

WELCOME TO EVERGREEN MIDDLE SCHOOL

HOME OF THE EAGLES

STUDENT/ PARENT HANDBOOK

6900 208th Avenue NE
Redmond, WA 98053
Website: <http://www.lwsd.org/school/ems>

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ADMINISTRATORS

Mr. Robert Johnson	Principal
Dr. Katy Rudolph	Associate Principal
Mr. Stuart Prince	Associate Principal

OFFICE STAFF

Ms. Casolary	Office Manager; Facility Use
Mrs. Nilsen	ASB Secretary; Fines/Fees; Athletic Secretary; Lockers
Mrs. Lewis	Counseling Secretary; Student Records; Registration; Immunizations; Free/Reduced Lunch; Health Room
Ms. Melton	Attendance
Ms. Spencer	Health Room
Mr. Dowling	Athletic Director

COUNSELORS

Ms. Parnell	A-G
Ms. Walter	H-O
Ms. Ozeri	P-Z

Dear Students and Parents,

Welcome to Evergreen Middle School, "Home of the Eagles." You will enjoy a safe and challenging educational environment that will empower you with the knowledge, skills and attitudes necessary for success both now and in the future. You are encouraged to actively participate in the many programs that are available. The interest and enthusiasm you demonstrate will benefit you as well as your school. Remember, this is your school. Pride in the school and pride in yourself, will help to create memorable middle school experiences.

Our first goal is to provide you with the best education in the most positive environment possible. We are dedicated to your success and we look forward to one of the best years ever. The student agenda will provide you with necessary information about Evergreen Middle School. Become familiar with its contents and it will help you with your day to day activities.

The second purpose of the agenda is to serve as a planner to help you keep track of daily assignments, major class projects, and a great tool for communication between school and parents/guardians at home.

Again, welcome to Evergreen Middle School. You are in for a tremendous year!

Sincerely,
The Evergreen Middle School Staff

This Agenda belongs to: _____

WEB Number (6th graders only) _____

Emergency Field Teacher is by 1st period teacher. 1st Semester: Field # _____ Bus Route # _____
2nd Semester: Field # _____ Bus Route # _____

SCHOOL HOURS

7:15 School is open to students.

7:30 Teachers are available before school each morning, starting at 7:30am, and are also available after school until 3:00pm.

- If you wish to meet with a teacher, please make an appointment.
- Any student in the building after school hours must be under the direct supervision of a coach, advisor or staff member.
- All other students must leave the building by 2:45 p.m. Monday, Tuesday, Thursday, Friday and 1:15 p.m. on Wednesday.

Daily Schedule 2016 - 2017			
Monday, Tuesday, Thursday, Friday		Wednesday	
1st Period	8:00 – 8:50	1st Period	8:00 – 8:40
2nd Period	8:55 – 9:45	2nd Period	8:45 – 9:20
3rd Period	9:50 – 10:45	3rd Period	9:25 – 10:00
“A” Lunch	10:45-11:15	“A” Lunch	10:00-10:30
4 th Period	11:20-12:15	4 th Period	10:35-11:20
		Homeroom	11:20-11:40
4 th Period	10:50-11:15	4 th Period	10:05-10:40
“B” Lunch	11:15-11:45	“B” Lunch	10:40-11:10
4 th Period	11:50-12:15	Homeroom	11:15-11:40
		4 th Period	10:05-10:45
4 th Period	10:50-11:45	Homeroom	10:45-11:10
“C” Lunch	11:45-12:15	“C” Lunch	11:10-11:40
5th Period	12:20 – 1:10	5th Period	11:45 – 12:20
6th Period	1:15 – 2:05	6th Period	12:25 – 1:00
Homeroom	2:05 – 2:30		
Student hours at school: 7:15am – 2:45pm			

Late Start Schedule 2016 - 2017

1 Hour Late Start		2 Hour Late Start	
1st Period	9:00 – 9:45	1st Period	10:00 – 10:35
2nd Period	9:50 – 10:35	2nd Period	10:40 – 11:15
3rd Period	10:54 – 11:25	3rd Period	11:20 – 11:55
4th Period	11:25 – 12:55	4th Period	11:55 – 1:25
“A” Lunch	11:25-11:55	“A” Lunch	11:55-12:25
4 th Period	12:00-12:55	4 th Period	12:30-1:25
4 th Period	11:30-11:55	4 th Period	12:00-12:25
“B” Lunch	11:55-12:25	“B” Lunch	12:25-12:55
4 th Period	12:30-12:55	4 th Period	1:00-1:25
4 th Period	11:30-12:25	4 th Period	12:00-12:55
“C” Lunch	12:25-12:55	“C” Lunch	12:55-1:25
5th Period	1:00 – 1:45	5th Period	1:30 – 2:00
6th Period	1:50 – 2:30	6th Period	2:05 – 2:30

Our Name, Colors, and Mascot

“Evergreen” is a very appropriate name for our school. It reflects the building’s beautiful setting among the pines and cedars and reminds us that we are part of the Evergreen State famous for beauty and ecology. Our colors, forest green, royal blue and white, were selected by students and represent the sky, clouds, water and plant life of our environment. The Eagle symbolizes courage, strength and our purpose to soar above the ordinary.



CLASS SCHEDULE

SEMESTER 1

PERIOD	SUBJECT	TEACHER	ROOM #
1			
2			
3			
4			
5			
6			

SEMESTER 2

PERIOD	SUBJECT	TEACHER	ROOM #
1			
2			
3			
4			
5			
6			

* Write in pencil as classes might change

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Lake Washington School District Policies

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SITES FOR HOME USE

<p>Access Email from Home</p> <ol style="list-style-type: none"> 1. Go to outlook.office365.com 2. Enter your e-mail address and password <p>Note: You may need to put LWSD\in front of your username</p>	<p>Access Haiku from Home</p> <ol style="list-style-type: none"> 1. Go to the LWSD Secondary Splash Page 2. Click “Student Portal” 3. Put LWSD\before your username and then enter your password 4. Click on “Haiku” <p>Click on Evergreen Middle School</p>
<p>Access Your Grades from Home</p> <ol style="list-style-type: none"> 1. https://student.lwsd.org 2. Enter username and password 3. Click on Skyward 	<p>Classzone (Social Studies Textbook)- 7th & 8th Grade</p> <p>URL: http://www.classzone.com</p> <p>Username:</p> <p>Password:</p>
<p>Turnitin.com</p> <p>URL: http://www.turnitin.com</p> <p>Username:</p> <p>Password:</p>	<p>Access the TCI/Student Portal – 6th Grade</p> <ol style="list-style-type: none"> 1. Go to LWSD.org 2. Click “Student Portal” 3. Click on “Welcome to Student Portal” 4. Scroll down to TCI 5. Click on “TCI” and it will open directly to the link
<p>Destiny (Library)</p> <p>URL: http://lwsd.follettdestiny.com</p> <p>Username:</p> <p>Password:</p>	<p>URL:</p> <p>Username:</p> <p>Password:</p>
<p>URL:</p> <p>Username:</p> <p>Password:</p>	<p>URL:</p> <p>Username:</p> <p>Password:</p>

PARENT ACCESS

The Lake Washington School District has a system which allows parents to access their student’s records via the internet. By registering for Parent Access, you will have access to general student information, grades, lunch account balances and volunteer applications. One log-in links parents to each child in the family.

To register for Parent Access:

- Go to www.lwsd.org
- Click on the “For Parents” tab at the top of the page
- Click on “New User” on the right side of the screen under “Parent Access”
- Follow directions provided

STUDENT ACTIVITIES AND CLUBS

There are many extracurricular clubs and activities at Evergreen Middle School. Examples of clubs include Environmental Club, Math Club, Multicultural Club, and National Junior Honor Society. ***Any activity or club that receives financial support from ASB funds requires participants to buy an ASB membership.***

Student Government and Leadership (ASB)

Grades 6-8

Coordinator: Mrs. Miller, trimiller@lwsd.org

Description: The Associated Student Body (ASB) is the governing body of Evergreen Middle School. Its purpose is to propose, discuss and vote on legislation for the good of the student body and school. A president, vice president, secretary, treasurer and historian and public relations officer are elected in the spring for the following school year and 6th grade representatives are selected each spring from each of our feeder elementary schools. These students, along with the representatives from each class, form the student council.

How to join: Run for office in the spring. An announcement will be made. The requirements to run for student body office are as follows: 3.2 grade point average, petition, teacher approval and parent approval.

ASB OFFICERS 2016-2017

President:	Chahat Kohli	Treasurer:	Amanda Ong
Vice President:	Isabelle Freguia	Historian:	Taylor Zimmerman
Secretary:	Claire Yang	Public Relations:	Charlotte Henshaw

Members at Large: Vanya Dimri, Caden Barrysmith, Saanav Somani, Archit Pantankar, Patrick Pierson, and Abbie McDaniel

ASB organizes the schools assemblies, dances, food drive, and many other school activities.

ASSEMBLIES: There are four types of assemblies: spirit, entertainment, awards and information assemblies. Assemblies provide opportunities in school to practice formal audience behavior. For all assemblies, students are expected to act in a courteous and respectful manner. Students should leave notebooks, books, backpacks, coats and etc. in their classroom or locker.

DANCES: Evergreen offers several all-school dances throughout the year. Tickets must be purchased at school during lunches. There are no ticket sales at the door. Students must present their ticket and picture ID card in order to be admitted to the dance.

- These are intended for Evergreen students only – no guests will be allowed to attend.
- Dances are always in the field house (gym), so our dances are sock hops for the protection of the field house floor. Clothing worn to dances must meet the school dress code.
- Students needing to arrive late or leave early must make arrangements with an administrator.

Because school dances are school activities, students are expected to act in a school appropriate manner. We do not allow dancing of a sexual nature or other inappropriate dancing.

Student Council

Grades 6-8

Coordinator: ASB Advisor, Mrs. Miller, trimiller@lwsd.org

Description: The student council is made up of homeroom representatives who serve as liaisons between the ASB Executive Board and the student body at large. Student Council meetings are held during homeroom, once a month, and are run by the executive board. In meetings, students will have the opportunity to discuss school-wide issues and initiatives, vote on important matters, and communicate information back to their homeroom class.

How to join: Representatives and alternates are elected in their homeroom class each semester. Students must be members of ASB and maintain a 2.0 GPA in order to run.

Environmental Club

Grades 6-8

Coordinator: Ms. Hanson, kerhanson@lwsd.org and Ms. Kasper, akasper@lwsd.org

The mission of the Environmental Club is to help our school community be “greener” and to learn ways to reduce our impact on the environment. Our year-long project is focused on raising Coho salmon to release into the Bear Creek system and finding ways to reduce food waste. Students also may select challenge projects to complete in and around our Evergreen community.

HOWL

Grades: 6-8

Coordinator: Mrs. Leith, maleith@lwsd.org

When: All year – Occurs every day during lunchtime

Description: The Homework Lunch Program (HoWL) is a support system for students who have missing assignments, need extra homework time, or have a need to access a classroom to do homework during lunchtime. This program provides extra time, academic support and motivation for students to complete all of their school work. HoWL can be either teacher assigned or student requested. We want to support our students in their learning of important study skills, so they can be successful both now and in the future.

Math Club

Grades 6-8

Coordinator: Mrs. Berton

Description: Evergreen’s Math Club is open to all students. Students are welcome any time they are able to attend. While this group will not focus on preparing for math competitions throughout the year, practice material for these competitions and sign up information will be available. The group meets to enhance each student's understanding of mathematical concepts independently as well as collaboratively. A sample of math club activities includes:

- Logic games and puzzles;
- Real-world applications of mathematics;
- Additional math topics such as the Fibonacci sequence, Pascal's Triangle, and more!

How to join: Students may join for all or part of the school year.

Multicultural Club

Grades 6-8

Coordinator: Mr. Olson, kolson@lwsd.org and Ms. Casolary, fcasolary@lwsd.org.

Description: Evergreen's Multicultural Club welcomes 6th, 7th and 8th grade students who are interested in learning about and celebrating Evergreen's cultural diversity. Multicultural Club has monthly meetings, often with guest speakers who explain the culture of their expertise, and are able to demonstrate the characteristics of that culture. Annual field trips teach and entertain the members and can include cultural, ethnic, academic or other experiences.

How to join: Students who would like to join should sign up in the Office with Ms. Casolary.

National Junior Honor Society

Grades 7-8

Coordinator: TBD

Description: The National Junior Honor Society is an organization that recognizes students who reflect outstanding accomplishments in the areas of scholarship, service, leadership, citizenship, and character. NJHS events include running the annual food drive and school beautification. Members of the Evergreen Middle School Chapter of the National Junior Honor Society must maintain at least a 3.5 cumulative grade point average, complete at least ten hours of community service per semester (five of which are served at school), and regularly attend the NJHS meetings. There is a formal induction ceremony for those who qualify in April with invitations for applications mailed out during the 3rd quarter.

Science Club

Grades 6-8

Coordinator: Mr. Steele, jsteele@lwsd.org and Mrs. Palmer, mpalmer@lwsd.org

Description: Science Club is new to Evergreen and still currently being developed!

How to join: Listen to the student announcements for how to join!

Science Club is an opportunity for students to extend their passion for science. We meet once a month to perform fun and engaging science activities. Also through Science Club, students have access to competitions like Science Bowl, Science Olympiad, VEX IQ Robotics and Lego FLL Robotics

WEB (Where Everybody Belongs) Leader

Grade 8

Coordinators: Ms. Ozeri, dozeri@lwsd.org and Mrs. Leith, maleith@lwsd.org

Description: WEB leaders are responsible for showing all students at Evergreen Middle School that every student really does belong. Students apply to be WEB leaders in the spring of each year and attend a spring training as well as two 5-hour summer trainings prior to school starting to prepare for their responsibilities in leading groups of younger students. A WEB leader is a student who can be a positive role model to other students. Leaders mentor incoming students to ensure that they have a positive transition to middle school. Responsibilities are greatest at the start of school. However, leaders continue to prepare monthly follow-up activities in order to maintain a connection with younger students throughout the school year.

How to join: Current 7th graders can apply in the spring to be WEB Leaders for the following year. More information will follow in the spring.

ATHLETICS

Coordinator: Athletic Director; Mr. Dowling, zdowling@lwsd.org

Athletic programs are an important part of the Evergreen Middle School experience for many of our students. Students who wish to participate in the after school athletic programs must be approved for competition by a medical doctor. A student's medical clearance will allow the athlete to participate in middle school sports for a period of two years. Summer medical appointments are recommended so athletes can participate in fall sports. Students will be required to:

- Purchase a school ASB membership, \$25.
- Fill out the appropriate forms.
<http://www.lwsd.org/school/ems/athletics/Pages/Athletic-Forms-Policies.aspx>
- And pay the participation fee (see below). Fees may be paid online through parent access or in person. (for detailed information on paying fees online, refer to the FEES Section on p. 22-23)

Athletic fees will be collected on a per sport basis with both individual and family caps. The family caps will apply for brothers/sisters who attend the same school. Fees must be paid at the time of turnout.

Middle School Athletic Fees:

- **\$75 per interscholastic sport with an individual cap of \$150.**
Siblings at the same school will have a family cap of \$225.
- **\$25 Intramural fee.**
*Scholarship request forms are available in the office.

Refunds

Refunds will be provided if a student athlete is not able to participate prior to the first competition due to illness, injury or the family moves.

Athletic Eligibility

Students must be in attendance for at least four class periods of the school day in order to participate in any school related sporting event unless previously arranged with administration. In order to maintain athletic eligibility, the student shall maintain passing grades in all classes (no "F's") they are enrolled in and maintain a 2.0 GPA.

Interscholastic Sports Schedule for the 2016 - 2017 Seasons

Season One: Cross Country-Boys'/Girls'; Tennis-Boys'; Badminton-Girls'
Season Two: Basketball – 7th and 8th Boys'/ 6th, 7th and 8th Girls'
Season Three: Volleyball-7th and 8th Girls'; Wrestling-Boys'/Girls'
Season Four: Track-Boys'/Girls'; Tennis-Girls'; 6th grade Boys' Basketball; 6th grade Girls' Volleyball
Interscholastic Description: Competition with other LWS middle schools.

Intramural Sports Schedule for the 2016 - 2017 Seasons

Students will be surveyed in the fall to determine interest for the Intramural program.

Session One: TBD
Season Two: TBD

Intramural Description: Competition among Evergreen Middle School students/teams

Athletics <http://www.lwsd.org/school/ems/athletics/Pages/default.aspx>

Parents/Guardians, please be aware of practice ending time. A pattern of late pick-up could result in Athletic Director or Administration follow-up.

ACADEMIC COMPETITIONS

AMC Tests: <http://amc.maa.org/>

Subject: Math

Grade: 6-8

Coordinator: Mrs. Berton

Description: The main purpose of the AMC tests is to spur interest in mathematics and to develop talent through the excitement of solving challenging problems in a timed multiple-choice format. The problems range from the very easy to the extremely difficult. Students who participate in the AMC tests should find that most of the problems are challenging but within their grasp. The contests are intended for everyone from the average student who enjoys mathematics to the very best student.

How to sign up: Sign up information will be distributed to students in October 2016 and January 2017, respectively.

LIBRARY

The library at Evergreen Middle School operates as an open room for study, computer use, checking out books, conducting research, and/or as a place to play chess, games, and visit with friends during lunch.

- All materials are expected to be returned on time. Fines will be charged for damaged or lost materials.
- The library is open from 7:30 a.m. – 3:00 p.m. most days (7:30 a.m. – 1:00 p.m. on Wednesdays), and students are encouraged to use the library during open hours.
- The library will be closed occasionally when there are classes scheduled. However, students may enter quietly and ask for assistance from the support staff.
- When using the library, students are expected to respect all library users and library property.

Evergreen Library Haiku page: https://lms.lwsd.org/kolson/ems-library-olson/cms_page/view

Check here for up to date information, tips, tools, etc.

Evergreen Library Catalog: <http://lwsd.follettdestiny.com> Click on “Evergreen”

Check here to see what books/audiobooks/resources are available from the Evergreen Library. If you want to put a book on hold, or see what books you have checked out, you can do so. See the Librarian in the library or follow the directions below to create an account. From the website listed above, click on “Evergreen.”

Click “Login”; Click “Forgot Password”

Enter your username (ex: s-jstudent)

Enter your student ID # (6 or 7 digits); **Click “Next”**

Enter your birthdate; Click “Next”

Pick a password (8-character minimum)—NOT your regular password. Choose something to do with your birthday:
ex: June1996; November3; May151997; **Click “Save”**

Type To Learn:

Evergreen students have online home access to **Type To Learn 4**, an online tutorial program that teaches typing skills. For use at home, students need to download and install the program to their home computer. Visit <http://ttl4.sunburst.com/downloads>. You will need to download and install the “Full Versions” (scroll to the bottom of the webpage) and then the “TTL4 Client Update” found under “software update.” If you have any questions, please contact the Librarian. ***Please note:** Access will not be available until we have uploaded all new students into the program. Please be patient as we complete this task at the beginning of the school year.*

Student Login:

Password:

License Number: 107283

Citing your Sources:

The Lake Washington School District recommends that you use an online citation generator such as EasyBib, KnightCite, etc. . Citations must be alphabetized and in MLA format—make sure this option is checked. No bullet points or numbering. Detailed information can always be found on the left hand margin of the district <http://www.lwsd.org/Students/6-12-Research-Homework/Pages/default.aspx>

Creating a Presentation:

Visit the district’s “Creating Presentations” page for tools and links to create presentations:

<http://www.lwsd.org/Students/6-12-Research-Homework/Pages/Creating-Presentations.aspx>

Your Opening Slide or Screen

If you used copyrighted images, video, sound, etc., your opening slide needs the Copyright and Fair Use disclaimer

statement, which you can copy and paste onto the first slide or screen of your presentation. You DO NOT read this during your presentation, simply include it on the first slide:

“NOTICE: The following presentation contains copyrighted materials used under the Multimedia Guidelines and Fair Use exemptions of U.S. Copyright law. Further use is prohibited.”

“Works Cited” Slide

This is where you list your works cited/consulted. You DO NOT read these to the class. Simply have this slide as part of your presentation, typically the second-to-last slide of the presentation. Citations must be alphabetized and in MLA format. No bullet points or numbering.

Images in a Presentation

There are two important things to remember about the images used in your presentation:

(1) Any image that you find online needs a citation.

(2) Paste the URL of the image directly beneath it on your slide. Every image in your PowerPoint must have the URL/citation info below it (unless it is from ClipArt or you took the picture yourself). If you used Google Images to find the image, the Google URL/web address is NOT what you cite. The actual web address, where the image really “lives”, is what you cite under the image.

Image Citations Slide

This MUST be the last slide in a presentation. It must cite all images used, *in the order that you used them* (except for ClipArt)! Again, You DO NOT read these to the class. Simply have this slide as part of your presentation. No bullet points or numbering.

Images are cited: “Name of Photograph.” Day Month Year that you found the image (For example, 3 May 2012). URL.

Copyright and Fair Use

Here are some things to know about Copyright and Fair Use for presentations.

- Because you are a student, you can use copyrighted material.
- You have to follow certain guidelines when using copyrighted material.
- You cannot post a presentation that contains copyrighted material online or let anyone else use it.
- Web Images: You can use up to 10% or 15 images (whichever is less) from any one collective work (such as a web page or a book) in your presentation.
- Music: You can include 10% or 30 seconds of a song (whichever is less) in your presentation.
- Illustrations: You may use no more than 5 images by 1 artist.
- Motion: You may put 10% or 3 minutes (whichever is less) of a copyrighted film into your presentation.

Want to Include Music in Your Presentation?

Royalty Free Music

URL: <http://www.royaltyfreemusic.com>

Please note: You must scroll down and enter the following information in the blue “Music Promo” box near the lower right hand side of the site.

User Name: EvergreenMiddle

Password: evergreen1

RULES FOR LAPTOP USE

General

- Students are expected to bring their fully charged laptop to school daily.
- Students are expected to travel to and from school each day with their laptop powered off by choosing shut down from the Start Menu and waiting for all lights to go off; this allows the district to update the software on the computer and for better connections to both school and home networks.
- Simply closing the lid is not adequate
- All work done on the laptop, both inside and outside of school, should have an educational purpose.
- Students are expected to immediately report any malfunctions.
- Students are not to give out their log-in or password information to anyone except their parents/guardians.
- Students are expected to care for their laptop.
- Do not alter anything on the hard drive, download software, or audio/video files unless authorized.
- LWSD provided laptops are intended only for school related work. Games are not allowed unless directed by a staff member. Programming is not allowed unless directed by a staff member. Failure to follow these rules could result in progressive discipline.

Violations of these rules will result in loss of Laptop use and privileges. Repeated violations will result in an office referral to Administration.

During class time

- Wait to use your laptop until you know what you are to be doing.
- Do not surf the internet or read e-mail when you are to be listening to the teacher's instruction.
- Do not interfere with your neighbor's work or files.
- Store documents where your teacher instructs you to do so; flash drive, OneDrive, or class folder on the portal.
- Work quietly and stay on task; make every effort to do your best work.
- Spell-check and proofread before printing.
- Get permission to use the Internet for anything other than the day's assignment.

Other rules

Laptop #:

Battery #:

Power Cord #:

GENERAL INFORMATION

COUNSELING OFFICE

Counselors are here to help you and are one of your most valuable resources. They work with students and families with both academic and personal concerns. Counselors have an integral role in transitioning students from elementary to middle school as well as from middle school to high school.

- If you want to talk with a counselor, make an appointment with the Counseling Secretary, TBD.
- Counselors are assigned by last name as listed below:
 - Ms. Parnell: last names A-G
 - Ms. Walter: last names H-O
 - Ms. Ozeri: last names P-Z

REPORT CARDS

The school year is divided into four quarters. Report cards will be issued approximately a week following the end of each quarter. The purpose of the report card is to inform you and your parents of the progress being made in school.

- Quarter report cards are given to students to take home.
- Semester report cards are mailed. The semester grades indicate the student achievement resulting in the GPA.

*Students and parents can also check student progress online in between grading periods through Parent Access. Go to the website: <http://www.lwsd.org/> and the “For Parents” tab.

LOCKERS

You will be assigned a locker with a built-in combination lock which is changed each summer so that you start with a combination known only to you. Do not give your combination to other students.

- Please do not bring valuables to school or leave belongings in unsupervised areas. Evergreen Middle School and the Lake Washington School District do not accept responsibility for items lost or stolen from a locker or Evergreen’s campus.
- Lockers are the property of the school and may be inspected at any time by a school staff member.
- Students are expected to keep their locker secured; jamming the lock for easy access is not allowed. If a locker is inoperable, it is the student’s responsibility to report it to the office.
- Lockers are a privilege, not a right. Violations of locker rules may result in loss of locker privileges.

LOCKER ROOM-FITNESS CLASSES

Students enrolled in a PE class or participating in the sports program are assigned a combination lock for use in the locker room.

- Students are required to lock up all personal items during class.
- Fitness students and athletes are required to secure their belongings in a secure area before going to class in the morning.
- Items left around or outside the locker tempt theft.
- Use of cameras (digital, video, cell phone or otherwise) is strictly prohibited in locker rooms and classrooms.

LOST AND FOUND

A place for lost and found items is maintained in the Fitness Office and in the Commons. All clothing should be labeled so that garments may be returned to the owner. You are reminded to check the “Lost and Found” when an item is missing.

TELEPHONE

The school does not provide a telephone for personal use. If you need to make an emergency call there is a phone provided in the counseling office. The phone is not available during class time. Use of cell phones during the school day is allowed during lunches and passing time only. Classroom phones are not intended for student use.

VISITORS

All adult visitors/parents *must* report to the Main Office and wear a visitor badge while in the school. School aged visitors are not allowed on campus during school hours.

CLOSED CAMPUS

Evergreen Middle School is a closed campus, meaning you cannot leave the school grounds without office permission once you have arrived (even before first period). You may not enter campus grounds when suspended from school. Student guests/visitors from other schools or communities are not permitted during the school day. They may, however, attend athletic competitions or other special events that are open to the public.

RESTRICTED AREAS

You are not to be in areas for which you do not have permission. You should never be in any area of the school building including classrooms without adult supervision. You are also not allowed on the athletic fields without supervision. The following areas are considered to be restricted at all times: areas behind the school, parking lots, wooded areas on school property, faculty lounges and teacher work rooms.

STUDENT CONDUCT

DISCIPLINE

We have high expectations for student behavior so all Evergreen students feel safe so they can learn. There are occasions when students make choices which could result in a learning opportunity and a discipline consequence may be assigned. Progressive discipline is used if a student's behavior doesn't change and a student continues to violate our student expectations. Multiple offenses in the same class can lead to progressive discipline. Discipline can be assigned by a classroom teacher or an administrator. Egregious offenses can bypass earlier steps in the progressive discipline structure. Multiple days may be assigned for any of the consequences below:

- Processing form (Multiple processing forms can lead to lunch detention)
- Lunch detention (Multiple lunch detentions can lead to after school detention)
- After school work detention (Wednesday after school)
- In-School Suspension
- Out of school suspension

Teachers will contact home for lunch detention and processing forms. For more information on the Lake Washington School District behavior expectations of students, please visit the district pages starting on district page 25. Exceptional/Serious Misconduct and Discipline is on district pages 29-35.

GENERAL SCHOOL CITIZENSHIP AND SAFETY EXPECTATIONS

Students are expected to display respectful and safe behavior to all staff and other students while on campus, on the way to and from school, and at school events. This includes classrooms, hallways, locker rooms, athletic facilities, buses and bus stops. Respectful behaviors include:

1. Keep hands to yourself, not touching other people or their possessions without permission
2. Walk; not running
3. Communicate positively; avoid put downs, name calling, using bad words
4. Respond to staff instruction; we are here to help you

HARRASSMENT/BULLYING/INTIMIDATION/COERSION

Evergreen Middle School has an established culture of friendliness, safety and respect for each and every student. Each student has responsibility to create and keep Evergreen safe, fun and positive for everybody. Our expectations include:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

ELECTRONIC DEVICES/COMMUNICATION DEVICES/NUISANCE ITEMS

Any items that can create disruption or detract from an orderly school environment should not be brought to school. Such items will be confiscated and additional consequences may be imposed. Items of value, such as cell phones, cameras, iPods and similar ***electronic items should be turned off and left either in your pocket or in lockers during the school day (7:55 a.m. – 2:30 p.m.)***. Cell phones may be used during lunches and passing periods only. Teachers may use cell phones as an instructional tool at their discretion. In cases of emergency, parents should still call the school main line at (425)936-2320, rather than calling or texting their student. It is advisable that all such items and other personal belongings be marked with student's name. The school is not responsible for the safety of students' electronic devices. If students violate the electronic devices policy, consequences may include electronic item being confiscated, parent contact, and progressive discipline for willful disobedience.

LUNCHROOM, HALLWAY AND COMMONS EXPECTATIONS

Behavior expectations are listed below. Since many students need to use the commons and hallways, students are expected to behave in a courteous and safe manner. Violations will result in progressive discipline. Students who do not pick up their mess will be assigned lunch clean up duty. Students who continuously do not pick up their messes will be assigned an after school clean up duty. Students who need to use the bathroom during lunches will need to use a pass. There will be three passes per gender.

LUNCHROOM BEHAVIOR EXPECTATIONS

RESPECT THE ENVIRONMENT:

- No food fights
- All food stays on the plate
- Put your trash in the appropriate bin
- Clean up after yourself
- No horseplay
- Clean up your own spills
- Don't pop lunch sacks/plastic bags
- Don't make a mess
- Remain seated during lunch unless going to the trash or the bathroom

RESPECT YOUR PEERS:

- Be kind, respectful and responsible
- Include others-no reserving seats
- Respect the lunchroom helpers
- Keep your hands and feet to yourself
- Don't take anyone else's food
- Don't cut in line

HALLWAY AND COMMONS EXPECTATIONS

- No loitering or blocking the flow of traffic-all socializing should be in the Commons
- Walk, don't run
- Respect others' space and belongings
- Keep hands and feet to yourself
- Keep voices and noise down
- Respect classes in session
- Report unsafe or harmful behavior to an adult
- Use your locker appropriately

HALL PASSES

A "hall pass" is needed if you are leaving your assigned class during class time. In addition, students are asked to sign out/sign in on the "blue sheet" available in each classroom. If a staff member delays you for some reason, ask for a pass with the time of departure noted.

HOMEROOM

Homeroom is a school directed time which is used for academic support, independent work time, school assemblies, club meetings and special events. In order for students to maximize this time when allocated to academic studies, the following student expectations have been outlined for Homeroom time.

STUDENT RESPONSIBILITIES:

- Work, read or organize silently and independently
- Teacher permission is needed for partner work
- Homeroom pass is needed to leave the classroom
- Students must sign-out on blue form when leaving the classroom
- Once to a new homeroom location, students must stay in that location until 2:30pm
- Students must wait until 2:30pm to go to their locker.

TARDIES TO CLASS

Tardiness is disruptive to the teaching/learning process and negatively affects student performance. Students are expected to be in the classroom, ready to learn with all appropriate materials or working when the class begins. Unexcused tardies, either to school or to class will be subject to progressive discipline. Tardies will reset at the semester. Students tardy to first period will require parent sign-in. Tardiness will result in the following:

- **First and second tardy** = Warning
- **Third tardy**=Teacher assigned lunch detention
- **Fourth tardy** =Lunch detention, disciplinary referral/parent contact by administrator
- **Fifth tardy**= Parent conference and attendance contract
- **Additional excessive tardies** will necessitate further action.

SUBSTITUTE TEACHERS AND STUDENT BEHAVIOR

Substitute teachers are school district employees assigned to our building in the absence of your regular teacher. Students are expected to display exemplary behavior. There will be no tolerance of disrespectful behavior. Any student referred to an administrator by a substitute teacher or due to a teacher report may receive a minimum of In-School Suspension and a parent contact. A second offense may result in progressive discipline.

PUBLIC DISPLAY OF AFFECTION

Evergreen Middle School is a place of business and a place to teach and learn. In order to create a comfortable environment for all members of our community, inappropriate displays of affection are not allowed. This includes, but is not limited to, kissing, prolonged hugging or sitting on laps.

BUSES

- **PASSES:** Students must have a signed bus pass to ride a bus other than their assigned route. Parent permission is required. Bus pass requests are turned in to the attendance office. Bus passes are not allowed on Wednesdays due to bus seating capacity since there are no afterschool athletics/activities. Drivers may deny the “bus pass” if there is not adequate seating available.
- **BEHAVIOR:** Students are expected to conduct themselves with the same respect for their peers and the bus driver as they do with their peers and teacher in the classroom setting. If behavior is an issue on the bus the following consequences could be assigned (but not limited to) assigned seats, revoking bus privileges, school based progressive discipline consequences. Students are expected to also make good choices when arriving at bus stops.

FIELD TRIPS

Some classes and/or clubs will participate in field trips. It is important to remember that you represent Evergreen Middle School and that the same school rules apply whether you are on campus or with your class and/or club away from school. Students participating in field trips are expected to check with teachers/classes impacted prior to the field trip and arrange for make-up of any missed work. Students are expected to turn in any missed work the next class period. Permission slips are required prior to going on the field trip.

DRESS CODE

School clothing shall be worn as intended by the manufacturer, and be appropriate for a middle school environment and classroom learning.

- Hats and hoods may be worn at the teacher’s discretion. Please see the Hat Policy below.
- Shirts/tops must extend to the beltline, no midriff showing and no undergarments (including bra straps) should be visible. No low cut necklines. Tank tops cannot have low cut arm holes.
- Pants/skirts must be worn no lower than top of hip bone. Undergarments should not be showing. Sagging shorts or pants are not allowed.
- No revealing skirts/shorts. Outer garments should extend beyond fingertips when arms hang loosely at sides (including over tight pants); skin should be fully covered above fingertips.
- Clothing that promotes and/or suggests alcohol, drugs, tobacco, sexist or racist themes, profanity, offensive or gang related logos, violence or sexual connotations is not permitted.

Based on these guidelines, teachers and administrators will decide on the appropriateness of student dress. Students who are determined to be dressed inappropriately will be required to change or possibly be sent home. Parents may be contacted if inappropriate dress continues.

HAT POLICY

Hats and hoods are allowed so long as they don’t impact students’ learning or safety. Hats and hoods should not obscure a face, otherwise teachers may request that you remove it. Hats and hoods are not allowed in PE classes.

BAG POLICY

Students are allowed to carry one bag or backpack with all of their materials to class. This bag or backpack should be placed on the back of the chair or under the chair when students come to class. Bags and backpacks are still not allowed in locker rooms, music rooms or the lunch room. All bags should be placed in student’s lockers during PE classes, music classes and lunch.

GUM POLICY

In order to keep our school clean and because it is a distraction, gum chewing is not allowed at any time during the day.

ATTENDANCE POLICIES

Missing school can significantly affect student achievement. Once students arrive at school, they are expected to remain on campus and attend each class, unless properly excused by the attendance office. Visit the EMS website for attendance procedures (<http://www.lwsd.org/school/ems>) and Parent Access to check attendance.

EXCUSED ABSENCES

The school will determine whether absences or tardies 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 planned absence. If sufficient reason for an absence is not provided, the absence will be considered unexcused.

ABSENTEE LINE

Messages may be left in English or Spanish. If a student will be missing school for any reason (other than a planned absence for which a planned absence form is on file) parents/guardians are requested to call the absentee line at 425-936-2321 before 8:00 a.m. on or before the day of the absence and give the circumstances of the student’s absence. If a call is not made on the day of the absence, the parent/guardian may either call the school or send a note within two school days of the student’s return. If there is no contact, the absence will be considered unexcused and the student will be referred per the BECCA Bill.

UNEXCUSED ABSENCES/BECCA BILL

Any absence that has not been deemed excused by the school will remain unexcused. Examples would include: oversleeping, missed bus, traffic, homework, shopping, babysitting, any unverified absence, planned absences not pre-arranged through the office, or other absences that could be planned outside the school day. As mandated by Washington State law, the “Becca Bill”, students who accumulate seven unexcused absences in 30 days or 10 unexcused absences in a school year will be referred to the King County Juvenile Court System. The Court may impose sanctions on the student and/or the parent or guardian.

EXCESSIVE ABSENCES OR TARDIES

Because regular attendance is both an expectation and a critical component of school success, parents or guardians of students who exceed four (4) unexcused absences in a semester will be sent a letter of concern. Parents/guardians of students who exceed ten (10) total absences in a semester may be required to meet with the BECCA Coordinator and/or with the Assistant Principal/Principal to discuss a plan to prevent further absences. Unexcused tardiness to school will result in progressive discipline.

ARRIVING LATE, LEAVING EARLY OR RETURNING TO SCHOOL

- **LATE ARRIVAL** - Students must sign in through the office. Students must have either a note indicating the reason for the absence signed by a parent/guardian or must have a parent/guardian sign them in. If a note cannot be provided, a parent/guardian may call the absentee line at 425-936-2321 and leave the requested information. The school will determine if the late arrival is excused or unexcused based on the information given by the parent/guardian.
- **EARLY DISMISSAL** – Students must bring a note signed by a parent/guardian indicating the reason for the early dismissal to the office prior to school. Students will receive a pass excusing them from class at the appropriate time. If a note cannot be provided, a parent/guardian may call the absentee line at 425-936-2321. The school will determine if the missed classes are excused or unexcused based on information given by the parent/guardian.

PLANNED ABSENCES

We encourage families to plan vacations and appointments when school is not in session when possible. Absences affect academic performance. If the absence must be scheduled during school time, we ask parent/guardians to complete a planned absence form and submit it to the attendance secretary one week or more prior to the trip (if possible). Forms may be obtained from the office or can be printed from the EMS website. Students should talk with their teachers about the planned absence and how to make up missed work. Teachers are not expected to create curriculum or remediate missed instruction for students who have missed school for a planned absence and students should talk with each teacher when they return from the planned absence to turn in and obtain missed work.

ATTENDANCE OFFICE

To contact the Attendance Office directly call 425-936-2325. If no one answers, please leave a message and your call will be returned.

HOMEWORK REQUESTS DUE TO ABSENCE

Most homework assignments are posted on Haiku. Students are expected to check Haiku for all classes to obtain and print homework assignments, then follow up with peers and teachers as necessary. If no homework is found on Haiku, your child should check with his/her classmates in each class and also check the individual teacher Haiku pages for information. Students should also talk with the teacher directly when they return from an absence. It is not a teacher responsibility to prepare class work in advance of a student absence.

HOMEWORK POLICY

Homework activities generally are for preparation, practice, extension, creativity and/or review. Homework is an important part of gaining additional understanding of concepts which are needed to excel throughout middle school and beyond. Homework is given while keeping in mind that your family, religion and outside of school activities are equally as important in your development as academics. Each student varies in their ability to understand material, learning style and rate of production; therefore, the following are recommended homework guidelines.

STUDENT RESPONSIBILITIES:

- Take accurate notes and pay close attention to explanations
- Put forth effort to learn presented materials
- Record all assignments in your assignment calendar of your agenda
- When needed, seek additional help in a timely manner from teachers
- Following an absence: Assignments are to be turned in within a day of the student's return unless other arrangements have been made with teachers
- Request make-up assignments with explanation (more information under Planned Absences)
- Turn in homework by deadline unless otherwise arranged with each teacher
- Check Haiku and Skyward daily and talk with the teacher if there are questions about the work
- Identify a classmate in each class who can be contacted for homework questions
- Come to class with materials: notebooks, writing utensils, agenda and charged laptop. Failure to comply could result in discipline
- Bring independent reading book

SCHOOL/TEACHER RESPONSIBILITIES:

- Communicate expectations to parents and students early in the semester
- Introduce skills and provide practice on skills during class
- Provide make-up work for excused absences
- Provide sufficient time to complete make-up assignments
- Make effort to coordinate long-term assignments
- State expected outcomes and timeline on long-term assignments
- Efforts will be made to limit holiday and weekend homework to the same amount that would be usually assigned on a weeknight
- Post homework visibly in the classroom
- Update Haiku regularly

PARENT/GUARDIAN RESPONSIBILITIES:

- Check assignment calendar in the student agenda, on Haiku and Skyward on a regular basis
- When concerned about progress and/or homework, *have your student contact the teacher directly first, if necessary, you can contact the teacher after your student has set a plan with their teacher*

FEES

STUDENT ID CARDS AND ASB MEMBERSHIP

All students are expected to have an ID card. This is used for library check-out, lunch accounts and computer verification. The first ID card is free. Replacement cards are \$5.00. ASB membership is purchased at the cashier window before school or during lunch for \$25.00. The ID card with an ASB membership is required for participation in extracurricular athletics and activities.

CLASS FEES/FINES A “consumable materials” fee is charged for classes in Art, Tech, Shop, Foods and some music classes. You are also responsible for equipment that is broken due to neglect or misconduct in any class.

FITNESS T-SHIRTS Fitness T-shirts are required for fitness class and cost \$6.00.

YEARBOOKS Cost \$30.00. December 16, 2016 will be the last purchase date with a guarantee of receiving a yearbook, because we have a deadline for placing our final order. All students must return or pay for items belonging to the school, prior to receiving the yearbooks at the end of the school year.

LOST OR DAMAGED ITEMS If your assigned textbook, library book/material, PE/athletic lock, uniform or other school issued materials are lost or damaged in any way, a fine will be charged to replace it at replacement cost.

STUDENT ACCIDENT INSURANCE School insurance information is available in the counseling office. Schools are not responsible for accidental injury to you unless the injury is the result of a direct negligence on the part of the school district.

Fees may be paid online via Parent Access or in person at the EMS cashier's office. There is a \$1.95 convenience fee for online transactions. See instructions below:

- Log onto www.LWSD.org or EMS school website
- Click on "For Parents" on the Top of the Webpage
- Log into "Parent Access" on the Right - Or just log into Parent Access from this page, on the Right.
- Click on "Online Payments" on the upper right side of the page
- Students' names will be listed. Click on each of your Students to see their account.

EVERGREEN MIDDLE SCHOOL ONLINE PURCHASE ITEMS:

ASB MEMBERSHIP \$25.00

ASB/ID CARD REPLACEMENT \$5.00

ATHLETICS (See ATHLETICS Section on p. 10 for fee information)

DONATIONS

- SUPPORT CLASSROOMS
- SUPPORT ALL STUDENT ACTIVITIES

ELECTIVES/CLASS FEES . Please only pay for your student's class fee once they are enrolled in the class.

- FOODS/CLOTHES 1 CLASS \$20.00
- DRAW & PAINT 1 & 2 \$15.00
- WORLD ART CLASS FEE \$15.00
- FRENCH WORKBOOK \$15.00
- BAND RENTAL FEE \$100.00
- GEN TECH 1 \$10.00
- FOODS/CULINARY \$25.00
- WOODWORKING 1 & 2 & 3 \$15.00
- CERAM / POTTERY 1 \$15.00
- GRAPHIC ARTS \$15.00

FUN RUN

NSF CHECKS

Lake Washington School District policy requires a \$10.00 fee for any dishonored checks returned to the district.

SCHOLARSHIPS

Scholarships for fees are available for families experiencing financial hardship. Parents should contact their counselor or an administrator.

LUNCH PROGRAM

A regular lunch or *a la carte* items may be purchased in the cafeteria. You may pay by:

- Cash
- Automated lunch payment system, you may pay with a credit card through LWSD Food Services on the website or at 425-936-1393.
- Check, which can be given to the lunch staff. (Please write separate checks for lunch money and other EMS school fees, as they go into different bank accounts.)

Unless you are paying cash, you will need to have your ID card on a daily basis. The bar code on your ID card, when scanned, will deduct the correct amount from your account. The ID card may only be used by the person that the card is issued to. ID cards may not be used to purchase items for other students.

*Applications for free or reduced-price lunches may be picked up in the Counseling Office.

SCHOOL TRANSPORTATION

BUSES

Due to traffic concerns, students are encouraged to ride the bus to school each day. Students who ride the bus will be dropped off at Dickinson Elementary. They will use the stairway and ramp between Dickinson and Evergreen Middle School to get to school.

DROP- OFF/PICK-UP

The upper loop as well as the two lower loops can be used for student pick-up and drop-off. Please pull all the way forward when using these lanes so that we can keep as many cars as possible off the main street. Before and after school parent vehicle traffic can be quite challenging. The administration requests that you use the following routines to help with traffic flow:

1. Please have your child prepared to exit the car.
2. Please be aware of the other vehicles around you and try not to block the flow of traffic.
3. If your child needs extra time to gather their items for school, pull into a parking place in the lower lot.
4. Please do not enter the entrance road at Emily Dickinson Elementary in the morning to drop off your student at Evergreen Middle School.

BIKES

Bike racks are available, helmets are required. Please bring your own lock. Once on the school premises, students must walk their bikes due to safety concerns.

EMERGENCY PROCEDURES

EMERGENCY SCHOOL CLOSURES

Occasionally, the district will suspend school operation due to snow, sleet, ice or storm damage. Radio stations which have agreed to carry weather closure announcements between 6:00 a.m. and 8:00 a.m. include KIRO (97.3 FM), KOMO (1000 AM), KVI (570 AM), KUOW (94.9 FM), and KIXI (880 AM). In addition the district website, <http://www.lwsd.org> will have updated schedule change information.

EMERGENCY DRILLS

As all drills represent an actual emergency condition, you should react seriously but remain calm and follow the prescribed school and district measures.

EARTHQUAKE DRILL: Earthquake drills are scheduled throughout the year. The purpose of earthquake drills is to ensure the safety of all people in our school should an earthquake occur. We strive for an automatic response with no panic. In the event of an actual earthquake, students and staff should not wait for an announcement but DROP, COVER, and HOLD. You will position yourself under sturdy furniture and hold on to it. If you are not near furniture, move to an inside wall and stay away from windows and glass. Following the earthquake, you will evacuate the building as in a fire drill.

FIRE DRILL: Fire drills are scheduled throughout the school year. The purpose of fire drills is to ensure the efficient, orderly, and safe exit of all people from the building. You will exit through the exterior door closest to your classroom in a silent and efficient manner. Once outside, you will report to the football field and line-up with your 1st period class silently awaiting further instructions. Attendance will be taken by your teacher. If there is a drill or alarm during passing time or lunchtime, students should proceed directly to the football field.

LOCKDOWN/INTRUDER DRILL: The purpose of a lockdown is to ensure your safety in the event of an intruder or other event that is considered to put you at risk. You will remain in your locked classroom and remain silent until it is considered safe. An announcement will alert you to the beginning and end of a lockdown.

POWER FAILURE: From time to time, we have power failures in our school. In this event you should remain in the classroom where you are at the time of the outage. If the failure occurs before school, proceed to first period. If the outage happens during your lunch, go to your fourth period class. If the outage occurs between classes, go to the class to which you were headed.

2016-17 Student Rights & Responsibilities

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Introduction

Purpose

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

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

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



Student Rights and Responsibilities (JF)

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

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

Attendance

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

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

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

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

Students who demonstrate excessive absenteeism or tardiness may be subject to corrective action.

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

Truancy (JEDA)

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

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

Discipline Process

Corrective Action/Discipline (JG)

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

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

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

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

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

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

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

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Lake Washington School District reserves the right to immediately suspend or expel a student where exceptional misconduct is involved

(i.e., conduct that is so frequent or serious in nature, in terms of the disruptive effect on the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a continuing threat of substantial disruption to other students at school.

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

Due Process

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

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

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

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

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

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

Definitions

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

Suspension: Denial of right of attendance for a specific amount of time. Short-term suspensions (STS) are for no more than ten consecutive school days. Long-term suspensions (LTS) exceed ten consecutive school days.

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

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

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

Student Searches ([JFG](#), [JFGA](#))

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

Drug Scenting Dogs

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

Codes of Conduct

Exceptional Misconduct (JFC-R)

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

*Codes:

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

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

Violation	Definition	Severity/Frequency	Consequence*
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/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/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
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

Other Forms of Misconduct (JFC-R)

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

Violation	Definition	Severity/Frequency	Consequence*
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/LOSS OF CREDIT ON ASSIGNMENT D/RC/LOSS OF CREDIT ON ASSIGNMENT STS/LTS/LOSS OF CREDIT ON ASSIGNMENT
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	Minor/Initial Moderate/Repeated Severe/Persistent	D EE/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

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/Blackmail 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 Severe/Persistent	D/RC EE/STS EE/LTS
Gambling	Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	Minor/Initial Moderate/Repeated 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 that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/D/PC EE/STS/PC EE/LTS/E/PC
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS EE/LTS EE/LTS/E
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	Minor/Initial Moderate/Repeated Severe/Persistent	EE/STS/PC EE/LTS/A/PC EE/LTS/E/A/PC A/PC + EMERGENCY REMOVAL
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC EE/STS EE/LTS
Lying	Telling or writing untruths.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC STS STS/LTS

Violation	Definition	Severity/Frequency	Consequence*
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, that may negatively impact the school environment. Examples include, but are not limited to: acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.	Minor/Initial Moderate/Repeated Severe/Persistent	D/RC/R EE/STS/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 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/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.	Minor/Initial Moderate/Repeated Severe/Persistent	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.	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 EE/STS EE/LTS
Unauthorized Use of Cell Phones or other Electronic Devices	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	Minor/Initial Moderate/Repeated 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
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

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.

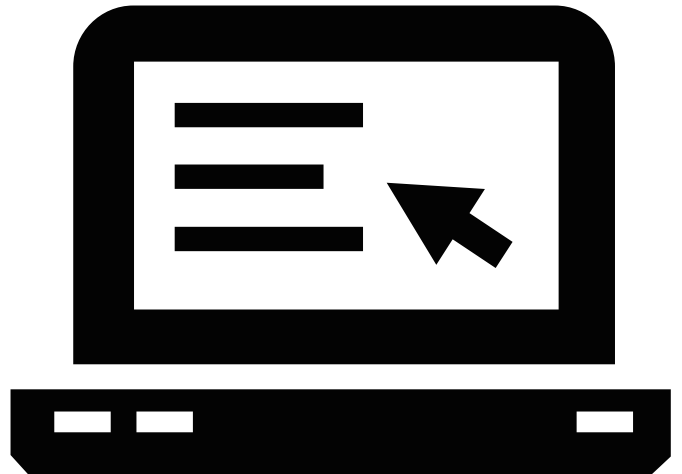
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

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

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

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

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

You can report harassment, intimidation or bullying to any school staff member or to the district's Compliance Officer (Director of Student Services, 425-936-1289, StopBullying@lwsd.org). You also have the right to file a complaint. For a copy of the district's harassment, intimidation or bullying policy and procedure, contact the school or the district office, or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Harassment-Intimidation-Bullying.aspx>

Prohibited Items

Alcohol, Drug and Tobacco (IGAG, JFCH)

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

Dangerous Weapons (JFCJ)

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

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

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

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

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

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9A.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, <http://www.lwsd.org/Parents/Student-Registration/Pages/In-District-Transfer-Options.aspx> for timelines and processes.

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

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

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

Acknowledgement of Receipt of the Student Handbook

Student Agreement

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

Student Signature

Date

Parent/Guardian Agreement

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

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

Parent/Guardian Signature

Date

