletters home with grade-level specific information. It is very important that all parents read the Cat Tracks and emails from the classroom teacher. You may request a paper copy through the office for the duration of the year. The district provides links to community flyers online at the school website. You can also visit the Juanita Elementary PTA Facebook page or the PTA web page at: [www.juanitaelpa.com](http://www.juanitaelpa.com). Questions or items for submission for the Cat Tracks can be addressed to [dmiller@lwsd.org](mailto:dmiller@lwsd.org).

## **Discipline, Detentions, & Positive Behavior Practice**

Discipline will be reflective, instructional, and restorative. Disciplinary action will be responsive to student need. Violations around discipline that are not serious enough for a suspension will result in loss of recess with time spent practicing positive behavior with a recess teacher and/or time in the office and replacement costs of any damaged equipment. Positive Behavior Practice is an opportunity for students to practice positive problem-solving skills and making a positive contribution to their school community. Detention will include students completing a Student Discipline Plan that reflects their commitment to replacing inappropriate behavior with appropriate behavior. Detentions, Positive Behavior Practice (or, in severe cases, suspensions) will be given for the following types of behavior, but not be limited to:

- Physical aggression
- Non-compliant behavior or disrespect
- Harassment, intimidation, racial or sexual harassment, and bullying
- Disruptive behavior in class, in the lunchroom, at recess, in the school or playground, or on the bus
- Reckless or negligent behavior that could damage equipment or cause injury to students or staff
- Inappropriate use of technology
- Willful destruction of school property or equipment
- Inappropriate language

The staff follows a positive behavior support model based on the Second Step program.

Your student may come home with a "Jag Brag" slip for something positive that they have done in relation to Jaguar PRIDE (Problem Solving, Respect, Integrity, Diligence, Empathy) characteristics. When they receive these praise notes, they are also entered in a weekly and monthly drawing. Please give them verbal praise for these at home as well. Any guidance, stories or sharing you can do at home around the topic can enhance the child's character development.

### **Dress Code Guidelines**

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 bear inappropriate language or images, nor may it promote illegal activities or activities that violate school regulations. Students wearing inappropriate clothing may be asked to change into something appropriate at school or the school may call to have someone bring a change of clothing. Based on these guidelines, staff will use their discretion to decide on the appropriateness of student dress for the students in their age group.

### **Electronic Devices**

Electronic devices including but not limited to phones and smartwatches may not be used on school grounds (school buses, morning line-up, recess, dismissal, and field trips included). Devices should remain completely turned off and in backpacks while on campus. If a student is using a device, a staff member will ask for the device to be turned off and placed in the backpack immediately. If the device creates a problem, the parent will be notified to pick it up in the main office.

### **Emergency Drills & Emergency Early Release**

The school holds monthly drills for the following: fire, earthquake, ALICE/intruder and others. They are helpful in being ready for possible real emergencies.

In the event of an emergency student release, the following procedure will be followed: Person (parent/guardian/or person listed as emergency contact) requesting the release of a student goes to the **Student Request Gate** to complete release form and show identification.

There are two release request area/gates. One is an inside area (the main door) for snow storms, power outages, active shooter, etc. and the other is an outside area (the upper parking lot) for earthquakes, gas leaks, fire, etc. Release area/gate will be determined



based on the emergency and where the students are located. Once the paperwork is complete, the person requesting the student will be directed to the **Student Release Gate**. The inside release gate will be located by the lower double doors in the lower parking lot. The outside release gate will be located on the upper field along 132nd where the fence has an opening. Person requesting student will provide proof of identification again and complete the lower portion of the student release form to release the student. If there is an emergency and we need to release students in the middle of the day, designated staff will direct you to the appropriate lines when you arrive. These measures are in place for the safety and security of our students. Your patience is appreciated.

### Emergency Information Cards

All students must have emergency cards on file in the school office. This information is vital both for the safety of the child and the ability of the staff to contact parents and provide information to emergency personnel. Please notify us of any changes on your child's emergency card immediately, and again have your picture identification available to pick up your child/children. Please also remember to update any pertinent information in the office, such as restraining orders or health conditions.

### Field Trip Driver Volunteers

All volunteers and field trip drivers must have submitted a LWSD Volunteer Application available in the office or online on the LWSD website and it must be approved prior to the event. If you are transporting students during a field trip, you must also complete the Authorization for Use of Private Auto for Student Transportation. This process takes up to two weeks. Please plan ahead. This form needs to be completed each time you drive on a field trip due to changing insurance and license information. You will need to show the first page of your insurance policy that shows the insurance limits. We will also require a copy of your driver's license and auto insurance card each time. Child Passenger Restraint Law: The main points of the changes in the RCW 46.61.687 are: The limit for determining when a child no longer has to be placed in a child restraint system is changed from six years old and/or 60 pounds to eight years old, unless the child is at least 4 feet 9 inches tall. The specific requirements for the type of child restraint system that a child needs to be in according to age and weight are deleted. These are replaced with a requirement that a child must be in a restraint system used and installed according to the auto and child restraint manufacturers' directions. Children 8-years of age or at least 4 feet 9 inches who wear a regular seat belt must use it correctly (never under the arm or behind the back) or continue to use a booster. This law affects school district when private vehicles or school passenger vans are used for student transportation for such activities as field trips. This section does not apply to: (a) For hire vehicles, (b) vehicles designed to transport sixteen or fewer passengers, including the driver, operated by auto transportation companies, (c)

vehicles providing customer shuttle service between parking, convention, and hotel facilities, and airport terminals, and (d) school buses.

### Homework Policy

Our focus for homework is on reading. Reading provides vocabulary expansion, stronger analytical thinking skills and improves writing skills. Please provide a consistent daily time, and a place free from distraction, for reading at home. Parental homework support is a critical part of your child's academic success. Please ensure that your child is reading daily.

### Vacation Homework Policy

Family vacations are special times, and we ask that you please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. We cannot replicate what is learned in the classroom by providing written make-up work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon return, the student will be asked to complete them at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

The Washington attendance law, the BECCA bill, <https://www.oeo.wa.gov/en/education-issues/attendance-and-truancy>, 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 18 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.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class.

When students are not in school, they miss valuable instruction. Missed assignments may be provided following the absence, for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

### Immunization

State laws regarding immunization require that a child be properly immunized against the following communicable diseases: Diphtheria, Pertussis (whooping cough), Tetanus, Polio, Measles, Mumps, Rubella, Varicella and the Hepatitis B shot series. A signed immunization

record must be submitted to school to enable a child to attend. Forms are provided in the office.

### Lost & Found

Clothing and other items are frequently turned in to the Lost and Found which is located in the cafeteria. Small objects are located in the office. Larger items need to be properly marked in order to identify them. Please mark your child's clothing, lunch boxes, water bottles, etc. with their first and last name in permanent marker. **Lost and found items are donated to charity when it fills up during the year and after school has ended.**

### Lunch & Breakfast Program

Breakfast and lunch are available for children at school. Breakfast is served from 8:10-8:25 a.m. in the cafeteria. Pricing information will be sent out at the beginning of each year. Prepaid accounts may be set up with a credit card, cash, or check, unless you prefer to pay daily for your child's lunch. Reduced rate or free breakfast and lunch are available to families who qualify financially. Applications for free and reduced lunches are sent home with each child in their first day packet or can be picked up in the office. When children forget lunch or lunch money, the student will receive an emergency lunch. If an emergency lunch is given, a notice will be sent home with your child. Payment should be sent the next day. There is a limit to how many emergency lunches can be given. Student Breakfast: \$2.75, Student Lunch: \$4.25, Adult Breakfast: \$4.00, Adult Lunch: \$5.50 (subject to change). To add money to your child's lunch or breakfast account you can send money into the Juanita Elementary office. You can also auto load your child's lunch account after filling out an application through [MySchoolBucks.com](https://myschoolbucks.com). These processes can take 24 to 48 hours. To see breakfast and lunch menus and prices, go to the LWSD website and look under the Students & Families tab or visit <https://lakewashingtonsd.nutrislice.com/menu/juanita-elementary-school>.

### Lunch Considerations

Parents/Guardians may join their student for a lunch visit. Please sign in at the office, check in with a Lunch Teacher in the cafeteria, sit on the end of the bench next to your child, and remain in the lunchroom with your student. When the lunch period ends, please sign out in the office. The Art & Science Room is reserved during lunch for registered Lunch Buddy participants.

- Please avoid sending soda or candy with your child.
- Label your child's lunch box and water bottle with permanent marker.
- Children may not sell food items at school.
- Please avoid containers that are hard to open or glass containers.
- Send your child to school with lunch. If there is an emergency and you have to deliver your child's lunch late, please come to the office.

## Lunch Buddy Program

This is a one-on-one mentoring program. Students are matched with trained volunteers. For more information, call our office or visit the LINKS website, <https://www.lwsd.org/get-involved/volunteering-in-lwsd/links-volunteer-program>.

## Medication at School

In the event a valid health reason exists which makes the administration of oral medication (described as prescription or over-the-counter medication) to a student advisable during school hours or the hours in which the student is under the supervision of school officials, the following procedures shall apply.

RCDW 28A.31 requires:

- Prescription medication must be in the original retail container. A Medication Administration Authorization form must be completed and signed by the health care provider and parent/legal guardian. Non-prescription medication must be in the original package and be labeled by the parent with the student's name, name of medication, exact dose, current date, name of health care provider and time of day to be given.
- Any over-the-counter medication or prescription medication must be accompanied by an Authorization to Administer Medication Form **and signed by a licensed Health Care Provider and Parent/Legal Guardian**. All medications must be in the original container. The form is available in the office and the LWSD website.
- Such requests and authorizations will be effective for the current school year only, unless a shorter period is specified.
- Any school staff who has been trained by a school nurse in proper medication administration procedures, may administer medication.
- Before administering any medication, an authorized employee shall determine that medication is in the original pharmacy or manufacturer's container, and a Medication Authorization is signed by a licensed Healthcare Provider and Parent/Legal Guardian:
  - Name of student
  - Name of medication, dosage, mode, and time of administration
  - Name of physician prescribing medication
- No medication shall be administered until it is determined that the dosage conforms to the direction and/or authority from parent and physician.
- All medication must be kept in a secure place as determined by the school nurse.
- The administration of any dose of medication must be recorded on an individual medication log sheet.
- The administration of medication to any student may be discontinued during the period for which it has been prescribed, provided parents/legal guardian and

licensed Health Care Provider has given oral or written notice in advance of discontinued use.

### **Messages for Students**

Parents need to communicate after-school plans with their children before they come to school. We ask parents not to call the school with messages for students unless it is an unplanned emergency. Cell phones for students are discouraged. If brought, they are brought at their own risk and may not be taken out of backpacks during school hours.

### **Student Rights & Responsibilities**

Please review LWSD's Student Rights & Responsibilities by clicking [here](#). Alternatively, you may use the following click path: [www.lwsd.org](http://www.lwsd.org) → click "For Students & Families" → scroll down and select "Student Rights & Responsibilities"

# 2024-2025 Student Rights & Responsibilities

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## Introduction

### Purpose

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

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

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



### Student Rights and Responsibilities (3200)

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

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

## Attendance

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

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

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

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

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

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

### Truancy (3122, 3122P)

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

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

## Discipline Process

### Discipline (3241, 3241P)

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

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

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

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

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

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

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



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

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

## General Guidelines

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

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

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

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

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

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

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

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

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

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

## Definitions

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

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

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

**Emergency Removal:** The removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process. An emergency removal (ER) may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

**School Business Day:** Any calendar day, exclusive of Saturdays, Sundays, and federal and school holidays, on which the Office of the Superintendent is open to the public for the conduct of business.

## Student Searches [\(3230\)](#)

Administrators may make general searches of all student desks or storage areas without prior notice to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized suspicion the search is related to the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

## Drug Scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using illegal drugs or weapons of any kind on school grounds. RCW 28A.600.210 authorizes administration to invite drug-scenting dogs to conduct suspicion less searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.

## Codes of Conduct

### Significant Disruptive Behaviors (3240P)

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

#### Codes:

- Conference (C)
- Detention (D)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact and Collaboration (PCC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Removal (ER)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)
- Re-Teaching (RT)
- Behavior Contracts/Plans (BC)
- Restorative Process (RP)
- Threat Assessment (TA)
- Parent Conference (PC)
- Student Support Plans (SSP)
- Safety Plans (SP)
- Behavior Plans (BP)
- Communication Plans (CP)
- Support Plans (PP)
- Referral to Interventions (RI)
- n/a - not applicable

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

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/Persistent
<b>Harassment, Intimidation, Bullying</b>	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	D/RC/SP/S SP/PC/RI/	ER/STS SSP/PC/RI/	ER/STS/LTS/ SSP/PC/RI/ PCC
<b>Illegal Acts</b>	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	ER/STS/ PC/R	ER/STS/ LTS/PC/R	ER/E/LTS/ PC/R/RI
<b>Sexual Harassment</b>	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact, including offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC/SSP	ER/STS/ PC/SSP	ER/LTS/PC/ SSP
<b>Threats</b>	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC/TA/S SP/LP/	ER/STS/A/ PC/TA/ SSP/LP	ER/LTS/A/ PC/TA/SSP/ LP

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

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

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/Persistent
<b>Academic Dishonesty</b>	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LP/RT/ /Redo Assignment	D/RC/LP/RT/ /Redo Assignment	STS/LTS/ LP/RT/Redo Assignment
<b>Alteration of Records</b>	Falsifying, altering, or destroying a school record or any communication between home and school.	D/RC/PC/	STS/RC/PC	EE/STS/RC/PC
<b>Attendance/Truancy</b>	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/ RT/RI	PC/SSP/RT/RI	PC/RC/SSP/RI
<b>Disruptive Conduct/Behavior</b>	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	D/RC/SSP/RT/ LP/	STS/PC/SSP/ RI/LP/	STS/LTS/PC

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

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

## Athletic/Activities Code of Conduct

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

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

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

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

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

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

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

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

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

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

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

### **Conduct Rules**

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

### **Hazing Rituals**

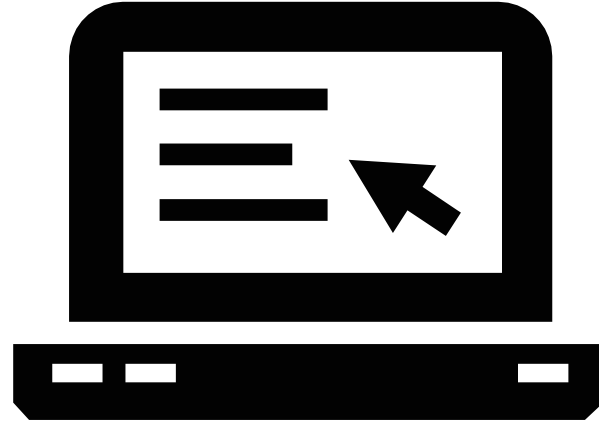
Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader,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

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

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

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

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



## Technology Code of Conduct (2022P)

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

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

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

## Bus Conduct (6605)

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

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

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

### Corrective Action for Infractions of Established Bus Rules

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

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

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

### Grievance

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



#### Safety expectations at the bus stop

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

#### Safety expectations while riding the bus

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

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



## Corrective Action for Students Enrolled in Special Education

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

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

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

## Special Education and Preschool Drop-Off Procedure

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

## Securing of Special Education and Preschool Students

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

## Emergency Evacuations

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

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

## Prohibition of Discrimination and Harassment

### Human Dignity (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](mailto:jphu@lwsd.org)) that supports prevention and response to HIB.

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

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

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

## What is the investigation process?

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

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

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

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

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

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

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

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

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

## Our School Stands Against Discrimination

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

## What is discriminatory harassment?

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

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

## What is sexual harassment?

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

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

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

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

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

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

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

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

### Concerns about discrimination:

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

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

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

### Concerns about disability discrimination:

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

### Concerns about discrimination based on gender identity:

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

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

## What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

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

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

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

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

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

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

## Our School is Gender-Inclusive (3211)

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

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

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

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

## Prohibited Items

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

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

### Dangerous Weapons (4210)

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

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

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

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

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

## Other Policies

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

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

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

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

### Child Find (2161P)

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

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

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

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

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

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

### Our District's Tip Reporting Service

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

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



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