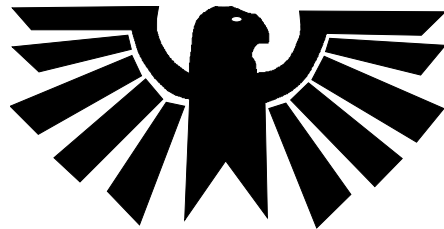


Redmond Elementary



Student, Parent and
School
Responsibility
Handbook
2019-2020

The mission of Redmond Elementary is to prepare and enable all students through the shared commitment of the home, community, and school to be life long self-directed learners who are capable of thinking, reasoning and participating in a global society.

REDMOND ELEMENTARY RESOURCES

Please read carefully through the enclosed information and resources from Redmond Elementary and Lake Washington School District. Keep this on hand for future reference throughout the year.

School Phone: 425-936-2660

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

These are available 24 hours a day. Please either email or leave a message when your student will be tardy or absent.

LWSD Student
Lunch Accounts: MySchoolBucks.com or
425-936-1393

LWSD Website: www.lwsd.org

School Website: redmond.lwsd.org

PTSA Website: www.redmondelptsa.org

Redmond Elementary School

16800 NE 80th Street
Redmond, WA 98052

Phone: 425-936-2660

Fax: 425-882-0591

Attendance / Safe Arrival: 425-936-2661

www.lwsd.org/school/redmond

Principal

Kirsten Gometz
kgometz@lwsd.org

Associate Principal

Taylor Davis
tdavis@lwsd.org

Office Manager

Carol Grammer
cgrammer@lwsd.org

Student Records Secretary

Amy Boykin
aboykin@lwsd.org

Office Hours

8:45 am – 4:30 pm

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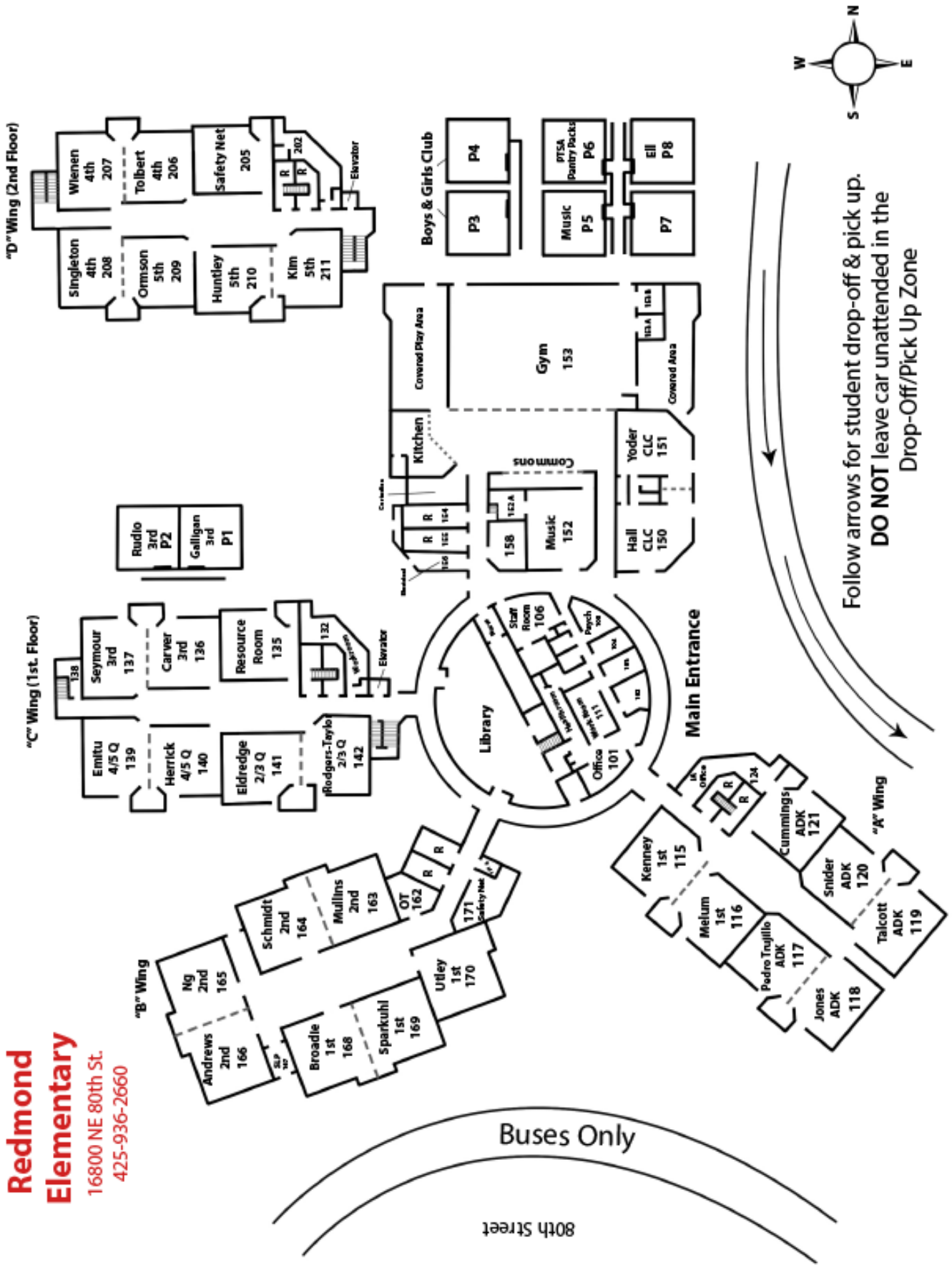
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Lake Washington School District

Elementary School Student Rights and Responsibilities 2018-2019	A1 thru A14
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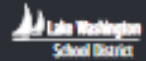
Redmond Elementary

16800 NE 80th St.
425-936-2660



Follow arrows for student drop-off & pick up.
DO NOT leave car unattended in the Drop-Off/Pick Up Zone

Lake Washington School District | 2019-20 Calendar – REVISED



August 2019

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

September 2019

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

October 2019

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

November 2019

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

December 2019

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

January 2020

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

February 2020

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

March 2020

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

April 2020

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

May 2020

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

June 2020

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

July 2020

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

Important Dates

<p>Aug. 26-30 LEAP Days</p> <p>Sept. 2 No school - Labor Day</p> <p>Sept. 3 First Day of School (grades 1-12)</p> <p>Sept. 3-5 Kindergarten Family Connections</p> <p>Sept. 6 First Day of School (Kindergarten)</p> <p>Sept. 11 1.5 hrs. early release schedule begins</p> <p>Sept. 12 First Day of School (Preschool)</p> <p>Sept. 17 First Day of School (SNAPS Preschool)</p> <p>Oct. 14, 15, 17 Half-Day Elementary Conferences</p> <p>Preschool Conferences (No Preschool Programs)</p> <p>Oct. 18 No school - LEAP Day</p> <p>Nov. 5 Last Day 1st Quarter (Secondary)</p> <p>Nov. 11 No school - Veterans Day</p> <p>Nov. 12 Secondary Grades Due</p> <p>Nov. 27 Half Day</p> <p>Nov. 28-29 No school - Thanksgiving/Vacation</p> <p>Dec. 23-Jan. 3 No school - Winter Break</p> <p>Jan. 20 No school - MLK Jr. Day</p> <p>Jan. 22 Elementary Grades Due</p> <p>Jan. 24 Last Day 1st Semester (Secondary)</p>	<p>Jan. 28, 30, 31 Half-Day Elementary Conferences</p> <p>Preschool Conferences (No Preschool Programs)</p> <p>Secondary Grades Due</p> <p>Feb. 3 No school - Mid-Winter Break</p> <p>Feb. 13-14 No school - Presidents Day</p> <p>March 13 No school - LEAP Day</p> <p>April 3 Last Day 3rd Quarter (Secondary)</p> <p>April 6-10 No school - Spring Break</p> <p>April 17 Secondary Grades Due</p> <p>May 13, 14, 15 Preschool Conferences (No Preschool Programs)</p> <p>May 22 No school - LEAP Day</p> <p>May 25 No school - Memorial Day</p> <p>May 26 Snow Make-up Day</p> <p>June 5 Last Day of School (SNAPS Preschool)</p> <p>June 10 Elementary Grades Due</p> <p>June 16 Last Day of School (Preschool)</p> <p>June 17 Half-Day - Last Day of School (K-12)</p> <p>Last Day 2nd Semester (Secondary)</p> <p>Secondary Grades Due</p>	<p>Key</p> <p>■ No School □ Half Day □ First/Last Day</p> <p>* Check Important Dates Section</p> <p>Wednesday schedule: 1.5 hrs. early release for students LEAP—Learning Enhancement Academic Planning</p> <p>Calendar is subject to change. School year may be extended due to inclement weather.</p> <p>Updated 5/17/19</p>
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**Redmond Elementary
Daily Schedule 2019-2020**

School Hours: 9:20-3:50

Early Release: Wednesdays - 2:20PM; Half-Days/Conference Day - 12:20PM

8:50 Breakfast

9:05 Students may arrive on school grounds. **NO supervision prior to 9:05 am**

9:15 **First Bell:** Students line up outside at designated areas.

9:20 **School Begins:** *Students arriving after 9:20 must report to the office.*

AM RECESS:

10:00-10:15 Grades: K, 1

10:15-10:30 Grades: 2, 2/3, 3, CLC

10:30-10:45 Grades: 4, 4/5, 5

LUNCH & RECESS SCHEDULE:

TIME	LUNCH	TIME	RECESS
11:20 – 11:45	Grade K	11:45 – 12:15	Grade K
11:50 – 12:15	Grade 1	12:15 – 12:45	Grade 1
12:15 – 12:40	Grade 2	12:40 – 1:10	Grade 2
12:25 – 12:50	Grade: 2/3, 3, CLC (Gym)	12:50 – 1:20	Grade: 2/3, 3, CLC
12:45 – 1:10	Grade 4	1:10 – 1:40	Grade 4
12:50 - 1:15	Grades: 4/5, 5 (Gym)	1:15 - 1:45	Grades: 4/5, 5

RECESS:

2:50-3:05 Grades 4, 4/5, 5

3:05-3:20 Grades 2, 2/3, 3, CLC

3:20-3:35 Grades K, 1

DISMISSAL:

3:50 Classes Dismissed

3:57 Buses and Vans Depart

Redmond Elementary School Partnership

The success of our students is dependent on the collaboration between students, staff and parents. The following guidelines will best support our students' academic, personal and social growth.

Students will:

- A. Come to school on time and prepared for the school day.
- B. Be considerate of the rights of others: students, staff, guest teachers and other adults by honoring the learning environment.
- C. Use respectful and appropriate language towards others, modeling kindness and inclusion and avoiding put-downs.
- D. Preserve the physical and emotional safety of others.
- E. Give their personal best by following the Redmond Elementary School expectations and procedures at all times.

School personnel will:

- A. Teach and model all Redmond Elementary guidelines, expectations, procedures, and consequences.
- B. Develop and communicate a classroom management plan to support school expectations and procedures.
- C. Support services and programs for children with individual needs.
- D. Treat every student with respect and dignity.
- E. Communicate with parents regarding the academic and behavior performance of each child.

Parents will:

- A. Understand and comply with the expectations and procedures of Redmond Elementary.
- B. Support their children in conducting themselves in an orderly manner while in school.
- C. Ensure children are prepared for school each day with books, appropriate clothing, necessary materials, and lunch or lunch money.
- D. Return all school and class paperwork needing signatures as soon as possible.
- E. Ensure that their children come to school rested, clean, fed, and ready to learn.
- F. Attend all conferences requested by staff and approach the teacher first, before administration, if there are questions or concerns.

COMMUNICATION

The following methods give our parents updated information about classroom activities, curriculum and special events:

- Principal Letters
- Teacher Newsletters and websites
- Weekly Update: The PTSA sends a weekly Hawk Flash electronic newsletter with information about upcoming school, district and PTSA events. Please be sure to sign up for this email on our school website.
- Redmond Elementary Website (www.lwsd.org/school/redmond)
- Redmond Elementary PTSA Website (www.redmondelptsa.org)
- Redmond Elementary PTSA and School Facebook Pages
- Redmond Elementary Reader Board
- School Messenger is an automated email and/or phone service that the school or school district will use for important information

Contacting Staff

Email is the most efficient method for communicating with staff, especially during the school day. Please keep your emails brief and to the point. Email is great for a quick question or to let us know of a situation or to schedule a phone call. If dialog is needed, a phone call is really the best choice. Impromptu meetings before and after school are difficult because our focus is on our students at that time. You may request a conference with your child's teacher or other staff member through email or a written note. Teachers usually cannot be reached by phone during the school day except in an emergency.

CONFERENCE WEEKS

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

Fall Goal-Setting Conferences:	October 14, 15, 17	12:20 DISMISSAL
Winter Conferences	January 28, 30, 31	12:20 DISMISSAL

There are two report cards per year, at the end of January and June. Using *Parent Access* you may view your child's academic progress at any time.

PARENT ACCESS INFORMATION & REGISTRATION

Research shows that students do better when their parents are informed and involved in their education. **Parent Access** is a web-based tool to help parents stay informed and engaged with their student's education. Parent Access allows parents to view their student's attendance as well as customized contact lists for their student's teachers, beginning the second week of school.

The Parent Access home page lists your student or students. One log-in links parents to all students in their family. The home page lists all your students' teachers, providing email links to contact those teachers. If those teachers have websites, links are provided.

In the *Links for You* section, the following links are available for all parents:

Student Information – Confirm the contact information, emergency contacts, and health notes on file with the school. See class schedules and attendance.

Lunch Account Balances – Check your student's lunch account balance. You can add money to your student's account balance via credit card or debit card through this secure site.

Volunteer Application – Parents can fill out the application to volunteer at their student's school online. All volunteers must be approved **before** volunteering in the schools. This includes field trip supervision.

Grades and Assignments – Are available in the Student Information section, called Family Access. The site also features links to district and school websites.

As a parent, we suggest you register for Parent Access and visit the site periodically, especially since new functions may be added. Teacher email links make it easier to keep in touch with your student's teachers, to ask questions or share concerns. If you have questions about Parent Access, check the Parent Access FAQs.

If you have problems registering for Parent Access, send an email to: ParentQuestions@lwsd.org

Visitors to the School: Entry Control Expectations and Process

Authority

The district's policy regarding visitors to the school ([KK](#)) encourages citizens to exercise the right of reasonable visitation while recognizing that the preservation of the instructional process and the welfare of students is the district's paramount concern and duty. Coordination and approval of all visitations shall be the responsibility of the building principal, or program coordinator when a program is not under a building principal.

Therefore, access to the school campus buildings will be controlled using the following measures to help ensure a safe learning environment. The measures should be implemented in a manner consistent with the district's nondiscrimination policy ([AC](#)).

Objectives

The objectives of the following entry access provisions are to:

1. Maintain control of access to the building interior, and
2. Maintain knowledge of persons entering the building interior.

Exterior Doors

It is the expectation that all school district building exterior doors always remain locked, with the following exceptions:

- School principals may designate scheduled windows of time where select doors may be unlocked for a brief period to allow for large groups of students to enter the building.
- School principals may authorize windows of times where select doors may be unlocked to accommodate large groups of attendees.

When possible, principals should identify staff to monitor visitor access to doors when unlocked.

Building Staff Access

Building staff may access the building using security card readers on exterior doors based on privileges assigned to their role. Staff may be granted access to the building for extended hours upon approval from their principal or supervisor.

Staff should not leave exterior doors manually unlocked or propped open.

Building staff are expected to always wear their district employee identification badges.

District Staff Access

District staff may access exterior doors of assigned buildings during school business hours using security card readers on exterior doors. District staff may be granted additional access to buildings upon approval from their supervisor.

District staff are expected to always wear their district employee identification badges.

Visitors During School Business Hours

Visitors, including volunteers, to schools and district buildings during school business hours will be expected to state their name and purpose of visit prior to entry into the building. Upon entering the building visitors are expected to proceed directly and immediately to the office where visitors will be required to present picture identification and check in. Visitors are expected to wear a visitor identification badge at all times when in the building. Volunteers are always expected to wear their volunteer badges.

Building and district staff are expected to question anyone they see without either an employee or visitor badge, and escort or direct them to the office. If directing a visitor to the office, the staff member shall notify the office to expect the visitor. In the event a visitor is uncooperative, the staff member should request assistance from a building administrator.

Contractor Access

Contractual staff will access the building using the same process outlined for visitors to the school. A school principal or department supervisor may request temporary keycard access for contractors provided that such staff have a demonstrated need to access the building outside of school business hours or regularly through a door that is not monitored for remote access.

Contractual staff are always expected to wear visitor badges.

Visitors During Evening and Weekend Events

School principals may authorize specific doors to be unlocked during events after school business hours such as athletic competitions or arts performances.

Community Use

Groups that use district facilities consistent with the policy on community use of school facilities ([KG](#)) during non-school hours will be granted access from an authorized district employee. A district employee must be present while outside groups are using the facilities.

Emergencies

The preceding process greatly enhances the ability of school staff to quickly and safely lockdown a campus in the event of an emergency. If such an emergency requires an outside police response and building staff are unable to unlock exterior doors, police responders may request a central override of the building access control system. Processes shall be put in place with each of the police agencies that serve schools in the district to ensure the efficient response to such request.

Staff Access Controls

Principals or supervisors may request an extension of building access privileges either in terms of hours or facilities by submitting a request to Info Centre.

Staff Training

Building administrators and all office, security, and custodial staff should be trained on the operation of the building access control system for redundancy.

Granting Visitor Access

Visitors to the school should be asked their name and the reason for their visit, via access control video/audio system, prior to being granted access to the building.

Visitors are then expected to report to the office to check in and present picture identification. Staff should report to school administrators and security staff immediately if any visitors do not report to the office immediately.

If multiple visitors arrive at the same time, staff should individually ask everyone their name and reason for their visit. Once each person has identified themselves, the group can be granted access.

Children with their parents will not be required to provide such statement.

Denying Visitor Access

Staff are authorized to deny access to visitors that refuse to identify themselves or the purpose of their visit. Visitors that are in violation of policies prohibiting substances or dangerous weapons in the school ([KGC](#), [JFCJ](#)) or whose conduct is prohibited ([KGB](#)) shall be denied access and the building administrator shall be notified.

Contesting Denial

Visitors who are denied access to a school may contest the denial by contacting the building principal in writing or by phone.

Signage

Each school shall display a sign at the main entrance depicting the expectations for gaining entry to the school. Additionally, signage should indicate the use of a camera system to monitor building access.

Language

If a visitor whose primary language is not English and that visitor is having difficulty understanding instructions provided in English, office staff should send a staff member to the front door to greet and escort the visitor to the office and then attempt to communicate with the visitor through the following methods:

- Using an online translation tool through the speaker system
- Using a telephone interpretation service
- Providing a script of entry phrases in the translated language and English to the visitor

ACCESSING enVISION MATH FROM HOME

enVision MATH offers you the opportunity to look inside your child's day-to-day learning. One of the many features of our K-5 enVision MATH program is the ability to help your child at home with Math. The enVision MATH program provides a website with resources for the materials the students are using in the classroom. When your student logs on to this website from home, you will be able to see what your student is working on. As you and your student share the website, you will have the resources to help your student with math, as needed.

This information will help you understand how your child can access the program from home.

How to help your student access enVision MATH:

- Begin by logging into the LWSD home page at www.lwsd.org
- Click the *For Students* tab
- Click the *Student Portal* link
- A browser session will be launched and your student will be asked for his/her login information.
- When the login screen displays have your child enter his/her district login ID and password. **Your child will have to enter LWSD\ on the user name line before the username is entered or the login will fail.** In grades 3-5, students manage their own username and password. Parents of K-2 students will need to go to Parent Access to find their students' username and password. If your student is in grades 3-5 and he or she cannot recall the password, please contact his/her teacher.
- Click *OK*
- Students then enter the portal, where they will have links to enVision MATH (K-5) and TCI (Grades 3 & 5).

NOTE: To ensure that the enVision MATH digital resources will run smoothly on your computer, check your settings by visiting this site: <http://www.pearsonsuccessnet.com> and clicking the ***check your computer's settings*** link on the right side of the page.

In addition, you want to ensure that you have the most updated version of Adobe Reader by launching Adobe Reader, selecting ***Help*** and then selecting ***Check for Updates***. If you have issues accessing the LWSD Student Portal, you may email ParentQuestions@lwsd.org

SAFE ARRIVAL, DISMISSAL and ATTENDANCE PROCEDURES

Learning time is important. It is the responsibility of the Redmond Elementary staff to prepare and teach the skills necessary to make each student successful. Regular and punctual attendance is the responsibility of the parent and the student. When a child is late for school or dismissed early from school, it is disruptive to that student, as well as to other members of the class. Please be on time!

Please call the school Safe Arrival Line (24-hour line) at 425-936-2661 before 9:15 am if your child will be absent or arriving late. Leave your child's first and last name, grade and teacher's name along with a message stating whether your child will be absent or late, and the reason why.

Arrival: Students should come to school **no earlier than 8:50 am, as there is no supervision until this time.** Students go directly to their outside classroom line (by 9:15 am) and enter the classroom at the first bell. If a child arrives late (after 9:20), they must go to the school office for an Admit Slip. Please note, students are still marked tardy if they arrive in the classroom after 9:20 am. Students are to remain on the school grounds during the school day.

Dismissal: School ends each day at 3:50 pm. Students not picked up by 4:15 pm will come to the office to wait for their parent to pick them up as there is no outside supervision after this time.

PLEASE NOTE: The office **closes at 4:30 pm.** All adults need to wait in the foyer or outside for their students. No adults or older students may be in the hallways or the shared spaces before or after school unless they have signed in at the office and are wearing a name badge. **Students MUST be picked up before 4:30. If we are unable to reach you or your emergency contacts, we will contact the Redmond Police to transfer custody, as we CANNOT leave students unsupervised.**

Early Dismissal: We understand that, on occasion, emergencies and doctor appointments may require you to have your child dismissed before the end of school at 3:50 pm. Parents must come into the office to sign their child out for early dismissals. If someone other than parent or guardian will be signing the child out from school, please send a signed authorization to the office that morning, and ensure that the person signing them out has a photo ID. We discourage signing out your child early on a regular basis because of the disruption it causes to the classroom as well as your student's learning.

LWSD ELEMENTARY ATTENDANCE and TARDY POLICY

Importance of Regular Attendance

The Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day.

Notice of Importance and Policies/Procedures

At the beginning of each school year and when students enroll, the District shall inform students and their parents/guardians of the expectation that students attend all assigned classes each day, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the District regarding truancy, and resources available to assist the student and their parents or guardians in correcting truancy. The District will also make this information available online and will take reasonable steps to ensure parents are provided such information in a language they can understand. Parents will be required to acknowledge receipt of this information online or in writing.

Attendance Records

Each day, student absences and tardiness will be recorded for each class period or session.

Excused Absences and Chronic Absenteeism

Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation JED R.

If a student is chronically absent, the school principal shall have reason to consider that further absences may have an adverse impact on the student's educational progress and therefore that further absences shall not be considered excused until a conference is held to develop a plan to support the student and that the student is in compliance with such a plan.

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress.

Unexcused Absences (Truancy)

Any absence from school is unexcused unless it meets one of the criteria in JED-R for an excused absence. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after any unexcused absence.

Additional unexcused absences shall result in consequences consistent with state law and outlined in regulation JED-R.

Specific Procedures

Specific procedures governing attendance, chronic absenteeism, and truancy shall be outlined in regulation JED-R.

Admit slips will be written beginning at 9:00 am, per the school wall clocks.

Attendance Records

School office staff will keep a record of excuse statements submitted by a parent/guardian or, in certain cases, students to document a student's excused absences.

Excused Absences

The following are valid excuses for absences and tardiness.

1. **Participation in school-approved activity or instructional program.** To be excused this absence must be authorized by a staff member and the affected teacher(s) should be notified prior to the absence.
2. **Absence due to:** illness; health condition; medical appointment; family emergency; religious or cultural purposes; court, judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation, or scholarship interview; State recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status.
When students are of age to make medical decisions, such absences may be excused without parent consent.
A parent/guardian may request that a student be excused from attending school in observance of a religious holiday.
3. **Absence for parental-approved activities.** This category of absence will be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress.
4. **Absence resulting from disciplinary actions — or short-term suspension.** As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
5. **Extended illness or health condition.** If a student is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the student is unable to do his/her schoolwork, or if there are major requirements of a particular course that cannot be accomplished outside of class the student may be required to take an incomplete or withdraw from the class without penalty.
6. **Excused absence for chronic health condition.** Students with a chronic health condition that interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent will apply to the principal or counselor and a limited program will be written following the advice and recommendations of the student's medical advisor. The recommended limited program will be approved by the principal.

Missed Assignments

Students shall be allowed a reasonable opportunity to complete or turn-in assignments or tests missed during an excused absence. Assignments not completed because of an excused absence or tardiness shall be made up in the manner provided by the teacher. A student will be allowed at least one makeup day for each day of absence. If a missed assignment or test cannot be replicated outside of the class period it was initially offered in, the teacher shall either excuse that assignment or provide the student with an alternative assignment.

Notification of Absence

When possible, the parent/guardian, adult (those over eighteen) or emancipated (those over sixteen who have been emancipated by court action) student should notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence.

If no excuse is provided with the notification, or no notification is provided, the parent/guardian, adult or emancipated student will submit an excuse via phone, e-mail or written note within 48 hours of the student's

return to school. Failure to provide a valid excuse within 48 hours will result in the absence being marked as unexcused.

Pre-Arranged & Extended Absences

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused by completing the pre-arranged absence form that shall be made available online and through the schools. If the pre-arranged absence will result in the student being considered chronically absent, completion of the pre-arranged absence form is required. Teachers are not required to provide classwork or assignments in advance of an absence.

Chronic Absenteeism & Attendance Plan

If any **elementary** (K-5 grades) student has five (5) or more excused absences in a single month during the current school year or ten (10) or more excused absences in the current school year, the school shall schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school.

The conference for elementary students must include at least one District employee, preferably a nurse, counselor, social worker, teacher, or community human service provider, and may occur on the same day as the scheduled parent-teacher conference, provided it takes place within thirty days of the absences. If the student has an Individualized Education Program or a Section 504 Plan, the team that created that program must reconvene. A conference is not required if prior notice of the excused absences was provided or if a doctor's note has been provided and an attendance plan is in place to ensure the student will not fall behind in their coursework.

Unexcused Absences (Truancy)

Absences are marked unexcused when:

1. The parent/guardian or adult/emancipated student submits an excuse that does not meet the definition of an excused absence as defined above; or
2. The parent/guardian or adult/emancipated student fails to submit any type of excuse statement within 48 hours of the student's return to school following an absence.

If a student has unexcused absences, the school shall progressively notify and engage the student and family in an effort to avoid further absences.

- A. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after any unexcused absence within. The notification shall include the potential consequences of additional unexcused absences.
- B. A conference with the parent or guardian shall be held after three unexcused absences within any month. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty (30) days of the second unexcused absence, the school may schedule the attendance conference on the same day. If the parent or guardian does not attend the conference, the conference may be conducted with the student and school official and the parent or guardian shall be notified of the steps the school has decided to take to reduce the student's absences.
- C. Not later than the student's fifth unexcused absence in a month, the school shall enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board, or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

- D. If such action is not successful, the school will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month or upon the tenth unexcused absence during the current school year.
- E. Prior to a secondary student's fifth unexcused absence in a month, an authorized staff member may administer a needs assessment subject to consent and, where appropriate, provide the student with best practice or research-based interventions.
- F. The District established community truancy shall be composed of members of the local community in which the student attends school. The District shall file a stay of truancy petition for those students who appear before the community truancy board.

Tardies

Students are expected to be in class each assigned class period on time. Corrective action may be taken when a student's tardiness becomes frequent or disruptive. A tardy may also be counted as an absence if the student more than half of an instructional period.

Early Dismissal & Closed Campus

Students who must leave the school during the school day must sign out of the school's attendance office prior to leaving the school. Leaving school without prior approval and without properly signing out may result in corrective action. Students are expected to remain on campus for the entire school day, except 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. There may be some exceptions to this based on individual student situations and circumstances.

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

The Washington Attendance Law

The BECCA bill <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically. Although missed assignments can be made up, nothing can replace valuable in-class instruction.

ILLNESS OR INJURY AT SCHOOL

Any illness or injury will be reported to the classroom teacher or recess supervisor, who will then have the student report to the office. Students who have a head injury at school will be wearing a wrist band. This is to identify them to bus drivers, specialists, and playground supervisors as having some type of head injury. Parents will be notified of the child's head injury.

While we value good attendance, if your child is ill, allow him or her to remain home until the illness has run its course. A measure we use to determine illness is a temperature of 100 degrees or above, or sub normal temperature. If this happens to a child at school, a parent or guardian will be notified. Your child must be fever-free and vomit-free for 24 hours before returning to school. Be sure your child's emergency card is up-to-date in the office. Students cannot be released to anyone unless they are listed on the emergency card.

HEALTH ROOM INFORMATION

When to keep your sick child home from school

Lake Washington School District works with King County Department of Public Health to help protect children from spreading communicable diseases. Keeping children home when they are too sick for school protects other students and staff from potential illness.

If your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the follow symptoms at school:

- **Fever:** Temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours (without the need of medication) before returning to school.
- **Vomiting:** Child should not return to school for 24 hours following the last episode of vomiting.
- **Lice, scabies:** Children may not return to school until they have been treated. Children with scabies can be admitted after treatment.
- **Diarrhea:** More than one watery stool in a 24-hour period, especially if the child acts or looks ill.
- **Chronic cough and/or runny nose:** Continual coughing and excessive nasal discharge. Conditions may be contagious and may require treatment from your health care provider.
- **Sore throat:** Especially with fever or swollen glands in the neck.
- **Rash:** Body rash, especially with fever or itching.
- **Ear infection:** With fever. Without fever can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **Eye infection:** Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from eye.
- **Unusual appearance, behavior:** Abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

Head Lice

If your child is suspected of having lice, please notify health room staff, as soon as possible. A parent must accompany their child, when they return to school and after treatment. A nurse or trained office staff will check the student for the presence of live lice. Though parents sometimes feel uncomfortable reporting these issues, it is imperative that our staff is notified, so that we can help prevent the transmission of lice to our school community.

Sunscreen

Students are allowed to self-carry sunscreen, after appropriate paperwork has been submitted to the health room staff. See agreement form.

Breaks/Sprains/Other Physical Injuries

Written instructions from the student's physical stating limitations and/or instruction for care, while at school, will be required when a student returns with a cast, crutches, or orthopedic appliances, or wheelchair. (Please notify health room staff, if a wheelchair is required, prior to student's return to school.)

Medications at School

Students are not allowed to self-carry ANY medications including: prescription, over-the-counter drugs/medications, cough drops, supplements and remedies, lotions and creams. If a student requires any of these items at school, please contact the health room staff.

Following are the Lake Washington School District procedures for administering medication. Schools rely on the cooperation of parents and guardians to safely and effectively administer medication to their students at school. Parents and guardians are responsible for:

- Supplying all medications (schools do not supply medications – including over-the-counter medication for students)
- Transporting medication to and from school
- Completing all required medication authorization forms

Parents/Guardians must complete the **Authorization to Administer Medication** form for *each* prescribed and/or over-the-counter medication. This form needs to be completed yearly and must be signed by the health care provider and parent/guardian. It is only valid for the current school year, including summer school. Medication forms are given to the school nurse to review. Medication cannot be given without the completed form.

Parents/Guardians must bring all medications to the school office for the students. Students cannot carry medication to school, nor can medication be transport on school district buses.

All medication must be in the original prescription bottle, container, or package with a pharmacy label that matches the Health Care Provider's orders. *If they do not match, we cannot accept the medication and/or the orders.* Parents will need to work with your provider and pharmacy to make any needed corrections. Properly labeled medications contain the following information:

- Student Name
- Date Issued
- Name of Medication
- Name of Health Care Provider
- Exact Dosage
- Time of day the medication is to be given

Other Medication Information

- If half doses have been prescribed, the parent/guardian must break the medication tablets in half before bringing them to school.
- Medication that is to be given three times a day should be given at home before school, after school, and at bedtime.
- Homeopathic medications will only be accepted if the **Authorization to Administer Medication** form is signed by a health care provider.
- All non-prescription medication must be current and should be labeled with the student's name.

Inhalers: The Authorization to Administer Medication form is to be completed for inhalers. If an exception is made allowing the student to carry his/her own inhaler, written permission from the parent/guardian, health care provider and school nurse is required.

Insulin: Parents must complete the diabetes health care provider medication order form to allow their students to take insulin at school.

Using Sunscreen at School/Field Trips/Camps – 2019-20 Process for all grades

“Any person, including students, parents, and school personnel, may possess topical sunscreen products to help prevent sunburn while on school property, at a school-related event, activity, or at summer camp... a sunscreen product may be possessed and applied under this section without the prescription or note of a licensed health care professional... For student use, a sunscreen product must be supplied by parent/guardian.. (3) Nothing in this section requires school personnel to assist students in applying sunscreen.” – *WA State House Bill Amendment 5404 to RCW 28A.210*

Doctor permission is no longer required, but please review the Lake Washington School District process for sunscreen at school. The safety of all children is our priority and some students are very allergic to sunscreen. Thank you for understanding and complying with this process.

Students may bring and self-apply sunscreen at school once parents have met the following conditions:

- We recommend application at home before school, bring a sunhat labeled with name, and wearing sun protective garments.
- Sunscreen is labeled with child’s full name
- NO SPRAY sunscreen is allowed
- Younger students may find stick sunscreen easier
- Child is instructed by parent to not share sunscreen with other students
- Approval will be withdrawn if a student handles sunscreen irresponsibly or otherwise maintains or administers it in a manner that is not appropriate for school. For this reason, parents must demonstrate at home how to apply.
- Additional information regarding sunscreen can be found at:
<https://ww.aad.org/media/stats/prevention-and-care/sunscreen-faqs>

I agree and have met the conditions above and provided sunscreen for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Printed Name _____

Student Name _____ Grade _____

Sincerely,

Health Room Staff

Staff: Keep original signed copy of this letter in the Health Room. Make a copy to keep with sunscreen.

PARKING LOT SAFETY

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

Entering and Exiting:

In the interest of increased safety, the parking lot is now ONE WAY only. ALL cars must enter at the NORTH opening, at the top of the hill. The top lane is for PARKING only. There are two drop off zones, in the middle and lower lanes. The middle drop off/flex zone may be used for parking between the hours of 9:30 and 3:30. All parking lot traffic moves south and exits at the SOUTH opening. Please be courteous, and especially, SAFE.

Car Pick-up and Drop-Off:

Drivers must obey posted speed limits and to watch for students when arriving and leaving school. If you are going to be dropping off or picking up a student, only use the DROP-OFF and PICK-UP zones. These Drop-Off/Pick-Up zones are NO PARKING zones. DO NOT BLOCK the disabled access parking spots.

Do not let students enter or leave the car in any space other than the Drop-Off area, and **ALWAYS from the right, curbside of the vehicle only**; the safety of students is our primary concern. If students need parent assistance getting out of the car, please park your car and walk with them across all crosswalks. It is unsafe for parents to get out of the car in the Drop-Off/Pick-Up zone.

Please continue to pull forward as space allows when loading or unloading students to help ease congestion. Remember that you are a role model for students who are watching you.

Parking Lot Safety (Walking):

Parents and students **must use crosswalks** that are manned by adult and student patrols. Please refrain from jaywalking at all times. Students age 10 and over who would like to ride bicycles to school must complete the *Application to Ride My Bike to School* form located in the office. Students younger than age 10 who wish to ride their bike **MUST** be accompanied by a parent. Students with bicycles must walk their bikes while on school grounds and they must securely lock their bike in the bike rack provided.

Carpool Safety:

The driver has the responsibility for making and enforcing safety rules in the car. Children 4-6 years old or weighing less than 60 pounds must be in a booster seat in vehicles equipped with a lap and shoulder belt. Booster seats are recommended until the child is 8 years old and 80 pounds, unless the child is 4'9" tall. Please contact the affected parties in the event of changes in carpooling. Thank you for joining us in our efforts to keep your children safe!

SCHOOL PHONE and BUS PASS

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

VOLUNTEER GUIDELINES

Website: www.lwsd.org/For-Community/Volunteers/Pages/

Families of Redmond Elementary students are welcome and encouraged to volunteer at our school. To become a volunteer, LWSB requires a completed Volunteer Application form, which can be found on the district website. Approved applications are good for two (2) years. Forms are also available at the school office.

Volunteers are expected to:

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

Tips for Parent Volunteers:

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

LUNCH PROGRAM PROCEDURES

The lunch program is restricted by law from loaning food service money or carrying debt. However, children do occasionally forget their lunch or lunch money. In this instance, emergency lunches will be given. Please avoid the build up of negative accounts. The LWSB Nutritional Services Department may be reached at 425-936-1393.

Free and Reduced lunches are available through the federally supported National School Lunch Program to all students unable to pay the full price. Information regarding free and reduced-price lunches is included in the first day packet sent home with your students, or may be obtained from the school office. Please complete these applications as soon as possible as regular lunch prices will be charged until your account is approved.

LUNCH PRICES

The following are lunch prices for the 2019-2020 school year:

- Individual student lunch \$3.25
- Individual student milk \$.50
- Adult lunch \$4.25

Current prices--subject to change

LWSD's Nutrition Services Department takes pride in providing nutritious meals to students to support learning each school day. It is the responsibility of parents or guardians to prepay for school meals, provide a meal from home, or complete an annual application establishing eligibility for free or reduced price meals.

Under no circumstance do we want a child to go without a meal during the school day. Students will be allowed to debit their school meal account for the purchase of a complete breakfast or lunch when their account shows insufficient funds or when the student does not have sufficient funds in the form of cash or a check. The purchase of ala carte items including 2nd entrees, milk or juice and snacks are strictly prohibited when an account is negative or will become negative due to the charge.

Adults are not allowed to charge a meal or purchase any ala carte items if they have a negative balance on their account or will become negative due to the charge.

Nutrition Services will make every effort to communicate with families the status of their student's low and negative meal account balances through the following efforts:

Accounts with low balances of \$10 or less:

- Families will receive an automated email message twice a week (Mondays & Wednesdays) regarding their child's meal account balance.
- Families who utilize MySchoolBucks to manage their child's account can set alerts that will notify you when an account balance reaches a certain point. This is managed strictly by the parent.

Accounts with negative balances:

- Families will receive an automated phone call and an email message three times a week (Mondays, Wednesdays & Fridays) regarding their child's meal account balance. Notifications will continue until account balance is paid off.
- Families will receive a personal phone call from the Nutrition Services Office once their child's balance reaches a negative \$15.
- If the child's account balance continues to remain negative after these attempts, Nutrition Services will contact the school designee who will connect with the families to problem solve ways to resolve the negative balance issue.
- Unresolved negative balances at the end of the year will be submitted to the Accounting office for collection.

We strongly encourage families to complete the School Meal Benefit application annually to determine if they qualify for free or reduced priced meals. The School Meal Benefit application may be completed throughout the school year if a family's income changes. The [School Meal Benefit application is available here](#).

Families are encouraged to enroll in the online prepayment service www.myschoolbucks.com for meal account payments and account tracking. There is a convenience fee for this payment service, however, there is no fee associated with account balance inquiries through MySchoolBucks.

Families should contact Nutrition Services for the following:

- If you do not want your child to purchase a meal once their account is negative or if you want to restrict the purchase of a la carte foods, an alert can be placed on their student's account.
- If you need assistance with payment options to address school meal charges.
- Questions regarding negative school meal balances.

Nutrition Services

Phone:425-936-1393

Office Hours: Monday-Friday, 7:30 a.m.-4:30 p.m.

You are encouraged to deposit money into your student's account for lunch and/or milk. Students with an account take their card, drop in in a basket and proceed to select their food. The LWSD Nutritional Services department has an automated phone system that alerts parents to low or negative account balances. Families will be contacted regarding low lunch balances. Ultimately, it is the parent's responsibility to keep track of student accounts.

Menus will be sent home with students at the beginning of each month. We will continue our Kidsway Café using student helpers during lunch. Students that help will receive a free lunch on the day they serve. Classroom participants rotate monthly.

You may make deposits to your student's lunch account by:

- Sending a check or cash to school in an envelope with your student. Clearly indicate your child's name and teacher on the envelope. You may use one check for multiple siblings; please note on the envelope as to how the funds should be split.
- Calling Nutritional Services at 425-936-1393 to use a VISA or MasterCard to charge a deposit.
- Using the Lake Washington School District website (www.lwsd.org) and using Parent Access to make a deposit to his/her lunch account. Please be sure to click on the "pay now" button and write down the subsequent transaction number.

PARENT/GUARDIAN EMERGENCY INFORMATION

The staff at Redmond Elementary takes our responsibility for keeping your children safe and secure very seriously. If an emergency occurs that requires the school to close early, such as a snowstorm or a windstorm, or which requires us to evacuate the school building, such as a fire or earthquake, detailed plans are in place to care for students and reunite them with their parents as quickly as possible. As a parent, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to stay calm. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency.

After an Emergency

- Do not call the school; there are district procedures for informing the public via radio and television. Our staff will be focusing on emergency needs and cannot field these calls.

- The parking lot will be closed off to allow access only for emergency vehicles. Do not block the entrance to the parking lot.
- If you live nearby, please walk to reduce traffic congestion.
- If you drive, please be courteous and park where there is space.
- If it is a city-wide emergency it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them.
- Be sure to bring your picture ID with you to the school. We are required to identify each individual picking up a child.

PLAYGROUND EMERGENCY PLAN

In case of an emergency on the playground, the supervisors will blow their whistles for one continuous five second interval. Students are to stop, look, and listen for instructions from the playground supervisors.

Situation	Action
Lightning	Students will be directed to go into the building via the nearest door.
Earthquake	Students and staff will drop and cover. Supervisors will direct the students to assemble on the soccer field after the earthquake.
Lockdown or Intruder	Students will be directed to go into the building via the nearest door.

After each instance, the supervisors will radio into the office for further instructions.

INCLEMENT WEATHER

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

- All students will be expected to go outside during recess.
- Regardless of weather, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
- Students are to use common sense on the playground and remain dry.

Please check the LWSD Website (www.lwsd.org) for information about weather related changes and specific information about all district schools. For information about school delays and closures due to snow, high winds or electrical problems, listen to the following radio and TV stations or check the district website for information about the Lake Washington School District:

AM Radio: KOMO 1000, KVI 570. FM Radio: KMPS 94.1, KJR 95.7, KIRO 97.3, KPLZ 101.5

TV Stations: KOMO Ch.4, KING Ch.5, KIRO Ch.7, KCPQ Ch.13

DRESS CODE POLICY

All school attire must be safe, appropriate and not disruptive to the educational environment. The students' dress or appearance shall not create material and substantial disruption of the educational process at school (student dress shall not be gang-related nor may it promote illegal activity or activity that violates school regulations, including those related to racism, prejudice, and ideas inappropriate for elementary students).

Examples of Redmond Elementary dress expectations include, but are not limited to, the following:

- Clothing appropriate to the weather.
- Students must wear appropriate shoes (tennis shoes, nothing open-toed) on days they have PE. Roller shoes must have the wheels removed on school campus.
- Clothing and other personal belongings should be appropriate for elementary children. Clothing and personal belongings displaying designs, pictures, slogans, or insignia pertaining to sex, drugs, alcohol, tobacco, offensive language, violence or gang-related affiliations (including rags, sagging, tag or street names) are considered inappropriate wear.
- Shorts and skirts need to be beyond the fingertip length of the child wearing them, when the child is standing with arms at their side.
- Shirts and tops must extend to the waistline with no midriff or undergarments exposed. Students may wear sleeveless tops, however straps must be at least two (2) adult finger widths wide.
- Hats may be worn on the playground, but may not be worn inside the building. Bandanas are not allowed. Hoods may be used outdoors only.

If a student dresses inappropriately for school, any staff member may require the student to change clothes and/or surrender the item to be sent home.

LOST AND FOUND

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

Family Tip: Please put student names in clothing items such as jackets, sweatshirts, hats, backpacks and mittens. Make sure students arrive home with the items they went to school with.

TOYS AND SPORTS EQUIPMENT

We have completed a thorough Recess training this year which has revitalized our recess program, making them significantly more fun, safe, and engaging. As part of these changes, we will provide needed recess equipment here at school. Please leave other balls or other sports equipment at home. The one current exception is cricket gear (lightweight plastic only) as we have not yet purchased school cricket gear.

PERSONAL ELECTRONICS

For protection of your valuable property, electronics such as iPods, Gameboys, Nintendo, Music Players, etc. should be left at home. Redmond Elementary/LWSD assumes no responsibility if these items are brought to school and broken or lost.

If you desire your student to be able to bring a Kindle or other e-reader to school, an electronics release form must be first completed and submitted to the office. It is at the discretion of each teacher whether they will be allowed in class.

Cell phones must be turned off and kept in backpacks during school hours. Students needing to contact a parent during school hours may ask permission to use a school phone.

If cell phones are seen, heard or used during school hours, the following will result:

First occurrence: Item will be taken away for the rest of the school day. Student may pick item up after school.

Second occurrence: Item will be taken away. Parent will need to come to school to pick up the item after school.

Third occurrence: Item will be taken away until the end of the school year at which time the student's parent may come to the office to pick up item.

Personal property found on the playground should be turned in to the playground supervisor, to the office, or to the Lost and Found.

Neither Redmond Elementary nor the Lake Washington School District are responsible for the loss of any personal electronic equipment or cell phone. Your child brings them at his/her own risk.

HOMEWORK POLICY

Our goals regarding homework are as follows: that students will receive opportunities for extra practice if they need it, that parents feel informed about classroom content and can support their students as needed, and that students are able to practice self-efficacy and be prepared for the demands of school today and in the years ahead. We also do not want to overtax our students who will already be returning from school late in the day, after a full and demanding day of learning.

We will continue to emphasize and support READING. Research has shown that reading with our kids has long-term positive effects on their brain development. We ask you to read with your child every night, and as they develop into independent readers, to set aside time for reading every day. Even after they are strong readers on their own, we encourage you to read to your child; even those in the older grades tend to love this shared activity.

In 2019-2020, the following applies:

- **Reading:** A reading activity each night is the goal for every Redmond Elementary School student. Time guidelines for reading are noted:

Daily Reading Expectations	
K	10-15 Minutes
1	15-20 Minutes
2	20-30 Minutes
3	20-35 Minutes
4	30-45 Minutes
5	30-60 Minutes

- **Special Projects:** Occasionally, your teacher may send home special projects, such as book projects or family culture activities.
- **Practice/Reinforcement:** Teachers will, at times, send students home with some homework – to practice applying new math skills independently, or to practice spelling words. Alternately, if we identify that your child could use some extra practice or support with a skill, we may send that home. We will be emphasizing quality over quantity if this is the case.
- **Independent Practice:** We will also share resources with your family, in case your child is eager to pursue math enrichment or other activities in their own time.
- **Incomplete Work:** Teachers will allot adequate time in class for students to complete assigned work. In the event that a student does not use their class time wisely, incomplete work may be sent home to complete. We ask for your support in helping your child develop positive work habits, and accountability for completing their assignments.

Recommendations: We ask that you not fill this open time with screen time. Video games or television viewing should be kept to a minimum, to support healthy brain development. Instead, we recommend the following:

- Unstructured play, inside or outside.
- Encourage opportunities for movement, both gross motor (running, climbing, biking) and fine motor (building with Lego, drawing, puzzles, playing an instrument).
- Chores/community service: helping a neighbor, raking leaves, caring for pets.
- Allow your child to become bored. This is where creativity is born. Resist the desire to entertain them; in time, they will find ways to entertain themselves by finding what interests them. This may be music, art, building, sports, and scientific exploration.
- Encourage play with friends and allow your child to experience and work through conflicts. Qualities like self-awareness, self-management, social awareness and relationship management are directly tied to graduation rates and future success.

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

SCHOOL LIBRARY BOOKS and TEXTBOOKS

Students are responsible for the proper care of textbooks and must pay for lost or damaged books. Fines for damaged textbooks will be levied in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected, since the book will need to be replaced. Each student shall return all textbooks issued to them when leaving the school, or at the end of the school year.

CIVILITY POLICY

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

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

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

STUDENT BEHAVIOR EXPECTATIONS AND CONSEQUENCES

At Redmond Elementary, we are committed to the development of all students as lifelong learners who will enhance the world as responsible and caring citizens. Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence that they need to be successful. One of the ways this happens is through clear, consistent expectations and predictable, fair consequences.

Students at Redmond Elementary are expected to **be Safe, Respectful, Responsible, and Kind**. As a school, we will teach students what this looks like, explicitly, across multiple settings. We ask that you discuss these same expectations with your student, and honor them when you are with us as well.

As part of our **Positive Behavior** Intervention Systems, students making positive, pro-social choices will experience positive reinforcement. In addition to informal, verbal recognition, students will occasionally receive **Hawkeye** slips, when they are “caught being good.”

If students struggle with making positive choices, they will receive redirection and support from school staff. This may include 1:1 coaching, or time to reflect and plan how to make amends with another trusted teacher or staff member. In the older grades, this may include a reflection sheet noting how the student processed their actions and determined needed restorative steps.

If a behavior is serious enough to warrant removal from their setting, either the classroom or recess, students will complete a “**Think Paper**” with the support of an administrator or office staff member. Think Papers are a tool used to help students identify their own actions, reflect on how their actions affect others, and develop a plan to fix the situation and prevent it from happening again. These must be brought home, signed by a parent, and returned the next day for the student to return to recess.

SCHOOL-WIDE BEHAVIOR MATRIX

	Safe	Respectful	Responsible	Kind
Before and After School	<p>Walk at all times</p> <p>Hands and feet to self</p> <p>Follow all staff directions</p> <p>Cross roads only with an adult/safety patrol</p>	<p>Use talking voices</p> <p>Interact with others politely</p> <p>Wait your turn and take turns</p>	<p>Arrive to and leave school on time</p> <p>Follow bike rules</p> <p>Be mindful of cars and others</p>	<p>Be patient with others</p> <p>Welcome others</p> <p>No ‘cuts’ or saving spaces</p>
Hallways	<p>Walk at all times</p> <p>Stay in line, to the right</p> <p>Hands and body to yourself</p> <p>Follow directions from ANY staff member the first time</p>	<p>Voices off</p> <p>Look but don’t touch student work and posters</p> <p>Allow others to pass</p>	<p>Keep hallways clean and tidy</p> <p>Pay attention to those around you</p>	<p>Offer to help others in need</p> <p>Hold the door for someone</p> <p>Smile or wave</p>
Recess	<p>Stay within boundaries</p> <p>Hands, feet, bodies to yourself</p> <p>Pay attention to games near you</p> <p>Items from the ground stay there</p>	<p>Follow directions the first time</p> <p>Use equipment properly</p> <p>Line up for bells right away</p> <p>Build people up, don’t put them down</p>	<p>Play where you can be seen</p> <p>Always get a pass to enter the building</p> <p>Ask for help and report problems or danger</p>	<p>Include others</p> <p>Share equipment and take turns</p>

Restroom	<p>Wash hands with soap</p> <p>Keep water in the sink</p> <p>Feet stay on the floor</p>	<p>Use quiet voices</p> <p>Give others privacy</p> <p>Knock on stall doors first</p>	<p>Use time wisely</p> <p>Put paper towels in the trash</p> <p>Report problems to staff</p>	<p>Get help if someone needs it</p>
Lunchroom	<p>Walk at all times</p> <p>Eat your own food (no sharing)</p> <p>Honor allergy table rules</p> <p>Feet on the ground, body on seat</p>	<p>Follow directions the first time</p> <p>Talk in quiet voice levels with people near you</p> <p>Say "Please" and "Thank you"</p> <p>Be okay with what others eat</p>	<p>Always clean up table and floors</p> <p>Make sure lunchboxes are returned to their place</p> <p>Eat first, then talk with friends</p> <p>Wait quietly for dismissal</p>	<p>Invite others to sit with you</p> <p>Help others if they need help</p>

BUS CONDUCT

The bus drivers and the school work in close coordination. We depend on the drivers to safely transport the students and have them arrive at school ready to learn. Bus drivers are responsible to enforce bus rules established by the Lake Washington School District (Complete LWSD Bus Conduct Policy found in the LWSD Policies section of this handbook). The drivers are empowered to call parents, assign a bus rider a behavior plan, and to issue bus tickets. Suspension of bus riding privileges for a period to time may occur at the first bus ticket. Severe infractions will lead to the immediate loss of riding privileges.

Students should not be at the bus stop more than ten (10) minutes early. The bus stop is not under the supervision of the Transportation Department. If student problems such as rowdiness or students playing in the street at the bus stop need to be resolved, we suggest the issues be addressed within the neighborhood.

Bus Ticket Procedures

1. Bus drivers may issue tickets for infractions or bus rules or any other misconduct.
2. Students are to bring tickets to the office and meet with the principal who will discuss the problem and the consequences.
3. The principal may ask for a meeting with parents, bus driver and/or the Supervisor of Transportation, if deemed necessary.
4. The parents will receive an information letter and copy of Bus Conduct Form.
5. Parents shall sign the Bus Conduct Form and make sure it is returned to the principal.
6. Bus riding privileges may be reinstated by the principal with the issuance of a riding pass which is to be given to the bus driver.

2019-20 Student Rights & Responsibilities

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Introduction

Purpose

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

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

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



Student Rights and Responsibilities (JF)

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 (JED, JED-R)

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 (JED, JED-R)

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 (JG, JG-R)

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 ([JG](#), [JG-R](#)).

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 ([JFG](#), [JFGA](#))

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 (JFC-R)

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 (JFC-R)

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, administrator 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.

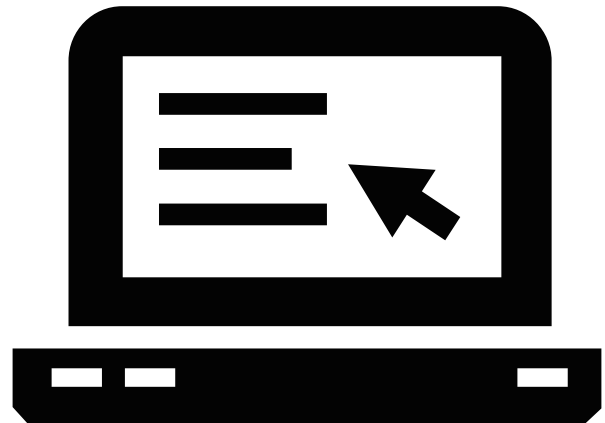
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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 (IIAB-R)

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 (JFCC)

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 (ACA)

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 (AC)

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: <http://www.lwsd.org/about-us/policy-and-regulations/nondiscrimination-ac>.

Sexual Harassment (JFDA, JFDA-R)

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: <http://www.lwsd.org/about-us/policy-and-regulations/sexual-harassment-of-students-jfda>.

Harassment, Intimidation and Bullying (JFD, JFD-R)

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 <http://www.lwsd.org/about-us/policy-and-regulations/harassment-intimidation-and-bullying-of-students-jfd>.

Prohibited Items

Alcohol, Drug and Tobacco (IGAG, JFCH)

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 (JFCJ)

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 9A.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 ([JHCD](#), [JHCD-R](#))

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 ([IGB-R](#))

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 ([JC](#), [JC-R](#), [JECB](#), [JECBC](#))

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 ([JO](#))

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.

Acknowledgement of Receipt of the 2019-20 Student Rights & Responsibilities

The LWSD Student Rights and Responsibilities is available on the district website:

- Go to www.lwsd.org > Programs and Services > Student Services.
- Find the "Student Rights and Responsibilities" box and click on the link for "Rights & Responsibilities Handbook."
- A printable version is available at the top of the page.

Student Agreement

I, _____ (print student's name) have received and read the Student Rights & Responsibilities document for Lake Washington School District. I am aware of my rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

Student Signature

Date

Parent/Guardian Agreement

Please review the Student Rights & Responsibilities document with your student and sign below to acknowledge your receipt and understanding of the document.

I am the parent or guardian of the above named student. I have received and read the Student Rights & Responsibilities document for Lake Washington School District. I am aware of my student's rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

Parent/Guardian Signature

Date