

Thoreau Elementary

Student and Family Handbook 2021-22



Thoreau Elementary
8224 NE 138th St
Kirkland, WA 98034
425-936-2720
www.lwsd.org/school/thoreau

Lake Washington School District

Every Student Future Ready

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

Table of Contents

- Thoreau Information
- Principals' Welcome
- Staff Directory
- Bell Schedule
- PTSA Board
- Civility Policy
- Behavior Policy
- General Policies and Procedures
 - Attendance, Arrival, and Dismissal
 - Communication and Transportation
 - Nutritional and Medial Information
 - Academics and School Day
 - Campus and Safety Information
 - What to Bring and Wear
 - PTSA and Volunteers
- Student Version Handbook
- Student Rights and Responsibilities

General Information

Thoreau Elementary

8224 NE 138th St.

Kirkland, WA 98034

Thoreau Mission	To be a collaborative community that encourages individual growth and achievement by focusing on what is best for students.
Thoreau Vision	Students will be confident, engaged, knowledgeable community members, equipped for life-long learning.
Our Values:	Work Hard, Be Kind, Be Safe
Office:	425-936-2720
Safe Arrival:	425-936-2721
Fax:	425-814-4986
Website:	www.thoreau.lwsd.org
Office Hours:	8:00 a.m. to 4:30 p.m.
Mascot:	Frog
Colors:	Green and yellow



This handbook belongs to:

Name _____

Teacher _____

Welcome

Dear Thoreau Students and Families,

Welcome to a new year at Thoreau Elementary! We are excited to partner with you in your student's elementary school journey. We are so glad to have our students back on campus and know that we are Stronger Together!

This Student and Family Handbook contains important information regarding school policies, procedures, and guidelines as well as the LWSD Student Rights and Responsibilities. The purpose of this handbook is to outline to our students, families, and staff the expectations for building a strong educational community at Thoreau Elementary where everyone feels safe, included, and can communicate and learn. Having shared expectations, procedures and policies helps us respect the diverse community in which we live, work, and learn every day. We understand this isn't the most "warm and fuzzy" document to welcome you to school with and hope you will read through it with the lens of knowing we adore our kids and families and these guidelines are to ensure we are all productively working together with as few bumps along the way as possible. Please join us as we challenge each student to focus on Working Hard, Being Kind, and Being Safe.

In the general information section, you will find answers to many of your school questions. In the Family & Volunteer section you will find copies of our Volunteer Guidelines and information on our Collaborative Code of Respect.

It is required by the state that each school publish a handbook and that each family sign and return a form indicating that they have read it and are aware of the LWSD Student and Family roles and responsibilities. **Please take time to review each section of this handbook with your child/children and complete the online signature form. [Sign here](#).**

Thank you for working in collaboration with us to create and foster a positive, welcoming, and inclusive school culture and learning environment.

Warm Regards,

Heidi Lindquist-Lane
Principal

Julie Guest
Associate Principal

Thoreau Staff

Heidi Lindquist-Lane	Principal		Kim Schnaitman	Resource Room
Julie Guest	Assoc. Principal		Erica Erickson	Resource Room
Jordan Gale	Office Manager		Kat Bechtel-Hall	Safety Net
Sally Freni	Secretary		Kelli Perry	Safety Net
Nancy Holden	Health Room Secretary		Prabha Thomas	ELL
Maryline Williams	Kindergarten			
Mary Carpenter	Kindergarten		Samantha Young	Nurse
Jessica McGinnis	Kindergarten		LeaAnne Meschke	School Psychologist
Skye Van Cleave	First Grade		Madison Powers	Counselor
Erica Friedman	First Grade		Seth Hayden	SLP
Alicia Girard	First Grade		Lauren McMullen	OT
Christina Chow	Second Grade		Janelle Pinski	PT
Heidi Hasty	Second Grade			
Jordan Lucio	Second Grade		Jose Castillo	Custodian
Tara Pozo	2/3 Quest		Bob Smith	Custodian
Eleanor Jones	Third Grade			
Caroline Amundsen	Third Grade			
Julie Davis court	Third Grade		Ann Marie Mangum	Instructional Assistant
Sean Valley	Fourth Grade		Christina Chaney	Instructional Assistant
Karrie Hein	Fourth Grade		Christine Bergstein	Instructional Assistant
Aishla Acevedo	Fifth Grade		Josee Lemay	Instructional Assistant
Cori Fraley	Fifth Grade		Kris Webber	Instructional Assistant
Kat Van Den Bos	Fifth Grade		McKenzie Leake	Para Educator
Beth Stanley	4/5 Quest		Ellyn Shull	Para Educator
Joanna Bowns	4/5 Quest		McKenzie Leake	Para Educator
Tamara Walker	Pull-Out Quest		Katie Engebretson	Para Educator
Josie Latiolais	Music		Leanne Rothrock	Para Educator
Ann Fitzmaurice	Library		Elke Nesmith	Para Educator
Kelsey Korby	PE		Melanie Bates	Para Educator
			Kayla Romey	Para Educator
			Iris Joya-Garcia	Para Educator
			Janae Jones	Kitchen
			Tora Roskvog	Extended Day

Daily Schedule & Emergency Closure/Late Start

Arrival

9:15	First Bell
9:20	School Starts

Dismissal

3:50	Monday, Tuesday, Thursday, Friday
2:20	Wednesday

Emergency Closure & Late Start

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule, please tune in to the following for information:

- Television: KOMO Channel 4, KING Channel 5, KIRO Channel 7, KSTW Channel 11
- AM Radio: KIRO 710, KNWX 770, KOMO 1000, KMPS 1300 FM Radio: KMPS 94.1
- Lake Washington School District: www.lwsd.org or call the main district telephone number 425-936-1200,
- FlashAlert.net (formerly schoolreport.org), distributes emergency messages, weather closure information, etc.

The public announcement will be one of the following:

• Schools closed:

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

• Late start and limited bus service:

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

• Special announcements:

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

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

PTA Board

OUR MISSION:

PTA was established as an advocate for students. PTA’s mission is to “Build a Better World for our Children.” Thoreau PTA does this by providing enrichment programs, community events, parenting classes, classroom enrichment, and health & safety measures.

How does the PTA accomplish all this? WITH YOUR HELP! Thoreau’s PTA raises money to support these programs with fundraisers and runs the committees with parent volunteers.

OUR GOALS:

- Advocate and support children, school, and community.
- Secure laws for the care and protection of children and ensure the highest success in physical, behavioral health, and social intervention.
- Facilitate a safe, inclusive, and welcoming environment that promotes equality and diversity.
- Foster a bridge between the school and home that parents and teachers may engage in the growth of our children.
- Raise funds to provide enrichment to our students and teachers.

Thoreau PTA Board Positlons for 2021-22	
https://thoreaupta.ptboard.com/school/cm?mid=2900	
Co-Presidents	Tami Vacca and Heidi Dahl thoreauptaboard@outlook.com
VP's	Melanie Bates thoreauptavp@gmail.com
Secretary	Pallavi Bhandarkar
Treasurer	Joelle Brown

Collaborative Code of Respect

Family - School Partnership

The purpose of the Thoreau Code of Respect is to provide a common set of behaviors to guide the work of the adults who partner in our students' education. This includes all adults; certificated and classified staff, parents/guardians, community members and volunteers. We recognize that our school is rich and diverse population of students, families, and staff that deserve to be equitably welcomed and included in the school community. The Code of Respect guides each of us in our interactions in a way that maintains focus on our students and maintains positive relationships among adults.

Thoreau Code of Respect

At Thoreau Elementary, I believe that practicing respectful behavior helps create an equitable, positive, inclusive, and successful learning environment. As an adult, I recognize the importance of modeling the kind of responsible, considerate, and positive behavior we hope to instill in children.

As an adult member of the Thoreau community, I strive to create an atmosphere of respect as I:

- **Share Responsibility for Thoreau:** I take ownership for helping Thoreau to be a safe and inclusive place to learn, work, and volunteer by acting as a considerate team member while adhering to the school's policies and procedures.
- **Honor the Professional:** I demonstrate trust and confidence in the professional expertise of all staff members and acknowledge the diverse families and parenting styles within our community believing everyone operates with the best intentions.
- **Collaborate with One Another:** I will share ownership of problems by working collaboratively to resolve issues through respectful interactions and appropriate behavior.
- **Use Positive Communication:** I will show respect for the dignity, diversity, and well-being of all adults and students by listening to others, seeking to understand, and sharing my ideas so others may hear and understand my perspective. I will work to build a positive, trusting community for our students. The Thoreau staff commits to practicing respectful communication with parents / community members and we value the same from our community.
- **Model Appropriate Use of Social Media:** I recognize that social media is part of society and that it has an impact on others. I commit to using social media in a manner that promotes a positive Thoreau. When I have a concern, I will "go to the source" and engage in a direct, confidential, and private conversation about a concern. I will refrain from idle gossip or complaints in person, text, and social media.

Thoreau Behavior Expectations

Thoreau is committed to our role as a change agent for more inclusive and equitable educational environments for our children and the adults who serve them. Specifically, we recognize School-wide PBIS as a framework to reduce the use of out-of-school disciplinary practices like suspension. We recognize that PBIS is most effective in reducing educational disparities and disproportionate discipline when it is used with other researched based strategies such as restorative practices, trauma-informed care, and others.

Thoreau Expectations

We use Positive Behavior Intervention Supports (PBIS) to teach expected behaviors and the “Why” behind them. We will be teaching and focusing on the following positive behaviors: Work Hard, Be Kind, and Be Safe. Positive Behavioral Interventions and Supports (PBIS) is an [evidence-based three-tiered framework](#) for improving and integrating all of the data, systems, and practices affecting student outcomes every day. It is a way to support everyone to create the kind of school where all students are successful. PBIS is a commitment to addressing student behavior through systems change. When it is implemented well, students achieve improved social and academic outcomes, schools experience reduced exclusionary discipline practices, and school personnel feel more effective.

The behaviors listed below each expectation are also evaluated on the school district report card. We explicitly teach, reinforce and model behavior expectations just like we do with academic subjects throughout the year.

Thoreau students are expected to:

Work hard

- Be attentive and follow directions.
- Work well independently and use time wisely.
- Consistently put forth their best effort.
- Accept feedback and opportunities for improvement.
- Complete work carefully and on time.

Be Kind

- Demonstrate respect for personal and community property
- Demonstrate self-confidence; ask questions; and let needs be known
- Communicate in a respectful and courteous manner.
- Cooperate while working in groups; support others and accept differences.

Be Safe

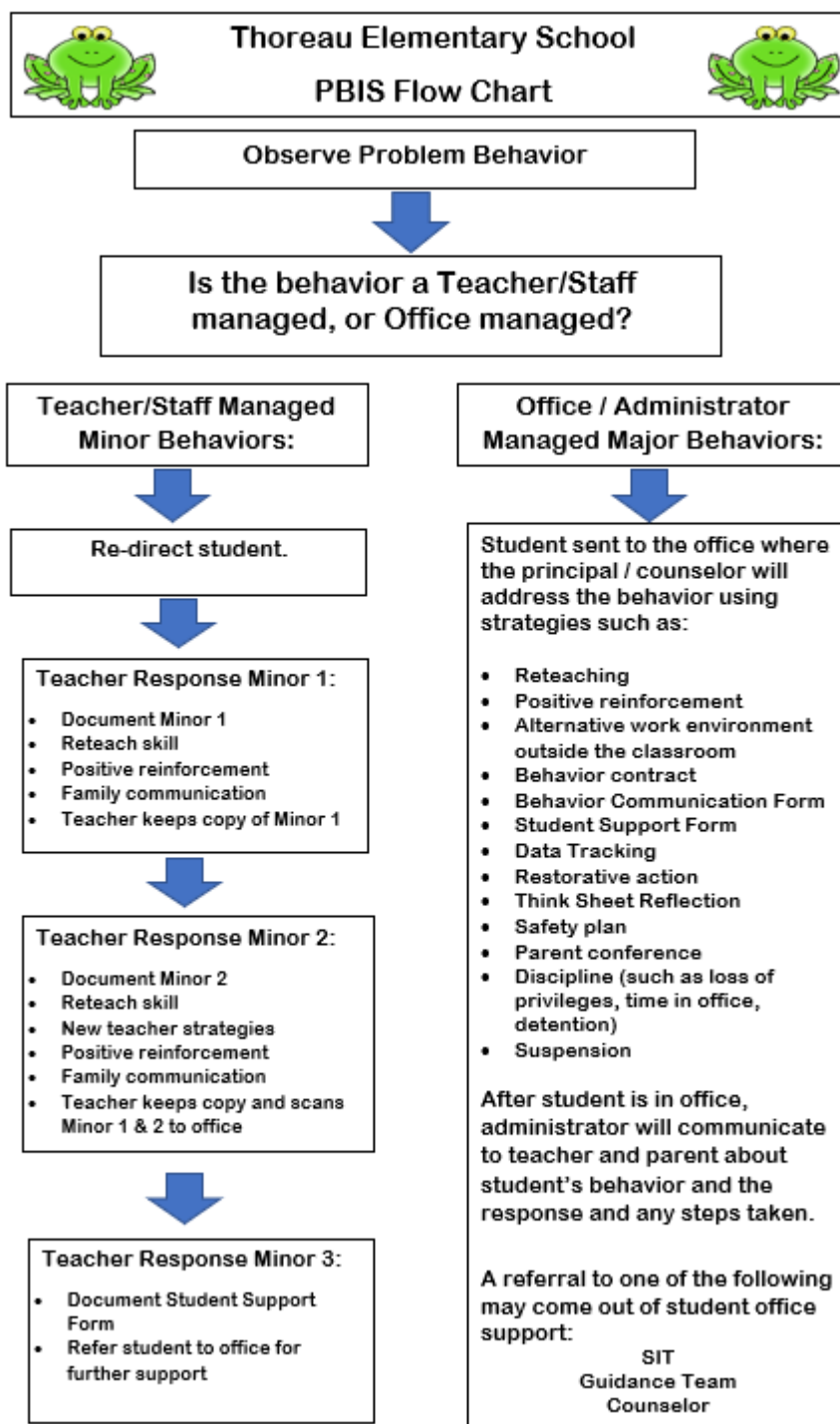
- Follow school rules and accept responsibility for personal actions.
- Organize workspace and materials.

Behaviors such as harassment, intimidation, and bullying (HIB) are treated seriously. This includes intimidation, bullying, and/or harassment on the phone or internet. Students will be taught strategies for responding to these behaviors and be told to report issues to any staff member, teacher, counselor, or principal. If you believe your child is being bullied or harassed at school, please encourage him or her to tell their teacher or principal or contact the school. Please refer to the Student Behavior Matrix for more information.

Students need to be aware that the behavior expectations are the same and the discipline policy applies when they are:

- Walking to and from school
- On the bus
- Biking to and from school
- At all school and PTA events
- On the internet and phone if the learning climate at school is negatively impacted.

Progressive Behavior Support



Severe Behavior

In the case of behavior incidents that are severe in nature such as immediate danger/disruption, physical aggression, threats, sexual harassment, HIB including use of racial slurs, and/or possession of disruptive, harmful, or illegal items at school, students are subject to immediate action, which may include short or long-term suspension or emergency expulsion in accordance to state law and district regulations. In no situation will any student be allowed to threaten the health, safety, and welfare of fellow students and/or staff members.

General Information – Attendance, Arrival, and Dismissal

Absences/Late Arrival

All absences and late arrivals need to be called to the office on the Safe Arrival line that is available 24 hours per day: 425-936-2721.

Arrival and Dismissal

1. For safety reasons students may not arrive to school before 9:05 a.m. due to lack of adult supervision.
2. Students are to line up outside the school in their designated class line. Students are not to walk through the building to their class line but to walk around the building to line up.
3. They may not play on the equipment or enter the school until the bell rings.
4. When bell rings at 9:15 a.m., students are to enter the building quietly once their teacher has directed them to do so. All students are in their classrooms by 9:20 a.m. to begin work.
5. Students are released at 3:50 M, T, Th, and Friday and 2:20 on LEAP Wednesdays
6. When students are dismissed, they are to immediately head to their pick-up area or walk home. They may not play on equipment or “hang out” on campus without a parent or guardian present due to no afterschool supervision.

Early Dismissal from School

1. In the interest of student learning, please try to schedule student appointments outside of the school day whenever possible.
2. Students will only be released to an adult who is listed in on their emergency contacts in Skyward.
3. Students who need to be checked out of school early must be signed out by an adult from the office.
4. To honor our teachers’ end of the day routines and schedules, students should not be checked out during the final 15 minutes of the day.

Change In Bus Routines

A **written note** is required from the parent or guardian if there is a change in the normal bus riding routine. The note must be turned into the office at the beginning of the day. An email is permissible but must be sent to both the teacher and office and be sent prior to 2pm (M/T/TH/F) and prior to 12:30 on Wednesday to ensure the communication is received.

Absentee/Tardy Policy

We will write tardy/admit slips beginning at 9:20 am per the wall clocks. Parents must accompany any child that is tardy to sign them in. Students will not be able to go to class without a parent signature. Principal will review a monthly report for absenteeism and tardiness issues.

At 5 tardy/absences or if a teacher has significant concerns, we will contact families explaining the educational impact on the student, teacher, and classmates. When contact has been made, classroom teachers will notify the school counselor and principal.

At five or more tardies or absences a letter will be sent from the principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance.

If there is not improvement and tardies or absences continue there will be another letter requiring parents to make an appointment with the principal.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal.

There may be some exceptions to this based on individual student situations and circumstances.

Extended Absence Policy

An absence of 3 or more days is considered an extended absence. If your child is sick just call the office to let them know. If you are planning an extended absence, please visit the school office to fill out a pre-approved absence form at least 2 weeks prior to your child’s extended absence. Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. We also understand that some families must travel during school months due to

parents' work duties, visas, family obligations/emergencies, and more. We cannot duplicate what happens in the classroom, but we will work with you to make your child's absence as low impact as possible. A remote learning option may be available or assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

The Washington attendance law, the BECCA bill, <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 six and seven 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.

General Information – Communication & Transportation

Communication

The following methods give our families up to date information about classroom activities, curriculum and special events:

- Teacher emails and newsletters (sent electronically, paper copies as needed)
- Weekly Update: Frog News (School E-Newsletter)
- Thoreau website www.lwsd.org/school/Thoreau
- Thoreau PTA website <https://thoreaupta.ptboard.com/school/cm?mid=2900>
- Thoreau Reader Board
- School Messenger: automated phone or email service that the district will use for important timely information.

Transportation

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

Telephone and Messages for Students

Student access to the phones will be limited to short emergency calls only when accompanied by a pass from the teacher. Plans for visiting friends, early dismissal, etc. must be made by families prior to coming to school. If plans change during the day, please call the office and they will get a message to your child. Students do not have access to their cell phones for phone calls or texting during the school day.

General Information – Campus & Safety Information

Entry Control System

LWSD has an entry access control system in all schools to help ensure we know who is in the building. This system allows us to keep all doors locked and use a camera and doorbell system for visitors to gain access to the building.

What to Expect: When you arrive at school during business hours, enter through the main door. Please give your name and purpose of your visit after ringing the doorbell (e.g. I am here to pick up my student, I am volunteering today, I am dropping off something for my student). Upon entering, proceed to the office, present ID, and check in. Please wear your Volunteer ID badge at all times when in the building.

What to Expect from Staff: Staff will review safety expectations periodically throughout the year and will wear identification badges at all times. Staff will escort any adult in the building without an ID badge to the office for check-in. Staff will keep all interior and exterior doors in a locked position at all times and direct traffic to the front door. To accommodate large groups of students and parents, we will create small windows of time with a staff 'greeter' in lieu of the Entry Control System.

Bicycles/Skateboarding/Roller Blades:

All students may ride their bike to school if they are accompanied by a parent/guardian. Students age 10 and above may ride bicycles to school without a parent/guardian if they have a completed permission form signed by the student and by the parent and returned to the office. Bicycle riders are required to wear a helmet and have a lock for their bikes. Bikes should be walked onto and off campus for pedestrian safety. Skateboards and roller blades are NOT a safe alternative transportation to and from school and are not allowed on campus. *Please note that the school assumes no liability for damage and/or theft of bicycles from school property.*

They need to follow these guidelines:

1. Wear a helmet when riding.
2. Follow community safety and school rules when riding a bike to and from school.
3. Walk the bike on to and off the school grounds.
4. Park the bike in the rack and lock it up with a bicycle lock that the student brings from home.
5. Failure to follow these procedures could result in a student not being allowed to ride a bike to and from school.

Walkers

Parents/guardians are urged to talk with students about the safest route to and from school. Students must always use the crosswalks to cross the street and walk on the sidewalk. Please refrain from jay walking at all times. Students are expected to follow the school rules coming to school and returning home.

Dogs on Campus

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

- Dogs are not allowed in the school, on school grounds, or in the classroom unless they are serving as a bona-fide service dog.
- During non-student hours dogs must be leashed and all dog waste removed in accordance with Kirkland City Code 11.80.060.
- King County Code requires that dog bites will be reported to the King County Health Department and the dog may be placed in quarantine for 10 days.

Safety Patrol

School Safety Patrol students (ages 10 and up) as well as adult crossing guards will be assigned supervision of intersections. Students are expected to use designated crosswalks and obey the safety patrol and crossing guards on duty. Safety Patrol students must be at school by 8:55 a.m. and are done with their duties at 4:05 p.m.

Parking Lot Safety

Car pick-up and drop-off: Drivers should make sure to 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(s), only use the DROP-OFF/PICK-UP zone where student patrols will be directing traffic. Do not let students enter or leave the car in any space other than the drop off area, and **ALWAYS from the curb side** of the vehicle; the safety of students is our primary concern. If students need parent assistance getting out of the car, please park the car. 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.

Street parking is not allowed along the north side of NE 138th Street during pick up and drop off hours. This is a thru lane for drop off and pick up area only. **No Parking 8:30-9:30AM and 3:30-4:30PM; Wednesdays 1:45-2:45PM.**

Please use the right lane to enter the school parking lot and the left lane to enter Big Finn Hill Parking Lot for alternative parking during pick up and drop off hours.



While traveling westbound in the right lane to enter the school parking lot, please DO NOT BLOCK DRIVEWAY for the bus loop.



As you turn the corner from NE 138th Street into the driveway to the school parking lot, the lane will split into two lanes. The left lane is for people who wish to drive through and park in our parking lot. The right lane is for drivers who wish to pick up or drop off students curbside. Please be aware that the first 200 feet of this lane is a NO LOADING ZONE, which means students should not be dropped off here. Please wait to drop or pick up students in the LOADING ZONE ONLY.



If the line is moving, such as during drop off, you do not have to turn your engine off. If you are stopped and waiting for pick-up please turn off your engine while you wait. **Please remain in your car at all times.** If your child needs assistance in getting out of the car and gathering their belongings then you need to park, help them, and walk them to the building. **Students must exit on the curb side only. The drop off area is for quick load and unload only for students who do not need assistance.**



Parents in the left THRU LANE will drive past the LOADING ZONE and continue through the parking lot. If you wish to park follow signs and striping for PARKING ONLY.



Parents in the right lane will be able to drop off students in the LOAD UNLOAD ONLY lane nearest the median. Staff will be monitoring traffic and students on the sidewalk on this median during pick up and drop off hours. As you near the end of the LOAD UNLOAD ONLY lane, vehicles must merge into the THRU LANE and continue around the parking lot large loop to exit. No updates or changes were made to this area of the parking lot but you must make the big loop around now and not the small one. We recommend parking in other areas as this parking area becomes very congested during drop off and pick up.

Staff parking is designated. All other parking spots are open for family and community parking. This includes in the main lot and back parking area.

We still recommend walking, biking, and carpooling to school. We also recognize that doesn't work for all families. Patience, understanding, and common courtesy must be used during the 12-minute drop off/pick up period two times per day. Thank you for your continued support to keep our kids safe.

General Information – Nutritional & Medical Information

Too Sick for School: <https://www.lwsd.org/programs-and-services/health-services/too-sick-for-school>

Help Lake Washington School District stop the spread of illness. If you answer "YES" to any of the following questions, keep your student home and contact your school.

- Has your student been in close contact with anyone with confirmed COVID-19?
- Does anyone in your household have COVID-19 like symptoms &/or is anyone in your household being tested for COVID-19?
- Has your student or anyone in your household had a positive COVID-19 test for active virus in the past 10 days?
- Within the past 14 days, has a public health or medical professional told your student to self-monitor, self-isolate or self-quarantine because of concerns about COVID-19?

COVID-like symptoms

If your child is experiencing any of the following symptoms within the last 24 hours. PLEASE keep them home and contact your school nurse. If they show any of the following symptoms at school, it is necessary to pick your student up as soon as possible. Return to school must be approved by the nurse after going home sick. Fever of 100.4 or above

- | | | |
|---|-----------------------------|------------------------------|
| ➤ Headache* | ➤ Sore throat* | ➤ Nausea or vomiting* |
| ➤ Cough | ➤ Chills | ➤ Muscle pain or body aches* |
| ➤ Loss of taste or smell | ➤ Congestion or runny nose* | ➤ Diarrhea* |
| ➤ Shortness of breath or difficulty breathing | ➤ Fatigue* | |

*A short-term symptom – if a student has only one of these symptoms and the symptom begins and resolves in less than 24 hours, no known COVID-19 exposure (close contact) then they can return to school as long as it has been 24 hours since the symptom has resolved. If a student or anyone in the household has only one of these symptoms and the symptom begins and resolves in less than 24 hours and no known COVID-19 exposure, a student can return to school. Please contact the school even if your student or anyone in your household has a short-term symptom. A COVID-19 test is not required.

Additional too sick for school symptoms:

If your child has any of the following symptoms, please keep them home and contact your school nurse: Scabies, Rash, Ear infection, Eye infection.

Illness or Injury at School

When children become ill or are injured at school, office personnel immediately contact parent/guardian. The student waits in the health room until the parent/guardian arrives. If the parent/guardian or emergency contact cannot be reached, school personnel do whatever is needed to respond to the needs of the child including calling emergency aid vehicles. Because we need to be able to contact you or a nearby relative or friend promptly in an emergency, it is critically important that the school has your correct contact information.

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

Immunization

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

Medication

Sometimes children need to take prescribed medication during school hours. The district policy requires that the child's physician complete a Lake Washington School District Medication Authorization form. This form gives explicit instructions for administering the medication. All medication must be in the original container and brought to the office by the parent/guardian. Office personnel and the parent/guardian count the medication before it is left. A daily log of medication administration is also done by office staff. The child may not have in his possession nor may any medication be given unless this procedure is followed. This includes over the counter medication such as aspirin, cough medicine, cough drops, eye drops, topical ointments, etc. A parent or guardian may administer medication to the student at the school whenever needed without the requirement of following this procedure.

Nutrition Services

Lunches will remain free for the 2021-22 school year. Please visit this LWSd Nutrition Website for monthly menus.

<https://www.lwsd.org/pathway-forward/grab-go-student-meals/menu>

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](#).

Head Lice

At initial discovery that the student has live lice or nits at school a parent or guardian will be notified by phone. The parent or guardian may choose whether to have their student stay at school or be picked up before the end of the school day. Students will be allowed to continue to attend the rest of the school day. A lice notification letter without the student name will be sent home to the student's whole class in order to protect privacy. A parent/guardian must check their student into the office following their treatment of choice before attending class. They need to stay at school while their student is being checked. It is recommended that all household members be checked. If live lice are present the student will be sent home. If no live lice are present, but there are some remaining nits, the student will be allowed to go to class. The parents will be reminded to continue working on removing any remain nits if there are still nits present. The student will be rechecked by the school nurse in seven to 10 days. If you have any questions about this policy, please contact our school nurse, Jess Gordon, at 425-936-2720.

General Information – Academics and School Day

Curriculum and Instruction

For the most up to date information go to <https://www.lwsd.org/programs-and-services/curriculum-instruction>

Homework Policy

Purposes of homework:

- Independent practice/reinforce curriculum
- Review skills
- Involve families when appropriate
- Responsibility/independence/self-direction
- Reading is something everyone should do every day. We don't consider assigned reading minutes as homework.
- Homework on average should not exceed 10 minutes per grade level per night, not including reading time. Exceptions might be studying for a test, working on a long-term project, or accelerated program.

Family Support:

Homework should be completed independently by your student. Please provide homework support for your child in the following ways:

- Schedule homework time each day that is sufficient for time expected to complete homework for your child's grade level
- Provide verbal praise and encouragement for your child
- Provide prompting to read directions, study examples, and continue working when needed.
- When it is time to go to bed or if frustration is high, please stop your child, even if homework is not complete. Just make a note on the homework or send an email to the teacher.
- If your child cannot complete homework alone or cannot complete homework in a reasonable amount of time, please contact your child's teacher so that concerns can be addressed

- Check your email, as well as your child's homework folder, planner or binder daily for information regarding homework
- Feel free to ask your child's teacher any clarifying questions or address the need for modifications specific to your child

Library

All students at Thoreau participate in a weekly library program which provides instruction in the use of our library, research skills and the enjoyment of literature. Students may check out books on a weekly basis. The responsible care of books is important. Lost or damaged books will be paid for by families. Intermediate grade students may volunteer their time during recess to help with a variety of jobs necessary to our library. The library is open during many recesses for students to complete homework, read, or work on special projects.

Recess

All students are expected to participate in Thoreau's recess periods. Students well enough to return to school following an absence should be able to go outside for short periods providing they are appropriately dressed. Students returning from an extensive illness or surgery or those under specific doctor's orders may require a specific plan. Please contact the school office to discuss any specific doctor's orders or plans that we should be aware of.

Inclement Weather

- All children should wear coats, hats, and other warm clothing to school during cold and wet weather. If you need help in acquiring these items for your student please contact our school counselor, Madison Powers, at mpowersbergeson@lwsd.org
- All children will go outside during recess unless attending STEAMr Lab, library, or other recess group.
- Following playground expectations, students should try to remain dry and refrain from splashing, sliding, or kicking of water and/or mud, we do not have extra clothes for students who get wet and/or soiled at recess.

General Rules:

- Instructional Assistants "Life Guards" are the adult support on the playground.
- Students are not to sit or stand on railings, ledges, or column bases. Students are not to sit on top of or jump off any high bars.
- Sticks, pine cones, and rocks stay on the ground.
- Students will keep hands, feet, and body to themselves.
- Students will refrain from rough and dangerous play. Use ropes for jump rope only.
- Students will treat each other with kindness
- Balls are to be used on the black-top or field area only. Do not take balls in the bark area.

Big Toy(s) Rules	Field	Digging Garden
<ul style="list-style-type: none"> • Bark stays on the ground. • Go down the slide only when seated and facing forward. Do not climb up slides. • Students may not climb on top of the structures • One person at a time on the slide 	<ul style="list-style-type: none"> • Two finger touch for touch football and tag • No tackling or slide tackling • Do not throw balls at other people • Choose teams by counting off or using an 'A'- 'B' pattern • Covered area is for wall ball. • Soft bouncy balls must be used for wall ball. No hard soccer balls or footballs in covered area. 	<ul style="list-style-type: none"> • Return Tools to Bin and Use only school provided tools. • Share your area. • Tools are only for digging • Don't throw sand (sand stays on the ground). Leave sand in the digging garden

Report cards

Students receive report cards twice a year in January and June. Student led conferences are held twice a year in October (goal setting) and January (goal progress). Parents/Guardians may request a private conference with the teacher at any time during the year to discuss their child's performance. Visit the Lake Washington School District website at www.lwsd.org for more information about this year's grading periods and conferences.

Interruptions to the School Day

We will not disrupt classrooms after 3:30 p.m. to notify a teacher or student about a change in the plans for dismissal. We ask that families communicate end of day plans with your student each morning before school to reduce impact on class time, so that class time is rarely impacted with changes. If there is an **EMERGENCY** in which you have to contact your child about a change in plans for the end of the day, you need to call the office.

Birthday Treats and Invitation Policy

Birthdays are one of the highlights of childhood both for the celebrant and the guest. To respect the feelings of all students, when sending out invitations, we ask that you mail them, hand deliver them to the friends' homes, or make email or phone invitations. **Invitations may not be handed out at school including before/after in line-up unless you are inviting the entire class.** You may find the PTA directory helpful with this task since it includes most of our students' emails, phone numbers, and/or addresses. School emails are intended for school related communication purposes. We are not able to forward personal emails from one family to another family or families. We are also prohibited from sharing email addresses of our Thoreau families unless your teacher has an opt in email list.

Due to health reasons and allergies, birthday treats are not allowed to be sent to school. All classes will recognize the child's birthday with a non-food item or celebration.

Class Placement

Each spring, the Thoreau staff gives thought to the placement of each child. Family input is welcome by filling out a Student Placement Input Form. Current and future teachers, the counselor, special education team and principal meet and craft class lists that meet the needs of each student, are balanced according to a variety of factors, and meet contractual expectations. A considerable amount of time is devoted to optimizing student learning for every child. Our overall goal is to create a balanced class of students who will work and learn well together. Any change in one child's placement impacts the balance of multiple classrooms.

Class assignments will be communicated on Meet and Greet Day in August and posted in Skyward Family Access <https://www.lwsd.org/students-families/for-students-and-families>. Should you have a concern regarding your child's assigned teacher, you are invited to address that concern with the teacher and allow the teacher time to respond. If you still wish to request a change of placement, you need request fill out a request form and submit that to the principal. No change of placement requests will be accepted without a form and proper wait time given for adjustment.

Extended Day Program

When school dismisses at the end of the day, the school staff cannot provide supervision for students. Thoreau does not offer child care through our school office. Thoreau does have an Extended Day Program available only to Thoreau students from 6:30 a.m. until 9:05 a.m. and from 3:50 p.m. until 6:30 p.m. This program is run through the school district. For more information please call the LWSO Extended Day program at 425-936-1175.

General Information – What to Bring and Wear

Dress Guidelines

Clothing for Students: Students may express individuality in their dress or appearance as long as their appearance does not cause or have the potential to cause a disruption to the educational process for themselves, other students, or staff.

The following guidelines are designed to promote a positive, safe, healthy learning environment:

- Shoes should be appropriate for running, climbing, and playing on recess equipment, stairs, outdoor terrain, and participating in P.E.
- Clothing covers underwear and torso (stomach and back). Layered tank undergarments are allowed.
- Clothing does not promote alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations or gangs.

If a student is dressed inappropriately, staff will speak with the student in a discrete and respectful manner that limits impact on student learning time. For isolated incidents, that could include a verbal reminder of dress guidelines and appropriate clothing given to student if necessary. For repeated or severe incidents, administration/counseling staff will offer support by problem solving dress guideline obstacles with the student and contacting the parent/guardian to provide other appropriate clothing.

Personal Items at school

Students **may** bring any tools they need to do their work including an e-reader used appropriately for reading. Students may also bring a ball from home to play with at recess. Ball should be labeled with student name and must follow the expectations for all recess balls: school approved ball (soccer, basketball, four square, tennis, football), must be willing to share the ball, be inclusive of all students. Students assume responsibility for their ball. Thoreau will not replace a lost or damaged ball. No lacrosse, baseball, bouncy balls, or other non-school ball is allowed.

Students may not bring:

- Toys, dolls, or stuffed animals unless it is a special classroom event and then used under teacher guidelines
- iPods, other electronic games/toys or devices
- Any type of trading cards (unless part of a club w/staff advisor)

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

Cell Phone and Smart Watch Policy

Cell phones are allowed on campus but must be turned off and left in backpacks during the day. Smart watches are allowed but must be disabled from text/internet and only used as a watch during the day. If students are using a smartwatch as a device including to text, they will be asked to remove it and place it in their backpack for the school day. Devices may be turned on and used only outside of the building before they arrive on campus and after school. Students must use a school phone to contact a parent/guardian during the school day. If you need to get a message to your child regarding a last-minute change in their schedule, please call the office and we will relay the message. Please do not text your child during the school day.









Forgotten Items









Classrooms are locked when teachers leave in the afternoon, students may retrieve forgotten items the next school day.



Thoreau Elementary

Student Version Handbook 2021-22

Arrival and Dismissal 	<ul style="list-style-type: none"> <input type="checkbox"/> Arrive between 9:05 – 9:15 and go to your lineup area. <input type="checkbox"/> The playground is closed before school for safety. <input type="checkbox"/> School is out at 3:50 (2:20 on Wednesdays). Students must leave school grounds after school unless staying with an adult for supervision. <input type="checkbox"/> You need a note/email from your parent if your afternoon pick-up is changing.
Absentee & Tardy Policy 	<ul style="list-style-type: none"> <input type="checkbox"/> It is important that you are at school on time each day unless you are sick or out of town. <input type="checkbox"/> You can help your family be on time each day by setting out your school materials the night before and getting to be on time. <input type="checkbox"/> If you arrive to school after the 2nd bell (9:20) you will need to check-in to the office for a late slip.
Computer 	<ul style="list-style-type: none"> <input type="checkbox"/> Respect district computers and use computers and software responsibility. <input type="checkbox"/> Be a good digital citizen. <input type="checkbox"/> Follow AUP guidelines.
Contacting Your Family 	<ul style="list-style-type: none"> <input type="checkbox"/> If you have an important reason to reach your family during the day, get a note from your teacher to use the office phone. <input type="checkbox"/> Student cell phones and watches are not to be used to call or text families during the day.
Wheels on Campus 	<ul style="list-style-type: none"> <input type="checkbox"/> You may ride a bike to school if you are accompanied by a parent/guardian. <input type="checkbox"/> If you are age 10 and above, you may ride bicycles to school without a parent/guardian if they have a completed permission form signed by the student and by the parent and returned to the office. <input type="checkbox"/> You are required to wear a helmet and have a lock for your bikes and should walk your bike onto and off campus for walker safety. <input type="checkbox"/> Skateboards and roller blades are NOT a safe alternative transportation to and from school and are not allowed on campus. <p><i>Please note that the school assumes no liability for damage and/or theft of bikes on school property.</i></p>
Walkers 	<ul style="list-style-type: none"> <input type="checkbox"/> Use crosswalks and crossing guards to cross streets. <input type="checkbox"/> Walk in a group with other students and families for safety. <input type="checkbox"/> Use the fastest and safest route when traveling from home to school.
Dogs On Campus 	<ul style="list-style-type: none"> <input type="checkbox"/> Dogs cannot be on campus during school hours and during drop-off/pick-up. <input type="checkbox"/> During non-school hours, dogs must be on leash. <input type="checkbox"/> Scoop your own poop! We don't want to step in it during recess!
Safety Patrol 	<ul style="list-style-type: none"> <input type="checkbox"/> Safety patrol members are ages 10 and up. <input type="checkbox"/> See Mrs. Korby for more information about Safety Patrol.

Car Pick Up 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet your ride in the car pick-up line. <input type="checkbox"/> Your ride may park their car and come to the school to pick you up if you have an after-school meeting or plan to stay on campus. <input type="checkbox"/> You may not walk alone into the parking lot and get into your car.
Sick or Injured 	<ul style="list-style-type: none"> <input type="checkbox"/> If you are sick, tell an adult and get a pass from an adult and go to the health room. <input type="checkbox"/> If you had a fever or threw-up yesterday, you need to wait a whole day before returning to school. <input type="checkbox"/> If you get injured at school, get a pass from an adult and go to the health room.
Medication 	<ul style="list-style-type: none"> <input type="checkbox"/> If you take medicine at school, you will do that in the health room. This medicine will have a note from a doctor. <input type="checkbox"/> You may not keep or take any medicine brought from home without a doctor note. This includes cough drops, cold medicine, and medicated lotions. <input type="checkbox"/> You may put on sunscreen yourself if you have a note from your parents.
Recess 	<ul style="list-style-type: none"> <input type="checkbox"/> All students go to recess every day. <input type="checkbox"/> Take an extra layer to recess to recess when it is cold or raining. Do your best to stay dry. <input type="checkbox"/> If you need a coat, hat, or gloves – talk to Ms. Powers. <input type="checkbox"/> See expected behaviors matrix for playground rules.
Birthdays 	<ul style="list-style-type: none"> <input type="checkbox"/> Happy birthday! Due to health reasons and allergies, birthday treats are not allowed. We will help you celebrate on your special day – no need to bring anything! <input type="checkbox"/> To respect the feelings of all students, when sending out invitations, we ask that you mail them, hand deliver them to the friends' homes, or make email or phone invitations. Invitations may not be handed out at school including before/after in line-up unless you are inviting the entire class.
Dress Guidelines 	<ul style="list-style-type: none"> <input type="checkbox"/> Wear shoes appropriate for running, climbing, and playing on recess equipment, stairs, outdoor terrain, and participating in P.E. <input type="checkbox"/> Your clothing covers underwear and torso (stomach and back). Layered tank undergarments are allowed. <input type="checkbox"/> Clothing may not promote alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations or gangs.
Items from Home 	<ul style="list-style-type: none"> <input type="checkbox"/> You may bring anything you need to school to help you do your work. <input type="checkbox"/> You may bring a ball from home to play with. Please put your name on it and be prepared to share it with all classmates. No baseballs, lacrosse balls, or small bouncy balls please. <input type="checkbox"/> Leave your toys, games, and cards at home unless given special permission by your teacher to use in your classroom.
Electronics 	<ul style="list-style-type: none"> <input type="checkbox"/> You may bring a cell phone to school. Please keep it turned off and left in your backpack during the day. <input type="checkbox"/> You may wear a Smart Watches to school. During the day it must be disabled from text/internet and only used as a watch. You may not use your watch to take pictures, text, or call people during the day. <input type="checkbox"/> You may bring an eReader to school and use it for reading books but not playing games or using the internet.

Thoreau Behavior Expectations

Showing expected behaviors helps you and your classmates learn and grown in a safe environment. Adults will teach you what is expected in different areas of our school. In general, Thoreau students are expected to:

Work hard	Be Kind	Be Safe
<ul style="list-style-type: none"> • Pay attention and follow directions. • Use time wisely. • Give your best effort. • Accept feedback and opportunities for improvement. • Complete work carefully and on time. 	<ul style="list-style-type: none"> • Respect yourself, others, and property. • Be confident and ask for what you need. • Use kind and polite words. • Cooperate with others and value their differences. 	<ul style="list-style-type: none"> • Follow school rules. • Have a safe body. • Use safe words.

This behavior is expected when you are:

- ✓ Walking to and from school
- ✓ On the bus
- ✓ Biking to and from school
- ✓ At all school and PTA events
- ✓ On the internet and phone if the learning climate at school is negatively impacted.

Thoreau recess expectations:

Work Hard

- Use equipment appropriately.
- Put things away when you are done.
- Have fun.
- Try new things.

Be Kind

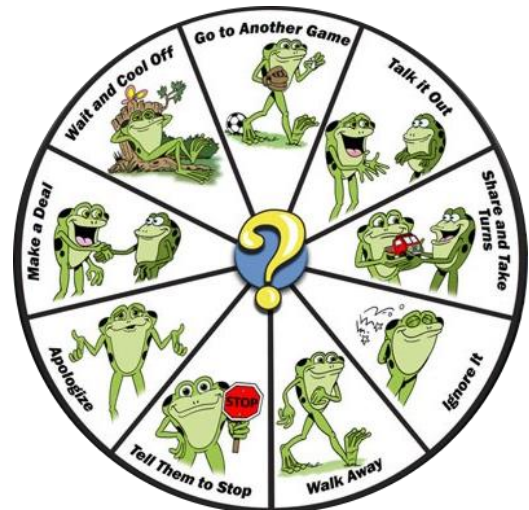
- Show empathy by thinking about others' feelings.
- Use positive language.
- Take turns and share.
- Be an upstander.
- Play by the rules and be a good sport.
- Choose teams with A, B pattern.

Be Safe

- Hands and feet to self.
- *Two-finger touch for tag and football.
- Keep materials (sand, bark, rocks) on the ground.
- Climb safely and don't jump from the top of toy.
- Use materials in the correct zone.
- *Balls stay on the field or blacktop.
- *Digging tools in digging garden.

Solving A Problem:


- Small Problem: When you are having a problem or get frustrated, use Kelso's choices to solve it.
- Big Problem: Tell a trusted adult and ask for help.



Harassment and Bullying:

Thoreau students are expected to treat each other with kindness and empathy. Thoreau students participate in the Unity Pledge each year to make our school a safe, kind, and respectful place to learn and grow.

Your words and actions effect you and your classmates. Bullying and/or harassment will not be tolerated at Thoreau Elementary.



Unity Pledge

I am a student who is against bullying. I unite with other students to keep Thoreau a **kind, safe and respectful** place. To show this unity, I pledge to:

- Recognize when bullying is happening
- Report bullying, even if I am not the one being bullied
- Refuse bullying by standing up for others and myself

Doing or saying something *hurtful*
ONCE and on **ACCIDENT** is...

RUDE 😬

Doing or saying something *hurtful*
ONCE or TWICE and on
PURPOSE is...




😡 **MEAN**

Doing or saying something *hurtful*
that's **REPEATED, ONE-SIDED**
and on **PURPOSE** is


BULLYING 😡

Power of Words

Building Up

Academic Language	Kind & Polite Language	Growth Mindset Language
		
Grows knowledge & your brain!	Grows happiness & friendships!	Grows hope & your abilities!

Tearing Down



- Fixed Mindset Language**
 - Breaks down courage and confidence.
- Rude & Mean Language**
 - Breaks down friendships & community.
- Inappropriate & Bullying Language**
 - Breaks down trust and integrity.
- Hateful Language**
 - Breaks down safety and student rights and will not be tolerated.

Severe Behavior:

Our number one job at school is to keep you, your classmates, and our staff safe. If your behavior is so severe that it threatens the immediate danger or disruption to yourself or others, administrators are here to ensure safety by acting according to Lake Washington School District Policy. More information can be found here:

<https://resources.finalsite.net/images/v1594837579/lwsdorg/rs2wpqlh3rd0bsve6faj/2021-22LWSDStudentRightsandResponsibilities.pdf>

2021-22 Student Rights & Responsibilities

Contents

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

Introduction

Purpose

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

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

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



Student Rights and Responsibilities (3200)

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

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

Attendance

Absences & Excuses (3122, 3122P)

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

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

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

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

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

Truancy (3122, 3122P)

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

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

Discipline Process

Discipline (3241, 3241P)

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

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

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

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

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

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

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

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

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

General Guidelines

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

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

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

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

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

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

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

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

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

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

Definitions

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

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

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

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

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

Student Searches ([3230](#))

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

Drug Scenting Dogs

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

Codes of Conduct

Exceptional Misconduct (3240P)

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

Codes:

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

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.	EE/STS/ PC/R	EE/LTS/ PC/R	EE/E/LTS/ PC/R
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	EE/STS/PC	EE/LTS/PC	EE/E/LTS/ PC
Dangerous Weapons and Other Unsafe Items	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.	EE/D/STS/ PC	EE/STS/ LTS/PC	EE/E/LTS/ PC
Alcohol Possession Use Transfer	Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus.	EE/STS/ A/PC	EE/STS/ LTS/A/PC	EE/STS/ RA/PC
Drugs Possession Use Paraphernalia	Possessing, transferring, selling, sharing, or solicitation of drugs on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs.	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/STS
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	EE/STS/ PC/R	EE/STS/ LTS/PC/R	EE/E/LTS/ PC/R
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including: offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC	EE/STS/PC	EE/LTS/PC
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC	EE/STS/A/ PC	EE/LTS/A/ PC

Other Forms of Misconduct (3240)

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

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

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

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

Athletic/Activities Code of Conduct

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

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

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

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

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

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

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

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

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

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

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

Conduct Rules

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

Hazing Rituals

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

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

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

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

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

Technology Code of Conduct (2022P)

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



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

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

Bus Conduct (6605)

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

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

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

Corrective Action for Infractions of Established Bus Rules

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

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

Grievance

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



Safety expectations at the bus stop

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

Safety expectations while riding the bus

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

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

Corrective Action for Students Enrolled in Special Education

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

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

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

Special Education and Preschool Drop-Off Procedure

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

Securing of Special Education and Preschool Students

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

Emergency Evacuations

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

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

Prohibition of Discrimination and Harassment

Human Dignity (4010)

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

Nondiscrimination (5010)

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator

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

Title IX Coordinator

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

Section 504/ADA Coordinator

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

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

Sexual Harassment (3205, 3205P)

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

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

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

Examples of Sexual Harassment:

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

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

Harassment, Intimidation and Bullying (3207, 3207P)

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

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

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

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

Prohibited Items

Alcohol, Drug and Tobacco (3240, 3240P)

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

Dangerous Weapons (4210)

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

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

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

Under RCW 9.91.160, it is unlawful and a violation of this policy for a person under eighteen years of age, unless the person is at least fourteen years old and has with written parental or

guardian permission, to possess personal protection spray devices on school district property. Providing or transferring a personal protection spray device to someone who is prohibited from possessing such a device is also a violation of this policy. Any use of a personal protection spray device must be consistent with RCW 9A.16.020.

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 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 (3416, 3416P)

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

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

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

Child Find (2161P)

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District

through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at 425-936-1201 or the District Child Find office at 425-936-2760 to request Child Find information.

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

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

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

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

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

Our District's Tip Reporting Service

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

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



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

General Information – PTA and Volunteers

PTA

Parents are welcome to join the PTA. The PTA website is [here](#) with a list of the PTA information and contacts.

Visitation

Parents/guardians are welcome and encouraged to visit school. Classroom visits need to be planned in advance with the teacher so please schedule an appointment before going to the classroom. For the protection and safety of students, all visitors are required to check in at the school office and wear a visitor's sticker. Students from another school or state are not allowed to visit classrooms or spend the day at school. Parents/guardians are welcome to join their child for lunch but recess time is reserved for student play. Parents need to check out after lunch when their child goes to recess.

Volunteering

Volunteers enhance opportunities for learning in the classroom by increasing the effectiveness of individual student learning. To ensure the safety of our students, all classroom helpers, field trip chaperones, drivers for off campus activities, and volunteers must complete a volunteer application and be approved. Off campus drivers will have additional insurance forms to complete prior to the field trip. Field trip chaperones must be at least 21 years of age.

Volunteer Application Procedure

All the information you need to volunteer in our district is found on the [LWSD website](#).

Volunteer Guidelines and Expectations: <https://youtu.be/B94BI3pspC4>

Volunteers are expected to:

- Be an approved volunteer
- Read the LWSD Volunteer Handbook
- Sign in and out at the office and always wear an ID badge while on school grounds
- Show respect for all staff and students
- Share concerns regarding students with the school staff only
- If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there.
- Please do not bring younger children to the school during your volunteer hours.
- For safety reasons the work room is for adults only.
- Younger siblings may not go on field trips
- In case of an emergency or scheduled drill, volunteers must follow school emergency procedures.
- Schedule a meeting outside of your volunteer time to discuss concerns about your child.
- Please turn off your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while on the school campus.

Names of approved volunteers may be released to Lake Washington School District PTSAs, upon request, for the purpose of recruiting volunteers or verifying approval status for school activities.

Ground Rules for School District Facilities

- No smoking or tobacco allowed, including on athletic fields and in district vehicles
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes.

Maintain Student Confidentiality

Volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the district confidential. Federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.

Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others –even their parents. Do not make references to student's abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.