



Parent and Student Handbook

2017 - 2018

The mission of Helen Keller Elementary is to collaborate with the community to empower students to reach rigorous, yet attainable, academic and social goals.

Helen Keller Vision

Every Student Future Ready

Helen Keller Core Values

The Helen Keller community will foster student achievement through:

Growth: Developing intellectual abilities and social skills.

Respect: Treating others as you would like to be treated.

Integrity: Striving to make the right choices.

Perseverance: Working hard and trying your best.

Sandy Dennehy, Principal
Holly Appelgate, Associate Principal

Office Phone: 425-936-2580 **Safe Arrival Line:** 425-936-2581 **Fax:** 425-814-1540

Address: 13820 108th Ave. N.E. Kirkland, WA 98034

Website: <http://keller.lwsd.org/>

2017 - 18 Staff Directory

Sandy Dennehy	Principal	sdennehy@lwsd.org
Holly Appelgate	Associate Principal	happelgate@lwsd.org
Lorraine VanKomen	Office manager	lvankomen@lwsd.org
Michelle Johnson	Secretary	mijohnson@lwsd.org
Monica Perrigoue	Health room secretary	mperrigoue@lwsd.org
Jess Gordon	Nurse	jgordon@lwsd.org
Ashleigh Stuckey	Counselor	astuckey@lwsd.org
TBD	Psychologist	
Marla Jensen	Speech therapist	marljensen@lwsd.org
Vanessa Dopker	Speech therapist	vdopker@lwsd.org
Tiffany Lansing	Physical therapist	tlansing@lwsd.org
Holly Johnson	Occupational therapist	hojohnson@lwsd.org
Natasha Weyman	English language	nweyman@lwsd.org
Jarucia Jaycox	Safety Net	jnirulajaycox@lwsd.org
Jennifer Gramley	Safety Net	jgramley@lwsd.org
Valerie Klingkammer	kindergarten	vklingkammer@lwsd.org
Karen Schwartz	kindergarten	kschwartz@lwsd.org
Michele Liggett	kindergarten	mliggett@lwsd.org
Jessica Christie	kindergarten	jchristie@lwsd.org
Ashley Zednick	First grade	azednick@lwsd.org
Kaitlin Murdock	First grade	kmurdock@lwsd.org
Celeste Stoneman	First grade	cstoneman@lwsd.org
Kristen Kirkevold	Second grade	kkirkevold@lwsd.org
Carrie Knoblich	Second grade	cknoblich@lwsd.org
Amanda Nemes	Second grade	anemes@lwsd.org
Rachel Smith	Third grade	racsmith@lwsd.org
Julie Sparks-Stuht	Third grade	jsparks@lwsd.org
Matt Woodhouse	Third grade	mwoodhouse@lwsd.org
Kendall Dunkley	Fourth grade	kdunkley@lwsd.org
Julie Larson	Fourth grade	jularson@lwsd.org
Courtney Kirkpatrick	Fourth grade	ckirkpatrick@lwsd.org
Dana Bogel	Fifth grade	dbogel@lwsd.org
Kate Heino	Fifth grade	kaheino@lwsd.org
Dan Mahoney	Fifth grade	dmahoney@lwsd.org
Brittany Negahbani	K-3 Learning Center	bnegahbani@lwsd.org
Mackenzie Paine	3-5 Learning Center	mpaine@lwsd.org
Jessie Follett	Learning center/Resource	jfollett@lwsd.org
Amy Egbuji	Resource Room	aegbuji@lwsd.org
Andre Demos	Library	ademos@lwsd.org
Sharlene Durbin	Physical education	sdurbin@lwsd.org
Chris Berkeihiser	Physical education	cberkeihiser@lwsd.org
Chris Stroh	Music	cstroh@lwsd.org
Serena Scrivner	Music	sscrivner@lwsd.org
Sakhan Dith	Custodian	sdith@lwsd.org
Heather McMurchie	Custodian	hcmurchie@lwsd.org
Dottie Digiulio	Extended Day	ddigiulio@lwsd.org
Dani James	Extended Day	djames@lwsd.org
Marleny Morales	Kitchen	

Instructional Assistants and Para Educators			
Victoria Conner	vconner@lwsd.org	Cynthia Corpus	ccorpus@lwsd.org
Sue Cooper	suscooper@lwsd.org	Oksana Sukhaya	osukhaya@lwsd.org
Debi Johnson	dejohnson@lwsd.org	Christi Hartman	chartman@lwsd.org
Lois Kelly	lokelly@lwsd.org	Kate Mackey	kmackey@lwsd.org
Sharon Fox	sfox@lwsd.org	Sally Mamula	smamula@lwsd.org
Barb Onnink	bonnink@lwsd.org	Geeta Patel	gpatel@lwsd.org
Ada White	adwhite@lwsd.org	Rondi Olson	rolson@lwsd.org

Daily Schedule, Arrival, and Dismissal Policies

Kindergarten through fifth grade

8:40	Students permitted on campus (those coming for breakfast may arrive at 8:30)
8:55	Starting bell
9:00	Tardy bell
10:30	AM Recess (all school)
11:30	A Lunch (1/3)
11:55	A Recess (1/3)
12:00	B Lunch (2/5)
12:25	C lunch (K/4) and B Recess (2/5)
12:50	C Recess (K/4)
2:00	PM Recess (all school)
3:30	Dismissal

LEAP Wednesday

Learning Enhancement and Academic Planning (LEAP) occurs every Wednesday. Students in grades K–5 will be dismissed at 2:00 p.m. in order to provide time specifically designed to improve student achievement through collaboration and focused team-based efforts.

Safe Arrival Program

To ensure the safety of our children, we appreciate parents contacting the school early each morning if their child will be absent from school. If we do not receive a call from you, an automated system will telephone you to alert you to the fact that your child has not arrived at school. The Safe Arrival phone number is **425-936-2581** and is available 24 hours.

Extended Day

Extended Day services are available for all children, both before and after school. Please contact the District Extended Day Office, **425-936-1175**, for further information.

Before and After School Hours

For students' safety, they should not arrive before 8:40 a.m., and should be picked up by 3:40 p.m. **There is no adult supervision available before 8:40 other than for those students having breakfast, or after 3:40.** If your child arrives early or is not picked up on time, families will be called immediately. Students should go straight home after school and check in with a parent. They may come back to school grounds only with daily parental permission.

End-of-the-day Pick-up

When picking up a child at the end of the school day, please wait for your child outside the school building instead of going to your child's classroom. This allows our hallways to be quiet until 3:30 p.m. Hallway noise disrupts end-of-the-day instructions for students. **Please prearrange a location to meet** and share this information with other family members who may be picking up your child. Kindergarteners are to be picked up by a parent, guardian, or designated person at their classroom door.

Safety Patrol

Student Safety Patrol members are stationed at the entrance to Helen Keller and at the internal parking lot crosswalk. They are on duty from 8:45 to 8:55 a.m. and from 3:30 to 3:45 p.m. Student patrol members are there for the safety of our students. Students and their families must follow directions the first time given by any staff member as well as by Safety Patrol members.

Walking and bicycling to school

Students are urged to observe safety precautions on the way to and from school and while at school. Our rules are designed to help prevent accidents. However, in addition to the school rules, all students are asked to observe additional rules of safety. Please review these with your child.

Walkers

- Walk on sidewalks or the shoulder of the road.
- Stay away from traffic.
- Stay away from strangers.
- Go directly to/from school by the nearest route.
- Always be courteous.
- Use crosswalks to cross streets.

Bicyclists

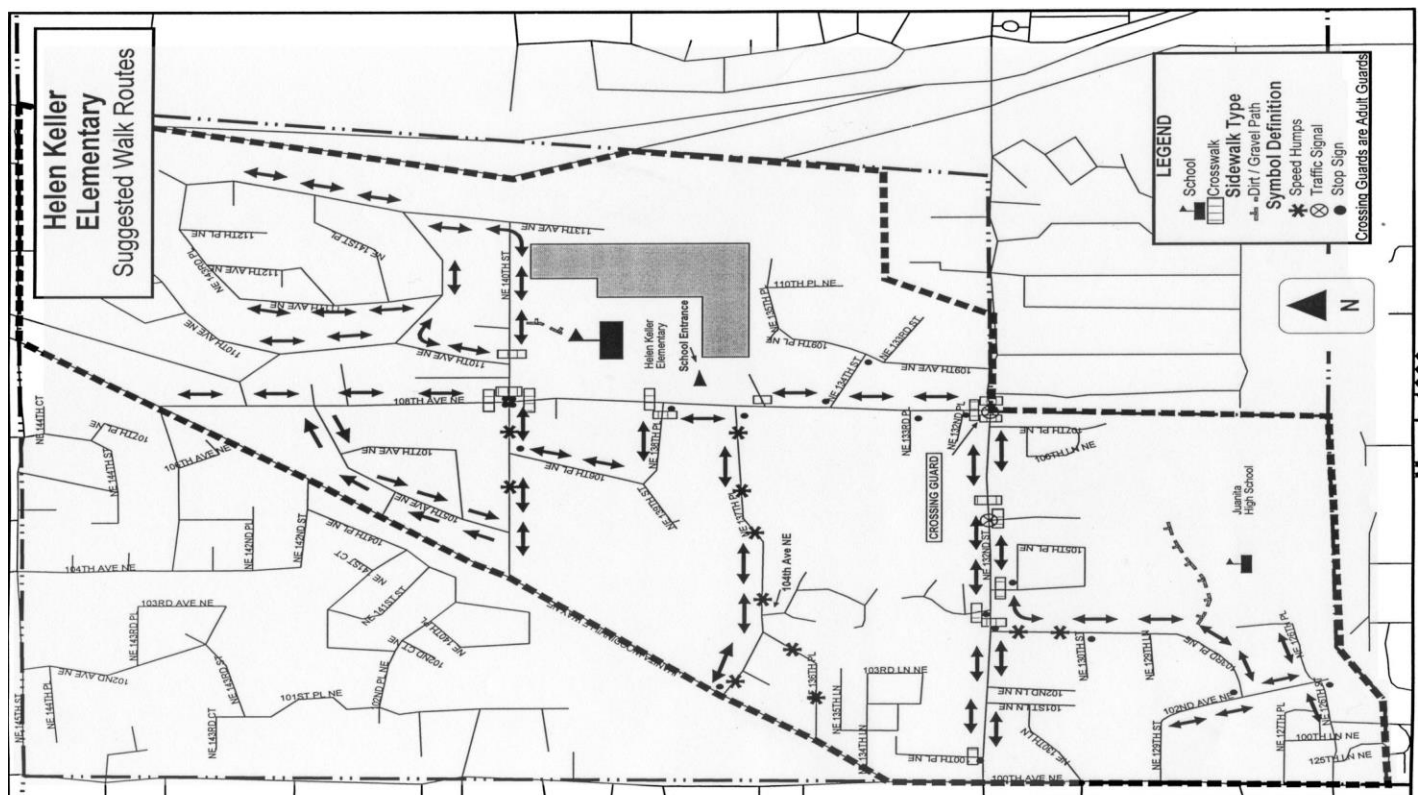
Children in **4th and 5th grades** may ride bicycles to school **ONLY** with permission from their parents. Permission forms are available in the office. The form must be completed and returned to the office before a bike is ridden to school.

- **Bike helmets are required.**
- WALK your bike when on school grounds.
- LOCK your bicycle in the bike rack.

Remember to be safe and follow the rules of the road when riding your bike.

Rollerblading/Skateboarding/Scooters/Shoes with built in wheels (Heelys)

Because of safety and liability concerns, the Lake Washington School District **DOES NOT** allow skateboards, rollerblades, scooters or Heelys on school grounds, and therefore students must leave these items at home. If a student is found in possession of one of these items, it will be confiscated and a parent will need to pick it up in the office.



Parking Lot Procedures

For the safety of all our children, we have the following parking lot safety procedures. Please set the example for all children and always use crosswalks. Park only in marked parking stalls, and please do not double-park or stay idle in the through-traffic lane or in the fire lanes.

Please follow the directions of parking lot volunteers and student Safety Patrol members at all times. They are present to ensure your children's safety. We realize that long lines of traffic form during peak drop-off and pick-up times, but traffic does move quickly when all drivers follow the same guidelines.

Parking Lot Information

There are two parking lots at Helen Keller Elementary. The upper parking lot, off of NE 140th Street, is reserved for school staff members and buses only. The lower parking lot, off of 108th Avenue NE, is designated for all other vehicles as well as student drop-off and pick-up.

Morning Drop-off

- Enter the school parking lot no faster than 5 miles per hour, and no earlier than 8:40 a.m.
- Please stay to the right in the signed drop-off/pick-up area.
- Continue to pull forward with your child in the car until you reach the volunteer greeters.
 - ◇ Do not allow your child to exit your vehicle until you have reached the greeters.
- Please have your children exit from the right-hand side of your vehicle only.
 - ◇ Do not allow them to exit from the left-hand side unless an adult is there to help.

Afternoon Pick-Up

- Enter the school parking lot no faster than 5 miles per hour.
- Please drive through, staying to the right in the signed drop-off/pick-up area.
- Continue to pull forward until you reach the area where waiting students are being supervised by an adult, at which time your child will be allowed to walk to the vehicle.
- Please have your child enter from the right-hand side of your vehicle only. Do not allow them to enter from the left-hand side unless an adult is there to help.

Morning Kindergarten Pick-up

- There is no drive-through pick-up. Please park in a marked parking spot and then exit your vehicle to pick up your child.

Thank you for your cooperation with these parking lot procedures. This will help us to help you protect your children from strangers and accidents that can happen in high-traffic, congested parking lots.

Attendance Policies

Attendance (Absences and Tardy Policy)

We urge everyone to try and be in attendance 180 days per year. However, we understand that unique circumstances may occur. Please report all absences to the office as soon as possible. Our phone lines are open from 7:30 a.m. to 4:00 p.m. The Safe Arrival line is available 24 hours: 425-936-2581.

After **five excused absences** in any month, or **ten or more excused absences in the school year**, we will contact you to schedule a conference at a mutually agreeable, reasonable time. The goal of the conference is to identify any possible barriers to attendance and to discuss the supports available to you and your student if needed. The new process comes out of a new state law that acknowledges the importance of school attendance. It gives us an opportunity to check in with you if your student's absences begin to add up. A conference is not required if you have provided a doctor's note for illness, or you have pre-arranged absences in writing and together we have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan, the team that created the plan needs to reconvene.

BECCA Bill and unexcused absences

The Washington attendance law, known as the BECCA Bill, <http://www.k12.wa.us/GATE/Truancy/default.aspx> requires students to be in school. This law can apply to elementary school-aged students when they are excessively absent, even if they are excused. *Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.* Although missed assignments can be made up, nothing can replace valuable in-class instruction.

After **three unexcused absences in a month**, we will contact you to schedule a conference at a mutually agreeable, reasonable time to discuss supports to improve attendance. Once a student has accumulated **five unexcused absences in a month**, we will establish an attendance contract. At **seven unexcused absences**, students will be referred to a Community Truancy Board and a court petition will be filed by the school district.

Pre-arranged absences

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress. By school policy, teachers cannot provide students work ahead of a pre-arranged absence. Students will be given reasonable time to complete missing assignments.

Checking Out of School Early

Whenever possible, please arrange medical and dental appointments outside of school hours. If it is necessary to remove a student from school prior to dismissal time, please follow the procedures below:

- Parent/designated person will come to the office to sign out the child.
- Parent/designee will wait in the office while the teacher is called to send the student to the office.
- For student safety and to maximize learning, students may not wait for pick-up in front of the school or in the office during school hours.

Late Arrival

Students who arrive after 9:00 MUST be signed in by a parent. Students are expected to arrive at school on time. It is disruptive to the educational process to have students arrive late. It is a parent's and student's responsibility to be on time for school. If you know your child may be late due to a medical appointment, inform the school office by calling 425-936-2580 before 9:15 a.m. A student is considered tardy if he or she arrives to class at or after the 9:00 bell. Admittance slips will be written beginning at 9:00 a.m. per the school wall clocks.

A - Z General Information

Birthdays

Due to sensitivity of dietary restrictions, student allergies, and in order to support the LWSD Nutrition Policy and the health of our students, we do not allow students to bring in birthday treats. This includes cupcakes, cookies, candy, or any other food item. Students celebrating a birthday will be acknowledged in their individual classroom. We also ask that invitations to birthday parties are not handed out at school. Our food and invitation policy applies to all school settings (classroom, lunchroom, playground etc.)

Cell Phones

Cell phones must be turned OFF and kept in backpacks during the school day. If a cell phone is used or rings during school hours, parents will be called and are responsible for picking the phone up in the office. Cell phones may be turned ON only after leaving the main building, after school hours, and only to contact parents or guardians. Phones should not be used as cameras, voice recorders, game devices, etc., while on school property. To limit unnecessary disruptions, parents and guests also need to turn cell phones off before entering the building.

Child Find

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 the Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the Guidance Team process. If parents or others have concerns about a student's language/communication, motor, 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.

Communication

Teachers may communicate through newsletters, homework logs, e-mails, phone calls, and student agendas. Please remember that staff are working with students during school hours and often cannot get to e-mail. Additionally, they may need time to research in order to thoughtfully respond, or may have before- and/or after-school obligations. Therefore, **please allow 24 to 48 hours for a response to your e-mail.** Urgent messages may be sent to students by calling the school office during the day.

District Nutrition Policy

Food provided to students other than through the school lunch/breakfast program or through competitive food sales includes food provided for school-sponsored parties, events, rewards, and/or incentives. Such foods shall comply with the restrictions for food sales, except that occasional school-sponsored class parties and celebrations or schoolwide events shall be exempt from the above guidelines. However, providing healthful options is strongly encouraged. No more than three such exceptions shall take place in a given school year.

If parents provide food for classroom consumption for individual student recognition, they are strongly encouraged to bring healthy treats. Parents are also encouraged to provide healthy meal and snack options for students when sending these from home. School staff, parent organizations and families will be asked to consider nutrition when food products are given to students in classroom settings for celebrations, rewards or as fund-raising incentives. Healthy food or non-food choices should be considered as an alternative. If snack foods are provided, students of any parent not wishing their child to receive a food reward or incentive should be provided a suitable alternative.

Dogs

Please leave dogs home at all times! We have students who are afraid, and some that are highly allergic. No dogs are allowed on district property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. Washington state law restricts having any pet in the classroom for an extended period.

Dress

Parents should ensure that their children come to school dressed appropriately for the day's activities and the weather.

Students should wear athletic shoes on days they attend P.E. The following are **not acceptable**:

- Short shorts/skirts
 - ◊ *If the student's shorts/skirt length is above the index finger when the arm is extended, the garment is too short.*
- Clothing that contains suggestive language regarding tobacco, drugs, alcohol, sexuality or violence
- Hats inside the building
 - ◊ *Hats may be worn outside at recess only or before and after school. Students wearing hats inside will be reminded the first time. If a second reminder is required, the hat will be confiscated until the end of the day. This applies to all styles*
- Makeup worn or applied at school
- Exposed midriffs/chest
 - ◊ *This includes tube tops and halter tops, low-cut tops, and short T-shirts that expose the midriff and chest area.*
- Spaghetti-strap tank tops or tank tops that hang off the shoulder (without layers) or below underarms
- Undergarments that are visible
- Shoes with built-in wheels (Heelys)

If the student's clothing does not reflect the guidelines, he or she will speak with a building administrator, parents will be notified, and arrangements will be made to change the inappropriate clothing.

Enrollment/Inter-District Transfer Agreements and In-District Variances

Students may apply for an Inter-District Transfer Agreement to attend a school in a different 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 <http://www.lwsd.org/students-families/registration/transfer-options> for timelines and processes.

Electronics from Home

- Electronic readers: Kindles, Nooks, and other reading devices are permitted at school with advance teacher permission for special events, such as class read-ins for the purpose of reading teacher-approved literature, and should not cause distraction to the owner or others.
- To limit unnecessary disruptions, cameras, iPods, Gameboys, iPads, etc., are not permitted at school.

Note: *Helen Keller Elementary School and the Lake Washington School District are not responsible for any theft, loss, or damage of electronics brought to school.*

Family Educational Rights and Privacy Act

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. Directory information is routinely used by the school district in newsreleases, 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. Parents who do not want their student's directory information released to institutions of higher education and/or the military should check the appropriate box on the Directory Information Withhold Form. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

Guests and Visitors

Parents are welcome and encouraged to volunteer. For security reasons, we require that all volunteers and visitors report to the school office, sign in, wear a visitor's badge while on the premises, and sign out when leaving. Volunteers, visitors or guests without a visitor's badge will be directed to the office to sign in and get a badge.

Gum

Gum-chewing gum is not permitted at school.

Inclement Weather

We live in the Great Northwest, and one of the wonders of the Great Northwest is our many days of mist, showers and downright rain! It is important that everyone understand that we go outside on misty, showery and rainy days. When the field is too wet, we close it and have recess only on the blacktop. We will only call "rainy day" recess and stay indoors during a real downpour, or lightning and thunder. With this in mind, all students are expected to come to school with a light rain jacket. One with a hood is best! Your help in ensuring that students come to school with a water-resistant outer coat is greatly appreciated.

Items from Home

It is NOT permissible for students to bring personal possessions from home unless the item has been approved by a teacher for "show and tell." Items from home are often lost, or cause arguments. There are no exceptions to the rule, which includes but is not limited to mechanical devices, balls, bats, gloves, trading cards and items resembling weapons.

Lost and Found

Many coats and jackets are identical. As you know from your experience at home, children frequently misplace or lose things. Your child's clothing can be more easily recovered if the name is sewn in or written on a tag with permanent ink. When articles of clothing are found, they will be placed in the lost and found located in or near the cafeteria. Unclaimed clothing will be donated to a charity during winter break and at the end of the school year.

School Closure

Sometimes winter snow, slippery streets, or other weather conditions prevent buses from traveling safely. When this happens, Lake Washington schools are closed or delayed. All families automatically receive automated calls from the district. In addition, you may check schoolreport.org, the district or Keller website, and/or local television and radio stations. Please do not call the school office to confirm closures or delays.

School and District Events

All elementary school students must be accompanied by an adult at evening events. In addition, elementary students attending middle school and high school athletic and/or other events must be supervised by an adult. 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.

Student Progress

Getting to know you and your family is important to the Keller staff. One way we accomplish this is through student-involved conferences. The first conference is scheduled for October. Students will be involved in presenting goals for the year, and teachers and parents can share information about student progress. Report cards will be sent home in late January, with a second conference the following week. Students will update families on progress toward goals. An end-of-the-year report card is sent home on the last day of school. Families can track students' grades throughout the year online through Skyward Family Access.

Telephone Usage

Please try to make all after-school arrangements with your child in the morning before they leave for school. To provide the best education for your child, we need to have minimal classroom interruptions. Student use of office phones will be limited to emergency situations only. Such things as health or school-related problems are appropriate. Thank you for your cooperation.

Volunteering

Parent volunteers enhance opportunities for student learning in a variety of ways. To ensure the safety of our students and to be in compliance with Washington State Law (RCW 43.43.830 through 43.43.845), we ask that all parent helpers and volunteers complete a Volunteer Application, Volunteer Disclosure Form and Washington State Patrol Background Check. In addition, all party and/or field trip chaperones and drivers for off-campus activities will be required to complete all paperwork. Off-campus drivers will have additional insurance forms to complete prior to the field trip.

Volunteer Application Procedure

Volunteers who are parents of students in the district are asked to apply online through Parent Access. This is the fastest way to receive approval. Online volunteer applications are available in the Parent Access section of the LWSD website. Volunteer approval is valid for two years. A list of approved volunteers will be maintained in the office. Additionally, you will receive an e-mail indicating when it is time for renewal.

All other volunteers should follow the application instructions outlined on the LWSD website.

PLEASE ALLOW 2 WEEKS TO PROCESS VOLUNTEER APPLICATIONS.

Volunteer Expectations

Once you have completed the volunteer application, disclosure, and background check forms and been approved, please remember the following expectations:

1. Read the LWSD Volunteer handbook.
2. Sign in at the office.
3. Pick up and wear a nametag.
4. Be consistent and punctual — teachers depend on you. Teachers plan times for specific reasons. Stay as close as possible to the times assigned.
5. Be positive with children.
6. Any concerns should be directed to the teacher.
7. Younger siblings not enrolled in school may not go on the playground during recess times or special events when parents volunteer.
8. AVOID bringing younger siblings along during a volunteer session.
9. The workroom is for ADULTS only.
10. Younger siblings may not go on field trips when students are using district transportation.
11. Parents may not chaperone a group of students if siblings attend.
12. In case of an emergency or scheduled drill, volunteers must follow school emergency procedures.
13. Schedule a meeting outside of your volunteer time to discuss your child.
- 14. Confidentiality is critical. It is imperative that you not share any information gained while volunteering at or visiting the school with anyone. Please do not post photos of children other than your own on social media sites.**

Student Health, Medications and Accidents

Health Room/Medication

Health Room/Medication District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. 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 AM and 1:00 PM 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 LWSD 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 of school.

Returning to School

A child should not return to school for 24 hours following the last episode of vomiting or fever.

We have a number of requests from parents wanting their children to stay in from recess once they return to school from being ill. We do not have the facilities or the personnel to supervise these students. Our suggestion is that if your child is too ill to go outside to recess, you keep them home an additional day. We assume that if children come to school, they are healthy and need to go outside during recess.

The list below gives guidance on how long sick students should stay home. The goal is to prevent the spread of illnesses.

Disease	Exclusion Period
Chicken Pox	Seven days, or until all vesicles are crusted.
Conjunctivitis (Pink Eye)	Eyes must appear clear, with no pus remaining.
Mumps	Until fever is gone and there is no visible swelling.
Impetigo & Ringworm	May attend school with written notice from doctor.
Strep Throat	While fever is present.
Head Lice	Until treatment is completed and all visible evidence of lice is removed.

Immunizations

All students must be in compliance with state law regarding immunizations in order to attend class.

Accidents

If a child is seriously injured at school, parents will be called immediately. If parents are not home, other contacts listed on the child's emergency card will be called. If no one is available, we will use our best judgment about what to do for the child. In case of a head injury, a parent notification form is always sent home with your child, as well as a phone call. While we always will try and contact a parent first, in the case of a serious injury, 911 will be called and then the parent.

Emergency Information

Emergency Cards are our main source of information, and sometimes our only source, to reach you in the event of an emergency regarding your child. It is very important for the office to have up-to-date phone numbers for parents. Please call and update your contact information if your home or work numbers change during the year, and make sure to include a local emergency contact.

Please call the office to have staff attach a note to your child's card if you plan to be out of town during school. The office needs the following information: child's name, teacher, who is responsible for him/her in your absence, their phone number, how long you will be gone and (if possible) an out-of-town number where you can be reached.

Helen Keller Elementary Homework Policy

Beliefs & Purpose of Homework

At Helen Keller Elementary, we believe there are educational benefits to providing students with age-appropriate amounts and types of homework. Homework can:

- Help students build productive study habits.
- Foster student initiative, independence, and responsibility.
- Connect classroom learning with life outside of school.
- Give families a way to be involved in their children’s education.
- Provide practice and review of skills taught in class.

We also believe that students should have ample time each day to engage in the “work” of childhood. This includes free play, homework, extracurricular activities, and/or family activities.

Homework Time Expectations

We seek to balance the benefits of homework with the benefits of “home time.” Therefore, the time expectations for homework are:

Kindergarten and first grade

- There will be no required written homework in these grades.
- Students should read, or be read to, for 15 minutes each night, Monday through Thursday. Students are welcome to read longer if they find this enjoyable.

Second through fifth grades

- Students should expect to complete written work or to read for:
 - Second grade: 20 minutes
 - Third grade: 30 minutes
 - Fourth grade: 40 minutes
 - Fifth grade: 50 minutes
- Students might not have written homework every night due to variations in classroom schedules and special events. However, reading is always a great idea!
- Homework will not be given over holiday breaks or weekends. If a grade level uses homework packets, families may opt to use the weekend or holiday break to complete homework. However, homework won’t be given on Friday and due back Monday, or given right before a break and due back immediately after.

Grade-level teams will work collaboratively each year to determine their specific homework content and routines. Each grade level will communicate these expectations at open house, and will provide this information in writing using a format that is consistent across grade levels.

Homework Grading & Consequences for Unfinished Homework

Homework does not receive an academic grade. However, grade-level teams may choose to record a grade for homework completion in Skyward under “completes work on time” in the “interdisciplinary skills and attributes” category.

Consequences for unfinished homework may include:

- Parent notification
- Below-standard interdisciplinary skills and attributes grades for “completes work on time”
- Missing classroom special events (“Fun Friday,” etc.)
- Missing recess

Homework Roles & Responsibilities

At the elementary level, homework is a shared effort between student, teacher, and family.

Student Responsibilities

1. Bring all homework assignments home in homework folder.
2. Complete homework to classroom standards.
3. Ask for help if needed.
4. Show completed homework to a family member.
5. Return homework to school on time, and follow classroom turn-in procedures.
6. Ask questions about assignments before they are due, or while going over them in class.

Family/Guardian/Caregiver Responsibilities

1. Attend Curriculum Night to hear about school and classroom homework expectations.
2. Assist student with homework time management by providing a time and place for completion. Please do not allow your child to work or read for longer than the grade-level expectation, unless he or she is choosing to work or read for pleasure.
3. Assist with homework as needed.
4. Check homework for completion.
5. Communicate questions and concerns to the teacher. Please contact your child’s teacher if your child consistently struggles with the content of the homework, if your child consistently cannot complete work in the time designated for his or her grade level, or if you feel that homework is negatively impacting your child’s attitude toward school or learning.

Teacher Responsibilities

1. As a grade level, establish clear and consistent homework routines and timelines, and adhere to them throughout the year. Communicate any changes made to the expectations to families immediately.
2. Share homework expectations with students and families verbally at Curriculum Night, and in writing.
3. Teach students how to complete homework to classroom standards.
4. Provide appropriate and timely feedback on homework assignments.
5. Respond to parent questions and concerns, and share teacher concerns with parents.

Helen Keller Emergency Response

The staff at Helen Keller makes a great effort to provide a safe environment for each student and the educational process. On this page you will see a brief description of our procedures during and directly following an emergency.

Earthquake

- If indoors, stay indoors and Drop, Cover and Hold. If possible, move to an inside wall or to a doorway. Stay away from windows and glass.
- Do not run through or near buildings where debris could fall on you.
- If outside, stay in the open. Keep away from buildings, trees and electrical wires.

Fire

- When the fire alarm sounds, all students, personnel, and visitors will evacuate the building immediately.
- Students must leave their classrooms and proceed directly to the designated exit.
- All classes should walk rapidly and silently away from the building, then stand facing away from the building while the teacher takes roll to make certain no one is missing.

Lockdown

- Office will announce "OUR SCHOOL IS IN FULL LOCKDOWN" over the intercom.
- At this time get to a nearby classroom and wait for instructions.
- Staff will lock doors, close blinds, turn out lights, direct students to a secure location in the classroom, and take roll.
- Teachers will be in contact with the office via intercom and/or phone.

Student Evacuation

Our student evacuation area is the soccer field facing away from the building, toward Edith Moulton Park.

Student Release from Evacuation Locations

Our goal is to reunite parents and children as quickly as we can. In the event of an emergency the most important thing to remember is to stay calm and follow the procedures we have in place. Staff will be on site to direct you to the Student Release Area.

Critical Reminders for Student Release

- Bring your personal IDENTIFICATION card: We cannot release anyone without seeing ID first.
- YOUR name MUST be on a child's emergency card in order for us to release a child to you. Again, bring your personal identification card.
- REMAIN CALM
- BE PATIENT

We understand how important it is to reunite families expediently. We also understand the importance of being efficient and thorough. We need to account for each person on campus. Please remain in the parent reunification area until your child is brought to you. Your patience and understanding are appreciated.

Emergency Contacts

It is important that the office staff have the ability to contact someone close to school in case of an unplanned school closure, early dismissal due to a snowstorm, or one of the emergencies listed above. Please make arrangements with a family member or friend in the immediate Helen Keller community where your child may go in the event you are unable to come to school to pick up your child. List that name and phone number on the LWSD emergency notification document. Every child needs to have an alternate contact in the community that can be called by you or us in the event of your absence. Your child will be more comfortable in a home environment.

Procedures for Pick-up when an Early Release is Issued

There are also times when students schoolwide will need to be picked up if an early release is issued (e.g., school power outage, wind storm, snow storm). The communication and pick-up procedures are different under these unique circumstances.

- You will receive an automated phone call from the Lake Washington School District.
- After receiving the phone call, please pick up your child DIRECTLY from his or her classroom. Bring your personal identification card (driver's license).
- The classroom teacher will check your identification and have you sign your child out using a Student Release Sheet. Once the teacher checks you off and you have signed your child out, the teacher will release your child to go home directly from the classroom.
- If you are picking up someone else's child, your name MUST be on that child's Emergency Card. Again, bring your personal identification card.)

Breakfast/Lunch Food Service Program

Breakfast

Breakfast is served daily from **8:30** to **8:50** in the cafeteria. Students will line up at the cafeteria door in the school foyer. They will be let in to the cafeteria beginning at 8:30. The cost is \$1.50 for a full-price breakfast. Students who are eligible for free and reduced lunch are entitled to receive breakfast free.

Lunch

Our food service staff serves lunch to first and third grades at 11:30 am., second and fifth grades at 12:00 pm, and to kindergarten and fourth grades at 12:25 pm. All students eat lunch in the cafeteria under staff supervision. The cost is \$3.00 for full-price lunch, \$0.40 for reduced-price lunch for students in grades 4-5 (free for K-3 students), and \$0.50 for milk only.

Menus

Breakfast and lunch menus are available each month at <http://www.lwsd.org/students-families/breakfast-and-lunch-menus>. We advise families to post menus at home to determine buying or packing of lunch on any given day.

Meal Assistance

Under a provision of the National School Lunch Act, our district is able to offer free and reduced-price breakfast and lunch to children from families who qualify under the Eligibility Scale. If you have not received an application, call the school office. The trading, selling or giving away of these lunches is not permitted. Families' meal status is kept confidential.

Meal Accounts

There are two ways to add money to a student's meal account:

1. Charge your Visa or MasterCard online through the secure MySchoolBucks.com site. If you would like step by step instructions for using this secure site, see our [online payments](#) page. Please note, there is a convenience fee of \$1.95 for each transaction.
2. Send cash or a check made payable to LWSD to the school office with your child's name attached.

Each child is entitled to two full emergency lunches. When a child has used an emergency lunch, a printout will be sent home notifying parents that their child's account is low.

Student Expectations and School Policy

	Classroom	Recess	Cafeteria	Hallways	Bathrooms
Expectations	<ul style="list-style-type: none"> • Arrive on time. • Try your best. • Follow class-room/school rules and expectations. • Be prepared with homework and supplies. • Use time wisely in class. • Keep your supplies organized and your desk clean. • Say and do kind things. • Respond calmly to others. • Keep hands and feet in your personal space. • Follow directions. • Clean up after yourself. • Focus on your work/supplies, not on others. • Think before you act/speak. 	<ul style="list-style-type: none"> • Walk on the stairs and sidewalks. • When the bell rings: <ul style="list-style-type: none"> * Stop playing. * Gather recess equipment to take inside. * Line up. • Use equipment appropriately. • Follow game/playground rules. • Follow directions from adults. • Play fairly. • Show empathy and seek to include everyone. • Play to have fun, not just to win. • Try to solve your own conflicts/problems positively. • Report incidents/Big Problems to recess teacher. • Stay within the playground boundaries. Tell an adult if recess equipment leaves playground boundary. • Keep all personal sport/recess equipment at home. • Leave rocks, sand, twigs, snow, etc., on the ground, and no digging. • Play where a recess teacher can see you at all times. 	<ul style="list-style-type: none"> • Follow the Big 5. • Walk in the cafeteria. • Stay behind the person in front of you. • Only take what you can eat. • Sit at your assigned table. • Eat your food in a timely manner. • Follow directions from adults. • Be polite. • Include others. • Think about your own behavior, not that of others. • Throw away your waste in the proper place. 	<ul style="list-style-type: none"> • Walk at all times. • Stay behind the person in front of you. • Walk quietly so you do not distract other classes. • Keep your hands and feet to yourself. • Must have a pass if in the hallways without your class. 	<ul style="list-style-type: none"> • Use the bathroom only when needed. • Use the bathroom quickly and quietly. • Clean up after yourself. • Wash your hands. • Flush your waste. • Throw away paper towels in the trash. • Try to use bathroom at recess (after getting a pass from a recess teacher).

Lake Washington School District ELEMENTARY SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES 2017-2018

Behavioral Expectations of Students

Lake Washington School District intends that all students, teachers, administrators, and parents have access to and an understanding of the state laws, statutes, and codes that govern student rights, responsibilities, student discipline, and due process. This handbook provides some of the laws and regulations, along with a summation of district policy. The complete policies are contained on the District website. Students in our schools generally exhibit positive behavior. We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school sponsored activities, or any other aspect of the educational process. School 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 which school authorities have reason to believe will interfere with the learning environment of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed in this handbook, shall be subject to discipline, including possible suspension and/or expulsion from school, and /or referral to law enforcement authorities.

Student Rights and Responsibilities

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 to the recipient. We trust that students will respectfully accept and adhere to the following:

Rights

- 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, 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 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.

Responsibilities

- 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 which is courteous, cooperative, and responsible, and which 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 which 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.

Responding to Unexpected or Inappropriate Behavior

Incident Reports are used to inform parents and guardians that their child was demonstrating inappropriate behavior at school. Such reports are the first formal step in progressive discipline. In addition to an Incident Report, a child's behavior may also result in a **logical consequence** given by the staff member witnessing the behavior. Every day, the students have a new beginning. However, the accumulation of several **Incident Reports** may indicate chronic behavior issues, and will result in a conference with the teacher and/or the principal. We send Incident Reports home so that you are aware of your child's choices at school. **Your signature indicates you have seen the Incident Report.** Questions about the content should be directed to the person who issued the incident report. Reports not returned the next day with a signature will result in a **phone call home and/or possibly additional consequences.**

Human Dignity

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 the 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.

Non-Discrimination

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 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.

Harassment

Because all employees and students have the right to work and learn in a non-intimidating environment, harassment will not be condoned or tolerated in the district. Harassment of any employee or student on the basis of individual differences, including but not limited to gender, religion, race, color, national origin, sex, age, creed, ancestry, religion, military status, ethnic background, disability, physical condition, sexual orientation, including gender expression or identity, marital status, 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 is a serious violation of district and school policy.

Harassment can take many forms and can include bullying, slurs, comments, rumors, "put-downs," jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (3) otherwise unreasonably affects an individual's employment or education opportunities.

Sexual Harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual in nature. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or school-related decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job or educational performance or creates an environment that is intimidating, hostile or offensive.

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, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive and which interferes with efficacy or creates uneasiness.

Prevention Strategies

The district will implement a range of prevention strategies, including individual, classroom, school, and district-level approaches to harassment, intimidation, and bullying. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

Staff Intervention

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation, or bullying. For minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, no further action under this procedure may be necessary.

Incident Reporting and Investigative Process

Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports. Whenever possible, staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident has been resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint. The steps in filing an Incident Reporting Form and its investigation and corrective measures are set forth in District Policy. A statement summarizing the policy and procedure will be posted and disseminated in each school, on the district's website, and reviewed with employees and students on an annual basis.

False Report

To knowingly report false allegations of harassment is a violation of this policy. Persons found to knowingly report false allegations will be subject to appropriate discipline.

Student Searches

Administrators may make general searches of all student desks or storage areas without prior notice given to students. An individual student, his/her property, locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable 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 which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Alcohol, Drug and Tobacco-Free School

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 event 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 substance represented as such.

Dangerous Weapons

Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm or dangerous weapon or possessing any exploding item device or substance that would be capable of producing bodily harm or cause damage to property or disruption of the educational process is strictly prohibited. Violation of this rule is considered serious to the safety and welfare of both the student who violates it and others in the District and such a disruption to the educational process, that emergency expulsion will always be immediately enacted. By law, we are required to notify the local law-enforcement agency of a violation of this rule. Also by law, in the case of possession of a firearm, we are required to expel the student. The duration of the expulsion will be at least one school year and may be permanent.

Exceptional/Serious Misconduct and Discipline

Any conduct which 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.

Violation	Definition	Severity/Frequency	Consequence
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm	Minor/Initial Moderate/Repeated Severe/Persistent	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	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC EE/LTS/PC EE/E/LTS/PC
Dangerous Weapons and Other Unsafe Items	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities	Minor/Initial Moderate/Repeated Severe/Persistent	EE/D/STS/PC EE/STS/LTS/PC EE/E/LTS/PC

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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)

Violation	Definition	Severity/Frequency	Consequence
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.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/A/PC EE/STS/LTS/A/PC EE/LTS/RA/PC
Drugs/Alcohol Sell Buy Transfer	Transferring, selling, sharing, or soliciting of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/A/PC EE/STS/LTS/A/PC EE/LTS/RA/PC
Firearms	Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device	Minor/Initial Moderate/Repeated Severe/Persistent	EE/E/PC EE/E/PC EE/E/PC
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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)			

Violation	Definition	Severity/Frequency	Consequence
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/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.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC/R EE/STS/LTS/A/PC/R EE/E/LTS/PC/R
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)			

Violation	Definition	Severity/Frequency	Consequence
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/A/PC EE/LTS/A/PC
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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)			

Other Forms of Misconduct and Discipline

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

Violation	Definition	Severity/Frequency	Consequence
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student’s course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/Loss of credit D/RC/Loss of credit STS/LTS/Loss of credit
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	Minor/Initial Moderate/Repeated Severe/Persistent	D EE/STS EE/LTS
Attendance/ Truancy	Being absent or tardy from classes without an approved excuse.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC D/RC/LP STS
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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)			

Violation	Definition	Severity/Frequency	Consequence
Disruptive Conduct/Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	Minor/Initial Moderate/Repeated Severe/Persistent	Change Clothes D/RC + Change Clothes EE/STS/LTS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC
Extortion/ Black-mail and Coercion	Extorting or attempting to extort any item, information, or money.	Minor/Initial Moderate/Repeated Severe/Persistent	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.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects	Minor/Initial Moderate/Repeated	D/RC EE/STS
<p>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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)</p>			

Violation	Definition	Severity/Frequency	Consequence
Gambling	Engaging in games of chance which involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/CD EE/STS/CP EE/LTS/CP
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/D/PC EE/STS/CP EE/LTS/CP
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS EE/LTS EE/LTS/E
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	Minor/Initial Moderate/Repeated Severe/Persistent SELF HARM	EE/STS/PC EE/LTS/A/PC EE/LTS/E/A/PC A/PC + EMERGENCY REMOVAL
Interfering w/ School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Lying	Telling or writing untruths.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC STS STS/LTS
<p>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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)</p>			

Violation	Definition	Severity/Frequency	Consequence
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, which 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 offcampus, including the inappropriate use of email, texting, Skype, or other Internet or electronic communications used to harass or harm	Minor/Initial Moderate/Repeated Severe/Persistent	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	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/R EE/STS/PC EE/LTS/PC
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content)	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS/PC EE/LTS/PC

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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)

Violation	Definition	Severity/Frequency	Consequence
Theft/Robbery	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/R EE/STS/PC/R EE/LTS/PC/R
Tobacco and Smoking Paraphernalia	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.	Minor/Initial Moderate/Repeated Severe/Persistent	STS/DIVERSION STS/DIVERSION STS/A
Trespass/Loitering/Unauthorized Entrance	Entering or being present on school property without permission.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Unauthorized Use of Cell Phone	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	Minor/Initial Moderate/Repeated Severe/Persistent	CD/CP CP D/CP
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.	Minor/Initial Moderate/Repeated Severe/Persistent	CD/CP STS/CP/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.	Minor/Initial Moderate/Repeated Severe/Persistent	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	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS

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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)

Violation	Definition	Severity/Frequency	Consequence
Willful Disobedience, Failure to Cooperate and Disrespect	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
<p>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), Longterm Suspension (LTS), Emergency Expulsion (EE), Expulsion (E), Confiscation for Day (CD), Confiscation Return to Parent (CP)</p>			

Technology Code of Conduct—Computer Hardware and Software, Network, and Internet

The 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.
 - 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 –
 - 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.
2. Be a good digital citizen.
 - Use district computers for educational purposes only. No personal, commercial or political activity is allowed.
 - Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
 - Students should leave games, other non-district software, entertainment, and social networking at home.
 - Do not use the Internet to access or process pornographic or otherwise inappropriate material.
 - Be ethical and courteous. Do not send hate, harassing, or obscene mail, text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
 - District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).
 - Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach.
 - Never attempt to "hack" into another student's or staff member's account.
 - Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.
3. Be academically honest. Do not assume that because something is on the Internet that you can copy it. Offenses are cumulative for the school year. Consequences are guidelines. Teachers, staff and administrators will use discretion to ultimately determine the consequences.

Bus Conduct Policy

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WACs and RCWs, 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. 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.

Safety Rules and Regulations for Riding a School Bus

- Cooperate and obey the driver at all times.
- Be courteous, use no profane language — spoken, written, or gestured.
- Students must ride their regularly assigned buses at all times unless written permission has been granted by the school office.
- Each student may be assigned a seat in which they must be seated at all times.
- Food or beverages must not be consumed on the bus except by permission of the driver.
- Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.
- Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW9.41.250 for definition.
- Windows may be opened six inches. However, the driver may require the windows be closed at his/her discretion.
- Students must keep their head, hands, feet, and belongings inside the bus at all times.
- Animals (except official service dogs) are prohibited from being transported on the bus.
- Belongings of students must be kept out of the aisle.
- Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.
- Students must enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

Rules of Conduct at the Bus Stop

- Students should not stand or play on the roadway while waiting for the bus.
- Students should arrive at the bus stop five minutes before the scheduled bus time.
- Students should wait to board the bus in an orderly manner.
- Students should respect private property while waiting for the bus.
- Lake Washington School District policy specific to human dignity, harassment, and sexual harassment apply when students are awaiting the arrival of the school bus.
- Supervision of elementary students at the bus stop is the responsibility of parents.

Penalties for Conduct at the Bus Stop

All school and district rules for student conduct apply at bus stops, on the bus, and on the way to and from school. Violations will be subject to school consequences, including detention, suspension and/or expulsion.

Penalties for Infractions of Established Bus Rules

Penalties 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 on the school year may include any combination of the following:

- **First Infraction:** Warning or loss of recess/detention (elementary). Warning or detention (secondary). A bus riding suspension may occur if the incident is considered a serious* offense.
- **Second Infraction:** Warning or loss of recess/detention (elementary). Warning or detention (secondary). A conference with parent/guardian and Transportation Manager or Transportation Coordinator will be held. A bus riding suspension may occur if the incident is considered a serious* offense.
- **Third Infraction:** Automatic bus suspension, length of time to be determined by the building principal. Principal/assistant principal will then contact parents/guardians notifying them of the suspension.
- **Fourth Infraction:** Long -term bus riding suspension and parent/guardian contact. If the suspension occurs within the last ten (10) days of the school year, the suspension may remain in effect for the start of the next school year.

***Serious Infraction:** May result in immediate suspension of bus-riding privileges for the balance of the school year. Examples of serious infractions: weapons, alcohol, tobacco, drugs, or fighting while on the bus or at the bus stop.

Suspension 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.

Appeal Procedure

Parents/guardians of student who wish to appeal a bus suspension may submit a request to the school administration.

Discipline 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 ten (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.

Procedures:

- **First Infraction:** A meeting may be called with the driver, 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.
- **Second Infraction:** A meeting with the driver, principal, special education services and parents/guardians will be held. 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
- **Multiple Infractions:** A meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. A change in placement may be required. If the student has been suspended a total of ten (10) days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another ten (10) days cumulative suspension from transportation services. :

Kindergarten Drop off Procedure

A parent/guardian MUST be present when the AM kindergarten bus drops off students. If a parent is not present, the child will be taken back to the school and will need to be picked up there. It is not a requirement that parents are present during the PM drop off.

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, two situations do require the bus to be evacuated

Fire or Danger of Fire

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move the bus away or near the presence of gasoline or other combustible materials should be considered as "danger of fire," and students should be evacuated.

Unsafe Position

In the event a bus is stopped due to accident, mechanical failure, or road conditions, it must be determined immediately whether it is safer for passengers to remain in the bus or to evacuate. The bus must be evacuated if the final stopping point is in the path of a train or adjacent to any railroad tracks.

Emergency Exit Procedures

In compliance with WAC 392-145-040, one emergency evacuation drill shall be held within the first six weeks of school each semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three times during the school year.

WAC 392-145-045 Emergency Drills

Emergency drills conducted pursuant to WAC 392-145-040 shall make allowance for individual differences in exiting the emergency door and should provide instruction to helpers that they should offer a helping hand palm up and grasping a student's hand or arm. Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.