

Emerson High School

2026-2027

Student Handbook

Emerson High School Student Handbook
2026-2027

10903 NE 53rd St., Kirkland, WA 98033

Phone: 425-936-2300 | Fax: 425-576-0567 | emhs.lwsd.org

Emerson High School uses a standard-based instructional and assessment model within eight grading periods (sessions). During each session, students can earn a .125 credit in each course which translates to the same amount of credit offered in more traditional semester and year-long models.

We dedicate ourselves to the following guiding principles:

- We will provide a challenging and engaging curriculum.
- We will provide a safe, healthy, orderly, and trusting climate which supports strong relationships between adults and students.
- We will engage our community as partners in learning.
- We will provide the foundation and learning necessary for students to access post-secondary education.

Students who are not making adequate academic progress may be withdrawn if interventions are not successful. At Emerson, this means that students who don't attend classes and meetings with advisors, don't pass classes and don't participate in intervention/support programs to meet standards on summative assessments, may be withdrawn from the school.

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 Scouting America and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator	Title IX Coordinator	Section 504/ADA Coordinator
Director of Human Resources 16250 NE 74th Street Redmond, WA 98052 (425) 936-1333	Director of Athletics & Activities 16250 NE 74th Street Redmond, WA 98052 (425) 936-1289	Director of Special Services 16250 NE 74th Street Redmond, WA 98052 (425) 936-1201

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General Information

Main Office: 425-936-2300
Attendance Line: 425-936-2306
Fax: 425-576-0567

Dr. Nell Ballard-Jones, Principal
nballard-jones@lwsd.org

Sarah Wiegand, Associate Principal
sawiegand@lwsd.org

Tracy Bumgarner, Family & Consumer Science/Infant and Toddler Care Lead Teacher
tbumgarner@lwsd.org

Roxana Camelia Csibi, ML Teacher
rcsibi@lwsd.org@lwsd.org

Alysa Challman, IEP Case Manager/504 Monitor
achallman@lwsd.org

Annette Fechenbach, School Nurse
afechenbach@lwsd.org

Jim Fox, Social Studies/Journalism
jafox@lwsd.org

Michelle Fraley, Math
mfraley@lwsd.org

Andrea Frankenfeld, English
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George Icleanu, Evening Custodian
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Vanessa Jones, Daycare IA
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Dan Kaufman, CTE/ASB Leadership
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Timothy Lee, Security Specialist
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Colette McClaire,Daycare IA
cmclaire@lwsd.org

Emily Mitchell, English/Psychology
emitchell@lwsd.org

Katelyn Mullikin, Youth Eastside Services Counselor
katelyn.mullikin@youtheastsideservices.org

Amanda O'Connor
Office Professional/Registrar/Library IA/HROP
aoconnor@lwsd.org

Justin Ochsner, CTE/Math
jochsner@lwsd.org

Mary Osness, Office Manager/Bookkeeper
mosness@lwsd.org

Rachel Pemble, School Psychologist
rpemble@lwsd.org

Courtney Rayburn, Daycare IA
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Kathie Robinson,IEP Case Manager/504 Monitor
krobinson@lwsd.org

Chelstin Ross, Art
cross@lwsd.org

Wendy Simmons, School Counselor
wsimmons@lwsd.org

Shelby Steuber, Math Teacher
ssteuber@lwsd.org

Hannah Walloch, Instructional Assistant
hwalloch@lwsd.org

Dan Weiss, CTE/Science
dweiss@lwsd.org

Danny Youk, Head Custodian
dyouk@lwsd.org

Anita Yue, Special Ed Para Educator
ayue@lwsd.org

Attendance

Responsibility for Attendance

Students and parents/guardians are responsible for school attendance. Within 48 hours of an absence, the parent or legal guardian of any student who is absent from school is expected to:

1) Leave a phone message on the EMHS Attendance Line at 425-936-2306;

2) Send an email to the Attendance email, at EmersonHSAttend@lwsd.org;

3) Supply a parent/guardian or physician note to the main office; or

4) Leave a note on an absence notification from ParentSquare for up to 4 days after the missed day.

The parent/guardian must report the absence for students living at home, even if over 18 years old. Please call or email the attendance line (EmersonHSAttend@lwsd.org) to notify the school in advance of pre-planned absences. For vacation or extended absences, the student may pick up a form in the office for teachers and parent/guardian to sign prior to the absence.

The LWSD is using ParentSquare for automated attendance notifications. Families will receive the absence notification through email and text first, instead of a robocall. If the system indicates families did not receive, open, or read the message or email within a certain amount of time, the robocall will go out. Parent/guardians can also leave notes on an absence through ParentSquare.

Late Arrivals/Tardies/Leaving Campus

Students arriving up to 10 minutes late will be marked "tardy" by the teacher. Students arriving after 10 minutes late will be considered absent but the absence will reflect that the student attended part of class with a "Y." Students leaving campus during the day for appointments or illness need to sign out through the main office and a parent or guardian must excuse the absence by calling the attendance line within 48 hours with the reason for the absence.

Tardy/Absent Policy

- When arriving late, students should go directly to class. Enter the classroom quietly, take their seat, and do not interrupt.
- If student is more than 10 minutes late, they will be marked absent and an automated phone call will made home that evening.
- Students with excessive tardies may be placed on an attendance contract which may result in disciplinary consequences and probation.

Definition of Absence Chart

EXAMPLES OF EXCUSED ABSENCES	EXAMPLES OF **UNEXCUSED** ABSENCES
• Illness or medical emergency (in certain instances, a doctor's note may be required to verify the absence) • Religious observance • Family emergencies • Pre-arranged medical and dental appointments • Counseling appointments • School-related field trips (special school programs, pre-arranged community service activities or school activities) • College visits • Required court proceedings (court document required) • Family vacations (only if vacation policy is followed, which includes filling out a pre-arranged absence form)	• Oversleeping, alarm clock not working • Traffic problems • Missing the bus • Staying home to do homework • Job training or work-related absences • Student providing childcare for younger siblings • Taking driver's test • Shopping for prom dress • Taking pet to veterinarian

Bell Schedules (Daily Schedules)

M/F	T/Th
1st 8:00-9:00	1st 8:00-8:55
2nd 9:05-10:00	2nd 9:00-9:50
3rd 10:05-11:00	T – Homeroom 9:55-10:25 Th – Dragon Time 9:55-10:25 3rd 10:30-11:20
Lunch 11:05-11:35	Lunch 11:25-11:55
4th 11:45-12:40	4th 12:00-12:50
5th 12:45-1:40	5th 12:55-1:45
6th 1:45-2:40	6th 1:50-2:40

Wednesday
1st 8:00-8:40
2nd 8:45-9:25
3rd 9:30-10:10
4th 10:15-10:55
5th 11:00-11:40
6th 11:45-12:25
Lunch/Dismissal 12:25-12:55

Breakfast/Lunch

Nutrition Services offers a limited breakfast program at Emerson. Some options that are provided include items that can be heated in the microwave such as breakfast sandwiches. There are other cold items available such as cereal, breakfast bars, and bagels and cream cheese. Breakfast is available daily between 7:30-7:50 a.m. and between classes until fourth period.

School meals

Nutrition Services offers a daily lunch program and limited breakfast program. Nutrition Services will post menus monthly.

Families that previously qualified for free or reduced-priced meal benefits will need to reapply to continue receiving district-supported fee reductions and benefits such as extracurricular non-credit activities and summer school fees. Emerson participates in the free and reduced lunch program; obtain forms from the registration packet and/or the main office. ONE application covers the whole family; turn in application at youngest child's school.

Personal Technology Use Policy

At Emerson High School, we are committed to increasing student engagement, fostering a growth mindset, and building a strong school community that supports positive social connections. To achieve this, students must be able to focus on learning and actively engage with classmates and staff during the school day. We also ask that parents and guardians understand that students may not see or respond to text messages during class time. If there is an urgent message that needs to be delivered to a student, please contact the main office.

Students are expected to adhere to the following rules during class time:

- Students may not access personal technology during instruction. Cell phones, gaming devices, personal laptops, and similar devices must remain away and out of reach for the entire class period. Smartwatches may be worn, but notifications, messaging, and other nonessential features should not be used during class and must not interfere with learning.
- The use of personal electronic devices during class time including, but not limited to, ear buds, headphones, tablets, and handheld video games such as Switches may not be used during direct instruction.
- During independent worktime, teachers can determine when/if it is appropriate for students to access specific personal devices such as headphones.
- Students leaving class during the period should not be accessing personal electronic devices in the hallway or bathrooms. If there is a need for urgent or emergency phone usage, students should check-in at the office.

Students may use personal electronic devices during passing periods, lunch, and before and after school.

Some important details regarding use of personal devices in schools:

1. Students are not permitted to take their phones/personal devices when leaving classrooms to use the restroom. Students who have/are using their phones/ personal devices in hallways during class periods and restrooms will be referred to the office.

2. Students will be able to use their cell phones/AirPods/ headphones before/after school, during passing periods, and at lunchtime. And, with permission from the teacher, during independent worktime.

3. Students unable to manage the responsibility of appropriate personal technology during class-time as demonstrated by multiple violations of the appropriate use policy will be required to keep their devices in teacher secured classroom storage during class time.

4. Unauthorized recording of classes, teachers, or peers is forbidden by LWSD policy. This includes creating recordings of others without their permission in hallways, the Commons, and restrooms.

5. Soliciting, sending or receiving "nudes" or inappropriate photos of minors is against the law and a violation of school policy.

Please Note: Students with a documented medical need to use a phone (i.e. Using an app to monitor blood sugar) will, of course, still be permitted to do so.

If a student is struggling to meet these expectations, EmHS staff will respond as follows:

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Teacher response to initial personal technology behaviors:

1. *Give student 1-2 reminders and reteach the expectation.*
2. *Contact parents/guardians regarding personal technology use and concerns about the impact on student learning.*

2nd Violation:

1. *Teacher referral to EmHS administrative team.*
2. *Administrators will address personal device issue with the student, follow-up with parent/guardian, and report outcome to referring teacher.*
3. *Student required to keep device in teacher secured storage during class period for one week.*

If the above interventions do not result in behavior change, the following progressive interventions and consequences will follow:

***3rd Violation**: Student will be required to lock their device safely in the office until the end of the day.*

***4th Violation**: Student will be required lock their device safely in the office until the end of the day + Discipline Consequence.*

***5th Violation**: Student will be required to lock their device safely in the office until the end of the day + Parent/Guardian will be required to come to campus to discuss incident and pick up the phone.*

***6th Violation**: Student will no longer be permitted to have a phone on campus.*

We respectfully request that families/guardians refrain from contacting students via cell phone during class time. If you need to reach your student in an emergency, please contact the EmHS Main Office at 425-936-2300.

Early Dismissal/Late Arrival

As part of their four-year program of study, all students are expected to register for and take seven credit-bearing courses each semester. A senior who is on track to satisfy all credit requirements for graduation may complete an application for Early Dismissal or Late Arrival. Requests for a class schedule with less than seven credit-bearing courses will be reviewed by an administrator. Possible exceptions to the six-class requirement are:

- Employment
- Medical need (with documentation)
- Educational opportunities outside the school/district consistent with the student's High School and Beyond Plan.
- It is necessary to gain approval from the student's counselor, principal and parent/guardian for late arrival or early dismissal.

Entry Control System

The safety and security of students is a top priority of our school and district. An entry control system allows schools to keep all exterior doors locked and requires all visitors to use a video call system to request entry.

Study Skills

Learning Center is an independent learning program for students. Students in the Learning Center can complete many of their high school graduation requirements. The bulk of the course work is independent with contact time with instructors.

Official Transcript Requests

It is the student's responsibility to request an official transcript from any and all institutions attended. To request a transcript please contact the school registrar at EmersonHSRegistrar@lwsd.org. The cost of $5.00 per official transcript.

Open Campus

Emerson is an open campus. This means students may enter and leave campus during the day subject to their own class schedules. It does not mean visitors are allowed on campus. This policy requires that students be highly responsible in managing their time so they are not tardy or absent from classes and that they are good neighbors to our community. For those who wish to remain on campus, there are places to study, and school lunch service is available.

ParentSquare

Information/events will be emailed to all families periodically throughout the school year through Parent Square. Please be sure the office has a current email(s) to guarantee receipt.

Running Start

Running Start is a state-funded program made available in Washington State public schools in partnership with community colleges. Running Start is available to high school students at the junior and senior level. It allows qualified students to take college courses whereby they may apply the credits to both high school graduation requirements and to college degrees. Students are encouraged to contact the counselor if interested in learning more.

Security Cameras

Security cameras exist in public areas only around the Emerson campus to promote and foster safe and secure schools and diminish the potential for personal and district loss or destruction of property.

Transportation

Youth Ride Transit Free!

Riding Metro gives kids the freedom to go places and have fun with their friends. AN ORCA youth card is available to youth ages 6-18. These riders can now take transit for free thanks to Move Ahead Washington, a statewide transportation funding package. With an ORCA youth card, students can transfer easily to any participating transit agency, they don't need to carry cash, and can save a lot of money because they get credit for what they already paid for their ride! Visit the My Orca website for more information.

Vacation Policy

We recognize there are many reasons why a family may choose to take their student out of school on a vacation; however, students cannot maximize their educational experience when they are absent. A significant amount of teaching and learning takes place during class time and cannot be duplicated at home. Family vacations must be prearranged in order to be considered excused. The Prearranged/Arranged Absence form must be completed and turned in 5 (five) schools days before the absence. Failure to follow the procedure may result in the absence being reported as unexcused.

EMERSON HS 2026-27 School Year School Year Session Calendar								
Semester	**SEMESTER 1**				**SEMESTER 2**			
Quarter	**Q1**		**Q2**		**Q3**		**Q4**	
Session	**S1**	**S2**	**S3**	**S4**	**S5**	**S6**	**S7**	**S8**
Session Start	**MON 8/31**	**MON 10/5**	**WED 11/4**	**MON 12/7**	**MON 1/25**	**MON 3/1**	**MON 4/5**	**MON 5/17**
Leap Days/ Holidays	Labor Day 9/7	LEAP Day 10/16	Veteran's Day 11/11 Half Day 11/25 Thanksgiving 11/26-27	Winter Break 12/21-1/1 MLK Day 1/18	Midwinter Break 2/11-12 Presidents' Day 2/15	LEAP Day 3/12	Spring Break 4/12 - 16	LEAP Day 5/28 Memorial Day 5/31 Snow Make-up TBD 6/1
Summative Days	TH, F 10/1-2	M, T 11/2-3	TH, F 12/3-4	TH, F 1/21-22	TH, F 2/25-26	TH, F 4/1-2	TH, F 5/13-14	M, T 6/14-15
Session End	**FRI 10/2**	**TUES 11/3**	**FRI 12/4**	**FRI 1/22**	**FRI 2/26**	**FRI 4/2**	**FRI 5/14**	**WED 6/16**
# of Days Per Session	**24**	**21**	**20**	**24**	**22**	**24**	**25**	**20**

We will be on an alternate bell schedule for the last 2 (two) days of each session in order to monitor student progress on Student Learning Plans. Your student is required to attend school on these days.

Updated 8-7-1-26

Session 1 Emerson High School 2026-27

8/31—10/2 (24 days)

31 August Start Session 1 SCHOOL PICS 9-11:30	1	2	3	4
7 No School LABOR DAY	8	9	10	11
14 Mid-Session Progress Reports to Amanda	15	16 Mid-Session Progress Reports Sent Home OPEN HOUSE 5-7	17	18
21	22	23	24	25
28 Intake Session 2	29 Intake Session 2	30 Summatives Due	1 October Intake Session 2 Summative Workshop	2 Summative Workshop End Session 1

Session 2 Emerson High School 2026-27

10/5—11/3 (21 days)

5 **October** **Start Session 2**	**6**	**7** **GRADES DUE SESSION 1**	**8**	**9**
12	**13**	**14**	**15** **SCHOOL PIC RETAKES 9-9:30**	**16** **No School** **LEAP DAY**
19 **Mid-Session Progress Reports to Amanda**	**20**	**21** **Mid-Session Progress Reports Sent Home**	**22**	**23**
26 **Intake Session 3**	**27** **Intake Session 3**	**28**	**29** **Intake Session 3**	**30** **Summatives Due**
2 **November** **Summative Workshop**	**3** **Summative Workshop** **End Session 2** **End 1st Quarter**	**5**	**6**	**7**

Session 3 Emerson High School 2026-27

11/4—12/4 (20 days)

2 **November**	**3**	**4** **Start Session 3**	**5**	**6**
9	**10** **GRADES DUE SESSION 2**	**11** **No School** **Veteran's Day** 	**12**	**13**
16	**17**	**18** **Mid-Session Progress Reports to Amanda**	**19**	**20** **Mid-Session Progress Reports Sent Home**
23	**24**	**25** **Half Day** **Student Release 11:00 AM**	**26** **No School** **Thanksgiving Day** 	**27** **No School** **Thanksgiving Break**
30 **Intake Session 4**	**1** **December** **Intake Session 4**	**2** **Summatives Due**	**3** **Intake Session 4** **Summative Workshop**	**4** **Summative Workshop** **End Session 3**

Session 4 Emerson High School 2026-27

12/7—1/22 (24 days)

7 December Start Session 4	8	9 GRADES DUE SESSION 3	10	11
14	15	16	17	18
21 No School Winter Break	22 No School Winter Break	23 No School Winter Break	24 No School Winter Break	25 No School Winter Break
28 No School Winter Break	29 No School Winter Break	30 No School Winter Break	31 No School Winter Break	1 January No School Winter Break
4	5 Mid-Session Progress Reports to Amanda	6	7 Mid-Session Progress Reports Sent Home	8
11	12	13	14	15 Intake Session 5
18 No School MLK Jr. Day  	19 Intake Session 5	20 Summatives Due	21 Intake Session 5 Summative Workshop	22 Summative Work-shop End Session 4 End 2nd Quarter

Session 5 Emerson High School 2026-27

1/25—2/26 (22 days)

25 **January** **Start Session 5**	**26**	**27**	**28**	**29**
1 **February** **GRADES DUE SESSION 4**	**2**	**3**	**4**	**5**
8 **Mid-Session Progress Reports to Amanda**	**9**	**10 Mid-Session Progress Reports Sent Home**	**11** **No School** **Mid-Winter Break** 	**12** **No School** **Mid-Winter Break**
15 **No School** **Presidents' Day** 	**16**	**17**	**18**	**19**
22 **Intake Session 6**	**23** **Intake Session 6**	**24** **Summatives Due**	**25** **Intake Session 6** **Summative Workshop**	**26** **End Session 5** **Summative Workshop**

Session 6 Emerson High School 2026-27

3/1—4/2 (24 days)

1 March Start Session 6	2	3 GRADES DUE SESSION 5	4	5
8	9	10	11	12 No School LEAP DAY
15 Mid-Session Progress Reports to Amanda	16	17 Mid-Session Progress Reports Sent Home	18	19
22	23	24	25	26
29 Intake Session 7	30 Intake Session 7	31 Summatives due	1 April Intake Session 7 Summative Workshop	2 Summative Workshop End Session 6 End 3rd Quarter

Session 7 Emerson High School 2026-27

4/5—5/14 (25 days)

5 April Start Session 7	6	7	8	9 GRADES DUE SESSION 6
12 No School Spring Break 	13 No School Spring Break 	14 No School Spring Break 	15 No School Spring Break 	16 No School Spring Break 
19	20	21	22	23
26	27	28 Mid-Session Progress Reports to Amanda	29	30 Mid-Session Progress Reports Sent Home
3 May	4	5	6	7
10	11	12 Summatives Due	13 Summative Workshop	14 Summative Workshop End Session 7

Session 8 Emerson High School 2026-27

5/17—6/16 (20 days)

17 May Start Session 8	18 GRADES DUE SESSION 7	19	20	21
24	25	26	27	28 No School LEAP DAY
31 No School Memorial Day 	1 June TBD MAKE UP	2 Mid-Session Progress Reports to Amanda	3	4 Mid-Session Progress Reports Sent Home
7	8	9	10	11 Summatives Due GRADUATION LOCATION TBD Breakfast 8:45-9:45 Rehearsal 9:50-10:15 Group Picture 4:00 Ceremony 5:00
14 Summative Workshop	15 Summative Workshop	16 Last Day of School Students out at 11 AM End Session 8 End 4th Quarter ALL GRADES DUE SESSION 8	17	18 Juneteenth

Directions to Emerson

Emerson High School
10903 NE 53rd Street
Kirkland, WA 98033
Phone: 425-936-2300
Fax: 425-576-0567

South on I-405:

Take the 70th Place Exit. At the light, turn left and come down the hill. Make a left at the next light, onto 108th Avenue NE. Take 108th South to NE 53rd Street. Take a left on NE 53rd Street. Emerson High School will be on your right. The parking area is east of the building.

North on I-405:

Take the 70th Place Exit. At the light take a left on 116th Avenue NE. At the next light take a left and go over I-405 heading west. Go through the light just after the overpass and continue down the hill. Make a left at the next light, onto 108th Avenue NE. Take 108th South to NE 53rd Street. Take a left on NE 53rd Street. Emerson High School will be on your right. The parking area is east of the building.

Emerson Campus School Map — under construction

Lake Washington School District | 2026-27 Calendar FINAL

Lake Washington School District

August 2026

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

September 2026

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

October 2026

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

November 2026

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

December 2026

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

January 2027

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

February 2027

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

March 2027

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

April 2027

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

May 2027

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

June 2027

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

July 2027

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

Important Dates

Aug. 24-28	LEAP Days
Aug. 31	First Day of School (grades 1-12)
Aug. 31-Sept. 2	Kindergarten Family Connections
Aug. 31-Sept. 2	Half-Day Elementary Conferences
Sept. 3	First Day of School for Kindergarten**
Sept. 7	No school - Labor Day
Sept. 8	First day of Preschool
Sept. 9	Wednesday early release schedule begins
Sept. 15	First Day of SNAPS
Oct. 13-15	Preschool Conferences - No Preschool Programs
Oct. 16	No school – LEAP Day
Nov. 3	Last Day 1st Quarter (Secondary)
Nov. 10	Secondary Grades Due
Nov. 11	No school – Veterans Day
Nov. 25	Half Day
Nov. 26-27	No school – Thanksgiving Vacation
Dec. 21-Jan. 1	Winter Break
Jan. 18	No school – MLK Jr. Day
Jan. 20	Elementary Grades Due
Jan. 22	Last Day 1st Semester (Secondary)
Jan. 26, 28-29	Half-Day Elementary Conferences
Jan. 26-29	Preschool Conferences - No Preschool Programs
Feb. 1	Secondary Grades Due
Feb. 11-12	No school – Mid-Winter Break
Feb. 15	No school – Presidents Day
March 12	No school – LEAP Day
April 2	Last Day 3rd Quarter (Secondary)
April 9	Secondary Grades Due
April 12-16	No school – Spring Break
May 25-27	Preschool Conferences - No Preschool Programs
May 28	No school – LEAP Day
May 31	No school – Memorial Day
June 1	School Closure Make-up Day (If needed)
June 4	Last Day of SNAPS
June 9	Elementary Grades Due
June 10	Last Day of Preschool
June 16	Half-Day – Last Day of School (K-12)
	Last Day 2nd Semester (Secondary)
	Secondary Grades Due
June 17	School Closure Make-up Day (If needed)
June 18	No school: Juneteenth (Observed)
June 21-23	School Closure Make-up Days (If needed)

Key

No School | Half Day | First/ Last Day

* Check Important Dates Section

Wednesday early release schedule:

90 min. early release - elementary students

105 min. early release - secondary students

LEAP=Learning Enhancement Academic Planning

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

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

Updated 8/2026

Lake Washington School District

2026-27 Student Rights & Responsibilities

Lake Washington School District
16250 N.E. 74th St.
Redmond, WA 98052
www.lwsd.org

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Lake Washington School District

2026-27 Student Rights & Responsibilities

Purpose

Every Student Belongs

Lake Washington School District believes every student brings unique strengths, experiences, perspectives, and talents that enrich our schools and community. We are committed to creating safe, welcoming, and inclusive learning environments where every student is treated with dignity and respect, experiences a sense of belonging, and has meaningful opportunities to learn, participate, and thrive.

We recognize that students learn best when they feel connected to their school community, build positive relationships, and are supported to reach their full potential. We are committed to reducing barriers to learning and participation so that every student—including students with disabilities and students from diverse backgrounds, identities, cultures, and life experiences—can fully participate as valued members of our learning community.

Our Mission

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. Our vision is that *Every Student is Future Ready* prepared for college, the global workplace, and personal success.

Student Rights and Responsibilities

This Student Rights & Responsibilities Handbook is intended to provide students, families, staff, and administrators with an understanding of the rights, responsibilities, expectations, and supports that help create positive learning environments for all students.

The expectations outlined in this handbook reinforce the District's mission and reflect our shared commitment to mutual respect, personal responsibility, safety, belonging, inclusion, and educational excellence. Together, these rights and responsibilities help create learning environments where every student can learn, contribute, and succeed.

This handbook provides a summary of selected state and federal laws, regulations, and District policies governing student rights, responsibilities, student discipline, and due process. Specific District policies are referenced throughout this handbook by policy number (for example, Policy 3200). The complete policies and procedures are available on the District website: www.lwsd.org.

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

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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 responding to student behavior, schools consider each student's individual circumstances, developmental level, and available supports. For students receiving Special Education services or Section 504 accommodations, disciplinary decisions are implemented in accordance with applicable federal and state law, including required procedural safeguards and individualized supports.

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.

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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 buses, 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.

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

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

Other Disruptive Behaviors to the Education Process (3240)

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

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

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Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ Persistent
Disruptive Conduct/ Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	D/RC/SSP/ RT/LP	STS/PC/ SSP/RI/LP	STS/LTS/PC
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	C/CRP/ Change Clothes	C/CRP/ Change Clothes	C/PC/ Change Clothes
Endangerment of Others	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
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	D/RC/SSP/ RC	ERR/STS/ SSP/RC	ERR/LTS/ SSP/RC
Fighting	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	RC/SSP/ SP/D	ERR/STS/ SSP/RC/ RI/TA/SC	ERR/LTS/ RC/SSP/TA/ RI/PCC
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/ or other information or objects.	RC/PC/ RT/D	RT/SSP/PC	BC/SSP/RI/ RC/PCC
Gambling	Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	D/RC/PC	CP/RC/PC/ SSP	CP/RI/PC/ SSP/PCC
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	PC/PCC	STS/PCC/ TA/RI	ERR/LTS/E/ PCC/TA/RI
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.		ERR/STS/ PC/PCC/ SSP	ERR/STS/ LTS/E/RI/ PCC/TA/SSP
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.			ERR/LTS/ E/A/ PC/ TA/A/RI/SSP **A/PCC + EMERGENCY REMOVAL**
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	D/RC/PC/ SSP/RT	ERR/STS/ PC/RC/ SSP/RT	ERR/STS/ LTS/TA/PC/ RC/SSP/RT
Lying	Telling or writing untruths.	RC/RT/PC/ RI	RC/PC/RI	RC/PC/RI/ SSP

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Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ Persistent
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, that may negatively impact the school environment. Examples include, but are not limited to acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/ cyberbullying occurring off-campus.	RC/R/D	ERR/STS/ PC	ERR/LTS/PC
Physical Aggression	Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e., unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting or hitting.	RC/PC/RT/ SSP	STS/PC/ TA/PC/RT/ RI/SSP	ERR/LTS/ PCC/PC/TA/ STS/RT/RI/ SSP
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g., proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the district network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	R/LP/PC	ERR/STS/ PCC/R/ LP/ PC	ERR/LTS/ PCC/R/ LP/ PC
Theft/Robbery	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	R/RC/PC	ERR/STS/ R/PC/PCC	ERR/LTS/ R/PC/PCC
Tobacco and Smoking Paraphernalia	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g., e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.	PC/RI/CP	STS/PC/R/ CP	STS/A/PC/ CP/RI
Trespass/Loitering/ Unauthorized Entrance	Entering or being present on school property without permission.		ERR/STS/ PC/SSP	ERR/STS/ LTS/PC/SSP
Unauthorized Use of Cell Phones or other Electronic Devices	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	C/CRP/RT/ SSP	CP/SSP/ CRP/LP/ ISS	CP/SSP/ CRP/PL/STS
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.	C/CRP/RT/ SSP/D	STS/CRP/ LP/SSP/PC	LTS/CRP/ LP/SSP/PC/ PL
Vandalism/Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.	RC/R/PC	ERR/ STS/R/PC/ PCC/SSP	ERR/LTS/ R/E/ PC/ PCC/SSP
Vulgar or Lewd Content/ Profanity	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	RC/PC/ SSP/RT	RCPC/SSP/ RT/RI	ERR/STS/ PC/SSP/RI
Willful Disobedience, Failure to Cooperate and Disrespect	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	RC/PC/ SSP/RT	RC/PC/ SSP/RI	LTS/STS/ PS/SSP

Athletic/Activities Code of Conduct

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

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020 through 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:

- The student will be suspended for a minimum of one week of competition.
- The attendance of a cessation class will be mandatory.

2nd Violation:

- 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.
- 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.

Lake Washington School District

2026-27 Student Rights & Responsibilities

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.

Technology Device Use and Expectations (3245)

Lake Washington School District provides district-issued technology devices to support student learning and instructional programs. Students are expected to bring their district-issued device to school each day and use that device during instructional time.



To support focused learning environments and consistent technology experiences, personal electronic devices, such as phones, smartwatches, earbuds, personal laptops and tablets may not be used during instructional periods unless authorized through an approved accommodation or school-approved exception.

Students who bring personal devices to school do so at their own risk. The district is not responsible for loss, theft, or damage to personal devices.

For complete information regarding technology use expectations, personal device restrictions, network access and approved exceptions, please refer to policy and procedure 3245.

1. Exercise good judgment and respect district property by demonstrating responsible use of technology.

- Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.
- Do not destroy, modify or abuse computer hardware or software in any way.
- Do not delete or add software or peripheral equipment to district computers without advance permission.
- Do not use personal wireless hotspot devices while at school.
- Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability.
- Do not attempt to tunnel or VPN to another computer through the district network.
- Do not use USB to run executable (.exe) files.
- Do not use district provided storage for games, executable files or inappropriate content.
- Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission.
- Keep food and beverages away from laptops and desktops at all times.
- Computer lab use –
  - Use only when a staff member is present.
  - Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way.

2. Be a good digital citizen.

- Use district computers for educational purposes only, No personal, commercial or political activity is allowed.
- Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
- Students should leave games, other non-district software, entertainment, and social networking at home.
- Do not use the Internet to access or process pornographic or otherwise inappropriate material.
- Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
- District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).
- Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach.
- Never attempt to "hack" into another student's or staff member's account.
- Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.

3. Be academically honest.

- Do not assume that because something is on the internet that you can copy it.

Bus Conduct (6605)



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

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

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

Corrective Action for Infractions of Established Bus Rules

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

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

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

Grievance

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

Safety expectations at the bus stop

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

Safety expectations while riding the bus

- Cooperate with and obey the driver at all times.
- Be courteous, use no profane language—spoken, written, or gestured.
- Elementary and middle school students need to ride their assigned bus and get off at their assigned stop, unless they have a bus pass signed by the school (certain routes may not allow bus passes based on available seating).
- Keep 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.

Students Receiving Special Education Services and Section 504 Accommodations

Lake Washington School District is committed to providing safe, inclusive, and supportive learning environments where every student can learn and thrive. Students receiving Special Education services under the Individuals with Disabilities Education Act (IDEA) or accommodations through Section 504 are expected to follow the same behavioral expectations outlined in this handbook. Federal and state law provide additional procedural safeguards to ensure disciplinary decisions are made fairly and with consideration of each student's individual needs.

Individualized Supports

Some students receiving Special Education or Section 504 services have individualized behavioral supports identified in their Individualized Education Program (IEP), Section 504 Plan, or Behavior Intervention Plan (BIP). These supports are designed to teach replacement skills, reduce barriers to learning, and promote successful participation in school.

When behavior impacts a student's learning or the learning of others, the school may work collaboratively with the student, family, and educational team to review existing support and determine whether additional interventions or services are appropriate.

Discipline and Procedural Safeguards

Students receiving Special Education or Section 504 services may receive classroom interventions, corrective action, suspension, emergency removal, or other disciplinary responses consistent with District policy and Washington law.

When disciplinary action may result in a significant removal from a student's educational placement, the District follows additional procedures required under IDEA and Section 504. These protections help ensure disciplinary decisions appropriately consider the student's disability while maintaining access to educational services.

These procedures may include:

- Conducting a Manifestation Determination Review (MDR) to determine whether the student's behavior was caused by, or had a direct and substantial relationship to, the student's disability, or resulted from the District's failure to implement the student's IEP or Section 504 Plan.
- Reviewing or revising behavioral supports, including a Functional Behavioral Assessment (FBA) or Behavior Intervention Plan (BIP), when appropriate.
- Continuing educational services during qualifying disciplinary removals as required by federal and state law.

A disciplinary removal may become a change of placement when a student is removed for more than ten consecutive school days or when a series of removals creates a pattern of exclusion. When this occurs, the student's IEP or Section 504 team will meet within required timelines to determine appropriate next steps.

If the student's behavior is determined to be a manifestation of the student's disability, the IEP or Section 504 team will review behavioral supports and determine any necessary changes to the student's educational program consistent with applicable law.

If the behavior is not determined to be a manifestation of the student's disability, the student may be disciplined in the same manner as other students while continuing to receive educational services as required by law.

Special Circumstances

Under the following circumstances, schools is permitted to suspend students for up to forty-five school days when the student:

- Possesses or uses a weapon at school or a school activity.
- Knowingly possesses, uses, sells, or solicits illegal drugs or controlled substances at school or a school activity.
- Inflicts serious bodily injury upon another person at school or a school activity.

Students who are in the process of being evaluated for Special Education or Section 504 eligibility may also be entitled to discipline protections consistent with federal and state law.

Transportation

Students who receive specialized transportation services through an Individualized Education Program (IEP) or Section 504 Plan are expected to follow the same behavioral expectations outlined in this handbook. Transportation services are provided to support students' access to their educational program. When behavioral concerns arise during transportation, the District works collaboratively with families and educational teams to maintain safe transportation while ensuring students receive the procedural safeguards and individualized supports required by federal and state law.

- **Pick-Up and Drop-Off:** A parent, guardian, or other authorized adult must be present when preschool students and/or those receiving specialized transportation services identified in their IEP, are picked up or dropped off. Parents/guardians are responsible for providing the transportation department with a list of adults authorized to receive their student. With written approval from both the parent/guardian and the school, a student may be dropped off without an adult present when appropriate.
- **Specialized Equipment:** If a student requires specialized equipment during transportation, parents/guardians are responsible for securing the student when boarding the bus and safely unloading and unsecuring the student upon returning home.
- **Behavior and Discipline:** Students may be subject to corrective action for misconduct while receiving district transportation services. Transportation-related disciplinary decisions involving students receiving Special Education services or Section 504 accommodations will be implemented in accordance with applicable federal and state law, including required procedural safeguards and individualized supports.

Partnership with Families

Lake Washington School District believes successful student outcomes are strengthened through collaboration among families, students, and school staff. When behavioral concerns arise, schools will partner with families and educational teams to identify supports, teach replacement skills, and develop strategies that promote student success while maintaining safe and supportive learning environments for everyone.

Families who have questions regarding Special Education discipline protections or Section 504 procedural safeguards are encouraged to contact their student's case manager, Section 504 coordinator, building administrator, or the District's Special Services Department. This section provides a general overview of discipline protections for students receiving Special Education services and Section 504 accommodations. Nothing in this handbook limits the procedural safeguards or rights provided under federal or state law.

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 Excellence & Engagement, 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: John Appelgate, Director of Civil Rights & Extracurricular Program, 16250 NE 74th Street, Redmond, WA 98052, jappelgate@lwsd.org, 425-936-1367

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: John Appelgate, Director of Civil Rights & Extracurricular Programs, 16250 NE 74th Street, Redmond, WA 98052, jappelgate@lwsd.org, 425-936-1367

Concerns about disability discrimination:

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

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Pablo Ortega, Associate Superintendent of Student Support & Programs, 16250 NE 74th Street, Redmond, WA 98052, portega@lwsd.org, 425-936-1398

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

What happens after I file a discrimination complaint?

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

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

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision
- What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the school board by contacting Jennifer Hamilton at jehamilton@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
- 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
- Phone: 360-725-6162

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

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

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

- Website: https://www.ed.gov/about/ed-offices/ocr
- Email: ocr@ed.gov
- Phone: 800-421-3481

Complaints Regarding Willful Noncompliance with State Law

If you believe the District has willfully failed to comply with certain Washington state education laws, you must first use any available District complaint or appeal process to seek resolution, even if your concern involves the Superintendent, the School Board, or an individual Board member. The District prohibits retaliation against any person for making a good-faith complaint. If no local complaint process exists, or after completing all applicable local complaint procedures, you must provide written notice to the Superintendent before filing

a complaint with the Washington Office of Superintendent of Public Instruction (OSPI), as required by state law. Complaints filed with OSPI must comply with the applicable timelines and procedures established by OSPI.

For the most current complaint procedures, timelines, and forms, please visit OSPI's State Law Noncompliance Complaints webpage.

Our School is Gender-Inclusive (3211)

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

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

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

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

Prohibited Items

Alcohol, Drug and Tobacco (3240, 3240P)

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

Dangerous Weapons (4210)

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

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

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

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

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

Other Policies

Health Room/Medication (3416, 3416P)

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

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

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

Child Find (2161P)

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

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

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

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

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

Directory information is routinely used by the district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. For more information, consult the Family Information Handbook 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
- **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. Thanks in advance for helping to make our school community a safer place to learn and work! We appreciate your support.