

# Lakeview Elementary

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Student/Family Handbook 2025-2026



**LAKEVIEW  
LEOPARDS**

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

Lake Washington School District

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**Every Student Future Ready**

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

# General Information

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## **Lakeview Elementary School**

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

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

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

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

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

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

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

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

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

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

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

**Mascot:** Leopard

**Colors:** Blue and Yellow

**Principal:** Marianne Williams

**Associate Principal:** Amy Soeun Lee



# Welcome

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Dear Lakeview Students and Families,

Welcome back to school! I am honored to serve this incredible community as principal for the 2025-2026 school year. Lakeview is a place where students feel safe, valued, and supported in their learning, and families are welcomed and celebrated as partners in the school community. We are committed to strengthening community bonds and sense of belonging for staff, students, and families, while continuing to ensure the needs of all students are met.

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

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

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

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

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

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

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

Marianne Williams  
Principal

# Daily Schedule

## Arrival

9:05am - Students Welcome on Campus

9:15am - First Bell

9:20am – Second Bell, School Starts

## Recess and Lunch Schedules:

Grade	M, T, Th, Fr AM Recess
4th, 4/5 (M, T)	10:50-11:15

Grade	Lunch	Recess
K, 1	11:45-12:10	12:10-12:35
2nd, 2/3Q, 3rd	12:15-12:40	12:40-1:05
4th, 4/5, 4/5Q, 5th	12:45-1:10	1:10-1:35

Grade	M, T, Th, Fr PM Recess
K	2:20-2:45
1st, 2nd	1:55-2:20
5th, 4/5 (Th, Fr) 4/5Q, 2/3Q	2:35-3:00
3rd	2:45-3:10

Grade	Wed. AM Recess
K/1st	10:45-11:00
2nd, 2/3Q	11:00-11:15
3rd	10:25-10:40
4th	11:05-11:20
4/5Q	11:05-11:30
4/5, 5th	11:40-11:55

Grade	Lunch	Recess
K, 1	11:45-12:10	12:10-12:35
2nd, 2/3Q, 3rd	12:15-12:40	12:40-1:05
4th, 4/5Q, 5th	12:45-1:10	1:10-1:35

## Recess

All students will have two recesses each day. This is in addition to P.E.

## Dismissal

3:55pm - Monday, Tuesday, Thursday, Friday

2:25pm - Wednesday

12:25pm- Half Days


# Lakeview Leopard Essentials

## Positive Behavior Expectations at Lakeview Elementary:

At Lakeview Elementary, we are proud to follow the PBIS (Positive Behavioral Interventions and Supports) approach to create a safe, welcoming, and productive learning environment for all students. Our schoolwide expectations are simple and easy for children to remember:


## Work Hard. Be Kind. Be Safe.

These expectations apply in all areas of our school, including: Classrooms, Hallways, Restrooms, Lunchroom, Playground and Recess, Arrival, Dismissal and Line-up.

Lakeview Leopards - Expectations around Campus					
	Hallways	Bathrooms	Lunchroom	Playground/ Recess	Line-up
Work Hard	Voice level 0 or 1 Walk with purpose, face forward Walk on the right	Use hand signal to ask for permission Voice level 0 or 1 Walk directly to the restroom, then head straight back to class/lunch	Eat the lunch you brought/bought Voice level 2 or lower; talk with friends at your table Use silent signals Follow adult directions	Plan for recess - What is your favorite activity or game? Voice level 3 or lower Be a problem-solver	Be on time - follow bells and whistles Move to lineup spot or join end of line Voice level 2 or lower Listen for teacher directions
Be Kind	Use kind, respectful language Greet people in the hallway Respect learning in classrooms	Use kind, respectful language Keep the space clean - flush and throw away trash	Use kind, respectful language Include others Be curious - ask questions	Invite others to play Include everyone Use kind, respectful language Share equipment and take turns	Use kind, respectful language Respect people's boundaries
Be Safe	Walk Keep hands and body to your self	Carry bathroom pass with you Wash hands before returning to class/lunch	Remain seated unless you have permission to move Keep your space clean - throw away trash and wipe tables	Respect boundaries Keep hands and body to your self Stay in assigned location	Stay in line Allow space for others Keep hands and body to your self

Our students are also expected to demonstrate these behaviors beyond the four walls of our school. This includes:

- At the bus stop and on the school bus
- During all school-sponsored events
- Online or on the phone, if actions impact the learning environment at school


**Pick-up Behavior**

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

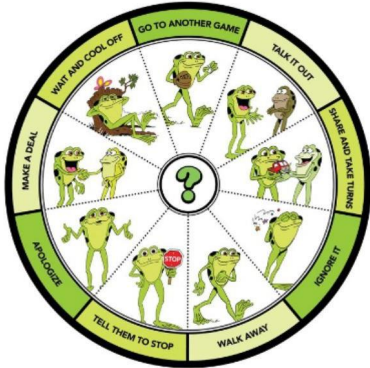
Throughout the school year, students will **learn, practice, and review** these expectations regularly. Teachers and staff will model positive behaviors, provide reminders, and celebrate students who demonstrate our school values.

It is also **encouraged that families refer to these expectations at home** to help reinforce consistent behavior and build strong habits in all areas of our students' lives. By working together as a school community, we ensure that Lakeview Elementary is a place where every child can thrive academically, socially, and emotionally—both inside and outside of the classroom.



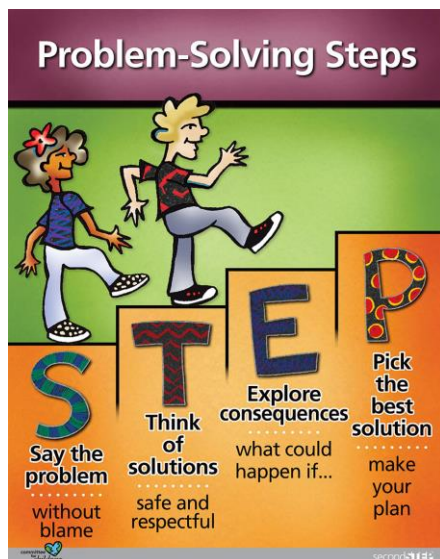
# Lakeview Leopard Essentials: Learning Expected Behavior

At Lakeview, we know that students are still learning how to manage their emotions and behaviors. Sometimes, they may respond in ways that aren't effective, and that's okay—learning these skills takes time and support. We partner with families to teach expectations and provide strategies or support plans when needed. Lakeview uses two research-based programs to help students build self-regulation and positive behavior skills.



## Kelso's Choice

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



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

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

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

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

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

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

## Meeting with Our School Counselor

Our school counselor, Ms. Peters, is here to help students solve problems and support their well-being. She often visits classrooms to say hello and get to know students. If you would like to talk with her, you can leave Ms. Peters a note, and she will find a good time to meet with you.

At Lakeview, we believe that every mistake is an opportunity to learn. When students have a problem or make an unexpected choice, we use positive steps and strategies to help them learn and grow. These may include:

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

*By following these steps, we help students understand their actions, practice better choices, and feel confident solving problems in the future.*

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

# Lakeview Leopard Essentials: Playground

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The playground is open during recess and when you are with your teacher during the school day. The playground is closed before and after school unless you are with your parent or guardian. This helps us keep everyone safe.

	<b>Playground/ Recess</b>
<b>Work Hard</b>	Plan for recess - What is your favorite activity or game?  Voice level 3 or lower  Be a problem-solver
<b>Be Kind</b>	Invite others to play  Include everyone  Use kind, respectful language  Share equipment and take turns
<b>Be Safe</b>	Respect boundaries  Keep hands and body to your self  Stay in assigned location

## Recess Equipment


Lakeview provides recess equipment for all students to enjoy during playtime. Equipment is set out by staff at the first recess of the day and collected after the last recess of the day. Students can use equipment on both the playground and the field.

At the end of recess, when staff blow the whistle, students are expected to:

1. Return all recess equipment to the playground or field area
2. Line up quickly and safely at their designated line-up spots

To prevent items from getting lost or causing conflicts, personal recess equipment from home should stay at home.

# Lakeview Leopards Essentials: Before and After School

	<b>Line-up</b>
<b>Work Hard</b>	Be on time - follow bells and whistles Move to lineup spot or join end of line Voice level 2 or lower Listen for teacher directions
<b>Be Kind</b>	Use kind, respectful language Respect people's boundaries
<b>Be Safe</b>	Stay in line Allow space for others Keep hands and body to your self

## Before School:

- When you arrive at school, walk straight to your line-up spot.
- Your teacher will meet you and walk with you to your classroom.
- This is not a time to play—we want everyone to start the day safely and calmly.

## After School:

- Walk to your bus, Extended Day (if enrolled), or your pick-up area in the upper lot or lower lot.
- It's okay to talk quietly (voice level 1) with friends while waiting.
- Upper Lot: Adults will call your name when your car arrives.
- Lower Lot: Watch for your car and walk down the stairs when it is safe to get in.

## Bus Riders:

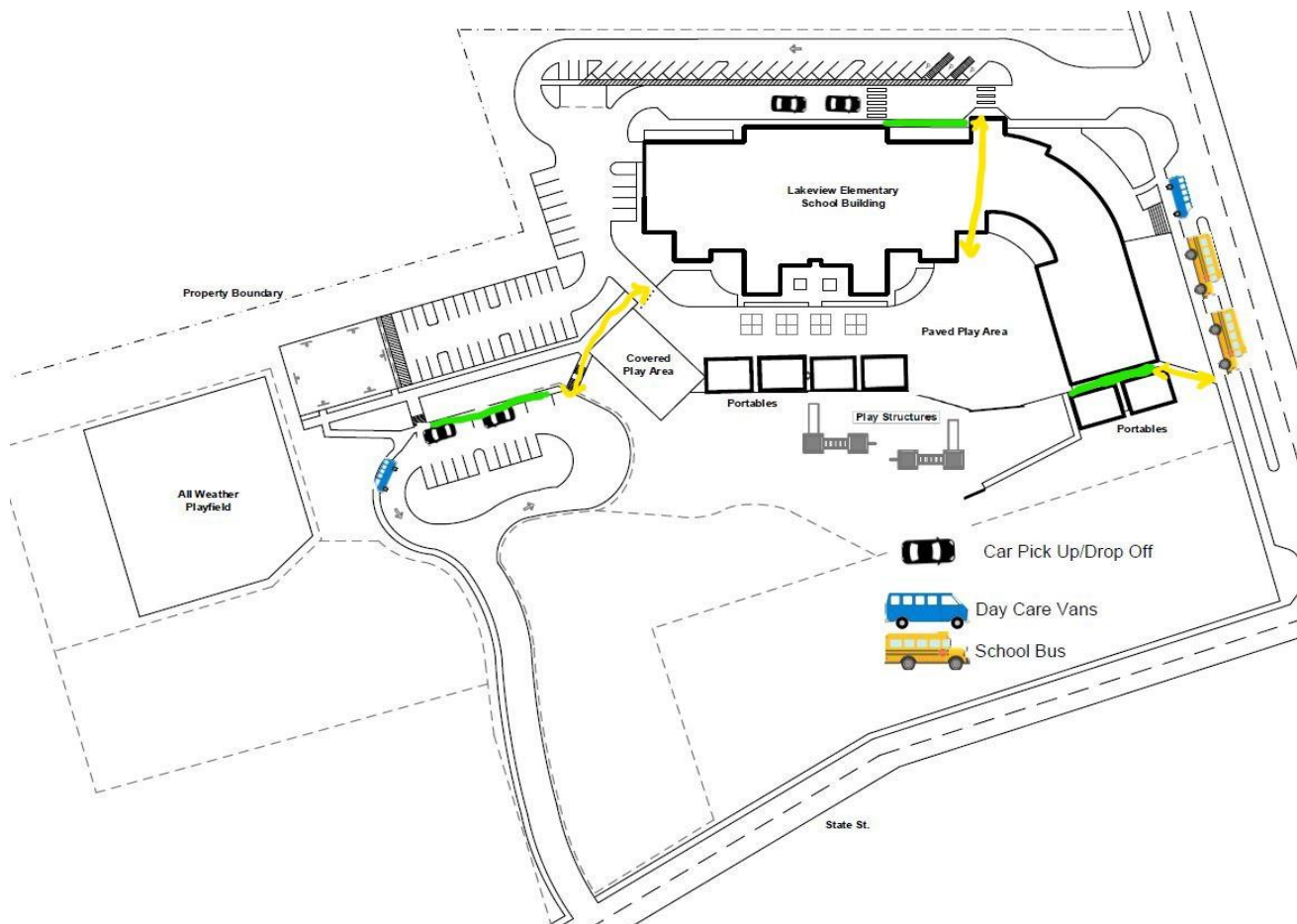
- Stay inside the fence until your bus arrives or a staff member gives you permission to line up on the sidewalk.

## If you're unsure where to go after school:

Tell a staff member or go to the office so we can help you get to the right place safely.

## Safety Reminder:

Follow the yellow lines on the map below to know where to walk safely.





# Parent Information

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## Absences & Late Arrivals

If your child will be absent or arriving late, please notify the office:

Attendance Line (24/7): 425-936-2601

Email: Kristin Crane at [kcrane@lwsd.org](mailto:kcrane@lwsd.org)

*Reporting absences right away helps us ensure your child's safety and maintain accurate attendance records.*

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## Arrival at School

- Supervision begins at 9:05AM.
- No staff supervision is available before 9:05AM or after 4:00 PM, unless your student is: Enrolled in extended Day, attending an Enrichment Class, eating breakfast at school.

## Morning Arrival Guideline

- Students are welcome on campus beginning at 9:05 AM.
- The playground is closed before school for safety.
- Students line up outside in their class line when they arrive.
- Teachers pick up classes at 9:15AM
- Classroom learning begins at 9:20 AM
- Students are encouraged to walk through the main doors of the building at drop-off.

## Breakfast Arrival

- Breakfast is available from 8:55-9:05 AM.
- If arriving early for breakfast, escort your student to the lunchroom using the exterior door.
- Students must remain in the Commons the entire time.

## Early Class Arrival (Enrichment/Clubs)

- If arriving early for a class, please supervise your student outside the main entrance until a staff member or their teacher arrives.

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## Absentee and Tardy Policy

Being at school **every day and on time** is essential to your child's learning and success. Regular attendance helps students build routines, stay engaged, and succeed academically.

### Attendance Monitoring

In accordance with **Washington State law**, Lakeview monitors student attendance daily and follows these steps:

## Bicycles and Skateboards

### Bicycles

- Students 10 years and older may ride their bike to school.
- A permission form must be signed by both the student and parent before riding to school and returned to the office.

Riders must:

- Wear a helmet at all times
- Follow community and school safety rules
- Walk bikes on and off campus to keep everyone safe
- Lock bikes at the school-provided bike racks (students bring their own locks)

### Important:

- The school is not responsible for damage or theft of bicycles on school property.
- Students under 10 years old may only ride to and from school with a parent.
- Failure to follow these safety procedures may result in a student losing the privilege to ride a bike to school.

### Skateboards and Scooters

- Skateboards and scooters are not allowed on campus because they are unsafe as transportation to and from school.

By following these guidelines, we can keep everyone safe and ensure that biking to school remains a fun and responsible option for our students. **If you have any safety concerns around arrival or dismissal, please reach out to the office.**

**1. One Unexcused Absence in a Month:** Families will be notified by phone or in writing about the absence and informed of the importance of consistent attendance.

**2. Five Absences in a Month (Excused or Unexcused) or 10 Absences in a School Year**

- The student is considered **chronically absent**.
- The school will schedule a **conference with the family** to create a plan to support regular attendance.

# Parent Information

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## **Change in Dismissal**

If your child's normal dismissal plan changes for any reason, including a different bus routine, a phone call, email, or written note from a parent or guardian is required. For any changes after 2:00 PM, please contact the front office directly to make sure staff are aware of the change. You can email Kristin Crane at [kcrane@lwsd.org](mailto:kcrane@lwsd.org) or call 425-936-2600.

## **Class Placement**

We devote a great deal of time and care to creating classroom placements that best support student learning. Our goal is to build balanced classes where students can thrive and learn well together. Teachers collaborate with the counselor, special education team, Safety Net, and multilingual staff to build rosters, focusing on student needs rather than teacher names. Once rosters are carefully reviewed and balanced, the principal assigns teachers to each class.

Requests for class changes are not accepted because even a single change can affect the balance of multiple classrooms. Class assignments will be shared online through the Skyward Information System. If you have concerns about your student's placement, please start by communicating with your child's assigned teacher.

## **Clothing for Students**

Students should come to school dressed in clothing that supports a positive, safe, and healthy learning environment. If a student's clothing is not appropriate for school, they may be provided with an alternative option if available, or parents may be contacted to bring a change of clothes. Additional details about student dress can be found in LWSD Board Policy 3224 and in the Student Rights and Responsibilities section at the end of this handbook.

## **Communication**

We are committed to keeping families informed and connected throughout the school year. Teachers communicate with families through ParentSquare newsletters, email, phone calls, Microsoft Teams, and in-person conversations. The PTSA shares updates in its electronic newsletter, Leopard Tales, which includes information about upcoming school, district, and PTSA events.

Families can sign up for this newsletter on the PTSA website at <https://lakeviewptsa.membershiptoolkit.com/>.

The principal also sends regular electronic newsletters and messages to all families using the email addresses listed in Skyward, which can be updated through Parent Access. Families can stay informed by visiting the Lakeview website at <http://www.lakeview.lwsd.org> and the Lakeview PTSA website at the link above.

In addition, School Messenger, Microsoft Teams, and online surveys like Microsoft Forms are used to share important updates, gather feedback, and organize events or sign-ups. Families are always welcome to reach out by phone, email, or by requesting a video meeting. Our goal is to keep communication open, clear, and supportive to help every student succeed.

# Parent Information

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## **Civility Code of Conduct**

Lake Washington School District's Civility Policy guides how we interact with one another to create a positive and respectful school community. It applies to all adults—staff, parents, guests, and volunteers—who work together to support our students.

At Lakeview, we remember to speak and act respectfully, listen to one another, solve problems calmly and kindly, and work together to support student learning. You can read the full policy at: <https://www.lwsd.org/about-us/policy-and-regulations/community-relations-4000/civility-policy>.

At Lakeview, we:

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

## **Curriculum and Learning Supports**

The Student Profile, adopted by the Lake Washington School District Board of Directors, guides the knowledge, skills, and attributes every student needs to be Future Ready. This framework helps ensure all students are prepared for success in academics, personal growth, and future careers.

At Lakeview, students have access to a comprehensive curriculum, including core subjects, social-emotional learning, and enrichment opportunities. Learning supports such as Special Education, Multilingual Learner (ML) services, and Safety Net programs are available to meet the diverse needs of our students.

To learn more about the district's Student Profile and Future Ready initiatives, please visit the district's website.

## **Lost and Found**

Students often misplace items such as jackets, lunchboxes, and water bottles. All lost items will be placed in the Lost and Found area located in the Commons. Families are encouraged to label all personal belongings with their student's first and last name so items can be returned quickly. Items not claimed will be donated after families are notified.

## **Dogs on Campus**

Dogs are not allowed at school unless they are certified service animals or part of law enforcement. Even leashed or carried dogs must stay off campus to keep students safe from bites, allergies, and anxiety. During non-student hours, dogs must be leashed, and owners must pick up all waste. Dog bites are reported to King County Health and may result in a 10-day quarantine.

## **Early Dismissal**

Students will only be released to an adult who is listed on their student emergency card. Please be prepared to show identification. Students must be signed out from school. Parents may wait in the office while the office staff calls the student from class. Please communicate end of day plans with your student (and teacher if your child is in grades K-2) each morning before school to reduce impact on class time. If there is an EMERGENCY in which you have to contact your child about a change in plans for the end of the day, call the office. We are unable to call classrooms after 3:40PM to notify a teacher or student about a change in dismissal.

## **Emergency Closure & Late Start**

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

# Parent Information

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The public announcement will be one of the following:

- **Schools closed:**

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

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

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

- **Special announcements:**

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

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

## **Extended Day Program**

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

## **Homework Policy**

We encourage all of our students to continue reading at home, either independently or with support. Lexia, an online reading support program, and Dreambox, an online math support program, are available to students throughout the year. At times, longer-term projects may require support at home to complete. Teachers will communicate expectations for these assignments with families.



# Parent Information

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## **Illness or Injury at School**

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

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

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

## **Immunization**

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

## **Medication**

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

The child may not have in their possession, nor may any medication be given unless this procedure is followed.

This includes over the counter medication such as aspirin, cough medicine, cough drops, eye drops, topical ointments, etc. A parent or guardian may administer medication to the student at the school whenever needed without the requirement of following this procedure.

## **Nutrition Services**

Students may bring lunch from home or purchase breakfast and lunch at school. Families may qualify for free or reduced-price meals based on income; applications are available on the LWSD website under For Parents or in the school office. We encourage families to set up a lunch account through Parent Access for easy online payments and to avoid sending cash or checks. Each student has a lunch card kept in the classroom or lunchroom, and menus are posted online at LWSD Breakfast & Lunch Menus.

If a student's account has insufficient funds, they will receive an emergency lunch, and the account will be charged the regular \$4.50 meal price. Accounts may carry a \$15 charge limit; after that, students will need to bring cash or a lunch from home until the balance is paid. Weekly low or negative balance notifications are sent via School Messenger by phone or email. Once the account is current, students may resume normal lunch service.

## **Adding Money to a Lunch Account**

- 1) Add funds online with a Visa or MasterCard through the secure MySchoolBucks.com site. A \$3.25 convenience fee applies, and step-by-step instructions are on the district's online payments page.
- 2) Families using MySchoolBucks can set up alerts or automatic replenishment when balances reach a chosen amount.
- 3) For elementary students, you may also send cash or a check made payable to LWSD Nutrition Services to the school office, labeled with your child's name and "school lunch."

<https://www.lwsd.org/students-families/families/breakfast-lunch-menus>

## **Parties/Celebrations**

Classrooms have three parties each year, following District guidelines. Teachers work with PTSA room parents to plan these events. Individual student celebrations, including birthdays, are not allowed, as they can create inequities, introduce unhealthy foods, pose allergy risks, and disrupt learning. Goody bags and birthday treats may not be sent to school. Lakeview teachers celebrate birthdays in meaningful, personalized ways for each child, and we appreciate your support in maintaining a positive and inclusive learning environment.

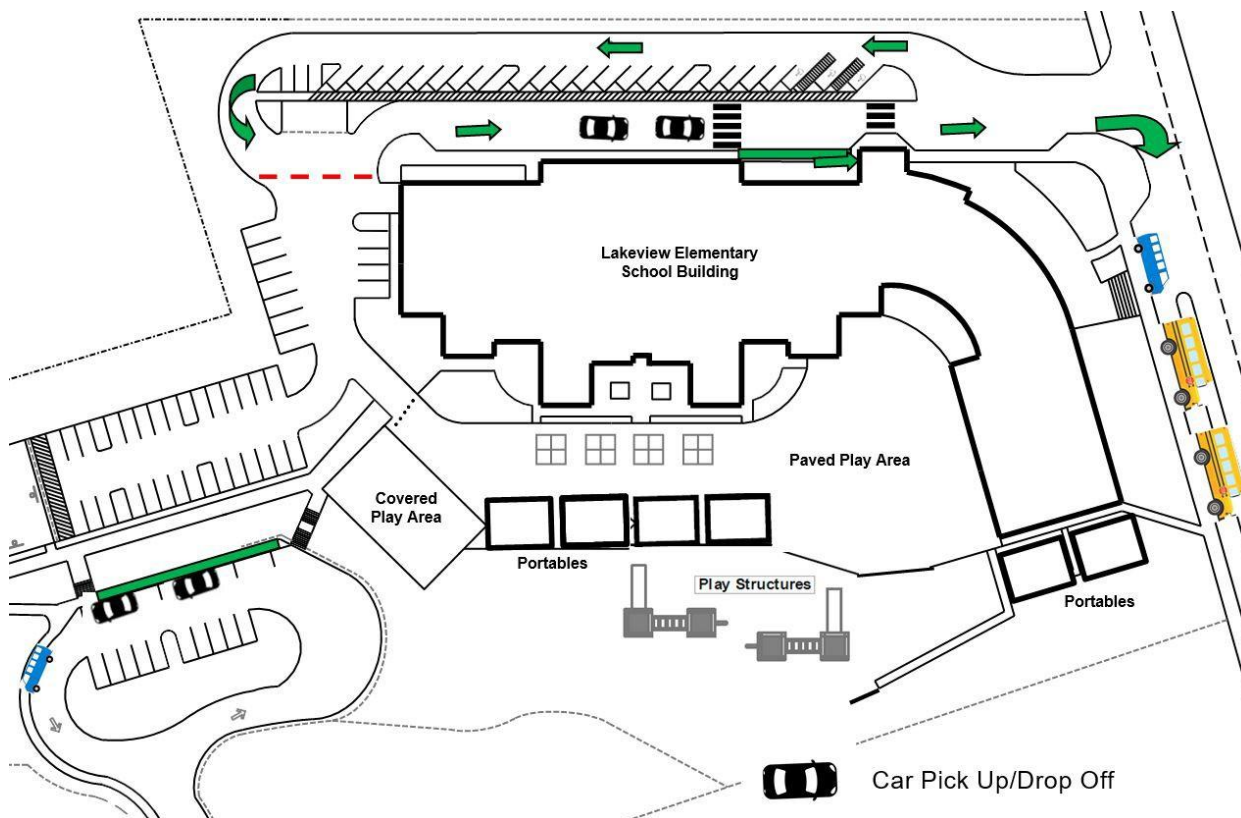


# Parent Information

## Parking Lot Safety

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

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



# Parent Information

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

Students may bring the materials they need for learning. Items that are distracting, unsafe, or unrelated to schoolwork are not allowed.

- Toys from home, including electronic toys, Pokémon cards, stuffed animals, and similar items, as they disrupt learning.
- Personal recess equipment; students may instead suggest new equipment to a staff member.
- iPads, Kindles, and other tablets or personal electronic devices.
- Cards, stickers, or other popular fads may be restricted by staff if they become disruptive for a student or group of students.

If a student brings a non-allowed item to school, they will be reminded of the rule and the item will be held by the teacher or office until the end of the day. If the item is brought a second time, it will be kept until a parent or guardian picks it up.

Students may have personal electronic devices—such as cell phones, smart watches, tablets, or gaming devices—but they must be turned off and stored in backpacks during school hours (9:05AM–3:55PM) and while on the bus, unless otherwise approved by the school. Smart watches may only be used for time-keeping. We understand that smart watches can be helpful for safety and communication with parents; however, during school hours, students must use school phones to contact their parents and may not use smart watches for calls or messaging.

Devices used during school hours, or in ways that are inappropriate, offensive, or violate privacy (e.g., taking pictures or sending messages), will be confiscated and held in the office until a parent or guardian picks them up. The school is not responsible for lost, stolen, or damaged devices.

This policy aligns with the LWS District's Student Rights and Responsibilities and supports a safe, focused learning environment.

## **PTSA**

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

## **Recess**

Recess is held in both pleasant and inclement weather, and all students are expected to participate in outdoor recess. Students recovering from illness or surgery, or those with specific doctor's orders, may need an alternative plan. Please contact the school office to discuss any medical needs or plans we should be aware of.

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

## **Report cards**

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

# Parent Information

## Reunification Plan

In an emergency, we are prepared to implement a reunification plan to safely release students to parents or guardians. If the building is unsafe, the field will serve as the staging area. In all situations, our priority is to ensure every student is reunited with their parent or designated guardian. Families should be prepared to show identification, and students will be brought to you rather than allowing entry into the secured area. Please refer to the map on the right for the reunification process.

## Telephone

WLakeview has a limited number of phone lines, so student use is restricted to brief emergency calls with a teacher's pass. Plans for visiting friends, early pickups, or other non-emergency arrangements must be made at home before the school day begins.

## Transportation

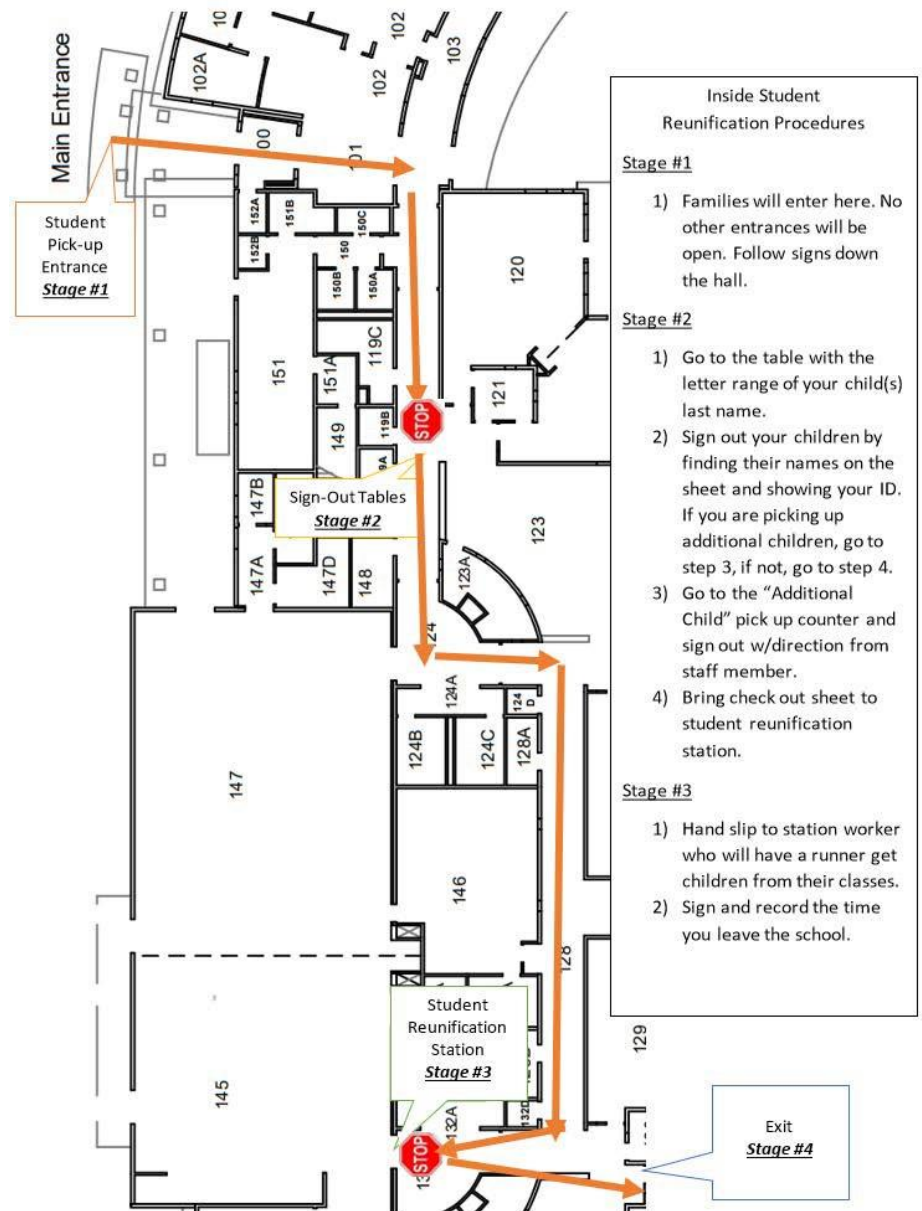
LWSD provides bus transportation for students who live more than one mile from school. For safety reasons, students assigned to a bus are expected to ride the bus rather than walk, as safe walking routes are not designated for bus riders. Any questions or concerns about transportation should be directed to the LWSD Transportation Department at 425-936-1120.

## Vacations

Family vacations during the school year must be pre-arranged in order to be considered excused. A Pre-Arranged Absence Form must be submitted to the office at least one week in advance of the absence. Failure to complete this process will result in the absence being reported as unexcused. While we understand that family vacations are meaningful experiences, we strongly encourage families to schedule trips during school breaks whenever possible. Consistent classroom attendance is directly linked to student achievement, and extended absences can impact your child's learning. Please note that classroom learning cannot be fully duplicated through written assignments alone. Much of the instruction comes from class discussions, collaborative work, and hands-on learning activities that are not easily sent home. Teachers will set aside any assignments that can reasonably be completed at home, and students may complete these upon returning from vacation.

Teachers are not required to: Assemble special homework packets, create additional assignments, or provide remedial instruction for material missed due to vacations

We appreciate your partnership in ensuring students are present and engaged whenever school is in session, so they can make the most of their learning experiences.





# Parent Information

## Visits

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

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

## Volunteering

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

## Volunteer Expectations

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

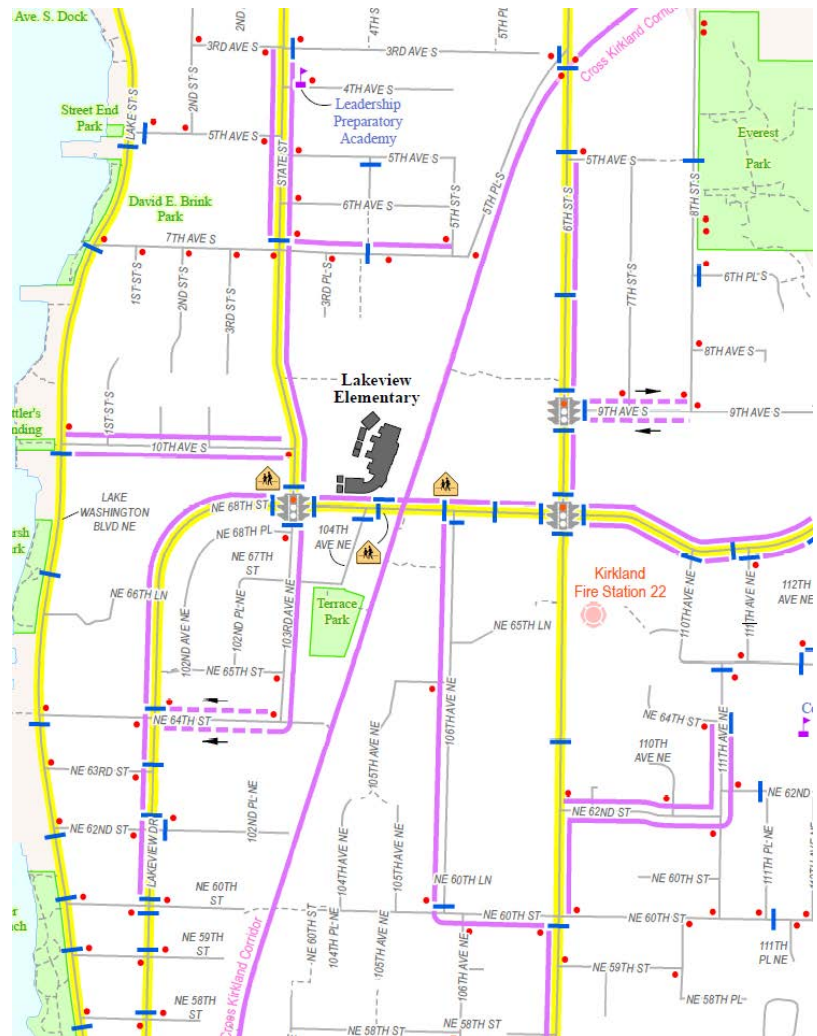
- Read and follow expectations in the LWSd Volunteer handbook.
- Sign in at the office.
- Pick up and wear a name tag.
- Be consistent and punctual—teachers depend on you.
- Be positive with children in words, tone, and actions.
- Confidentiality is critical.
- Any concerns should be directed to the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

## Walking to School

Walking or biking to school is a healthy way for students to get exercise and enjoy the outdoors. Families should refer to the district's suggested walking routes when accompanying students to and from school to ensure safety.

<https://www.lwsd.org/services/transportation/walk-routes>

Students must use designated crosswalks, follow crossing guard directions, and walk on sidewalks. For safety, we do not recommend students walk to the Metropolitan Market parking lot unless accompanied by an adult.



# LAKEVIEW ELEMENTARY BIKE RIDER APPLICATION FORM

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

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

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

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

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

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

## **Bike Rules:**

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

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

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

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



## 2025-26 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 (ERR) 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 (ERR)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CRP)
- 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.			ERR/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.			ERR/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.			ERR/E/LTS/ STS/PC/TA
<b>Alcohol Possession Use Transfer</b>	Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus.			ERR/STS/ LTS/TA/ PCC
<b>Drugs Possession Use Paraphernalia</b>	Possessing, transferring, selling, sharing, or solicitation of drugs on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs.	ERR/ STS/A/ PCC	ERR/STS/ LTS/A/ PCC	ERR/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.			ERR/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/SSP/ PC/RI/	ERR/STS SSP/PC/ RI/	ERR/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.	ERR/ STS/PC/ R	ERR/STS/ LTS/PC/R	ERR/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	ERR/STS/ PC/SSP	ERR/LTS/ PC/SSP
<b>Threats</b>	This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device. Expressing by words or actions an intent to inflict mental or physical harm.	D/RC/TA/ SSP/LP	ERR/STS/ A/PC/TA/ SSP/LP	ERR/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	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/Tuancy</b>	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/ RT/RI	PC/SSP/RT/ RI	PC/RC/SSP/ RI

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/Persistent
<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
<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/CRP/Change Clothes	C/CRP/Change Clothes	C/PC/Change Clothes
<b>Endangerment of Others</b>	Acting in a manner that endangers students, staff, or community members.	D/RC/SSP/RT/RI/TA	ERR/STS/PC/BC/RT/RI/TA	ERR/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	ERR/STS/SSP/RC	ERR/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	ERR/STS/SSP/RC/RI/TA/SC	ERR/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	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	ERR/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.		ERR/STS/PC/PCC/SSP	ERR/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.			ERR/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	ERR/STS/PC/RC/SSP/RT	ERR/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

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/Persistent
<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	ERR/STS/PC	ERR/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	ERR/LTS/PCC/PC/TA/STS/RT/RI/SSP
<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	ERR/STS/PCC/R/LP/PC	ERR/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	ERR/STS/R/PC/PCC	ERR/LTS/R/PC/PCC
<b>Tobacco and Smoking Paraphernalia</b>	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g., e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.	PC/RI/CP	STS/PC/R/CP	STS/A/PC/CP/RI
<b>Trespass/Loitering/Unauthorized Entrance</b>	Entering or being present on school property without permission.		ERR/STS/PC/SSP	ERR/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/CRP/RT/SSP	CP/SSP/CRP/LP/ISS	CP/SSP/CRP/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/CRP/RT/SSP/D	STS/CRP/LP/SSP/PC	LTS/CRP/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	ERR/STS/R/PC/PCC/SSP	ERR/LTS/R/E/PC/PCC/SSP
<b>Vulgar or Lewd Content/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	ERR/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 69.41.020 - 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</li> </ul>
	<b>3. Be academically honest.</b> <ul style="list-style-type: none"> <li>• Do not assume that because something is on the internet that you can copy it.</li> </ul>



## Bus Conduct (6605)

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

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

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

### Corrective Action for Infractions of Established Bus Rules

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

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

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



## Grievance

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

### Safety expectations at the bus stop

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

### Safety expectations while riding the bus

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

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

## **Corrective Action for Students Enrolled in Special Education**

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

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

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

## **Special Education and Preschool Drop-Off Procedure**

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

## **Securing of Special Education and Preschool Students**

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

## **Emergency Evacuations**

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

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

## **Prohibition of Discrimination and Harassment**

### **Human Dignity ([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 & Family Engagement, [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 two 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 & Athletics, 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, Associate Superintendent of Student Support & Programs, 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: <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: <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://www.ed.gov/about/ed-offices/ocr>
- Email: [ocr@ed.gov](mailto:ocr@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 9A.16.270 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 9A.16.160, 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 9A.16.270 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 use Vector Alert, a tip reporting system that allows students, staff and parents to submit safety concerns to our administration four different ways:

**Phone:** 425-529-5763

**Text:** Text your tip to 425-529-5763

**Email:** [1342@alert1.us](mailto:1342@alert1.us)

**Web:** <https://lwsd-wa.safeschoolsalert.com>

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 phone. More information, including the Vector Alert Privacy Policy and Terms of Use is available online at [lwsd-wa.safeschoolsalert.com](https://lwsd-wa.safeschoolsalert.com). Thanks in advance for helping to make our school community a safer place to learn and work! We appreciate your support.

