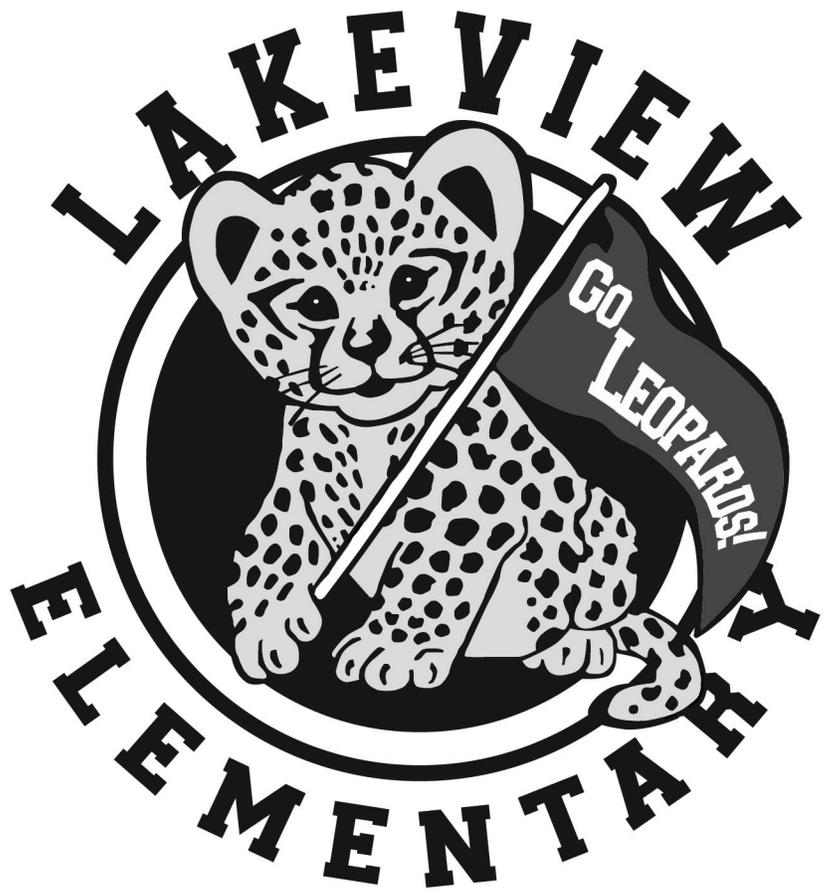


Lakeview Elementary

Student/Parent Handbook 2020-21



Lakeview Elementary
10400 N.E. 68th Street
Kirkland, WA 98033
425-936-2600
www.lwsd.org/lakeview

Lake Washington School District

Every Student Future Ready

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

General Information

Lakeview Elementary School

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

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

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

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

Lakeview Vision: Every student prepared to achieve success.

Our Motto: Work Hard, Be Kind, Be Safe

Office: (425) 936-2600

Attendance Line: (425) 936-2601

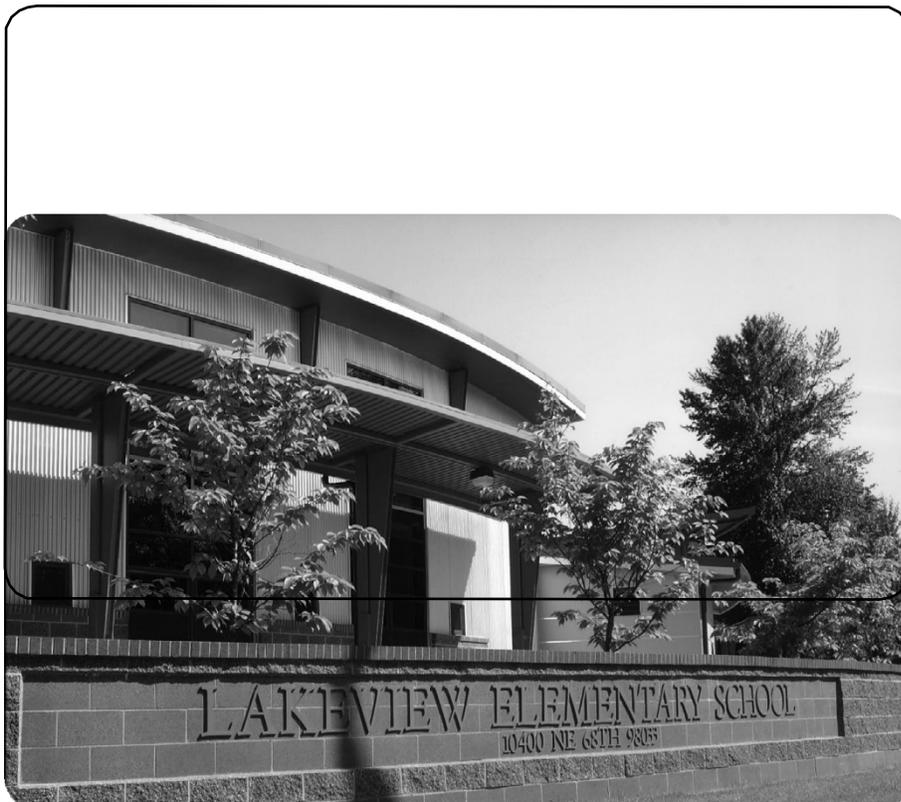
Fax: (425) 827-2045

Website: www.lwsd.org/lakeview

Office Hours: 8:15 a.m.- 4:00 p.m.

Mascot: Leopard

Colors: Blue and Yellow



Welcome

Dear Lakeview Students and Families,

Welcome back to school! I am honored and joyful to be part of this community, a place where students feel valued and supported in their learning and parents are celebrated for their essential role as partners in education. This year we are keenly aware that all lives were impacted by school closure in 2020 and continue to face uncertainty as we begin the 2020-21 school year. We are committed to engaging each student in learning and creating a sense of belonging at Lakeview, while we are apart and when we are back together.

We know that a feeling of safety and well-being is our shared first priority, and essential as a foundation for learning. As we begin together in a remote setting our first focus will be creating connections with families, between student and teacher, and between students.

During this school year we will reach out to you in multiple ways to gather your feedback and include you in decisions that shape the direction of our work. You are also invited to consider the wide range of volunteer opportunities available. You may find your niche at school by contributing to the essential work of the PTSA, or volunteering from home, before, during, and after school.

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

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

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

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

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

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

Heather Frazier
Principal

Lakeview Elementary Staff 2020-21

Heather Frazier	Principal	hfrazier@lwsd.org
Abbey Baumgartner	Associate Principal	Abaumgartner@lwsd.org
Debus Frey	Office Manager	Dfrey@Lwsd.org
Kristin Crane	Secretary	Kcrane@Lwsd.org
Sandra DiGiacomo	Health Room Secretary	Sdigiacomo@lwsd.org
Lori Jensen	Kindergarten	ljensen@lwsd.org
Brenna Sullivan	Kindergarten	bsullivan@lwsd.org
Courtney Yandell	Kindergarten	cyandell@Lwsd.org
Sheryl Stillwell	Kindergarten	SStillwell@lwsd.org
Tracy Ferries	1 st Grade	Tferries@Lwsd.org
Stephanie Miller	1 st Grade	stepmiller@Lwsd.org
Hannah Forslund	1 st Grade	Hforslund@lwsd.org
Mackenzie Hayne	1 st Grade	machaynes@lwsd.org
Karla Coghlan	2 nd Grade	Kcoghlan@Lwsd.org
Tonya Davidson	2 nd Grade	Tdavidson@Lwsd.org
Luke Johnson	2 nd Grade	Lujohnson@Lwsd.org
Heather Nease	2 nd Grade	Hnease@Lwsd.org
Jamie Brown	3 rd Grade	Jbrown@Lwsd.org
Jenessa Liang	3 rd Grade	jeliang@Lwsd.org
Fatima Ahmed	3 rd Grade	fahmed@lwsd.org
Shannon Shields	3 rd Grade	shclark@lwsd.org
Kellie Adams	4 th Grade	Kadams@Lwsd.org
Peter Anderson	4 th Grade	panderson@lwsd.org
Debra Phipps	4 th Grade	dphipps@lwsd.org
Liz Hamilton	4 th Grade	Fhamilton@lwsd.org
Dina Wilson	5 th Grade	diwilson@lwsd.org
Brenda Edwards	5 th Grade	Bedwards@Lwsd.org
Megyn Essig	5 th Grade	Messig@Lwsd.org
Charlie Falla	5 th Grade	cfalla@lwsd.org
Rachel Brackett	Music	rbrackett@lwsd.org
John Owens	PE	jowens@lwsd.org
Brad Coulter	Library	bcoulter@lwsd.org
Sarah Cue	Counselor	scue@lwsd.org
Erin LaPointe	Resource/SpEd	elapointe@Lwsd.org
Leslie Elmer	Resource/SpEd	elemer@lwsd.org
Leigh Jones	Speech/Language	Dejones@Lwsd.org
Bonnie Green	Safety Net	Bgreen@Lwsd.org
Erika Keck	Safety Net	Ekeck@lwsd.org
Rachel Pemble	School Psychologist	Rpemble@Lwsd.org
Shahnoor Kassamali	Occupational Therapist	skassamali@Lwsd.org
Melissa Pitsch	English Language	mpitsch@lwsd.org
Stacy Jones	District Nurse	sjones@Lwsd.org
Luke Anderson	Day Custodian	luanderson@Lwsd.org
Larry Mahoney	Night Custodian	Lmahoney@Lwsd.org
Silvana Ghazarians	Instructional Assistant	sighazarians@lwsd.org
Claire Stafford	Para educator	cstafford@lwsd.org
Kira Chatham	Para educator	kchatham@lwsd.org
Katie Enberg	Para educator	kenberg@lwsd.org
Grace Barnes	Instructional Assistant	gbarnes@lwsd.org
Susan Enberg	Instructional Assistant	enberg@Lwsd.org
Susan Shelton	Instructional Assistant	Khiraoka@Lwsd.org
Jiyeaon Chang	Instructional Assistant	jchang@Lwsd.org
Riley Aliamus	Instructional Assistant	pliaw@Lwsd.org

Daily Schedule

Arrival

9:05 Students Allowed on Campus
9:15 Warning Bell
9:20 School Starts

Recess and Lunch schedules will be determined as we prepare for our return to the building.

Dismissal

3:50 Monday, Tuesday, Thursday, Friday (Bus depart 3:55)
2:20 Wednesday (Bus depart 2:25)

Lakeview Leopard Essentials

Lakeview Students are expected to:

Work Hard

- Focus on the task.

Be Kind

- Responsible for our actions and words.

Be Safe

- Do the right thing, even when no one is watching.

 Lakeview Leopards 					
	Hallway 	Bathrooms 	Lunchroom 	Playground 	Line-Up 
Work Hard Focus on the task Doing Actions	<ul style="list-style-type: none"> • Level 0-1 Voice • Walk with purpose 	<ul style="list-style-type: none"> • Level 0-1 Voice • Be quick 	<ul style="list-style-type: none"> • Level 2 Voice • Use silent signals 	<ul style="list-style-type: none"> • Level 2-3 Voice • Be a problem solver 	<ul style="list-style-type: none"> • Level 2 Voice • Line up in order
Be Kind Responsible for our actions and words	<ul style="list-style-type: none"> • Stay in your line order 	<ul style="list-style-type: none"> • Keep it clean 	<ul style="list-style-type: none"> • Clean up after yourself • Friendly talk 	<ul style="list-style-type: none"> • Friendly talk • Be welcoming 	<ul style="list-style-type: none"> • Friendly talk
Be Safe Do the right thing even when no one is looking	<ul style="list-style-type: none"> • Hands and body to self 	<ul style="list-style-type: none"> • Keep it private 	<ul style="list-style-type: none"> • Hands and body to self • Stay in assigned tables 	<ul style="list-style-type: none"> • Play safely with equipment and others. 	<ul style="list-style-type: none"> • Hands and body to self • Stay in assigned area

This is what expected behavior looks like at school. Your teacher will talk to you about what it looks like to Work Hard, Be Kind, and Be Safe in your classroom.

School rules also apply at:

- The bus stop and on the bus
- Biking to and from school
- All school and PTSA events
- On the Internet and phone if the learning environment at school is negatively impacted.

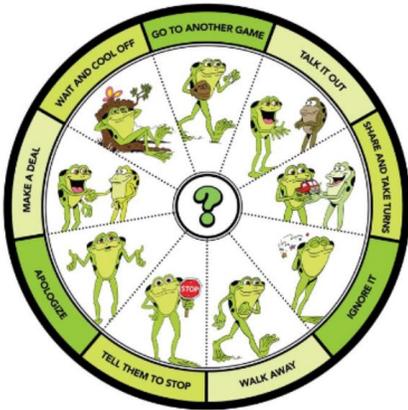


Pick-up Behavior

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

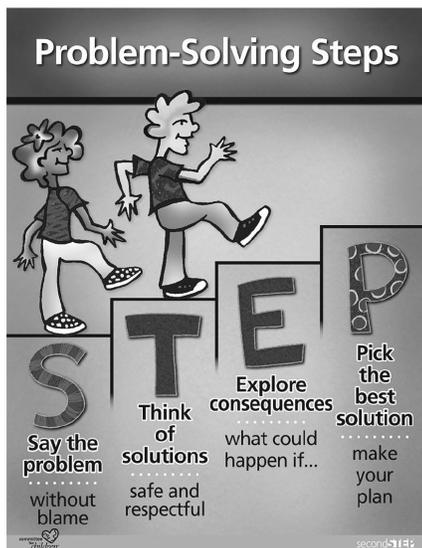
Lakeview Leopard Essentials: Learning Expected Behavior

Students are learning to self-regulate and sometimes use non-adaptive responses to get their needs met. Adults know that students need help to develop these skills. We work together with you and your family to help you learn what is expected and to provide you with a strategy or support plan to teach the expected behavior.



Kelso's Choice

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



S.T.E.P. to Solve Problems

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

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

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

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

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

Our school counselor, Mrs. Cue likes to help students solve problems. She will stop by your class and say hello. You can also leave Mrs. Cue a note and she will find a good time to meet with you.

What happens when a student makes a poor choice? An adult will choose some of these steps to help all students be safe and able to learn, and to help the student show expected behavior.

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

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

Lakeview Leopard Essentials: Playground

The playground is open during recess and when you are with your teacher during the school day. The playground is closed before school and after school unless you are with your parent.

	Play Structure	Black Top	Digging Garden	Kindergarten	Field
Work Hard Focus on the task Doing Actions	 <ul style="list-style-type: none"> Level 2-3 Voice Be a problem solver 	 <ul style="list-style-type: none"> Level 2-3 Voice Be a problem solver 	 <ul style="list-style-type: none"> Level 2-3 Voice Be a problem solver Create something wonderful 	 <ul style="list-style-type: none"> Level 2-3 Voice Be a problem solver 	 <ul style="list-style-type: none"> Level 2-3 Voice Be a problem solver
Be Kind Responsible for our actions and words	<ul style="list-style-type: none"> Friendly talk Be welcoming 	<ul style="list-style-type: none"> Friendly talk Be welcoming 	<ul style="list-style-type: none"> Friendly talk Be welcoming 	<ul style="list-style-type: none"> Friendly talk Be welcoming 	<ul style="list-style-type: none"> Friendly talk Be welcoming
Be Safe Do the right thing even when no one is looking	<ul style="list-style-type: none"> Barks and rocks stay on the ground. Slide down, facing forward Walk, don't run No jumping from high places or sitting on top of the 'roof'. 	<ul style="list-style-type: none"> Running is okay Basketball and 4 Square Allow bushes and trees to grow. 	<ul style="list-style-type: none"> Sand stays in the digging garden. Demolish your own creation before you leave 	<ul style="list-style-type: none"> Show and share your drawings, cards, or stickers Keep your own belongings. Special things belong at your line-up spot when you are done. 	<ul style="list-style-type: none"> Run Play team games (kickball, soccer, football) Touch, no tackle Remain inside fences Use the sidewalk Wait for a staff member

FAQs:

Can I bring toys and games from home?

No play equipment can come from home. Students can show and share sticker books, cards, and draw in the kindergarten covered area. Students may not trade or give away their belongings. If the special things become a problem in the classroom or playground, we will say "Now these things must stay at home."

What do I do if I need to use the bathroom, get a drink of water, or get hurt?

Ask a staff member. They can help you with a problem. They also have bandaids and passes so you can go inside the building to use the bathroom or go to the Health Room if you are sick or hurt.

Lakeview Leopards Essentials: Before and After School

	<p>Line-Up</p> 
<p>Work Hard</p> <p>Focus on the task Doing Actions</p>	<ul style="list-style-type: none"> • Level 2 Voice • Line up in order
<p>Be Kind</p> <p>Responsible for our actions and words</p>	<ul style="list-style-type: none"> • Friendly talk
<p>Be Safe</p> <p>Do the right thing even when no one is looking</p>	<ul style="list-style-type: none"> • Hands and body to self • Stay in assigned area

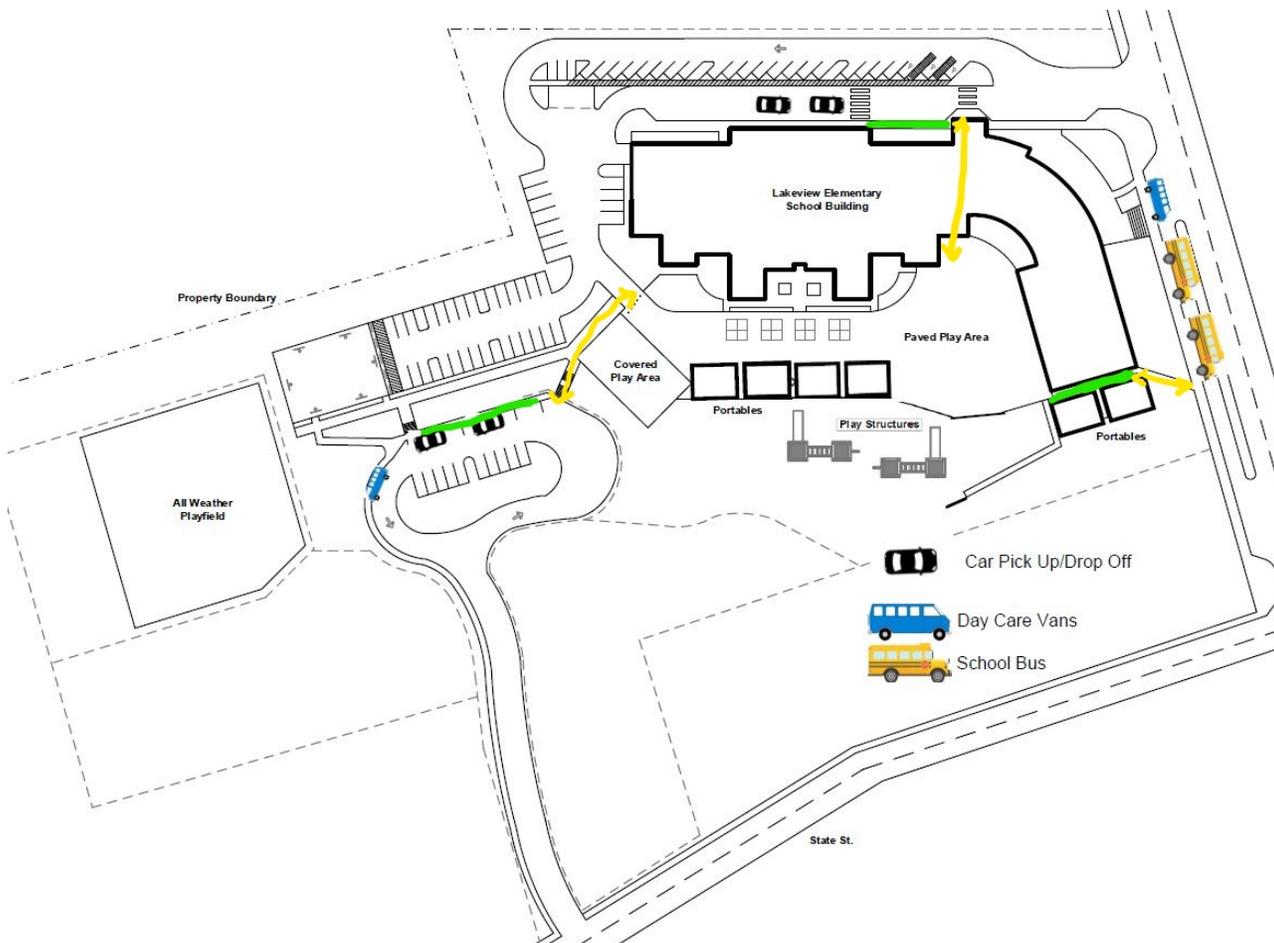
Before School, you will walk to your line up spot. Your teacher will meet you and walk with you to class. It is not a time to play.

After school, you will walk home or to a green waiting spot. If you are in a green waiting spot, a staff member will call your name when your ride arrives. Sidewalks need to stay clear, so you will stay behind the line. When you are waiting for a ride you must keep all of your belongings inside your backpack. It is okay to talk to friends, but it is not okay to play in the waiting zones.

If you are going home on the bus, you must stay inside the fence until your bus arrives or a staff member gives you permission to line up on the sidewalk.

If you are not sure where to go after school, tell a staff member or go to the office so we can help you.

The yellow lines show where to walk.



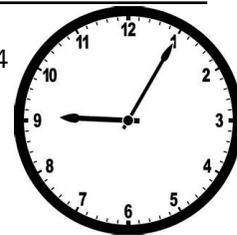
Parent Information

Absences/Late Arrival

All absences and late arrivals need to be called to the office on the attendance line that is available 24 hours per day: 425-936-2601.

Arrival At School

Before 9:05 and after 4:00 there is no staff supervision provided on campus. Staff are posted immediately before and after school at crossings to ensure student safety,



- Students may not arrive to school before 9:05 a.m. The playground is closed before school.
- Students line up outside the school in their designated class line as soon as they arrive. Teachers pick up their classes at 9:15 and classroom learning begins at 9:20.
- Students are encouraged to walk through the main doors of the building for drop-off and pick-up and not around the north end of the building.
- If your student is arriving before school for breakfast, please escort them to the lunchroom via the exterior door.
- If your student is arriving before school for a class, please supervise your student outside the main entrance until a staff member or their enrichment teacher arrives.

Absentee/Tardy Policy

Being in school every day, on-time, is a critical factor in your student's learning and success. Because of this, and according to state law, we monitor every student's attendance daily and take the following steps when your student misses school:

- After one unexcused absence in one month, the school will inform families in writing or by phone of potential consequences of continued absences.
- After five absences (excused or unexcused) in one month or 10 absences in one year, the student is considered chronically absent and the school will schedule a conference with the family and take steps to reduce absences.

We understand there are many reasons a student may be tardy, we know that a tardy student is at a disadvantage in their learning. If your student is late to school a parent/guardian must accompany the student to sign them in. Students will not be able to go to class without a parent signature.

Chronic tardiness or absenteeism will result in a meeting with the LWSD BECCA representative, parent, student and administration. We will work with you to resolve barriers to ensure a pattern of timely arrival for your student.

Bicycles/Skateboarding/Roller Blades:

Students 10 years old or more may ride bicycles to school. Before riding to school, a permission form must be completed and signed by the student and by the parent and returned to the office. Bicycle riders are required to wear a helmet and have a lock for their bikes. Bikes should be walked onto and off of the campus for pedestrian safety. Skateboards and roller blades are NOT a safe alternative transportation to and from school and are not allowed on campus. Students who are not yet 10 years old may only ride to/from school when accompanied by a parent. Please note that the school assumes no liability for damage and/or theft of bicycles from school property.

Riders are expected to:

- Wear a helmet when riding.
- Follow community safety and school rules when riding a bike to and from school.
- Walk the bike on to and off of the school grounds.
- Park the bike in the rack and lock it up with a bicycle lock.
- Failure to follow these procedures could result in a student not being allowed to ride a bike to and from school.



Parent Information

Change In Bus Routines

A **written note** is required from the parent or guardian if there is a change in the normal bus riding routine. The note must be turned into the office at the beginning of the day.

Class Placement

A considerable amount of time is devoted to optimizing student learning for every child. Our overall goal is to create a balanced class of students who will work and learn well together. Classroom teachers, with input from the counselor, special education team, safety net, and ELL, build rosters without using teacher names. After the rosters have been balanced and reviewed, the principal assigns a teacher to each roster. Requests for class changes are not accepted as any change in one child's placement impacts the balance of multiple classrooms. Class assignments will be communicated on-line via the Skyward Information System. Please communicate any concerns you have about your student's placement with her/his assigned teacher.

Clothing for Students

Students are expected to wear clothes that promote a positive, safe, healthy learning environment. If students are dressed inappropriately, they may be given an alternative clothing item if one is available. Parents may also be contacted and asked to provide other appropriate clothing.

Some examples of clothing that are not allowed because they interfere with a positive, safe, healthy learning environment include:

- Clothing that is see-through or revealing, halter tops, bare midriff. Undergarments should not be showing or substitute as outerwear.
- Clothing that promotes alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations or gangs.
- Shoes that are unsafe for walking up/down stairs, running, climbing on play equipment or participating in P.E. on days when a student is scheduled for P.E. Flip flops, high heels, shoes without backs.

Communication

A variety of communication methods are used to keep our parents well informed about school, classroom activities, and PTSA sponsored events. Given our foray into remote learning and the use of live video presentations and meetings, we expect that these opportunities will continue during this school year. Commonly used modalities are listed here:

- Teacher newsletters are sent electronically to all families in a class using the email addresses in Skyward (can be updated through Parent Access)
- PTSA Newsletter - Called "Leopard Tales" the PTSA sends an electronic newsletter with information about upcoming school, district and PTSA events. Sign up to receive this newsletter on the PTSA website: (www.lakeviewptsa.org).
- School Newsletter - The principal sends electronic newsletters and messages, These are sent to all families using the email addresses in Skyward (can be updated through Parent Access).
- Lakeview website (www.lwsd.org/lakeview)
- Lakeview PTSA website (www.lakeviewptsa.org)
- School Messenger is an automated phone service that the district and school will use for important information like school closures due to weather.
- Microsoft Teams meetings
- Microsoft Forms surveys
- SignUpGenius sign ups
- You may also initiate communication by calling the school, writing via email, or creating a calendar invite for a video meeting.

Parent Information

Civility Code of Conduct

Lake Washington School District has created and adopted a civility policy to guide the interactions between staff, families, and student. The purpose of the Civility Code of Conduct is to provide a common set of behaviors to guide the work of the adults who partner in our students' education. This includes all adults; administrators, staff, parents, guests, and volunteers. Read more at: <https://www.lwsd.org/about-us/policy-and-regulations/community-relations-4000/civility-policy>

At Lakeview we remember to:

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

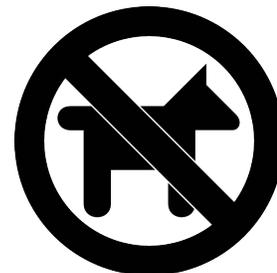
Curriculum and Learning Supports

The Student Profile, adopted by the Board of Directors, serves as a guide to the knowledge, skills, and attributes that every student needs to be Future Ready. Read more at: <https://www.lwsd.org/students-families/for-students-and-families>

Dogs on Campus

In order to ensure our schools are safe and comfortable for all inhabitants, the district has developed the following requirements regarding dogs:

- Dogs are not allowed in the school, on school grounds or in the classroom unless they are serving as a bona-fide service dog to a staff member, parent, child or visitor.
 - Not even on a leash.
 - Not even in your arms.
 - Not even when they are puppies, well-trained, and/or are adorable.
 - Not anywhere on campus, unless they are secured inside your car.
 - We really do love dogs in the right place. We do not want to have any bites, scratches, or allergic reactions.
- During **non-student hours** dogs must be leashed and all dog waste removed in accordance with Kirkland CityCode 11.80.060.
- King County Code requires that dog bites will be reported to the King County Health Department and the dog may be placed in quarantine for 10 days.



Early Dismissal

Students will only be released to an adult who is listed on their student emergency card. Please be prepared to show identification. Students must be signed out from school. Parents may wait in the office while the office staff calls the student from class. Please communicate end of day plans with your student each morning before school to reduce impact on class time. If there is an EMERGENCY in which you have to contact your child about a change in plans for the end of the day, you need to call the office. We are unable to call classrooms after 3:30 to notify a teacher or student about a change in

Emergency Closure & Late Start

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

Parent Information

The public announcement will be one of the following:

- **Schools closed:**

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

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

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

- **Special announcements:**

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

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

Extended Day Program

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

Homework Policy

Purposes of homework

We provide homework that is developmentally appropriate, differentiated, and paired with feedback. The purpose of homework is to have our students enhance their learning through review or practice, prepare for new instruction, or extend their learning. We developed our policy by first reviewing current, varied research and made grade level agreements that align with best practice. We respect and recognize different family values. As partners in education, we encourage parents to work with the teacher to find a solution if homework creates a problem at home. If you have any questions regarding homework for your child please talk with your child's teacher. Our detailed homework policy is posted on the school web site under the "Expectations" tab.

Approximate time involved for homework per grade level, following the '10 minutes per grade level' guideline:

- **Kindergarten** – 10 minutes of reading per day, Dreambox math learning encouraged but optional.
- **1st** – Approximately 20 minutes of reading and a written response question; Dreambox 30 minutes per week.
- **2nd** – Approximately 20 minutes of reading and Dreambox math learning 2 nights per week, periodic book report/project, biography, insect report.
- **3rd** – Approximately 20 minutes of reading and reading log, 10 minutes daily Dreambox math practice, monthly book review connected to nightly reading books, 2 long term projects (fall and spring).
- **4th** – Approximately 20 minutes Monday-Thursday of reading and 20 minutes of teacher assigned homework (e.g. work on multiplication and division math facts), occasional extended projects that may occur over a weekend.
- **5th** – Approximately 20 minutes Monday-Thursday of reading and 30 minutes of teacher assigned homework, some long-term projects.



Parent Information

Illness or Injury at School

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

Because we need to be able to contact you or a nearby relative or friend promptly in an emergency, it is critically important that the school has your correct contact information.

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

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

Immunization

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

Medication

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

The child may not have in his possession nor may any medication be given unless this procedure is followed. This includes over the counter medication such as aspirin, cough medicine, cough drops, eye drops, topical ointments, etc. A parent or guardian may administer medication to the student at the school whenever needed without the requirement of following this procedure.

Nutrition Services

Your student may be eligible to get lunch for free or to pay a reduced price. Eligibility is based on your family's income. Information on applying for free or reduced price lunches can also be found in the For Parents section of the LWSD website or in the school office. Students may either bring a lunch from home, or purchase a lunch at school. Breakfast is also offered at Lakeview. You are encouraged to set up your child's lunch account online through Parent Access where you will be able to make online payments to your student's account (you can find a link to Parent Access on any page in the For Parents section of the website). Each student is provided a lunch card that is kept either in their classroom or in the school lunchroom. Using Parent Access to fund a lunch account eliminates the need for your child to carry cash or checks to school. School breakfast and lunch menus can be found on the district website in the For Parents section. If a student has insufficient funds the student will be given an emergency lunch and the account will be charged the regular lunch price of \$2.75. The charge limit is \$15.00, after which the student will be asked to bring cash or a lunch from home until a deposit can be made to the student's account. Students will be given a courtesy lunch. As soon as the account is brought current the student will resume normal lunch. Parents are notified each week as to low and negative balances by "School Messenger," an automated lunch account balance phone or e-mail system. If you would like to be e-mailed and/or to be phoned, please contact Nutrition Services at 425-936-1390.

Parties

Classrooms have three parties per year, consistent with District policy. Individual student celebrations are discouraged because of the inequities created, unhealthy eating is often modeled, food allergies must be managed, and there is distraction from the learning environment. Lakeview teachers will make a school-wide policy decision during this school year. For now, each teacher determines whether or not treats are allowed following these expectations:

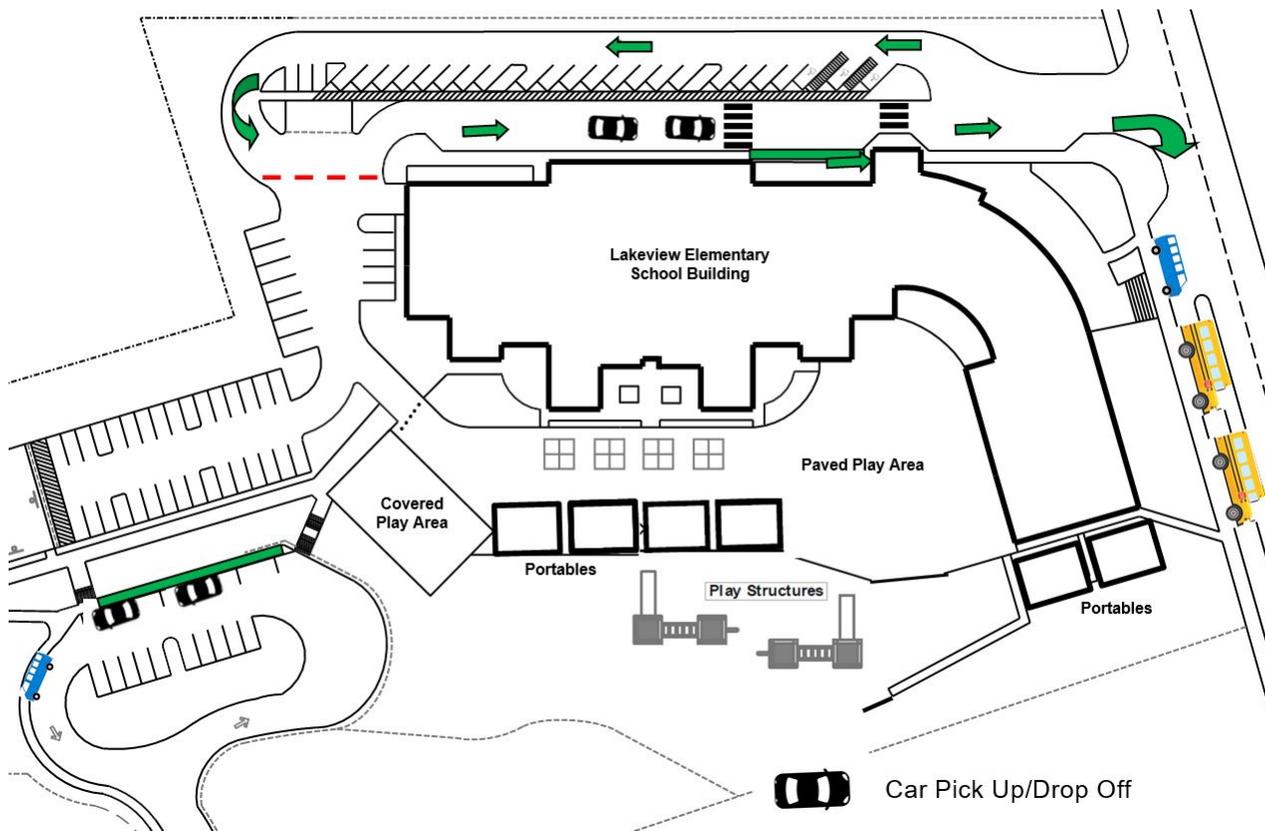
- The teacher is given advance notice and selects a best time for sharing treats.
- Treats may be delivered to other staff members before or after school only.
- No gift bags, flowers, or balloons may be delivered to the school for students.
- Food treats are recommended to be in individual packages that can be eaten at home.

Parent Information

Parking Lot Safety

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

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



Parent Information

Personal Items Not Allowed at School

Students may bring any tools they need to do their work. Students may not bring:

- electronic toys
- games and sports equipment
- iPad and other tablet devices, iPods
- If a card or sticker (or the latest fun fad) becomes a problem for your student or a group of students, use can be restricted by any staff member.
- Students can make suggestions for recess equipment! Let Mrs. Frazier or Mrs. Baumgartner know what's missing.

If a student brings one of these items to school, he or she will be reminded of the rule and the item will be kept by the teacher or administration. The item will be returned at the end of the day for the student to take home. If the item is brought a second time, it is taken and kept by the teacher or administration until the parent can pick it up at the school.

- Cell phones are allowed but must be off and left in backpacks during the day. They may be turned on and used only outside of the building before they arrive on campus and after school.
- Smart phones may be worn but may not be used (calls, texts, photographs, videos) during the school day. Calls or texts home can be made with staff supervision.
- The school is not responsible for lost or broken devices.

PTSA

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

Recess

We hold recess during pleasant and inclement weather. All students are expected to participate in outdoor recess. Students returning from an illness or surgery or those under specific doctor's orders may require a specific plan that prohibits recess participation. Please contact the school office to discuss any specific doctor's orders or plans that we should be aware of.

- All children should dress for the weather. This includes wearing coats, hats and other warm clothing to school during cold and wet weather.
- Students are expected to use common sense on the playground and remain dry; absolutely no splashing, sliding or kicking of water and/or mud is allowed. Covered areas are available.
- Umbrellas are not allowed on the playground during recess.
- If a student chooses to become drenched by standing under drain pipes, standing in puddles, etc., we will weigh the impact of natural consequences and the level of understanding of the student. In most instances the student will be expected to continue in wet shoes or clothes for the remainder of the school day.

Report cards

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

Parent Information

Reunification Plan

In an emergency we are prepared to implement a reunification plan in the building. If the building is not deemed safe, we will follow a similar procedure using the field as a staging area. In all instances we will be focused on ensuring that every student is reunited with their parent or designated guardian. Expect to show identification and to have your student brought to you rather than entering the secured area.

Telephone

We have a limited number of lines for phone use at Lakeview. Student access to the phones therefore, will be limited to short emergency calls only when accompanied by a pass from the teacher. Plans for visiting friends, early dismissal, etc. must be made by families prior to coming to school.

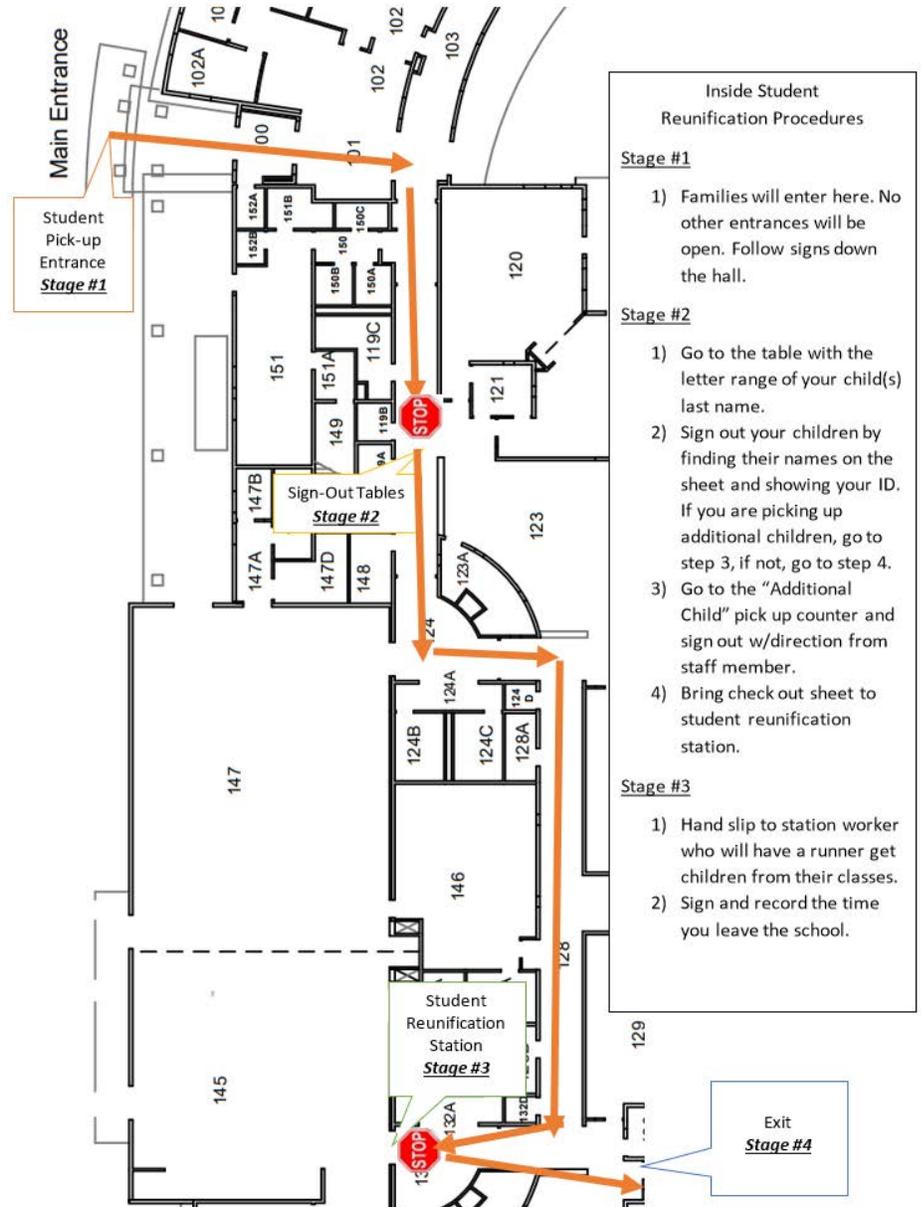
Transportation

LWSD provides bus transportation for those students who live over a mile from their school. Students assigned to ride a bus must ride, not walk to school, for safety issues. Safe walking routes are not designated in neighborhoods for bus riding students. All inquiries and concerns should be addressed to the LWSD transportation department at 425-936-1120.

Vacations

Family vacations must be pre-arranged in order to be considered excused. The pre-arranged absence form must be completed at least one week prior to the absence. Failure to follow the procedures will result in the absence being reported as unexcused. Family vacations are special, but we ask that you consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We urge you to plan your family vacation during the school breaks.

We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets, create additional assignments, or provide remedial instruction for students who miss school as a result of vacation scheduled during school time.



Parent Information

Visits

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

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

Volunteering

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

Volunteer Expectations

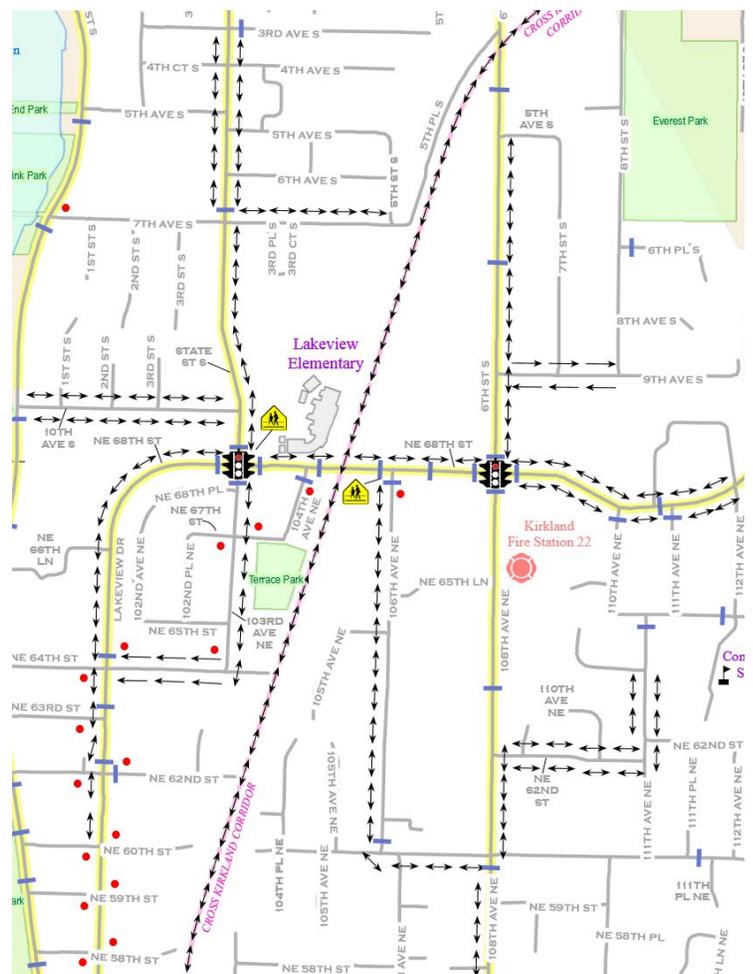
Once you have completed the volunteer application and been approved, please remember the following expectations:

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

Walking to School

Parents are urged to plan with their student the safest route to and from school. The City of Kirkland is in the process of updating the safe walking routes. This reflects the 19-20 school year. Updates will be posted on the LWSD website.

Students must always use the crosswalks to cross the street and walk on the sidewalk. Adult staff serve as crossing guards and are assigned supervision of intersections. Students are expected to use designated crosswalks and obey the crossing guards on duty. We do not recommend students walk from school to Metropolitan Market parking lot unless escorted.



LAKEVIEW ELEMENTARY

BIKE RIDER APPLICATION FORM

Student Name: _____

Address: _____

Teacher: _____

Bike Model and Color: _____

Serial Number: _____

Make of Helmet: _____

Bike Rules:

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

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

(Student Signature)

(Parent Signature)

2020-21 Student Rights & Responsibilities

Contents

Introduction	A2
Purpose	A2
Student Rights and Responsibilities (3200)	A2
Attendance	A3
Absences & Excuses (3122, 3122P)	A3
Truancy (3122, 3122P)	A3
Discipline Process	A3
Discipline (3241, 3241P)	A3
Student Searches (3230, 3230P)	A4
Codes of Conduct	A5
Student Conduct (3240)	A5
Other Forms of Misconduct (3240)	A6
Athletic/Activities Code of Conduct	A9
Technology Code of Conduct (2022, 2022P)	A10
Bus Conduct (6605)	A11
Prohibition of Discrimination and Harassment	A12
Human Dignity (4010)	A12
Nondiscrimination (5010)	A12
Sexual Harassment (3205, 3205P)	A13
Harassment, Intimidation and Bullying (3207, 3207P)	A13
Prohibited Items	A13
Alcohol, Drug and Tobacco (2121, 3240, 3240P)	A13
Dangerous Weapons (4210)	A13
Other Policies	A14
Health Room/Medication (3416, 3416P)	A14
Child Find (2161P)	A14
Enrollment/Inter-District Transfer Agreements and In-District Variances (3131, 3141, 3110)	A14
Student Records/Family Educational Rights and Privacy Act (3231)	A14
Our District's Tip Reporting Service – SafeSchools Alert	A14

Introduction

Purpose

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

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

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



Student Rights and Responsibilities (3200)

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

Rights	Responsibilities
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Students are responsible for their own behavior. • Students are responsible for respecting the property of other people and school property. • Students are responsible for attending school and all classes daily and on time. • Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities. • Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis). • Students are responsible for informing staff of behavior that may be harmful to an individual or themselves. • Students are expected to make a determined effort to learn. • Students are expected to follow the instructions of teachers and other school staff. • Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

Attendance

Absences & Excuses (3122, 3122P)

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

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

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

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

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

Truancy (3122, 3122P)

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

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

Discipline Process

Discipline (3241, 3241P)

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

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

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

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

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

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

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

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

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

General Guidelines

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

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

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

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

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

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

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

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

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

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

Definitions

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

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

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

Emergency Expulsion: 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 expulsion (EE) 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 suspicionless searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.

Codes of Conduct

Exceptional Misconduct (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 expulsion 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:

- Discipline (D)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact (PC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ 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.	EE/STS/ PC/R	EE/LTS/ PC/R	EE/E/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.	EE/STS/PC	EE/LTS/PC	EE/E/LTS/ PC
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.	EE/D/STS/ PC	EE/STS/ LTS/PC	EE/E/LTS/ PC
Drugs/Alcohol Possession Use Paraphernalia	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. This includes inhalants, prescription drugs beyond a daily dose, 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 or alcohol.	EE/STS/ A/PC	EE/STS/ LTS/A/PC	EE/LTS/ RA/PC
Drugs/Alcohol Sell Buy Transfer	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, 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.	EE/STS/A/ PC	EE/STS/ LTS/A/PC	EE/LTS/ RA/PC
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.	EE/E/PC	EE/E/PC	EE/E/PC

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ 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	EE/STS	EE/LTS
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.	EE/STS/ PC/R	EE/STS/ LTS/PC/R	EE/E/LTS/ PC/R
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	EE/STS/PC	EE/LTS/PC
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC	EE/STS/A/ PC	EE/LTS/A/ PC

Other Forms of Misconduct (3240)

Other forms of misconduct including but 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	Severe/ 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/LOSS OF CREDIT ON ASSIGNMENT	D/RC/LOSS OF CREDIT ON ASSIGNMENT	STS/LTS/LOSS OF CREDIT ON ASSIGNMENT
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D	EE/STS	EE/STS
Attendance/ Truancy	Being absent or tardy from classes without an approved excuse.	D/RC	D/RC/LP	STS
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	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	CHANGE CLOTHES	D/RC + CHANGE CLOTHES	EE/STS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	D/RC	EE/STS/PC	EE/LTS/PC
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	D/RC	EE/STS	EE/LTS
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.	D/RC	EE/STS	EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	D/RC	EE/STS	EE/STS
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/CD	EE/STS/CP	EE/STS/CP
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.	EE/D/PC	EE/STS/PC	EE/LTS/E/PC
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.	EE/D	EE/S	EE/LTS/E
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.	EE/D/PC	EE/STS/A/PC	EE/LTS/E/A/PC A/PC + 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	EE/STS	EE/STS
Lying	Telling or writing untruths.	D/RC	STS	STS
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, that may negatively impact the school environment. Examples include, but are not limited to: acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.	D/RC/R	EE/STS/PC	EE/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	D/RC	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	D/R/LP	EE/STS/PC/R/LP	EE/LTS/PC/R/LP
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.	D/R/RC	EE/STS/R/PC	EE/LTS/R/PC
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.	D/DIVERSION	STS/DIVERSION	STS/A
Trespass/Loitering/Unauthorized Entrance	Entering or being present on school property without permission.	D	EE/STS	EE/STS
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.	CD/CP	CP	D/CP
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.	CD/CP	STS/CP/LP	LTS/CP/LP
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/D	EE/STS/R/PC	EE/LTS/R/E/PC
Vulgar or Lewd Conduct/ Profanity	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	D/RC	EE/STS	EE/STS
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.	D/RC	EE/STS	EE/LTS

Athletic/Activities Code of Conduct

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

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

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

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

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

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

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

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

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

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

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

Conduct Rules

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

Hazing Rituals

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

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

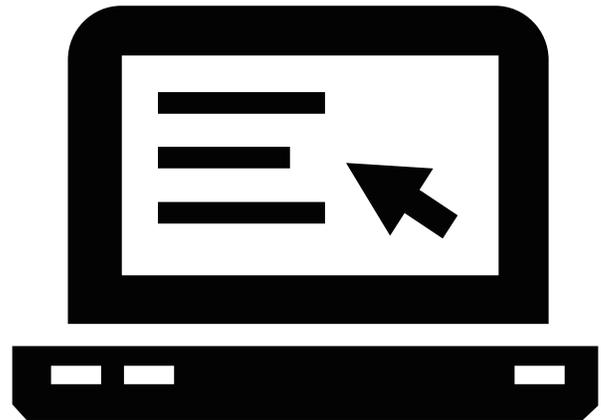
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

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

Technology Code of Conduct (2022P)

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



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

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.
<ul style="list-style-type: none"> • 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 – <ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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.

Suspensions will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

Grievance

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



Safety expectations at the bus stop

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

Safety expectations while riding the bus

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

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

Corrective Action for Students Enrolled in Special Education

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

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

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

Special Education and Preschool Drop-Off Procedure

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

Securing of Special Education and Preschool Students

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

Emergency Evacuations

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

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

Prohibition of Discrimination and Harassment

Human Dignity (4010)

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested+ in the daily behaviors of students, staff, and volunteers.

Nondiscrimination (5010)

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities 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:

Civil Rights Coordinator

Director of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
425-936-1266
civilrights@lwsd.org

Title IX Coordinator

Director of Athletics & Activities
16250 NE 74th Street
Redmond Washington, 98052
425-936-1367
titleix@lwsd.org

Section 504/ADA

Coordinator
Director of Special Services
16250 NE 74th Street
Redmond Washington,
98052
425-936-1407
section504@lwsd.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or view it online here: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/nondiscrimination-3210>.

Sexual Harassment (3205, 3205P)

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member, the school principal, or to the district's Title IX Officer, who is listed on page 12. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or view it online here: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/sexual-harassment-of-students-3205>.

Harassment, Intimidation and Bullying (3207, 3207P)

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

You can report harassment, intimidation or bullying to any school staff member, the school principal, or to the district's Compliance Officer (Director of Student Services, 425-936-1225, StopBullying@lwsd.org). You also have the right to file a complaint. For a copy of the district's harassment, intimidation or bullying policy and procedure, contact the school or the district office, or view it online <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/prohibition-of-harassment-intimidation-and-bullying-3207>.

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 Parent Information Booklet distributed at the beginning of the school year.

Our District's Tip Reporting Service

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

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



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