

**Parent
and
Student**

2016/2017

Handbook

Norman Rockwell Elementary

LWSD WEBSITE INFORMATION

Lake Washington School District website: www.lwsd.org.

Calendar: <http://www.lwsd.org/About/Pages/District-Calendar.aspx>

Gifted/Quest program: <http://www.lwsd.org/Parents/Accelerated-Programs/Quest/Pages/default.aspx>

Emergency info: <http://www.lwsd.org/Parents/Safety-Security/Pages/default.aspx>

Grade Curriculum: <http://www.lwsd.org/Parents/Teaching-Curriculum/Pages/default.aspx>

Lunch Menu/payment: <http://www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/default.aspx>

Entrance age requirements: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Entrance-Age.aspx>

New Student registration: <http://www.lwsd.org/Parents/Student-Registration/Pages/default.aspx>

Attendance boundaries: <http://www.lwsd.org/Schools/Pages/Default.aspx>

District Childcare options: <http://www.lwsd.org/Parents/before-after-school-care/Pages/default.aspx>

Bus Routes: <http://www.lwsd.org/Schools/School-and-Bus-Finder/Pages/default.aspx>

COMMUNICATION

PTA and School Newsletter – Beagle Bugle: The newsletter is the primary method of school to home communication. The Beagle Bugle is sent via email to subscribers and posted on the website each Tuesday. Information includes important dates, messages from school staff and details about upcoming PTA activities and programs. The Bugle will also occasionally have links to District-approved attachments such as cultural opportunities, sports registration forms, etc. The Bugle does not accept paid advertising or classified ads. If a family does not have email service, contact the office for a paper copy.

To subscribe, email “subscribe” to bugle@normanrockwellpta.org

The deadline for articles is 1:00 p.m. on the Thursday prior to the date you wish your article printed. Please submit articles and art to bugle@normanrockwellpta.org. The Beagle Bugle welcomes article submissions from students and parents. Student journalists may submit articles about current events, students’ opinion-editorials and poems or short stories. Parents may submit articles about PTA events and school related topics. Short pieces will be edited for inclusion in the Bugle, longer pieces will be posted on the website with a link in the Bugle. The Bugle Staff reserves the right to be selective regarding the materials that are publicized.

Directory: Norman Rockwell PTA publishes a school directory. Parents must complete a PTA information form to be included in the directory.

PTA Website: www.normanrockwellpta.org

Contacting Staff: Email is the most efficient method for communicating with staff, especially during the school day. Emails are best for a quick question or to set up a request for phone dialogue. Please keep emails brief, as teachers have minimal time to check and respond during the day. You may request a conference with your child's teacher or other staff member through email or a written note. The Principal and Office Staff may be reached through email or by telephone at 425-936-2670. Teachers cannot usually be reached by phone during the school day except in an emergency. If you need to let us know of time sensitive information, such as a change in pick up plans, contact the office. Please see the Rockwell website for a list of teacher email addresses:

<http://www.lwsd.org/school/Rockwell/About-Us/Pages/Staff-List.aspx>

Open House: In late August, students have the opportunity to meet their teacher and see their classroom prior to the start of the school year. Watch the school reader boards for more information.

Curriculum Night: Teachers describe their classroom curriculum and outline expectations for the year. Parents are encouraged to ask questions and clarify information.

Conference Weeks: Scheduled in October and again in January. These days are designed for parents and students to meet one on one with their child's teacher. Parents may request additional conferences at any time.

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

<http://www.lwsd.org/Parents/Parent-Access/Pages/default.aspx>

Website: Norman Rockwell Elementary school website is located at <http://www.lwsd.org/school/rockwell/Pages/default.aspx>. It is updated regularly and features basic school information, PTA events and programs, and links to individual classroom pages and the monthly lunch menu and calendar.

EMERGENCY PROCEDURES

EMERGENCY CONTACT INFORMATION

It is very important that the office have up-to-date phone numbers for parents. An emergency card is included in the first-day packet. Parents should complete a card for each student and return it to the school immediately. Please complete the special medical and custody information on the back of the card, if applicable to your child. Call the office if you plan to be out of town while your children are in school. The office needs the following information: your child's name, teacher, who is responsible for them in your absence, their phone number, how long you will be gone, and (if possible) a number at which you can be reached.

Complete the emergency forms carefully. Please designate more than one local friend, neighbor or relative who can pick up your child in the event of an emergency. Be sure to notify these people that they are authorized to pick up your child, and give them the name of your child's teacher, if possible.

They will need photo ID to do so. Also, be sure that your child knows who is authorized to take him or her home in case of an emergency. Please bring your patience. It will take time to release more than 600 students, and your child's safety is our paramount concern.

SCHOOL CLOSING

In the event of fire, power failure, heavy snowfall or severe windstorms, or natural disasters, parents are asked to stay tuned to their radio or television for information. You may also check the website www.flashalert.net or the Lake Washington School District website, www.lwsd.org You should also receive an automated phone call in the event of a closure or delay. In order to maintain open communication lines, you are asked NOT to call the school. Parent phone calls tie up the system and may prevent staff from necessary communication with public safety officials. The school is equipped with food, water, first aid materials and other supplies to ensure that your child will be safely cared for. If school is to be closed, the decision and announcement will be made prior to 6:30 A.M. The school is not authorized to dismiss school early unless so directed by the LWSD administration. If school is dismissed early, please come to school and look for the "Student Release" table area, and follow the directions of the staff. **You must have photo ID to pick up your child.**

LOCKDOWN

Occasionally, the building principal may make the decision, in coordination with local public safety officials, to lock down the school. No one may come or go from the school during a lockdown. If you hear on the radio or television that the school is in a lockdown, *DO NOT CALL OR COME TO THE SCHOOL*. Phone calls will not be answered and you may place yourself in harm's way, or hinder the work of law enforcement officials.

The school has written policies and procedures for lockdowns, and the children are regularly drilled on the procedures. The safety of students and staff is our highest priority.

EMERGENCY OPERATING SCHEDULE

When emergency conditions result in school schedule changes, the district will use one of the following plans:

No announcement means normal schedules: Dismissal schedules will be at regular times unless otherwise announced on the radio between 11 A.M. and 12 P.M.

Schools are closed: All building activities are cancelled, including school, all before and after school activities, athletic events and parent meetings.

Late start and limited bus service: High schools and junior highs will start 1 hour late, elementary schools will start 1.5 hours late, and bus routes will be limited. When in effect, Quest and AM Kindergarten classes are cancelled.

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

NUTS AND BOLTS – ROCKWELL PROCEDURES

ABSENT OR LATE STUDENTS

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

In accordance with the compulsory attendance law RCW28A.225, the Safe Arrival Program at Rockwell will be **mandatory** for all students. A written excuse or safe arrival phone call from parents or guardian will be required for all absences, late arrivals to school, or early dismissal. Please call the Safe Arrival number before 8:30 a.m. if your child will be absent or arriving late. Our Safe Arrival Phone Number is **425-936-2671**. If we do not receive a call by 9:00 am we will attempt to contact the parent/guardian and verify the absence. An ABSENCE is recorded when a student misses more than 60 minutes of class time in either AM or PM session. If a student is absent from the school day because of illness, they cannot attend after school clubs/events.

The parents of ANY student with ONE (1) UNEXCUSED absence in a MONTH will be informed in writing or via phone call.

The parents of ANY student with TWO (2) UNEXCUSED absences within a MONTH will be informed of the need to confer with the principal.

The parents of ANY student with FIVE (5) UNEXCUSED absences in a MONTH will be informed of the need to establish a CONTRACT and will be referred to the Community Truancy Board (CTB).

If an ELEMENTARY student, aged SIX (6) or OLDER has FIVE (5) EXCUSED absences in a MONTH, the principal will inform the parents of the need to conference (unless prior notice of absences is received or a doctor's note is provided, and the school and parents have an agreed upon academic plan).

If an ELEMENTARY student, aged SIX (6) or OLDER has TEN (10) EXCUSED absences in the current SCHOOL YEAR, the principal will inform the parents of the need to CONFERENCE (unless prior notice of absences is received or a doctor's note is provided, and the school and parents have an agreed upon academic plan).

ANY student with TEN (10) UNEXCUSED absences in the current SCHOOL YEAR will have a truancy petition filed.

The office will write tardy/admit slips beginning at 8:30 am per the wall clocks.

At 5 tardy arrivals within a month, or if a teacher has significant concerns, the principal will be notified and asked to make contact with the families, explaining the educational impact on the student, teacher and classmates.

At 15% tardy 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 remain at 15% or greater there will be another letter requiring parents to make an appointment with the principal.

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

VACATION WORK POLICY

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

EARLY DISMISSAL

We discourage early dismissals because learning takes place right up until the final bell. However, we recognize the need for medical and dental appointments and other emergencies. Please send a note or email one day prior to the teacher and the main office. When you arrive, go to the office to sign out your child. Students are released only to parents, guardians, or those having parent permission.

FIELD TRIPS

Official field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. Notes and telephone calls from parents cannot be accepted as a form of permission to attend a field trip.

ILLNESS, INJURY AND MEDICATIONS

Any illness or injury will be reported to the classroom teacher who will then have the student report to the office. If the illness or injury appears serious, parents will be contacted by office personnel. Emergency phone numbers on enrollment cards are important and must be listed in case we are unable to contact the parents.

If your child is sick and will be going home, it is in the best interest of your child that they go home in a timely fashion. The Health Room gets very busy, and there is not another place for a sick child to wait to be picked up. This may cause undue stress for your child when they are already ill.

It is of paramount importance to the safety of our students that parent's home, business, cell phone, and emergency numbers be kept updated during the year.

HEALTH ROOM MEDICATION

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 to call a parent to arrange for transportation home. Parents should inform the school on the student emergency contact card or in writing if a student has a life threatening illness, infectious disease, or serious allergy.

The Lake Washington School District's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If your child is currently taking daily medication, please arrange to have your child take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023) <http://www.lwsd.org/school/rhms/SiteCollectionDocuments/Medication%20at%20School%20Doctor%20Form.pdf>); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); 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 at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

LUNCH MONEY

Individual lunches cost \$2.75 for students (\$55.00 for a month) and \$3.75 for adults. Milk and juices are available for cold lunches at a cost of \$0.50. Hot lunch menus are available on the district website at: <http://www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/default.aspx>.

Prepay with Credit Card: Parents may prepay for as many lunches and/or milks as they would like through the School District. With this system, each student has a computerized account. Please follow the instructions online at: <http://www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/Pricing-Payment.aspx> or call 425-702-3393.

LUNCH MONEY (continued)

Prepay with check: Please make your check out to “Norman Rockwell” and in the “For” line add the student’s first and last name and “lunch money”.

Prepay with cash: Please put cash in an envelope with student’s first and last name, teacher and “lunch money”.

When a student does not have a lunch or lunch money, an emergency hot lunch will be provided. Free and reduced lunches are available to qualifying students. Information and applications are sent home on the first day of school, or are available in the office.

The Food Service office is located in the L.E. Scarr Resource Center for the Lake Washington School District at Redmond Town Center.

PARENT AND VISITOR PROCEDURES

We welcome families to visit Norman Rockwell, and to volunteer in the school or for a PTA activity. We value family visiting school during performances and also welcome them during lunch. Instructional time, however, is for our students only.

When visiting or volunteering at the school, please check in at the office first and wear an identification badge. This helps keep our children safe!

If you wish to volunteer, or chaperone a field trip, you must complete a Lake Washington School District Volunteer Application form. All Lake Washington School District volunteers must go through a screening process, for the safety of students and volunteers alike. Please visit the website at: <http://www.lwsd.org/Parents/Parent-Access/Pages/Online-Volunteer-Application.aspx>. Or, see the office staff for more information.

Volunteer opportunities for PTA activities are available online at <http://www.lwsd.org/school/Rockwell/PTSA/Pages/VolunteerOpportunities.aspx> or in the office.

TRAFFIC SAFETY

In order to maintain an effective traffic safety program, your cooperation is needed. Our goal is safety for children, not convenience and time-saving for parents. Please help promote our safety program by observing the following regulations:

Safety Patrol: Please cooperate with our hard-working safety patrol. They go on duty at 8:05 A.M. and leave duty at 8:25 A.M. They are also on duty from 3:00 to 3:15 P.M. They help students safely cross the streets. They do not direct traffic.

Bicycles, Scooters & Skateboards: All elementary students above the age of 10 may ride a bicycle to school with a completed permission form signed by the parent/guardian. For students under the age of 10 an adult must accompany the student both to school and on the return home.

Bicycle permission forms are available in the office and on the Rockwell website.

Because of safety and liability concerns, Lake Washington School District does not allow skateboards on school grounds. Students are asked to leave skateboards, inline skates and scooters at home.

Parking & Pick-Up/Drop-Off: The bus lane in front of the school is a NO PARKING ZONE and is reserved strictly for buses, district transportation, and childcare vans. **Student drop-off or pick-up is in the upper lot, in the right lane only, and from the passenger side of the car. Drop-off only in the area striped with diagonal lines, where staff are supervising students.** The left lane is for through traffic and exiting your child from the left side of your vehicle is unsafe. Please do not block the bus lane if you are waiting to pick-up or drop-off; wait at the curbside on the road in your vehicle until space in the drop off lane opens up.

Bus Rides: Bus service is provided for students living 1.0 miles from school or for those students that do not have a walking route to school. For new students, bus routes and schedules are available on the district website at: <http://www.lwsd.org/Schools/School-and-Bus-Finder/Pages/default.aspx> Parents may also call the District Transportation Department 425-882-5120.

SCHOOL PHONE AND EMERGENCY MESSAGES

To alleviate classroom interruptions and protect learning, students cannot be reached by phone. In the event of an emergency, please contact the office and a message will be delivered to the student. Please discuss after school arrangements in the morning before school starts. Students will not be able to use a school phone to make after school arrangements, call for homework, etc.

STUDENT SUPERVISION

Rockwell students are supervised during the school day in the classroom, on the playground and in PE, Music and Library classes. However, we do not provide supervision before or after school. To ensure the safety of your children, we ask that students arrive at school no earlier than 8:15 A.M. unless they are enrolled in special programs such as Band or Orchestra classes, Chess Club or Student Council and that they leave the school grounds immediately after the 3:00 P.M. dismissal bell.

TEXTBOOKS/MATERIALS

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

THE CLASSROOM AND BEYOND

Norman Rockwell provides a blend of traditional and innovative teaching styles and programs. The following programs extend “beyond” the regular classroom, and help make Rockwell the unique school it is.

ASSISTANCE SERVICES

Rockwell has extra assistance in reading, special education, and English language learning. Safety Net is a district-funded program serving students with reading and/or math needs.

ADDITIONAL MUSIC PROGRAMS

Choir: Led by music teacher, 4-5th grade students in the choir sings at assemblies, shopping malls, Senior and Retirement centers, and other places within our community.

Band: 4th and 5th grade students have the opportunity to participate in a before school music program at Redmond Jr. High. Beginners are usually 4th graders, with second year students in 5th grade. Concerts are held at Redmond Jr. High.

String orchestra: A String Orchestra program is offered as a before school activity for 4th through 5th grade. Group instruction is given on violin, viola, and cello. There are 3 performances each year at Redmond Jr. High plus a spring “Tour” where they perform at 4 elementary schools: Rockwell, Horace Mann, Redmond and Einstein.

ART DOCENT PROGRAM

Trained volunteers provide art education using LWSD curriculum on the principles and history of art while introducing children to a variety of art media in this PTA-funded program.

The Art Showcase and Ice Cream Social is an evening to celebrate outstanding student art work from the school year, by exhibiting work samples in the school library and courtyards. See additional info in the PTA section.

COUNSELING PROGRAM

The counseling program provides individual and small group assistance to students, coordinates Operation School Bell and provides parent education. A counselor is available by appointment.

ENVIRONMENTAL EDUCATION

“Outdoor Ed” is an outdoor, environmental study unit for fifth graders. Students raise money to attend Camp Seymour near Gig Harbor, WA.

STUDENT COUNCIL

Student Council sponsors many activities and projects. Student participants organize and help run activities for the betterment of our school and local communities.

SUSAN TOBEY MEMORIAL SCHOLARSHIP FUND

This is a confidential scholarship program between PTA and Norman Rockwell to enable any student to participate in any activity or provide any supply required for the classroom that may cost extra (examples include: funds for field trips, agendas, etc.). Your child's teacher can help you with this process; please ask them for more information.

ROCKWELL POLICIES AND PLEDGES

CIVILITY POLICY

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

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

DRESS CODE

Students are expected to dress neatly and appropriately at all times. The wearing of obscene apparel is never acceptable. Students may not wear clothing depicting or referencing drugs or alcohol. Shoes must be worn at all times for health and safety reasons. Inappropriate clothing includes: bare midriff or spaghetti strap t-shirts, pants that hang very low, revealing or too tight clothing. Students in inappropriate clothing will be asked to change into appropriate attire.

The fingertip rule will apply to the wearing of shorts and skirts: the length cannot be above fingertips when student's hands are held at his or her side.

Sleeveless shirts must have straps at least two (adult) fingers wide. Shirts must touch pants/skirts at all times, including when students are seated.

Hats, bandanas, hoods, etc. may be worn to and from school and at recess; however, they are not permitted in class. Exceptions are made for cultural headwear. Hooded sweatshirts cannot be zipped up so that they cover the student's face.

Proper coats, hats and shoes are necessary for cold and wet weather. Knowing children will be playing outside throughout the year, please help students be prepared. Umbrellas may be used to and from school.

Students must be prepared with tennis shoes/sneakers on days when they have PE. Shoes with wheels ("Heelies") are not allowed at school; wheels must be removed.

All coats, sweaters and sweatshirts should be labeled with your child's name.

BUILDING RULES

We Are Safe

- We walk in the classrooms, hallways, and on the blacktop.
- We follow the directions of safety patrols.
- We arrive at school on time, after 8:15 am (there is no supervisor on the grounds until that time).
- We use all equipment carefully and appropriately.
- We all come in from recess right after the bell rings

We Are Respectful

- We treat others the way we would like to be treated.
- We follow adult directions the first time.
- We follow all classroom rules.
- We keep hands, feet, and objects to ourselves.

We Are Responsible

- We try our best every day, and we ask for help if we need it.
- We try to solve our small problems. We get adult help for bigger problems.
- We dress appropriately for school and for the weather.
- We take care of school property and the property of others.
- We use quiet voices in classrooms, and do not talk in hallways and courtyards.
- We leave places, including bathrooms and lunchroom, clean.

We Are Kind

- We use polite language, not mean words or gestures.
- We include others in games and conversations.
- We take turns
- We encourage and are patient with others.

Rockwell believes in letting kids learn from their mistakes, just like adults do every day! We encourage students to self-reflect, accept responsibility for their decision making, correct any adverse effect they may have caused, and accept consequences. We want our students to know that learning from our own decisions is a good thing, even when it may be temporarily unpleasant. This includes making wise choices at recess regarding wet or muddy areas, as we cannot offer clothing changes to all students.

DISCIPLINE POLICY

At Norman Rockwell Elementary, we are committed to developing the potential of all students to become lifelong learners who will enhance the world as responsible and caring citizens. Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

We believe that...

- People who are honored, valued, and respected, learn to honor, value and respect others.
- When students are responsible for their own learning and behavior, they will feel successful.
- Staff, teachers, and parents need to help children be accountable and responsible for their learning at home and school.

The goal of Norman Rockwell Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, it is hoped that each child will be able to develop a positive self-concept, which in turn should be reflected in their relationship with others and a more enthusiastic attitude toward learning.

Therefore, in order to provide a positive learning environment at Norman Rockwell, we use the following policies:

STUDENT RESPONSIBILITIES

I want the best possible education for myself and I realize I can make this happen. Therefore, I will be responsible for the following:

- Doing my best in school each day and behave in a way which allows everyone to learn and feel safe.
- Treating others with kindness and respect.
- Taking care of school and student property and the environment.
- Following all teacher and staff directions.

CONSEQUENCES

It is our goal to help children learn to take responsibility for their behavior and to understand its results. We also work to help students develop a better plan for their future.

As a result of inappropriate behavior, a student may be asked to participate in an activity to rectify their action, such as cleaning a mess made. Additionally, students who display behaviors that are unsafe, disrespectful, irresponsible or unkind may fill out a "Think Paper" in the office. These are a tool for reflecting on one's actions, their consequences, and what can be done in the future, and are a means of communication between school and home. They must be signed by a parent and returned the next day.

LIBRARY RULES

The library program includes instruction on library usage, the research process, information resources and literature appreciation. Students attend a weekly scheduled library class for thirty minutes. Time is allotted during each class for students to check out books. Library materials may be kept for a period of one week and are due on the same day the student attends library class. A student wishing to keep their book(s) longer may renew for an additional week. Additional renewals will depend upon demand for the book. Check out privileges will be limited or stopped if students do not return materials on time. The number of books students may check out each week is as follows:

Kindergartners: Students will earn the privilege to check out one book once they have demonstrated proper book care, usually in October.

1st Grade: May check out one book at the beginning of the school year. Students will receive a reward sticker on a class chart each week they return their book on time. Once they have earned ten stickers they may check out 2 books for the remainder of the school year.

2nd – 5th Grade: May check out two books each week for the entire school year.

In addition to their weekly scheduled library class, students are also welcome to visit the library to return/check out books during the school day with teacher permission and a library pass. Outstanding individual/class behavior, effort or participation may earn the student(s) the privilege to check out additional materials that week.

The responsible care of library books is important. It is our policy that students who lose or damage books pay a replacement fee.

If you have any questions feel free to contact Diane Davenport, Librarian, by email ddavenport@lwsd.org

RECESS AND PLAYGROUND

The playground is for fun and exercise. Each student at Rockwell has a right to have fun and be safe on the playground. To make sure that the playground is fun and safe for everyone, each student needs to know and obey the rules.

STUDENT PLAYGROUND RESPONSIBILITIES

- Play safely within the playground boundaries.
- Enter the building only with a pass.
- Play with respect of others and property by using kind words, safe game rules, and obeying adult supervisors. Remember to play in a manner that is comfortable for all participants. Following these expectations will help students be successful and feel good about themselves.

CONSEQUENCES

If a school rule is violated, an instructional assistant or teacher will discuss with the student the unsafe or discourteous behavior.

Depending on the severity or repetitiveness of the infraction, students may lose the privilege of recess play or be assigned school service.

Should a pattern develop and previous interventions fail to correct the issue, the principal will be notified. Progressive discipline is administered using the LWSD elementary discipline matrix as a guide.

Severe Cause: Behaviors that are severe or chronic in nature may result in more immediate discipline action such as loss of a recess, in-school suspension, or temporary removal from school. Severe behaviors include disobedience or disrespect, fighting or stealing, and damaging property.

PLAYGROUND RULES AND DISCIPLINE

You must have a pass to go into the building during recess. For safety, we need to know where every child is, at all times, while on campus.

Play where you can be seen. If you can't see the recess monitor, they can't see you! The front of the school, the parking lots, wooded areas and dumpster areas are off limits. Student safety is our first concern.

Walk on the blacktop, bark and gravel areas. Preventing skinned knees, torn clothing and "kid collisions" makes for a safer play area. Running is allowed on open grass areas and the soccer field.

Two finger tag must be played on the grass only. Wall Ball is played with hands only; kick balls only on the soccer or grassy fields.

Anything on the ground stays on the ground. This includes rocks, sticks, pinecones, dirt, leaves, worms, etc. Flowers and berries are to be left where they are.

Keep your hands and body to yourself. Play at school must be comfortable for each participant.

Use school equipment as designed. It prevents accidents and the equipment will last longer. Occasionally balls may end up on the roof, and students will need to wait until the custodian can retrieve them, usually a week or more. Label and be responsible for all personal sports equipment

Be kind, share, and respect others.

PLAYGROUND EXPECTATIONS

Rockwell's Expected Behaviors	Examples of Specific Playground Rules and Expectations	
We are safe	<ul style="list-style-type: none"> • Students ONLY go inside during recess with a pass from a recess teacher • Students play where they can see a recess teacher – the front of the school, parking lots, wooded areas, and dumpster areas are off limits • Students walk on the blacktop and gravel, ONLY running on the grass and soccer field • Two-finger tag is played on the grass only • Students go down the slide on bottoms, feet first • Students play on the playground side of the path in the woods • Students enter the building from recess WITH A PASS ONLY • Students keep their hands to themselves and do not push, fight, or play fight – play at school is comfortable for each person • Only one student at a time on the ZIP LINE, holding on with two hands, keeping your feet below your hands • Students use the CLIMBING WALL safely, wearing snug shoes that can grip the wall – ONLY horizontal or vertical climbing, with no sitting on the top 	
We are respectful	<ul style="list-style-type: none"> • Students use kind words, play by the rules, and obey recess teachers, allowing for all participants to enjoy recess • Students dig ONLY in the sand pile • Students return to class immediately after the bell rings, placing equipment where it belongs • Students use appropriate language, with no swearing or spitting 	
We are responsible	<ul style="list-style-type: none"> • Toys, balls, or jump ropes brought from home are labeled with student names • Students leave all pinecones, rocks, sticks, leaves, berries, etc. on the ground 	
We are kind	<ul style="list-style-type: none"> • Acceptable items brought from home are shared and used following school rules • Students welcome all interested students to play their game 	
Acceptable playground equipment		Items that must stay home
<ul style="list-style-type: none"> • Tetherballs (no sitting on or hanging on these) • Rubber playground balls (Wall balls and foursquare balls) • Footballs (used only for touch or flag football games, played with your grade level only) • Basketballs • Tennis balls (not used on blacktop) • Nerf balls • Soccer balls (played with enthusiasm, but no rough play) • Jump ropes • Plastic baseball bats and mitts (play at backstops) • Paper (dolls, art, notebooks), stuffed animals, little cars for sandbox, yo-yos 		<ul style="list-style-type: none"> • Hardballs, baseballs, super balls (any small, hard, bouncing ball) • Wooden or metal bats • Skateboards, scooters, or roller blades • Trading cards of any kind • Whistles • Weapons of any kind • Wheeled shoes or “Heelies” still containing wheels • Any electronic device (e-readers are okay for classrooms, but a release-of-liability form must be completed)

CONSEQUENCES FOR BRINGING ITEMS THAT ARE NOT ALLOWED AT SCHOOL

- **First offense:** Item will be taken away for the rest of the school day. Student may pick up item after school.
- **Second offense:** Item will be taken away. Parent will need to come to school to pick up the item after school.
- **Third offense:** Item will be taken away until the end of the school year at which time the student's parent may come to the office to pick up item.

Neither Rockwell Elementary nor the Lake Washington School District is responsible for the loss of any personal electronic equipment or cell phone. Your child brings them at his/her own risk and no steps will be taken to locate lost items.

HOMEWORK POLICY

Rockwell's homework policy is changing to align more closely with what recently published studies have taught us. We are reducing the amount of homework that students will be asked to complete this year, and will evaluate our practices regularly to ensure we are doing what research and our own data indicate is best for our students.

The most important element is READING. This is the most important skill and essential to their growth and ability to approach other skills.

- In **kindergarten**, we request that students are read to every night, and that when they are ready, they read to you.
- In **first grade**, time reading with an adult every day is important. Students will also practice spelling with Words Their Way.
- In **second grade**, again, students need to read every day. They will have a review math sheet each Wednesday.
- In **third grade**, students will be expected to read for 20 minutes each night and do a **short independent** skill practice.
- In **fourth grade**, students will be expected to read 20 minutes each night and will have a daily math page or other skill practice.
- In **fifth grade**, students will be expected to read each night, as well as complete either a practice or enrichment page from the math curriculum.

Additionally, students may occasionally have special projects to work on at home.

- What this means is that your students may have more free time at home, which is a good thing! We request that you support your child's health and development by doing these things:
- Make sure your child spends some time in active play every day, outdoors if you can. This may be in the form of organized sports, or it may simply be playing in the yard with a friend or a sibling. These activities not only support physical fitness, they help them develop social skills and teamwork. Unstructured playtime is crucial for developing social/emotional skills as well as independent problem solving. Research shows consistently that these skills are essential for students' future success.
- Limit screen time (TV, video games, and computers) to about an hour a day. Excess time with electronic stimulus hinders kids' ability to sustain attention to tasks. It is HEALTHY for kids to experience boredom, and in fact it inspires them to develop their own creativity.
- Ensure they are getting ample sleep (students at elementary grades should get 10-11 hours of sleep every night). A bath or shower before bed, and then time reading alone or with an adult, helps with this. Avoid screen time within one hour of bedtime; even eReaders disrupt the body's ability to fall asleep.

Student Rights & Responsibilities

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16250 N.E. 74th St.
Redmond, WA 98052 www.lwsd.org

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Introduction

Purpose

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

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

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



Student Rights and Responsibilities (JF)

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

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

Attendance

Absences & Excuses (**JED, JED-R, JEE**)

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 excessive absenteeism or tardiness may be subject to corrective action.

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 (**JEDA**)

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 **two 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

Corrective Action/Discipline (**JG**)

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 corrective action 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.

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, 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.

Due Process

Students who are subject to discipline/corrective action will be afforded the right to due process.

Discipline will not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed. Any student subject to a short-term suspension will be provided the opportunity to make up assignments and tests missed by reason of the short-term suspension if such assignments or tests have a substantial effect on the student's semester or trimester grade; or failure to complete such assignment or tests would preclude the student from receiving credit for the course or courses.

Prior to a short-term suspension of any student, a conference will be conducted with the student that provides:

1. Notice of the alleged misconduct and violation(s) of school district rules;
2. An explanation of the evidence in support of the allegation(s);
3. An explanation of the corrective action that may be imposed; and,
4. The student will be provided the opportunity to present his/her explanation.

Prior to a long-term suspension, written notice of an opportunity for a hearing will be delivered in person or by certified mail to the student and parent or guardian of the alleged misconduct and violation(s) of school district rule(s) and an explanation of the corrective action proposed.

A grievance may be filed with the building principal for discipline or short-term suspension. An appeal may be filed with the district for long-term suspensions or expulsions. The student will be informed of the grievance/appeal process at the time a suspension occurs. Parents will be notified of a long-term suspension by certified mail.

Definitions

Discipline: Any form of corrective action taken other than suspension and expulsion. This may include community service (CS), exclusion from class during the school day, in-school or after school detention, restitution, and assessment/counseling as appropriate.

Suspension: Denial of right of attendance for a specific amount of time. 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 right of attendance for an indefinite amount of time. This action will be used only when the nature and circumstance reasonably warrant the harshness of expulsion (E).

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

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

Student Searches (JFG, JFGA)

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

Drug Scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using illegal drugs or weapons of any kind on school grounds. RCW 28A.600.210 states: "The legislature finds that illegal drug activity and weapons in schools threaten the safety and welfare of our school children and pose a severe threat to the state educational system. School officials need to protect students from exposure to illegal drugs, weapons, and contraband. Searches of school-issued lockers and the contents of those lockers is a reasonable and necessary tool to protect the interests of the students of the state as a whole." With this purpose in mind, administration has the authority to invite drug-scenting dogs to conduct suspicionless searches on school property.

Codes of Conduct

Exceptional Misconduct (JFC-R)

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

*Codes:

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

Violation	Definition	Severity/Frequency	Consequence*
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.	Minor/Initial Moderate/Repeated	EE/STS/PC/ R EE/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.	Minor/Initial Moderate/Repeated	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.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/D/STS/PC EE/STS/LTS/PC EE/E/LTS/PC
Drugs/Alcohol Possession Use Paraphernalia	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/A/PC EE/STS/LTS/A/PC EE/LTS/RA/PC
Drugs/Alcohol Sell Buy Transfer	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	Minor/Initial Moderate/Repeated Severe/Persistent	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.	Minor/Initial Moderate/Repeated	EE/E/PC EE/E/PC EE/E/PC

Violation	Definition	Severity/Frequency	Consequence*
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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/ST S EE/LTS
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	Minor/Initial Moderate/Repeated Severe/Persistent	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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/P C 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/A/P C

Other Forms of Misconduct (JFC-R)

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

Violation	Definition	Severity/Frequency	Consequence*
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.	Minor/Initial Moderate/Repeated Severe/Persistent	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.	Minor/Initial Moderate/Repeated Severe/Persistent	D EE/ST S
Attendance / Truancy	Being absent or tardy from classes without an approved excuse.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC D/RC/LP STS

Violation	Definition	Severity/Frequency	Consequence*
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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC C EE/LTS/PC
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	Minor/Initial Moderate/Repeated Severe/Persistent	CHANGE CLOTHES D/RC + CHANGE CLOTHES EE/STS/LTS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	Minor/Initial Moderate/Repeated	D/RC EE/STS/PC C
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS S
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.	Minor/Initial Moderate/Repeated	D/RC EE/STS S
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	Minor/Initial Moderate/Repeated	D/RC EE/STS S
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.	Minor/Initial Moderate/Repeated	D/RC/CD EE/STS/PC P
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.	Minor/Initial Moderate/Repeated Severe/Persistent	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.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS EE/LTS 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.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC EE/LTS/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.	Minor/Initial Moderate/Repeated	D/RC EE/STS S
Lying	Telling or writing untruths.	Minor/Initial Moderate/Repeated	D/RC STS STS/LTS

Violation	Definition	Severity/Frequency	Consequence*
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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/R EE/STS/P C 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	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/P C EE/LTS/PC
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).	Minor/Initial Moderate/Repeated Severe/Persistent	D/R/LP EE/STS/PC/R/L P 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.	Minor/Initial Moderate/Repeated	D/R/RC EE/STS/R/P C
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.	Minor/Initial Moderate/Repeated	STS/DIVERSION N STS/DIVERSION
Trespass/Loitering/Unauthorized Entrance	Entering or being present on school property without permission.	Minor/Initial Moderate/Repeated	D 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.	Minor/Initial Moderate/Repeated	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.	Minor/Initial Moderate/Repeated Severe/Persistent	CD/CP STS/CP/L P 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.	Minor/Initial Moderate/Repeated	RC/R/D EE/STS/R/P C
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.	Minor/Initial Moderate/Repeated	D/RC 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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS S 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.

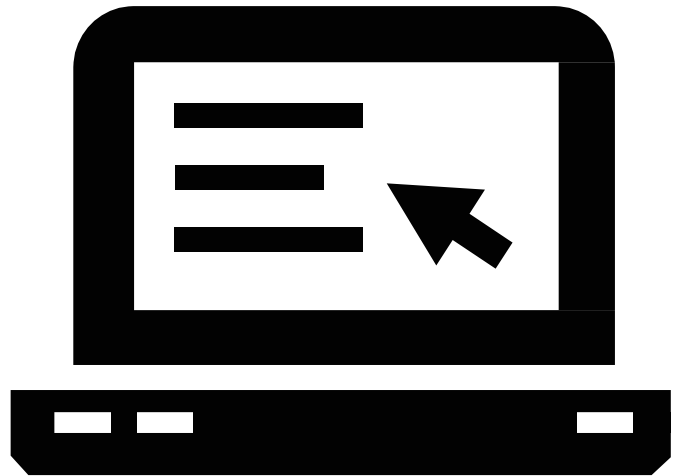
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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 (IIAB-R)

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



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 the district's network resources on personal devices such as smart phones or personal computers without advance permission. • Keep food and beverages away from laptops and desktops at all times. • Computer lab use – <ul style="list-style-type: none"> ○ Use only when a staff member is present. ○ Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way. 	<ul style="list-style-type: none"> • Use district computers for educational purposes only. No personal, commercial or political activity is allowed. • Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes. • Students should leave games, other non-district software, entertainment, and social networking at home. • Do not use the Internet to access or process pornographic or otherwise inappropriate material. • Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact. • District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages). • Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach. • Never attempt to "hack" into another student's or staff member's account. • Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.
	3. Be academically honest. <ul style="list-style-type: none"> • Do not assume that because something is on the Internet that you can copy it.

Bus Conduct (JFCC)

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

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

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

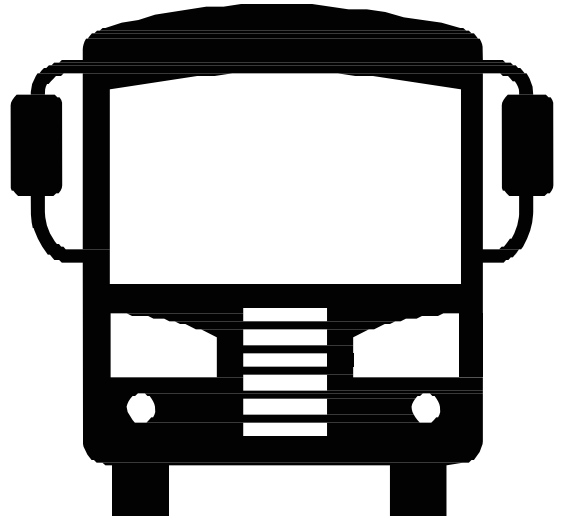
Corrective Action for Infractions of Established Bus Rules

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

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

Grievance

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



Safety expectations at the bus stop

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

Safety expectations while riding the bus

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

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

Corrective Action for Students Enrolled In Special Education

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

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

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

Special Education and Preschool Drop-Off Procedure

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

Securing of Special Education and Preschool Students

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

Emergency Evacuations

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

Visit the district's [School & Bus Finder](#) web page for more transportation information.

Prohibition of Discrimination and Harassment

Human Dignity (ACA)

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

Nondiscrimination (AC)

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

Civil Rights Coordinator

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

Title IX Coordinator

Director of Student Services
16250 NE 74th Street
Redmond Washington, 98052
425-936-1289
titleix@lwsd.org

Section 504/ADA Coordinator

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

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Foundations/Pages/Human-Dignity.aspx>.

Sexual Harassment (JFDA)

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 or to the district's Title IX Officer, who is listed on page 12. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Sexual-Harassment.aspx>

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

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

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

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

You can report harassment, intimidation or bullying to any school staff member or to the district's Compliance Officer (Director of Student Services, 425-936-1289, 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 here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Harassment-Intimidation-Bullying.aspx>

Prohibited Items

Alcohol, Drug and Tobacco (IGAG, JFCH)

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

Dangerous Weapons (JFCJ)

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

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

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

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

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

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9A.16.020 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

Other Policies

Health Room/Medication (JHCD, JHCD-R)

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

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

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

Child Find (IGB-R)

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

Enrollment/Inter-District Transfer Agreements and In-District Variances (JC, JC-R, JECB, JECBC)

Students in Washington state may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to our school district website, <http://www.lwsd.org/Parents/Student-Registration/Pages/In-District-Transfer-Options.aspx> for timelines and processes.

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

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

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

Acknowledgement of Receipt of the Student Handbook

Student Agreement

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

Student Signature

Date

Parent/Guardian Agreement

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

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

Parent/Guardian Signature

Date