

This planner belongs to: _____

Kirkland Middle School

430 18TH Avenue
Kirkland, WA 98033

Motto: Expect the Best

Vision Statement: A caring community of dynamic, lifelong learners

2017 - 2018



Principal – Deborah K.W. McCarson
Office Manager – Betty Ann Ray

Associate Principal – Julie Dixon
ASB & Associate Principal's Assistant – Karla Parker

Counselor – Steve Hynden (Last names A-L)
Counselor - Carol Hinrichs (Last names M-Z)
Counseling Secretary and Registrar – Janette Gatbunton

Athletic Director – Terry Higbee

Activities Coordinator – Sara Ward

Main Office: (425) 936-2420

Attendance: (425) 936-2421

Counseling: (425) 936-2423

Fax: (425) 889-1589

Web Site: <http://www.lwsd.org/kims>

Goals

Our goals are to create a sense of community within the school which fosters respect for self and others, to maintain order and security, to provide a suitable learning environment, and to teach responsible behavior. The definitions and procedures conforming to state laws and regulations and the Lake Washington School District Regulations have been developed by Kirkland Middle School parents, teachers, students, and administrators to meet these goals.

Table of Contents

	Page
Daily Schedule	4
<u>Academics</u>	5
- Being Prepared for Class	- Homework Help Opportunities
- Grades	- Homework Requests
 <u>Attendance</u>	 5-7
- Absence and Late to School Procedures	- Making Up Work Due to Absences
- Early Dismissal	- Pre-Arranged Absences
- Excessive Absences or Tardies	- Tardy to Class
- Excused Absences	- Unexcused Absences/Becca Bill
 <u>Extra-Curricular</u>	 7-9
- After-School Activities	- Athletic Program
- Activities and Clubs	- Eligibility for All Activities and Athletics
- Associated Student Body (ASB) Student Government	- Evening Activities
- Associated Student Body (ASB) Card	- School Dances
 <u>Kirkland Middle School's Procedures</u>	 9-11
- Balloons, Cakes, Cupcakes or Birthday Treats	- Lunches
- Bus Passes	- Medication
- Breakfast	- Netbooks
- Campus Visitors	- Passing Periods
- Classroom Visits by Parents	- Planners
- Closed Campus	- Restitution

- Fines and Fees
- Lost and Found

- School and District Events

Building Climate and Student Conduct 11-14

- Academic Readiness
- Assembly Behavior
- Cell Phones and Electronic Devices
- Cheating/Plagiarism/Forgery
- Disrespect for Student Property
- Dress Code
- Emotional and Physical Safety
- Food and Drink
- Hall Passes
- Inappropriate Displays of Affection
- Lunchtime Expectations
- Nuisance/Personal Items
- Physical Horseplay
- Panther Pride Awards
- Progressive Discipline
- Removal of Privileges
- Seeing or Hearing About Something Dangerous
- Student and School Pictures
- Substitute Teachers

Lake Washington School District Middle School Rights and Responsibilities 2017-2018 15 -30

Lake Washington School District 2017-2018 Calendar.....31

DAILY SCHEDULE

2017 - 2018

MON., TUES., THURS., FRI.					WEDNESDAY				
1st Period	8:15	-	9:05	(50 Min.)	1st Period	8:15	-	8:55	(40 Min.)
2nd Period	9:10	-	10:00	(50 Min.)	2nd Period	9:00	-	9:40	(40 Min.)
3rd Period	10:05	-	10:55	(50 Min.)	3rd Period	9:45	-	10:25	(40 Min.)
"A" Lunch	11:00	-	11:30	(30 Min.)	"A" Lunch	10:30	-	11:00	(30 Min.)
"A" - 4th Period	11:35	-	12:25	(50 Min.)	"A" - 4th Period	11:05	-	11:45	(40 Min.)
"B" - 4th Period	11:00	-	11:50	(50 Min.)	"B" - 4th Period	10:30	-	11:10	(40 Min.)
"B" Lunch	11:55	-	12:25	(30 Min.)	"B" Lunch	11:15	-	11:45	(30 Min.)
5th Period	12:30	-	1:20	(50 Min.)	5th Period	11:50	-	12:30	(40 Min.)
6th Period	1:25	-	2:15	(50 Min.)	6th Period	12:35	-	1:15	(40 Min.)
Panther Time	2:15	-	2:45	(30 Min.)					

❖ Academics

Being Prepared for Class

Being prepared for class is an important way for students to be successful in Kirkland Middle School classes. Bringing appropriate and necessary materials (e.g., completed assignments, fully-charged netbook, books, paper, pens, pencils, etc.) to class is an expectation for all students at Kirkland Middle School. Being prepared also means appropriate clothing for the classes students have that day such as PE, Science, Art, etc.

Grades

Progress reports will be sent home every nine weeks (at the end of each quarter). Students' academic progress may be tracked on Skyward. This can be accessed via the Lake Washington School District website under. "[For Student and Families](#)"

Homework Help Opportunities at Kirkland Middle School

KiMS offers multiple opportunities for students to access their teachers during the course of a school week.

- Catch Up Café & Library – Open during lunches. Quiet place for students to get ahead on their studies or catch up on missing work.
- Individual teachers – Teachers may be available to assist students before and after school by appointment.
- Power Hour – Offered Tuesday and Thursday after school from 3:00 to 3:45. Supervised homework time open to all students.
- Panther Time – When possible, Panther Time will be used for teachers to engage students in academic support or enrichment opportunities.

Homework Requests

Making up missed assignments is the **student's responsibility**. Methods to obtain missed assignments include: calling a fellow student; emailing/calling the teacher; upon returning to class, obtaining assignments from the teacher and making arrangements to make up labs and quizzes. When a student is absent due to illness for three consecutive days, parents/guardians may request a student's homework. **If parents/guardians know the student will be out for three or more days, they may request homework on the second day of illness.** The homework may be picked up on the third day. Parents may request homework through the Counseling Office. **Teachers require a twenty-four hour notice to prepare assignments.** Please see "Make Up Work Due to Absence" under "Attendance" for more information.

Planner & Home Communication

At Kirkland Middle School, we use two forms of communication with students and families for tracking grades and projects. Our primary means is the student planner. We encourage students to refer to it regularly for information regarding homework and due dates. Our staff also uses the Haiku communication system. This is used in different ways depending on the staff member. We ask that students make sure they are clear on how their teachers use Haiku in the classroom.

❖ Attendance Policies and Procedures

Overall Attendance Expectation:

In keeping with Kirkland Middle School's motto "Expect the Best" and the desire to encourage students to take personal responsibility for their actions, it is expected that students attend every day and are on time. **Vacations or other non-illness absences should be avoided during the school days as vacation days are provided within the regular school calendar.**

Safe Arrivals

All absences must be called into the attendance office at **(425) 936-2421 by 9:00 AM on the day of the absence** in order to verify or excuse an absence. If we have not received a call regarding a student's absence prior to **8:45 AM**, families will receive a call from our "Safe Arrival" system reporting a student's absence and requesting that the parent/guardian contact the Attendance Office at the number listed above. Please call us immediately upon receiving this call.

Excused Absences

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. The school will determine whether absences or late arrivals are excused. Excused absences (based on Washington State Compulsory School Attendance and Admission Law RCW 28A.225, also called the "Becca Bill" and LWSD Policy) include the following: illness, medical appointments,

family emergency, religious holiday, school-related field trips, suspensions, or other pre-arranged absence. If sufficient reason for an absence is not provided, the absence will be considered unexcused.

Excessive Excused Absences

10 Days Excessive Excused Absences – At 10 days of excused absences the parent/guardian will receive a notification letter regarding their student’s excessive excused absences and alerting them to next steps in our attendance follow-up procedures.

15 Days Excessive Excused Absences – Doctor’s Note Required – At 15 days of excused absences the parent/guardian will receive a notification letter requiring a doctor’s note to accompany further absences by their student.

Unexcused Absences

Any absence that is not excused by the parent, guardian, or school will remain unexcused. Examples of unexcused absences would include: oversleeping, missed bus, traffic, homework, shopping, babysitting, trips not pre-arranged through the office (see Pre-Arranged Absence Contract), or other absences that could be planned outside the school day.

- 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.

Excessive Unexcused Absences

The Becca Law is intended to stop truancy before it becomes a problem. The law requires only one thing of students: Attend School. If a student has unexcused absences, the law requires the school district to take action. The Becca law pertains only to when a student misses the majority of the school day (3 or more periods). See Attendance Matrix below for consequences of unexcused absences.

Pre-Arranged Absences

A Pre-Arranged Absence Contract must be completed 48 hours in advance of when a student will be missing school for three or more days. Students obtain the Contract from the Main Office. Once an absence contract is issued, the student will take it to each teacher before or after school to obtain homework or make arrangements with the teacher as to when tests, homework, and assignments can be completed. Students must schedule make-up testing with their teacher before or after school. Teachers are not required to provide work in advance; however, all assignments that have been provided are due upon the student’s return to school. Failure to complete an absence contract and have it turned into the Attendance Office prior to the absence may result in a student receiving a zero for the assignments missed. Absence contracts are not completed until all signatures are gathered and returned to the Attendance Office.

Making up work due to Absences

For every day a student is absent, the student has the same number of days to make up the work, provided the absence is excused. Teachers are not required to provide make-up work in cases of unexcused absences, and academic performance may suffer as a result.

Late to Class/Late to School

Students are expected to be in their seats, with necessary materials out, beginning the warm-up activity when the clock changes to the starting time of class. Students who are not in their seats and working when class begins will be considered tardy. Consequences for being tardy are progressive in nature and may include lunch duty, detention, in-school suspension and/or parent conference (See Attendance Matrix below). Students who are 10 or more minutes late to class are considered absent.

Late to School

A student who arrives late to school is required to report to the Attendance Office for an admit slip. The student must have a note or the parent/guardian must call the attendance office in order to be considered by the administration to be excused. (See Unexcused Absences Examples)

Early Dismissal

For appointments during the day, students must bring a note from parent/guardian prior to the start of the day to receive an early dismissal pass from the Attendance Office. Parents/guardians are required to sign their student out at the Attendance Office. Students returning to school the same day need to check in at the Attendance Office when they return.

ATTENDANCE CONSEQUENCES

INFRACTION	PERSON RESPONSIBLE	CONSEQUENCE
1-2-Lates	Classroom Teacher	Marked in Skyward, warning
3-Lates	Administration	Parent/guardian email
4-Lates	Administration	Lunch duty, parent/guardian email
5-9 Lates	Administration	Parent/student/administration conference, Lunch Detention Assigned to Student, Attendance/Truancy offense included in student's record.
10+ Lates	Administration	Parent/student/administration conference, In School Suspension and/or Meeting with LWSD Becca Specialist,
10+ Excused Absences	Administration	Letter to Parent/Guardian
15+ Excused Absences	Administration	Letter to Parent/Guardian, Doctor's Note Required, Referral to LWSD Becca Specialist
1- Unexcused Absence	Administration	Phone call or email to parent/guardian
2- Unexcused Absences	Administration	Parent/Guardian Conference with Associate Principal
3-4 Unexcused Absences	Administration	Letter to Parent/guardian/Meeting with Associate Principal
5-6 Unexcused Absences	Administration	Contract with Parent/guardian Meeting, Refer to Community Truancy Board
7+ Unexcused Absences/Month	Administration	Truancy Petition filed by LWSD Becca Specialist
10+ Unexcused Absences/Year	Administration	Truancy Petition filed by LWSD Becca Specialist

❖ Extra-Curricular

After-School Activities

Students who are loitering on campus or not involved in an activity (supporting or participating) will be asked to leave school grounds. Spectators and participants are to demonstrate sportsmanship; this includes refraining from making inappropriate comments to officials, opponents, and fans. Failure to do so will result in person/persons being asked to leave and not allowed to return to after school activities without approval from administration.

Activities and Clubs

All students are encouraged to get involved in after-school activities such as sports or activities. There are a variety of clubs and activities that meet before and after school. Listen to the announcements for days and times of upcoming meetings.

Information about clubs and activities offered will be provided both at the beginning and throughout the school year. Note: Club/activity offerings are subject to change due to changes in staff and funding.

Associated Student Body (ASB) Student Government

The students of Kirkland Middle School are governed by an executive board consisting of six elected officers and a student representative council consisting of one student from each Panther Time class. This group works to promote leadership, initiative and change through the student body. They work in partnership with our leadership class to promote the wide variety of ASB activities.

Associated Student Body (ASB) Card

An ASB card is required to participate in any athletic, academic or club activity. The ASB card costs \$25.00 and will reduce the cost of many school related activities. There is a \$5 replacement charge for lost ASB/ID cards. ASB cards can be purchased in the Main Office.

Athletic Program

Kirkland offers a full participation athletic program and everyone who turns out plays. All students are encouraged to participate. Participating in interscholastic athletics helps enrich a student’s school experience by increasing their school spirit, increasing daily exercise and teaching them about the game and how to be a part of a team. Students should listen carefully for bulletin announcements that tell when athletic seasons begin. Forms can be found in the Main Office or via <http://new.lwsd.org/students-families/athletics>

Before students can participate in any Interscholastic sport, they must meet the district eligibility requirements. These include:

1. Purchase of an ASB card (\$25.00)
2. Completing eligibility forms with all the items listed below:
 - Parent permission
 - Signed Athletic Policy
 - Physical Exam -- Recommended to be done prior to start of school. It is valid for a two year period of time.
 - Verification of insurance
 - Emergency medical authorization
3. Pay for participation fee or obtain a waiver for a reduced fee in the Main Office.
 - **Athletic Program Fees** - \$75 per inter-scholastic sport with an individual cap of \$150. Siblings at the same school are capped at \$225. Scholarship request forms are available in the office. Intramural fee is \$25.
 - **Refunds** – Will be provided if a student athlete is not able to participate prior to the first competition.

Interscholastic Sports Schedule for the 2017-2018 Seasons

Season One (Sept. 11 – Oct. 27)	Cross Country – Boys’/Girls’; Tennis – Boys’; Badminton – Girls’
Season Two (Oct. 30. 14 – Dec.15)	Basketball – 6 th /7 th /8 th Grade Girls’; 7 th /8 th Grade Boys’(note: NOT 6 th grade boys)
Season Three (Feb. 5– Mar. 30)	Wrestling – Boys’/Girls’; Volleyball – 7 th /8 th Grade Girls’ (note: NOT 6 th grade girls)
Season Four (Apr. 9– June 1)	Track – Boys’/Girls’; Tennis – Girls’; 6 th Grade Basketball – Boys’; 6 th Grade Volleyball – Girls’

Interscholastic Description: Competition with other LWSD middle schools.

Intramural Sports Schedule for the 2017-2018 Seasons

Intramurals (Jan 8-Feb. 2)

Two two-week intramurals to be determined.

Eligibility for All Activities, Clubs and Athletics

Students must be in attendance for at least one-half of the school day to participate in any school-related activity or sporting event, unless previously arranged with administration. To maintain eligibility; the student shall maintain passing grades in all subjects taken and have a current 2.0 GPA.

Evening Activities

To attend any evening event that requires a ticket to gain entrance, students and families must purchase tickets prior to the event. We do not sell tickets at the door. Students who are loitering on campus or not involved in an activity (supporting or participating) will be asked to leave school grounds.

School Dances

Dances are sponsored by the ASB for the student body of Kirkland Middle School. Only current KiMS students are permitted to attend any Kirkland Middle School dance. **All tickets are pre-sold. No tickets will be sold at the door.** The dances are held from 6:30-8:30 p.m. The doors open at 6:30 p.m. and **close one half hour after the start of the dance.** Unless a parent is present to pick up the student at the door, students are not allowed to leave the dance until the dance is over. To attend the dance, students must be at school at least one-half of the school day. Appropriate student conduct is expected and discipline policies and actions are the same as those for the regular school day. **The school's dress code applies to school dances.** Students are expected to be respectful and safe.

❖ Kirkland Middle School's Procedures

Balloons, Cakes, Cupcakes or Birthday Treats

Balloons, cakes, cupcakes, and/or birthday treats are not allowed in the classrooms or hallways. Students are not allowed to bring and/or distribute food of any kind to other students. If students receive or bring balloons or food to share, they must be kept in the Main Office until the end of the school day for the student to take home.

Bus Passes

If a student wishes to ride a bus other than his/her assigned bus after school, **he/she must bring a note with parent/guardian permission to the main office before school starts.**

Breakfast

Breakfast is available to students each morning in the Cafeteria. Students must eat breakfast in the Cafeteria and be finished by 8:10.

Campus Visitors

The staff at Kirkland Middle School is responsible for the safety and welfare of students when at school. This is more easily accomplished when there is control over who is present on campus. Visitors to KiMS are required to report the Main Office upon arrival. After check-in, visitors are issued a visitor's pass. Adult guests are permitted in the building only after checking in. Student guests/visitors from other schools, organizations or communities are not permitted to attend lunches, classes, dances or other closed school functions.

Classroom Visits by Parents

Classroom visits require permission of school administration and the teacher. Kirkland Middle School requires 24-hour notice that parents would like to visit a classroom; however, Kirkland Middle School reserves the right to find a more appropriate time that is less distracting to the educational process and student learning. When visiting, parents must sign in at the front office.

Closed Campus

Once they have arrived, students may not leave school grounds without permission. This includes in the morning and during lunch. Leaving school grounds after arrival requires prior permission.

Fines and Fees

Students are responsible for all materials checked out to them or used by them. Damage incurred to school materials (academic or extra-curricular) under student use is the student's responsibility. Replacement and/or repair costs will be assessed by the school.

Lost and Found

There are two locations for lost and found items, the PE locker rooms and in the Commons. It is strongly encouraged that a student's name is written in indelible pen somewhere inside all garments brought to school. It is also strongly encouraged that all items of value such as MP3 players, hand held video game units and large quantities of money are left at home. All items not claimed are donated twice a year, at the end of first and second semester.

- **Valuables and Electronics** - Students who bring money and valuables including jewelry, cell phones, iPods, portable MP3 players, computers, cameras, etc., are responsible for these items, as well as ensuring they are secured and cared for properly at school. Kirkland Middle School and the Lake Washington School District will not be responsible for lost or stolen personal items.

Lunches

Students purchase lunch at school using an electronic cash register system. This account is accessed with the student's Kirkland Middle School identification card. **The food service does not provide emergency lunches** and students are required to have their cards or cash to receive their lunch. We encourage students to bring their cards every day to purchase lunch.

Medication

Schools rely on the cooperation of parents / guardians to safely and effectively administer medication to their students at school. All medication must be checked in by the parent and left in the Counseling Office and accompanied by an LWSD medication form (available in the Counseling Office or on the LWSD website at <http://new.lwsd.org/programs-and-services/health-services>). All medication must be in the original container and have doctor's orders on file with the school. Parents may issue over-the-counter medication **in person** if needed; otherwise, no medication will be issued to students. Students who carry medication without a doctor's order are subject to discipline per the LWSD policy. See all policies and required forms for medication at school on the LWSD website at <http://new.lwsd.org/programs-and-services/health-services/medication-at-school>. More information can be found in the LWSD Middle School Student Rights and Responsibilities section of this document.

Laptops

Students will be issued a district laptop for their academic use during the course of the school year. These devices enhance student learning as well as being monetarily valuable, requiring both careful handling and appropriate use. Please refer to the [District Appropriate Use Procedures \(AUP\)](#) as well as the LWSD Middle School Student Rights and Responsibilities later on in this document.

Passing Periods

Passing periods are five minutes long and students are expected to move on to their next class rather than loitering in the hallways or pod areas. Passing period should also be used to get a drink and use the restroom.

Planners

In an effort to help students develop organizational skills, all students will be provided a student planner at the beginning of the year. If lost, a replacement planner can be purchased for \$5.00 in the Main Office. All students are required to have a planner.

Restitution

LWSD and/or Kirkland Middle School property, including property issued to students, which is damaged, lost, or stolen will be replaced or repaired. The decision will be the responsibility of the school or district and will be communicated to the student and family. Student discipline that involves restitution will not be the responsibility of the school or the district and will be handled directly by the families involved.

School and District Events

For high school athletic events, middle school students must be accompanied by an adult. Students must show picture identification for events. All school conduct regulations remain in effect at school and district events and apply to students when they are visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools or at school-sponsored events.

❖ Building Climate & Student Conduct

Kirkland Middle School is a positive place where we support one another in our attitude and behavior. A positive attitude and excellent behavior are expected, appreciated and rewarded. We celebrate our successes at KiMS and believe that everyone can be successful! Should a student make the choice to break the rules as outlined in the KiMS handbook or violate behavior expectations, a progressive discipline policy will be implemented to help the student reflect and learn, leading to better choices.

KiMS core values are respect for self and others, safety through orderly behavior, engagement in the learning community and personal responsibility for behavior.

Teachers, administrators and staff will not tolerate any behavior that interferes with or is detrimental to the core values of the school, school sponsored activities or any other aspect of the educational process. District Policies regarding misconduct and discipline will be the guide for disciplinary decisions. Additional district policies, behavior expectations, and Student Rights and Responsibilities can be found later in this handbook.

In the event a student or parent disagrees with the action taken by a teacher, they are encouraged to contact the teacher directly for clarification of the incident. If further action is needed, the following procedure should be followed:

- The student or parent should schedule a conference with the teacher to resolve the issue.
- The student or parent may contact the school Associate Principal and seek a formal review of the action.

Academic Readiness

Students will come to class prepared with appropriate materials, ready to work and learn. Students will be in their seats and performing the assigned teacher tasks when asked. While in class, all students will be expected to engage in classroom activities and do all assigned work.

Assembly Behavior

There will be several different types of assemblies, each requiring respectful behavior. In general, however, several procedures must be observed regardless of the assembly:

- Students are to sit with their assigned class.
- When a speaker steps to the microphone, students are to give that person their undivided attention.
- Applause is the only acceptable form of audience approval at most assemblies.
- Remember that everyone's respectful behavior reflects positively on the student body.

Cell Phones and Electronic Devices

*Electronic devices, including headphones, may be used BEFORE SCHOOL, AFTER SCHOOL and DURING LUNCH TIME. STUDENTS ARE NOT ALLOWED TO USE THEM DURING PASSING TIME. These devices must be off and stored out of sight PRIOR TO GOING TO CLASS. Devices may be used during class with teacher permission for educational purposes only.

1st Offense: Item will be confiscated and delivered to the Main Office to be picked up by student after school.

2nd Offense: Item will be confiscated and delivered to the Main Office. Item must be picked up by a parent or guardian and Lunch Detention will be assigned.

3rd Offense: Item will be confiscated and delivered to the Main Office. Item must be picked up by a parent or guardian and Lunch Detention will be assigned. For one week, the student will be asked to check their phone into the office at the beginning of the day and retrieve it at the end of the day. Violation will be entered as an offense in Skyward

4th Offense: Student will check their phone into the office at the beginning of the day and retrieve it at the end of the day for the remainder of the school year.

Unwelcomed photos of staff and students used in disparaging ways and without permission, including online or via cell phones or other devices, will result in the school issuing discipline.

Cheating/Plagiarism/Forgery

Academic integrity speaks to a student's commitment and responsibility to pursue scholarship openly and honestly. Copying someone else's work, providing their own work to be copied, giving the answers to test questions or claiming someone else's ideas as their own are all examples of violations of academic integrity. Engaging in cheating, plagiarism and forgery will result in progressive discipline and an expectation that students can demonstrate their knowledge independently.

Disrespect for Student Property

Damaging another student's property or using other student's property without permission is not allowed. This includes accessing another student's PE locker, book bag, backpack, netbook or other property without permission.

Dress Code

Students are expected to exercise good judgment, safety, good taste, and modesty regarding dress and grooming. Any clothing considered disruptive to the educational process is inappropriate for school. Students who choose not to follow the dress code will be issued a warning and/or asked to change clothes and parents may be asked to bring other clothing. We recommend that expensive, important and irreplaceable personal items be marked with indelible ink. This identification will help locate items if they are lost.

Shirts and Tops:

- The bottom of a student's shirt, blouse or top must meet the top of his/her pants, shorts, or skirts while in the standing and/or sitting position.
- There should be no bare midriffs. Students must be able to raise his/her arms above his/her head without exposing bare areas.
- All shirts, blouses, and tops must cover a student's back and shoulders. Therefore, we do not allow visible undergarments or undergarments used as outerwear, racer-back tops, halter tops, tube tops or spaghetti straps.
- Tank tops require a shoulder strap that is two fingers in width. Any top that has a low neck-line is not allowed.
- We do not allow revealing or see-through clothing or clothing which has adult themes such as alcohol, profanity, violence, weapons, or gang-related attire or has tobacco, drug, sexist or racist subject matter.
- All sweaters, shirts, pullovers, etc., must be worn appropriately at all times.

Pants/Shorts/Skirts/Shoes:

- Shirts and shoes must be worn at all times
- No short shorts or short skirts are allowed. Skirts and shorts must be mid-thigh. Athletic shorts are an exception.
- No jeans, shorts or skirts that sit low on the waist, or sagging of pants are allowed. The student needs to be able to sit down and not expose his/her backside or underwear.
- There should be no holes in pants above the knees.

Other

- Students may wear hoods on their heads only before school, during lunch and after school.
 - No large chains may be worn or in a student's possession at school.
 - Sunglasses are not to be worn during class time.
 - Head wear is allowed in the classroom based solely on teacher discretion (religious head wear is appropriate).
- 1st Offense: Warning, parent e-mail, student changes into appropriate clothing (parents may be asked to bring other clothing or student changing into clothing from the office.)
- 2nd Offense: lunch detention, parent phone call, student changes into appropriate clothing (parents may be asked to bring other clothing or student changing into clothing from the office.)

Emotional and Physical Safety

Every student's security, safety, and comfort are most important to all of us. Kirkland Middle School staff is committed to maintaining confidentiality. If students encounter difficulties such as assaults, harassment, theft, or any behaviors that create discomfort for them, students should see a teacher, a counselor or an administrator as soon as possible. Please *Incident Reporting and Investigative Process* of the Lake Washington Middle School Student Rights and Responsibilities handbook for more information. More information is also available on the district website at <http://new.lwsd.org/about-us/policy-and-regulations/harassment-intimidation-and-bullying-of-students-jfd>

Bullying will not be tolerated. We have four rules that all members of our community will be abide by:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Food & Drink

We are proud of our campus and strive to keep it free of litter. For this reason, food and drink are only permitted in the Commons. Ordering food from local restaurants during lunch time by students is prohibited. Students may not bring food to share with others.

Hall Passes

If a student must leave class during the period, then a hall pass must be issued and signed by a teacher. Students without a hall pass will be asked to return to class. Students must sign out before leaving class and sign back in upon return.

Inappropriate Display of Affection

Kirkland is a place of education, a place to teach and learn. Excessive displays of affection are inappropriate at school and school-sponsored activities and therefore are not permitted.

Lunchtime Expectations

We believe that lunch is an important time for students to relax; however, students are still expected to adhere to school rules and expectations. Consequences for violating school rules while at lunch will be progressive.

- Students may eat lunch in the Cafeteria only. Please do not bring food or beverages outside the cafeteria area.
- Students may not cut in line or hold a place in line for another student.
- The throwing of food or other objects and the popping of bags, cups, and/or milk cartons is not permitted.
- After eating lunch, students are expected to throw away/recycle their lunch materials.
- There is no sitting on, standing on, or moving across the tops of tables.
- During lunch, students may be in the Commons, both inside and outside of the building, as well as the library when available. Students will be allowed to enter the hallways five minutes before class starts. Off limit areas during the lunch period include areas near classrooms, pods, hallways, tennis courts, gym and parking lot.

Nuisance/Personal Items

Items inappropriate for school, e.g., personal speakers, laser pointers, beepers, balloons, darts, toothpicks, rubber bands, radios, cap/water guns, noisemakers, toys, etc., are not allowed at school. Any items that create disruption or detract from an orderly school environment should not be brought to school and will be confiscated. Parents will be required to pick up these items from school administration, and disciplinary action may result. If a student has reoccurring or persistent problems with bringing or using these types of items, there will be progressive discipline consequences.

Physical Horseplay

Courteous and safe behavior is expected at all times. Horseplay on campus such as running, wrestling, riding on someone's back, chasing another student and grabbing another student's backpack are examples of physical actions that are not permitted.

Panther Pride Awards

All staff at KiMS look for opportunities to recognize students exhibiting positive qualities that enhance everyone's experience at KiMS. Some examples of these qualities are a sense of humor, showing empathy or kindness, being persistent, being respectful and being responsible. Students who receive a Panther Pride Award will be personally recognized and thanked by the staff, given a small token of our appreciation for their actions. Each month students receiving this award will have a group picture taken to be displayed on the Panther Pride Bulletin Board.

Progressive Discipline

Progressive discipline attempts to relate the disciplinary action or intervention to the severity of the offense and the number of times that offense (or accumulated offenses) has occurred. The goals of Kirkland Middle School match the goals of the Lake Washington School District as outlined in the Lake Washington Middle School Student Rights and Responsibilities handbook.

- Classroom based consequence – Teacher works with student individually to correct behavior and work towards the student continuing to be a part of the learning environment. This may include warnings, being asked to take a break from class,

student/teacher discussion or a delayed consequence such as coming in before or after school to make up for lost learning time.

- Lunch Duty – Lunch duty is served the last 15 minutes of a student’s lunch. Students will help in the lunch room by cleaning up around the Commons. When assigned, students are expected to report to a lunch room supervisor 15 minutes after the start of lunch and be excused from duty when complete.
- Lunch Detention – Lunch detention is served in an isolated area in the office during the entire lunch period. Students may bring a sack lunch or a school lunch will be provided and charged to their lunch account.
- Office Referral – Consequences for office referrals will be determined on a case by case basis by an administrator. Typically, an office referral is the result of a student being unable to resolve or correct their behavior in partnership with the classroom teacher.

Removal of Privileges

Student activities and other school-related events are a privilege. Failure to comply with school and district rules and policies may result in a student being removed from or not permitted to attend any or all functions. These functions include assemblies, club meetings, dances, field trips, school parties, sports activities, etc.

Seeing or Hearing About Something Dangerous

If a student or parent sees something or someone doing something that is dangerous or illegal, they need to make a staff member aware **immediately**. If a student hears a rumor or gossip about a weapon or anything else dangerous at school or on the bus, they need to report the rumor to an adult right away. The identity of the reporter will remain confidential.

Student and School Pictures

Any student who uses inappropriate gestures, body positions, etc., in a school picture will not be permitted to be in the retake picture, and he/she will make restitution for any cost incurred for the retake.

Substitute Teachers

Substitute teachers and other adult guests in our building are to be supported and treated respectfully. Students referred to the administration by a substitute teacher may be issued In-School Suspension for the first referral. A letter will be sent home to the parent stating that in the event of a second referral, the student will be issued three days In-School Suspension.



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, 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.

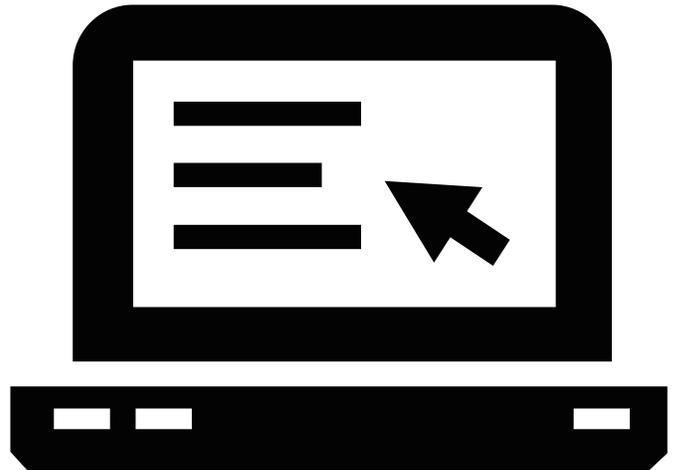
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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.
	<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.

August 2017

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

September 2017

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

October 2017

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

November 2017

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

December 2017

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

January 2018

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

February 2018

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

March 2018

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

April 2018

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

May 2018

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

June 2018

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

July 2018

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

Important Dates

Aug. 28-Sept. 1	LEAP Days
Sept. 4	No school - Labor Day
Sept. 5	First Day of School (grades 1-12)
Sept. 5-8	Kindergarten Family Connections
Sept. 11	First Day of School for Kindergarten
Sept. 13	1.5 hrs. early release schedule begins
Oct. 16, 17, 19	Half-Day Elementary Conferences
Oct. 20	No school - LEAP Day
Nov. 7	Last Day 1st Quarter (Secondary)
Nov. 10	No school - Veterans Day Observed
Nov. 14	Secondary Grades Due
Nov. 22	Half-Day
Nov. 23-24	No school - Thanksgiving Vacation
Dec. 18-Jan. 1	No school - Winter Break
Jan. 15	No school - MLK Jr. Day

Jan. 17	Elementary Grades Due
Jan. 23, 25, 26	Half-Day Elementary Conferences
Jan. 26	Last Day 1st Semester (Secondary)
Feb. 2	Secondary Grades Due
Feb. 15-16	No school - Mid-Winter Break
Feb. 19	No school - Presidents Day
March 9	No school - LEAP Day
April 2-6	No school - Spring Break
April 13	Last Day 3rd Quarter (Secondary)
April 20	Secondary Grades Due
May 28	No school - Memorial Day
June 13	Elementary Grades Due
June 20	Half-Day - Last Day of School
	Last Day 2nd Semester (Secondary)
	Secondary Grades Due

Key

No School
 Half Day
 First/Last Day

* Check Important Dates Section

Wednesday schedule:
1.5 hrs. early release for students
 LEAP=Learning Enhancement Academic Planning

Calendar is subject to change.
School year may be extended due to inclement weather.