

Rose Hill Elementary Family Handbook 2017-2018



Rose Hill Elementary

8110 128th Ave NE
Kirkland, WA 98033

Phone: 425-936-2680 Fax: 425-822-7494

Safe Arrival Attendance Line: 425-936-2681

Website: www.RoseHill.lwsd.org

Table of Contents

	Page
Welcome Letter Principal.....	2
Staff	3
Daily Schedules.....	4
History of Rose Hill Elementary.....	5
Absentee/Tardy/Late Arrival Policies/Visitors/Early Dismissal....	6
Lunch Program.....	7
Homework & Vacation Homework Policy.....	7-9
Misc. Information.....	9-11
Skateboards/Scooters/Rollerblades	11
Walking to School/Safety Patrol/ Bike Rules	11
Parking Lot Procedures	12
Parking Lot Map.....	13
Playground Rules.....	14
Behavior and Conduct Expectations.....	15
2017-2018 LWSD Student Rights & Responsibilities.....	A1-A15

Welcome to Rose Hill Elementary!

The purpose of this handbook is to present information to each student and family member of our Rose Hill Community. Our belief is that by following these procedures and policies, we will have a year of growth and success. It is our goal to continue working with you, as parents and community members, to help your children be successful and to reach their highest potential.

District Vision

Every Student Future Ready: Prepared for college, for the global workplace and for personal success.

District Mission

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

School Vision

The Rose Hill Elementary Community has a shared vision whereby we:

- Strive for supporting and trusting relationships with students, families and staff
- Celebrate success
- Use data to determine instructional steps
- Share high expectations for student learning
- Work cooperatively to differentiate learning experiences

In order to maximize and accelerate student achievement.

School Mission

Rose Hill Elementary Community empowers students to continually improve as independent learners and critical thinkers.

School Rules

Lake Washington School District rules, policies, procedures and progressive discipline plans are detailed in this handbook to provide consistent cross district consistency and information for your review and reference. We simplify our Rose Hill Elementary Rules to help our young students to be successful and to understand the intent behind school rules:

- **All students will follow reasonable requests from supervising adults.**
- **All students will treat themselves and others with respect.**
- **All students will act in a safe manner.**
- **All students will obey the rules and laws of the school and community.**

It is important for children to know they can help their friends, our school, and our community when they are respectful, responsible and safe. Having conversations about these rules at home and in the classroom often prevents unnecessary problems, and it gives our children a sense that we all share common expectations. It is also important that we let them know that we are here together to support them; it is all part of the learning process.

IMPORTANT: Please read over the handbook and discuss it with your student. Each student is bringing home a signature page that needs to be signed by your child and you. Signatures ensure that you have read and discussed our school handbook together. **Please send the signed form back to school.**

Let's work together to make it a GREAT school year!!

Sincerely,
Jennifer Hodges, Principal
Trent Neugebauer, Associate Principal

**ROSE HILL ELEMENTARY STAFF
2017-2018**

Jennifer Hodges	Principal	jhodges@lwsd.org	
Trent Neugebauer	Assoc. Principal	tneugebauer@lwsd.org	
Kari Ely	ADK	kely@lwsd.org	
Debbie Swanson	ADK	dswanson@lwsd.org	
Riley Norman	ADK	rnorman@lwsd.org	
Braelyn Menzies	ADK	bmenzies@lwsd.org	
Christina Marchesini	Grade 1	cmarchesin@lwsd.org	
Kaitlyn Hawkins	Grade 1	khawkinst@lwsd.org	
Grace On	Grade 1	hon@lwsd.org	
Heidi Prescott	Grade 1	hprescott@lwsd.org	
Amanda Dews	Grade 2	adews@lwsd.org	
Brian Daly	Grade 2	bdaly@lwsd.org	
Soyoung Lim	Grade 2	slim@lwsd.org	
Lesia Jones	Grade 3	ljones@lwsd.org	
Bori Kwon	Grade 3	bwoo@lwsd.org	
Stephanie Priest	Grade 3	spriest@lwsd.org	
Will Stack	Grade 3	wstack@lwsd.org	
Lauren Mead	Grade 4	lmead@lwsd.org	
Beth Clark	Grade 4	ecross-clark@lwsd.org	
Mason Kassis	Grade 5	mkassis@lwsd.org	
Nicole Derbyshire	Grade 5	nderbyshire@lwsd.org	
Kathleen Unckles	Grade 5	kunckles@lwsd.org	
Demi Solomon	Primary Intervention	dsolomon@lwsd.org	
Josh Williams	Intermediate Intervention	jowilliams@lwsd.org	
Yon Hon	Pull-Out Quest	yhon@lwsd.org	
Soo Chin	Counselor	schin@lwsd.org	
TBD	Psychologist		
Lynette Martin	PE	lmartin@lwsd.org	
Anne Machonis	Library	amachonis@lwsd.org	
Sue Hanson	Music	suhanson@lwsd.org	
Ruby Matillano	Resource	rmatillano@lwsd.org	
Paulette Evans	Safety Net/FamilySpec.	pevans@lwsd.org	
Ellen Barber	Safety Net	ebarber@lwsd.org	
Hanna Morrison	Safety Net	hmorrison@lwsd.org	
Lea Skolnik	ELL	lskolnik@lwsd.org	
Casey Heid	ELL	cheid@lwsd.org	
Shahnour Kassamali	OT	skassamali@lwsd.org	
Kevin Askew	SLP	kaskew@lwsd.org	
Trish Simpson	District Nurse	tsimpson@lwsd.org	
Cindy Vander Hart	Secretary	cvanderhart@lwsd.org	
Rosana LaPuenta	Health Room Sec.	rlapuenta@lwsd.org	
Melody Kieffer	Office Manager	mkieffer@lwsd.org	
Sokhonn Neth	Day Custodian	sneth@lwsd.org	
Pete Oeung	Night Custodian	hoeung@lwsd.org	
Laurie Larson	Para Ed	laur Larson@lwsd.org	Emily Carranza IA ecarranza@lwsd.org
Margaret Gleason	Para Ed/IA	mgleason@lwsd.org	Laurel McCrae IA lamcrae@lwsd.org
Carline Fothergill	Para Ed	cfothergill@lwsd.org	Kerri Osmulski IA kosmulski@lwsd.org
Melissa Nordman	Para Ed/IA	mnordman@lwsd.org	Amy McElligott IA amcelligott@lwsd.org
Rose Chartrand	Para Ed	rchartrand@lwsd.org	Suzette Vicary IA svicary@lwsd.org
Maureen Young	Para Ed	myoung@lwsd.org	

**Rose Hill Elementary
Daily Schedule
2017-2018**

8:15 AM Students arriving on campus
8:25 AM First Bell
8:30 AM Tardy Bell

**School Starts
8:30 AM**

**RECESS AND LUNCH TIMES
SEE SEPARATE SHEET**

Dismissal
3:00 Monday, Tuesday, Thursday, Friday (Bus depart 3:05)
1:30 Wednesday (Bus depart 1:35)

History of Rose Hill Elementary

Rose Hill Elementary property, (approximate 9 acres), is bordered by 80th and 128th Avenue N.E. and was originally owned by the Snow family who leased it to a Japanese family (dates unknown). The Japanese family turned the property into a truck farm that grew apples, cherries and strawberries. The land, at that time, was very hilly with a small house where the existing greenhouse presently sits on N.E. 80th.

In 1928, the Snow's returned to the property to live and rebuilt the small house into the green house that still exists today. In 1945, Douglas Benson bought the property from the Snow's, but not the house. The Benson's were in the greenhouse/florist business and excavated the property to grow baby's breath flowers. Douglas Benson was an active member on the Lake Washington School Board and wanted to contribute to the community. He sold the land to the school district to build a school in 1949.

School construction began in 1953 and took one year to complete. Rose Hill Elementary opened in the fall of 1954, Mr. Kenneth Johnston was the principal and the enrollment was 390 students.

Ground breaking for the "new" Rose Hill Elementary school began in May, 2005. During the 2005-06 school year students and staff watched excitedly as the new building grew. Construction of the new building was completed August 2006 and the school was ready to welcome students and staff on September 5, 2006.

Rose Hill Elementary Principals

1954-56	Kenneth Johnson
1956-62	Robert Wiesen
1962-72	Olaf Ordal
1972-77	John Costello
1977-83	Allan Blomquist
1983-87	Mike Robinson
1987-90	Dori Matsen
1990-98	Elaine Fredrickson
1998 -2009	Joyce Teshima
2009-2012	Karin Janik
2012-Present	Jennifer Hodges

Absentee/Tardy /Late Arrival Policies

Absentee/Tardy Policy

Admit slips will be written beginning at 8:31am per the wall clocks. The Principal will review a monthly report for absenteeism and tardiness issues.

The State of Washington mandates very specific rules on recording and tracking attendance. Part of the attendance process includes sending letters to parents after specific numbers of absences. Your help in ensuring your child arrives on time, daily, is greatly appreciated.

Absence/Late Arrival

If your child will be absent or late from school, a parent/guardian needs to call the school attendance recorder (**425-936-2681**) before 8:45 AM. **The line is open 24 hours a day.** All absences must be coded with the reason for the student's absence. Please remember to leave this information on the message line.

It is important students be on time. It can be disruptive to the educational process to have students arrive late. There are, however, instances when students will be excused upon arriving late to school (i.e. a doctors or dentist appointment).

Visitors /Early Dismissal

Visitors

Parents of Rose Hill Elementary students are welcome and encouraged to volunteer at our school. For security reasons we do **require** that all school visitors must report to the school office, sign in, and wear a visitor's badge while on school grounds. Please remember to sign out and return your badge to the office when you leave.

Early Dismissal

We are aware that, on occasion, emergencies and appointments may require you to have your child dismissed before the end of school. Parents must come into the office to sign their child out **at least 15 minutes** before the end of the school day. (No early pick up within the last 15 minutes of the school day) Students cannot wait outside for parents to drive by, and parents may not go directly to the classroom. Students will only be released to persons listed on your child's Emergency Card. Proof of identification will be required for anyone the office does not know. If someone other than a parent/guardian will be signing the child out of school, please send a signed authorization to the office that morning. We discourage signing out your child early on a regular basis because of the disruption in learning for both your child and their classroom. **ONLY CALL SCHOOL WITH AFTERNOON CHANGES IF IT'S ESSENTIAL. PLEASE DO NOT CALL DAILY!**

Lost and Found

"Lost and Found" items are collected and placed in the alcove to the left of the main doors. Please remind your child to check in the "Lost and Found" regularly when they misplace items. **Please MARK ALL ARTICLES OF CLOTHING AND OTHER PERSONAL ITEMS WITH YOUR CHILD'S NAME.** The school district, by law, cannot pay for lost, stolen or broken personal possessions of students, such as watches, coats, musical instruments, cell phones etc. All unclaimed clothing will be donated to a charity at regular intervals during the school year.

Lunch Program

Free and Reduced Lunch Program

Under a provision of the National School Lunch Act, our district is able to offer free or price lunches to children from families determined qualified under the Eligibility Scale. Applications are available in the school office and can be found in the 1st day packets.

Electronic Meal Purchases

Our school district has an electronic meal purchase system. When your child purchases lunch or milk the money is automatically deducted from your child's account like a debit card. An automatic calling system will notify you when your child's account is low. To add money simply send a check made out to Rose Hill Elementary with your student, the funds will be directly deposited in your student's account. Please write your child's name and teacher name on the check or on the envelope if sending cash. You may also call Nutrition Services (425-936-1393) to put charges on a credit card. Very detailed information lunch at school can be found on the District website at www.lwsd.org under the Parent Tab and then under "Breakfast and Lunch Menus," "Pricing" and "On-line Payments" on the left side of the page.



Lunch Prices 2016-2017	Student	Adult
Breakfast	\$1.50	\$2.50
Lunch	\$3.00	\$4.00
Milk/Juice	\$.50	\$.50

Homework Policy

At Rose Hill we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits, the foundations for lifelong learning.

Homework Time Guidelines

The amount of homework varies from grade level to grade level and from day to day. It usually increases as a student progresses to higher grades. The following are general LWSd guidelines:

Kindergarten – approximately 5-10 minutes each evening, Monday through Thursday.

1st and 2nd grade – approximately 10-30 minutes each evening, Monday through Thursday.

3rd and 4th grade – approximately 30 – 45 minutes each evening, Monday through Thursday.

5th grade – approximately 45 – 60 minutes each evening, Monday through Thursday.

This may include additional work on long range projects or extra reading.

Drill and Practice Homework

Many parents wish to work with their students to help them master and retain skills. In its simplest form, homework enables children to practice skills so that learning is mastered and retained. Drill and practice assignments may be generated by the teacher and returned to class.

Examples of drill and practice include:

Math facts	Vocabulary drills
Spelling words	Math worksheets
Sight words	Letter names and sounds

Extension Homework

These are usually long-range assignments. Students are required to integrate many previously learned skills in the process of completing a final product.

Examples:

Book Reports	Art Projects
Research projects	Special Projects
Speech preparation	

Unfinished Assignments

Completion of unfinished assignments is an important goal for all of us. Various strategies are used to help student's complete random unfinished assignments. A few of these strategies include completing the work during a recess, and/or bringing the work home. In the case of a student with repeated incidences of unfinished classroom assignments, the teacher will work closely with parents to create an action plan to address this issue.

We believe teachers, parents, and students all share in the responsibility for homework.

Teacher Responsibility:

1. Decide what and how much is appropriate.
2. Assign work that meets the individual needs of the student.
3. Communicate with parents regarding any questions or issues that arise.

Parent Responsibility:

1. Provide a proper time and environment for study.
2. Be involved and give support and encouragement to your child.
3. Communicate with your child's teacher if there are any questions and issues regarding homework.

Student Responsibility:

1. Take the homework home.
2. Complete the homework.
3. Return it on time.

Accountability: The consequence of not completing homework may include staying in at recess or missing a special classroom activity time. The most serious consequence is lost learning.

Vacation Homework Policy

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

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17 to attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public*

school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically. Although missed assignments can be made up, nothing can replace valuable in-class instruction.

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.

Miscellaneous Information

Volunteer Opportunities

To ensure the safety of our students and staff, ALL volunteers must be APPROVED by the Communications Office BEFORE they can begin a volunteer assignment. The Volunteer Application and Handbook are available in the school office or on the district website at <http://lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd>.

Student Dress

Parents should ensure that their children come to school dressed appropriately according to the day's activities and the weather. If the student's clothing does not reflect the guidelines, he/she will speak with the counselor or a building administrator. The parents will be notified and arrangements will be made to change the inappropriate clothing. Dressing appropriately keeps our students healthy and safe as well as develops habits and skills necessary for success in school and in the work place. Staff judgment will be used on new trends in clothing. The following clothing is **not acceptable**:

- a. **Short shorts/skirts** (If the student's shorts/skirt length is above the index finger when the arm is extended, the garment is too short.)
- b. **Exposed midriffs** (Tube Tops and halter tops, as well as short T-shirts that expose the midriff when holding arms up)
- c. **Spaghetti strap tank tops or tank tops that hang below underarms** (Spaghetti strap tank tops may be worn under a shirt)
- d. **Underwear that is visible**
- e. **Pants that look like sleeping attire** should not be worn to school. **Bedroom slippers** are also not appropriate for school.
- f. **Clothing that contains suggestive language regarding tobacco, drugs, alcohol, sexuality or violence**
- g. **Heelie Shoes** (shoes that have drop down rollers in the heel) should not be worn to school
- h. **Cosmetics** are a distraction to the elementary environment, and we ask that students not wear or bring facial makeup during the school day
- i. **Hats** (May be worn before/after school and at recess)

Birthdays

Birthdays are special days for students and can be recognized at school in collaboration with the classroom teacher.

- ✓ Check with your child's classroom teacher if you wish to bring in treats for the class.
- ✓ In accordance with district policy, party invitations may not be distributed at school, because it causes student to feel excluded. **Teachers do not pass out invitations to select students.** Balloons and flowers are not allowed and if they are delivered will be held in office and not allowed in bus.

Animals on School Grounds OR in the Classroom

The presence of dogs in and around school is a controversial subject given the unique relationship between people and dogs in general and between kids and dogs in particular. While there are benefits derived through the interaction between children and animals, we also need to be aware of the risks associated with presence of dogs on campus indoor air quality, including odors, can be affected due to animal dander that is present with any fur animal; dander that can be transported throughout the building by the HVAC system. According to the American Academy of Allergy, Asthma and Immunology, allergies induced by dog and cat contact are estimated to occur in approximately 15% of the population. The presence of a dog may cause a student who has allergies to have a reaction that is detrimental to the health of the child as well as the child's educational experience. While most of the dogs that are brought into schools are well cared for, the very nature of a dog being a dog impacts the cleanliness of the classroom. We also have the ongoing challenge of dogs being allowed to run unleashed on school grounds as well as dog owners not cleaning up after their animals during their walks on campus.

Animals are not allowed in classrooms or to be brought to school for sharing/VIP week or other special events. Animals are not allowed on school grounds when our students are present. This means that dogs or other animals should not be on their leash in the front of our school at the beginning or end of the day. Please don't bring your dog in your arms as children love to pet them and we don't want to have any bites or scratches.

Service dogs play an important role in assisting people in their daily lives. While these dogs are by the nature very friendly and well-behaved, they still carry with them the same environmental issues as any other fur-bearing animal.

The "Reading with Rover" team dogs are accredited Delta Society Therapy Dogs. They are given an exception to the above rules. The "Reading with Rover" teams visit our school and some of our grade levels have the opportunity to read to a non-judgmental four legged friend. Parents are notified if their child's class will participate in this program and you have the ability to opt your child out of the program if you wish.

Inclement Weather

1. All children should wear coats, hats and other warm clothing to school during the cold and wet weather.
2. All children will be encouraged to go outside during recess.
3. During recess time, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
4. Absolutely no splashing, sliding or kicking of water and/or mud.
5. Students are to use common sense on the playground and remain dry. If a student returns to class soaking wet, their parents will be called.

Items NOT to bring to School

All electronic equipment, games, toys, fidget spinners, trading cards, expensive items (cameras, binoculars, etc) should be left at home. Cell phones are discouraged here at RHE as they can disrupt the educational process. If a parent wants their student to carry a cell phone here at school, it needs to be kept in their backpack and turned off at all times during the school day.

Conduct in School Assemblies

Assemblies are an important part of Rose Hill's program. They may be educational or just entertaining, but will always help students learn the important skill being a good audience member. These are the rules for appropriate assembly conduct:

1. Walk to the gym in a quiet and orderly class group.
2. Wait for instructions about where to sit; then, sit all the way down.
3. As soon as the person in charge of the assembly comes to the front, immediately become silent and

- attentive to the speaker.
4. Be careful not to touch other students.
 5. Remain seated during the program.
 6. Applause is very important to the performers to show appreciation, but should be given at the proper time and in an appropriate manner. (Booing or whistling is rude and unacceptable)
 7. When the program is over all students remain seated until their class is dismissed and then leave quietly.
 8. Hats are not to be worn to assemblies.

Middle School Students

Middle School students may come onto the Rose Hill Elementary campus only at 3:00 pm for the purpose of walking a sibling home. Middle school students **may not bring friends** with them onto campus. Middle school students may visit teachers **after 3:15 pm** and must check in at the office first. **Appropriate behavior is required.**

Walking or Riding Bikes to School Conduct

Skateboards, Scooters and Rollerblades

Because of safety and liability concerns, the District does **not allow**, skateboards, scooters and rollerblades (roller-skates) **on school grounds. IMPORTANT: This also includes “Heelie’s” shoes that have drop-down rollers in the heel.** We are worried about the safety of our students and ask that all “heelie” type shoes remain at home. Staff judgment will be used on new trends of roller equipment.

Walking to School

- Obey crossing guards
- Stay on walkways
- Walk with a buddy
- Go directly to school
- Walk instead of run

Safety Patrol Cooperation

Please cooperate with our hard-working safety patrol. They go on duty at 8:10 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. We have patrols at the following crossings:

- 126th & 80th Street (adult crossing guard)
- 128th & 80th Street (student and adult guards)
- 130th & 80th Street (student and adult guards)
- 132nd & 85th Street (student and adult guards)

Please respect the RHE crossing staff. They are working hard to protect our children.

Bike Rules

Students who are in grades 4 & 5 are eligible to apply for membership to the Safe Bike Rider Club at Rose Hill Elementary School. **Forms are available in the school office for students in grade 4 & 5 only.** Students who are members will be responsible for following the rules. Students who violate these rules risk the suspension or loss of their bike riding privileges. RHE follows the WSDOT recommendations and the LWSD suggested guidelines.

Rose Hill Parking Lot Procedures

(See Map Next Page)

Traffic Safety for Student Drop-Off and Pick-Up

In order to maintain a safe and effective drop-off and pick-up procedure, your cooperation is needed. If we all work together, the process will work very smoothly and students will be able to exit and enter their parents' vehicles safely and efficiently. Student safety is the main reason for the changes but also improving the flow of traffic through our campus.

Please study the map on the following page and follow the procedures below.

If your child walks to and from school, they will be able to leave the campus by walking on the sidewalks and exiting on the N.E. 80th side or on the 128th Avenue NE side. If you walk and meet your child at school, they will be waiting for you in the courtyard in front of the main school entrance. **(Area #1 on the map)** Please follow directions given to you by our Safety Patrol and school personnel who are assisting walkers to cross the main streets.

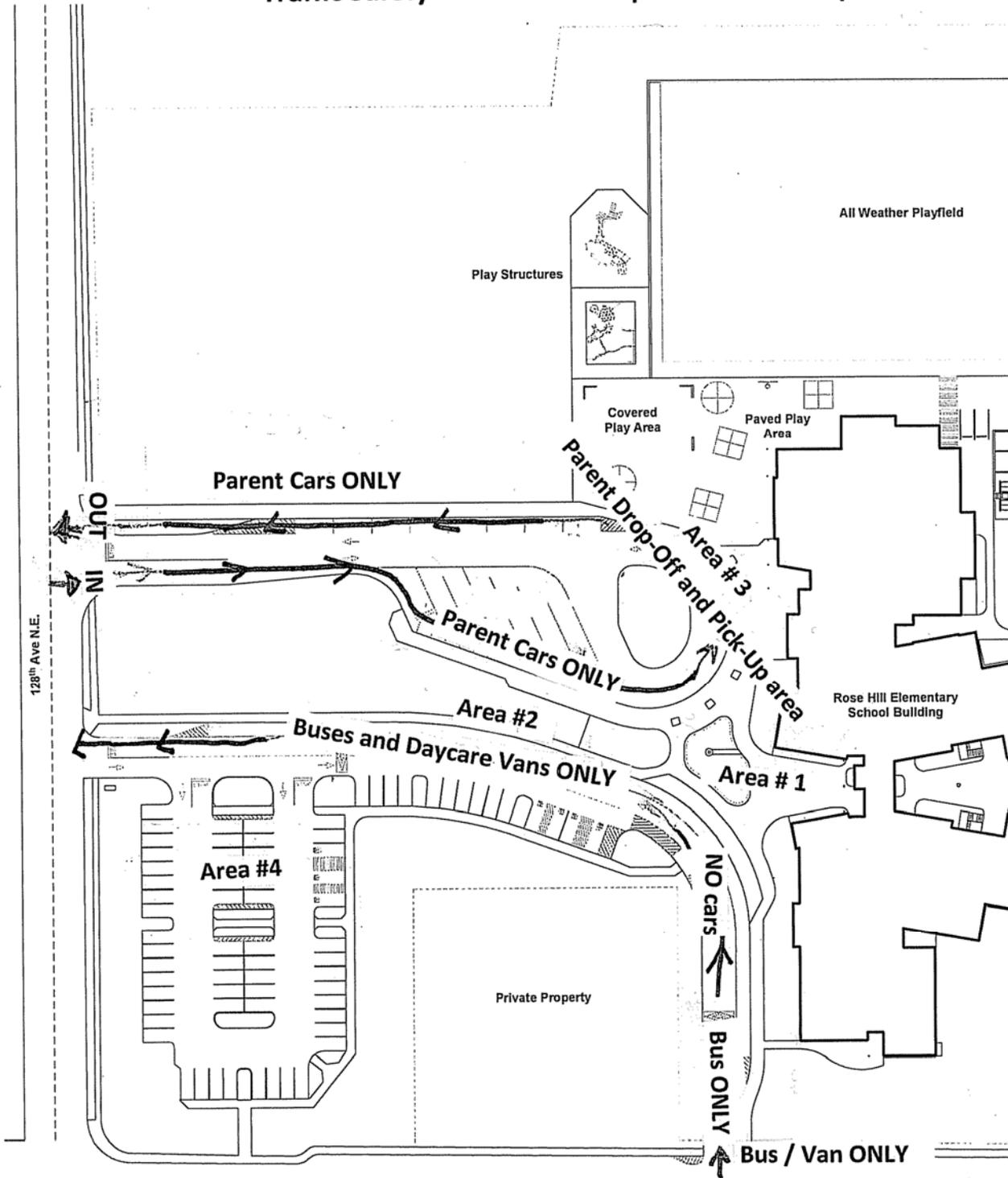
If your child rides a District school bus or daycare van to and from school, they will be dropped off and board the buses in the area next to the large oak tree. **(Area #2)** A student Safety Patrol member will be assisting as students exit or enter the buses. Buses will enter on the NE 80th driveway and only buses or daycare vans will be allowed to use the driveway in the front of the school. The ONLY exception will be for cars accessing the Handicapped Parking (sticker or tag required). There will be NO exceptions for parent cars.

If you drive your child to and from school, you will need to enter and exit on the 128th Avenue NE side. Stay to the right hand side in a single file line and follow the curve around the parked staff cars, remaining in your car. This is the drive-thru lane, pull up as far as possible and keep advancing until you get to the place where all children who are being picked up will be waiting. **(Area #3)** We will have six cars load up children at a time. Students must enter the car on the sidewalk side. There will be two adults from the school as well as student Safety Patrol members who will assist your child to enter or exit your car. Once your child is safely in the car, you will need to exit the parking lot on the 128th Avenue NE side. Children who are being picked up or dropped off will only enter or exit your car in the marked spaces. (Drop-off/Pick-up zone)

NO ONE will be allowed to park in the drop-off or pick-up lot. If you wish to monitor your children on the playground after school, you will have to park in the parking lot at the front of the school bordered by 128th Avenue NE and NE 80th. **(Area #4)** After you park, walk towards the school on the sidewalk and follow the safety patrols' directions to cross at the marked crosswalk. Do not walk across the traffic lanes as that is where the school buses and vans will be parked and loading up our bus students. Follow the sidewalk to the playground and remember that after school, parents are in charge of student supervision on the playground. Additional parking for staff has been provided in the Drop-off/Pick-up lot so that more parent/visitor cars can find parking in Area #4.

When you are driving on school grounds, **your speed should be approximately 10 MPH or less** to ensure the safety of all our children and adults. No one should be trying to pass other cars or beat the buses out of the lot.

Traffic Safety for Student Drop-Off and Pick-Up



General Playground Rules

1. We have a Zero Tolerance Bullying and Harassment Policy.
 - Harassment of any kind will NOT be tolerated! (Examples are: bullying ganging up, bossing, name calling, put downs, gestures, teasing, cruelty, etc.)
2. Play Safely
 - Use each piece of equipment for the use intended.
 - Any play that hurts others or you – physically or emotionally is not acceptable.
 - Play fighting or rough play is not acceptable.
 - Hitting, kicking, pushing, grabbing clothing or other physical solutions to problems are not acceptable.
 - No food or candy allowed.
3. Everyone has to stay outside during recess
 - **Bring coats to recess.**
 - Bring coats to lunchroom for lunch recess.
 - If you go to recess right after music, library or PE, bring your coats.
4. Recess teachers have passes for the bathrooms.
 - Use the bathrooms and drinking fountains by the gym only.
 - To enter the school building you must have a recess or office pass.
5. Inappropriate language and/or swearing will not be used.
6. When there is a dispute over a game, take a vote and the majority wins or do rock, paper, scissors. If dispute continues, find a recess teacher. The PE teacher sets game rules.
7. All rocks, stones, sticks, cones, wood chips, dirt, sand, and snow stay on the ground.
8. Puddle jumping; playing in water or splashing others is not acceptable.
9. Personal electronic devices and any playing or trading cards will need to go to the office.
10. No cell phones – they must remain in your backpack.
11. Play area – Blacktop, covered area, barked big toy area and designated fields.
12. Off limit areas are anywhere we can't see you including:
 - Beyond gate or paved play area
 - Parking lot and driveways
 - Inside of school building
 - Woods
13. Balls
 - No throwing balls at people: any games using a student as a target of a ball.
 - Use big red balls or tennis balls only on gym walls.
 - Snow is to stay on the ground not throwing snowballs. You may make snowman and snow forts.
 - Put balls and jump ropes back in the ball rack after each recess.
14. Bars
 - Two students may be on the bars at one time
 - Time limit – two minutes
 - One hand on bars at all times



Behavior Conduct/Expectations/Discipline Policy

At Rose Hill Elementary we...

- Show respect for ourselves, others, and our community, and value diversity
 - Strive for our personal best and academic excellence
 - Take responsibility for our own actions
- Work to create an environment that is built on trust, support, and safety

Therefore ... we have developed a set of non-negotiable student behaviors that will ensure a positive and safe school climate.

- **All students will follow reasonable requests from supervising adults.**
- **All students will treat themselves and others with respect.**
- **All students will act in a safe manner.**
- **All students will obey the rules and laws of the school and community.**

At Rose Hill Elementary, we use “Think It Over” reports as part of our progressive discipline plan for those behaviors that can usually be eliminated by positive reinforcement and consistent follow-through by adults and supervisors.

Incident Report

The purpose of a Think It Over (TIO) Report is to inform you that your child was demonstrating inappropriate behavior at school. A TIO Report may also result in a **logical consequence** given by the principal or a staff member witnessing the behavior. Every day, the students have a new beginning. However, several **TIO Reports** may indicate chronic inappropriate behavior and result in a conference with the teacher and/or the principal. We send TIO Reports home so you are aware of your child’s choices at school. The Principal will communicate with parents for repetitive inappropriate behavior or at the first occurrence of severe or dangerous behavior.

Discipline procedures range from conferencing with students, parents and/or guardians to suspension and expulsion. All schools follow the LWSD policies listed on the next pages.

2017-18 Student Rights & Responsibilities

Contents

Introduction	A2
Purpose	A2
Student Rights and Responsibilities (JF)	A2
Attendance	A3
Absences & Excuses (JED, JED-R, JEE)	A3
Truancy (JEDA)	A3
Discipline Process	A3
Corrective Action/Discipline (JG)	A3
Student Searches (JFG, JFGA)	A4
Drug Scenting Dogs	A4
Codes of Conduct	A5
Exceptional Misconduct (JFC-R)	A5
Other Forms of Misconduct (JFC-R)	A6
Athletic/Activities Code of Conduct	A9
Technology Code of Conduct (IIAB-R)	A10
Bus Conduct (JFCC)	A11
Prohibition of Discrimination and Harassment	A12
Human Dignity (ACA)	A12
Nondiscrimination (AC)	A12
Sexual Harassment (JFDA)	A13
Harassment, Intimidation and Bullying (JFD, JFD-R)	A13
Prohibited Items	A13
Alcohol, Drug and Tobacco (IGAG, JFCH)	A13
Dangerous Weapons (JFCJ)	A13
Other Policies	A14
Health Room/Medication (JHCD, JHCD-R)	A14
Child Find (IGB-R)	A14
Enrollment/Inter-District Transfer Agreements and In-District Variances (JC, JC-R, JECB, JECBC)	A14
Student Records/Family Educational Rights and Privacy Act (JO)	A14
Our District's Tip Reporting Service – SafeSchools Alert	A14

Introduction

Purpose

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

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

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



Student Rights and Responsibilities (JF)

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

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

Attendance

Absences & Excuses (JED, JED-R)

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

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

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

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

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

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

Discipline Process

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 or 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 authorizes administration to invite drug-scenting dogs to conduct suspicionless searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.

Codes of Conduct

Exceptional Misconduct (JFC-R)

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

Codes:

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

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

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

Other Forms of Misconduct (JFC-R)

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

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

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

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

Athletic/Activities Code of Conduct

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

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

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

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

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

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

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

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

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

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

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

Conduct Rules

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

Hazing Rituals

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

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

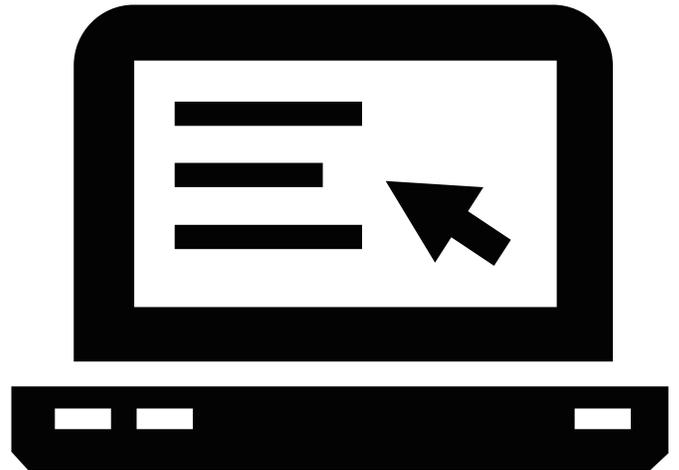
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

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

Technology Code of Conduct (IIAB-R)

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



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.
	<h3>3. Be academically honest.</h3> <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, the school principal, or to the district's Title IX Officer, who is listed on page 12. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or view it online here: <http://www.lwsd.org/About/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, the school principal, 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 9.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

Other Policies

Health Room/Medication (**JHCD, JHCD-R**)

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

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

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

Child Find (**IGB-R**)

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

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

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

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

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

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

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

Our District's Tip Reporting Service

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

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



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