

# ROSA PARKS ELEMENTARY

## 2019-2020 HANDBOOK



22845 N.E. Cedar Park Crescent  
Redmond, WA 98053

**Phone:** 425-936-2650

**Safe Arrival:** 425-936-2651

**Fax:** 425-836-1350

**Website:** [www.lwsd.org/school/rosaparks](http://www.lwsd.org/school/rosaparks)

**Melissa Doering, Principal**  
**Wynn Spaulding, Associate Principal**

Email [mdoering@lwsd.org](mailto:mdoering@lwsd.org)  
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## Vision

Inspire all learners to develop their character, talents, and interests to become respectful global citizens.

## Mission

Our mission is to grow the whole child as a joyful life-long learner within a respectful environment.

## Beliefs

We strive to create a community where the whole-child is supported.

We believe that the infusion of the arts is a key way to achieve our goals and support our values and beliefs.

We foster an environment that values diversity, laughter, joy, risk-taking, respect, and collaboration.

## Students Bill of Rights

Students have the right to feel safe and respected by all.

Students have the right to a voice, to be heard, to be unique, and to express their feelings, ideas and opinions.

Students have the right to experience joy, laughter, and fun at school.

Students have the right to build positive relationships with peers, staff, and our community.

Students have the right to a student-centered classroom that encourages curiosity and growth mindset.

Students have the right to make mistakes and learn from them.

Students have the right to be themselves in a classroom that supports different learning styles, varied pacing, and personalization.

Students have the right to share and pursue personal interests.

Students have the right to an environment that promotes and allows them to express compassion, empathy, and equity.

Students have the right to explore visual arts, music, and drama.

## Principal Welcome Letter

Dear Parents and Students:

Welcome to the 2019-2020 school year at Rosa Parks Elementary School. The family handbook is full of important information for a successful school year! Please take time to read it together as a family because it contains our school policies and rules. After you read it, please sign the parent/student acknowledgement form and turn it in at our Back to School Event during Meet and Greet in August, indicating that you have read and understand our policies.

We are looking forward to an exciting educational year, in which we have the opportunity and privilege of working with your children. We believe in fostering a fun, nurturing and challenging environment at Rosa Parks Elementary. We want all students to be future ready!

We invite you to come to the school and become a part of our community. Come see the wonderful learning environment Rosa Parks has to offer. Please consider volunteering as well. You are such an important component of your child's education we would love to have you participate in the various roles we have here at Rosa Parks. Volunteer time might include assisting with PTSA functions, working in the classrooms, reading with students, helping with class projects, aiding in the Health Room, working in the library and/or supervising on the playground. Also, please make sure to attend the various school night activities such as Curriculum Night. Please look at the [Rosa Parks website](#) to get more information on the many ways you can be involved!

We feel honored to be the administration team of Rosa Parks Elementary and look forward to working with all of you. Thank you in advance for making Rosa Parks such a quality learning institution. Here's to a safe, happy and rigorous year of learning!

Sincerely,

Melissa Doering

Principal



Wynn Spaulding

Associate Principal



# 2019-2020 School Year Calendar

## Lake Washington School District | 2019-20 Calendar - REVISED



### August 2019

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

### September 2019

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

### October 2019

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

### November 2019

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

### December 2019

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

### January 2020

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

### February 2020

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

### March 2020

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

### April 2020

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

### May 2020

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

### June 2020

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

### July 2020

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

### Important Dates

Aug. 26-30	LEAP Days
Sept. 2	No school - Labor Day
Sept. 3	First Day of School (grades 1-12)
Sept. 3-5	Kindergarten Family Connections
Sept. 6	First Day of School (Kindergarten)
Sept. 11	1.5 hrs. early release schedule begins
Sept. 12	First Day of School (Preschool)
Sept. 17	First Day of School (SNAPS Preschool)
Oct. 14, 15, 17	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)
Oct. 18	No school - LEAP Day
Nov. 5	Last Day 1st Quarter (Secondary)
Nov. 11	No school - Veterans Day
Nov. 12	Secondary Grades Due
Nov. 27	Half Day
Nov. 28-29	No school - Thanksgiving Vacation
Dec. 23-Jan. 3	No school - Winter Break
Jan. 20	No school - MLK Jr. Day
Jan. 22	Elementary Grades Due
Jan. 24	Last Day 1st Semester (Secondary)

Jan. 28, 30, 31	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)
Feb. 3	Secondary Grades Due
Feb. 13-14	No school - MLK Winter Break
Feb. 17	No school - Presidents Day
March 13	No school - LEAP Day
April 3	Last Day 3rd Quarter (Secondary)
April 6-10	No school - Spring Break
April 17	Secondary Grades Due
May 13, 14, 15	Preschool Conferences (No Preschool Programs)
May 22	No school - LEAP Day
May 25	No school - Memorial Day
May 26	Snow Make-up Day
June 5	Last Day of School (SNAPS Preschool)
June 10	Elementary Grades Due
June 16	Last Day of School (Preschool)
June 17	Half-Day - Last Day of School (K-12) Last Day 2nd Semester (Secondary) Secondary Grades Due

### Key

<input checked="" type="checkbox"/>	No School	<input type="checkbox"/>	Half Day	<input type="checkbox"/>	First/Last Day
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\* Check Important Dates Section

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

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

Updated 5/27/19



## Rosa Parks Staff List 2019-2020

Certificated Classroom	
K	Deana (Altshuler) James
K	Annie Cushman
K	Katie Robinson
K	Kathy Otto
1	Robyn Brown
1	Stacy Sikora
1	Debra Sung
1	Allison Vigeland/Valerie Klingkammer
2	Crystal Bolton
2	Stephanie Escamilla
2	Ashli (Moore) Brady
2	Tamara Deason
2/3 Quest	Shania Langley
2/3 Quest	Jennifer McCreary
3	Jaccilynn Marshbank
3	Hayley Skinner
3	Derek Whitaker
3	Catie Wilkinson
3	Mariel Zink
4	Melissa Carper
4	Chelsea Smith
4	Carolyn Tucker
5	Renee Weertman
5	Mallory Balinbin
5	Kara Morris
5	Miguel Viamonte
4/5 Quest	Elizabeth Hobbs
4/5 Quest	Kristi Petereit
Office Staff	
Principal	Melissa Doering
Associate Principal	Wynn Spaulding
Office Manager	Beth Powell
Secretary	Kwanteria Prince
Support Staff	
Custodian	Mike Keefer
Custodian	Nai Saepanh
Kitchen	Lora Massengale

Instructional Assistants	
IA	Mary Anderson
IA	Holly Pudwill
IA	Patty Foster
IA	Nancy Jones
IA	Christine Eaton
IA	Geralyn Kopf
IA	Christine McCaughey
IA	Alison Schold
IA	Sheryl Snow
Para Educators	
Para (RR)	Nancy Burnett
Para (RR)	Lori Sevela
Para (LC)	Peter Balas
Para (LC)	Emma Ghows
Para (LC)	Lindsay Packer
Para (LC)	Nadia Kolomiyets
Para (LC)	Makenna Wier
Para (LC)	Sarika Sharma
Para (LC)	Justin Abe
Para (LC)	Michelle Bagby
Certified Support Staff	
Sped (RR)	Paige Kelly
Sped (LC)	Hannah Gwyther
Sped (LC)	Sheetal Karva
ELL	Jennifer Kelly
SNet	Sandy Long
PE	Melissa Houvenor
PE	Michelle Horner
Music	Ryan Lewis
Music	Josie Lafiolais
Library	Jim Anderson
SLP	Ashley Mayo
Psych	Amy Maglio
Counselor	Leyla MacLean
Nurse	Elaine Sheppard
OT	Jill Minehan
PT	Kristin Raffensperger

## Rosa Parks Procedures and Policies

### Attendance Procedures

If your child will be absent from school, a parent/guardian needs to call the school attendance recorder (425-936-2651) before 8:50 am. The line is open 24 hours a day.



### Arrival

Students should come to school no earlier than 8:35 am as there is no supervision until this time. Students go directly to their outside classroom line and enter the classroom at the first bell (8:45). If a child arrives after 8:50, the child is considered tardy. Between 8:45-8:50, students should report directly to class and teacher will take attendance. If a student arrives after 8:50, parents need to bring the student to the school office to fill out an Admit Slip for admittance to class. Students are marked tardy if they arrive after 8:50 am. Students are to remain on the school grounds during the school day.

### Late Arrival

It is important that students be on time. It can be disruptive to the educational process to have students arrive late. There are, however, instances when students will be excused upon arriving late to school (i.e. a doctors or dentist appointment). If your child is going to be late to school, a parent or guardian needs to call the attendance recorder (425-936-2651) before 8:50 am.

### Dismissal

School ends at 3:20 pm. Students not picked up by 3:35 pm will come to the office to wait for their parent to pick them up as there is no outside supervision at this time. **PLEASE NOTE: The office closes at 3:50 pm.**

### Released Time for Medical and Dental Appointments

Pupils may be excused from school for medical and dental appointments upon request from parents. The pupil shall be counted absent if he/she is not in attendance at least 60 minutes of each morning or afternoon session of the school day. This practice should be discouraged, and appointments should be made outside school time whenever possible.

### Released Time for Other Occasions

While it is deemed desirable that pupils be in attendance regularly, it is recognized that there are times when parents shall be out of town for short or extended periods of time. It also is recognized by the school that the best kind of

supervision for the child is parental supervision. In cases where parents find it necessary to be out of town overnight or longer and feel that it is in the best interest of the child, the child shall be excused from school. It shall be the responsibility of the parent to decide with the school for such absence. Provisions should be made by the parent for some program of study by the pupil in order that the pupil shall not be too far behind the instructional program in the classroom on his/her return to school.

No child shall be excused from school for any reason without clearing through the principal's office.

### Bicycles, Skateboards, and Scooters

Bike/scooter riders are responsible for following these rules. Students who violate these rules risk the suspension or loss of their bike/scooter riding privileges.



1. All bike/scooter riders must have an approved "Safe Bike/Scooter Club Membership Registration" form on file in the office.
2. All bikes/scooters must be parked in the bike rack with approved bicycle/scooter registration number visible.
3. All bikes/scooters must be walked on and off the school grounds. Bike/scooter riding is not permitted on the school grounds during school hours.
4. Every bike/scooter must have a lock. This is the best means of preventing someone from riding your bike/scooter. You must have your own lock, and not share with a friend.
5. Every rider must wear an approved safety helmet when riding to and from Rosa Parks Elementary.
6. Bike/scooter riders shall use all hand signals employed by the driver of a car. (Applicant should learn these if he/she does not know them before riding their bike.)
7. Keep to the right and ride in a single file. Keep a safe distance behind all vehicles.
8. Look out for cars pulling out into traffic. Keep sharp lookout for sudden opening of car doors.
9. Only one person per bike/scooter.
10. Ride in a straight line. Do not weave in or out of traffic or swerve from side to side.
11. Slow down at all street intersections and look to the right and to the left before crossing. Stop at stop signs! At all intersections, where school

- patrol is present, riders must dismount and cross in the crosswalk, pushing their bike/scooter as a pedestrian.
12. Both hands should be used in steering the bike/scooter, except when using one hand for signaling.
  13. Be sure brakes are operating efficiently and keep the bike/scooter in perfect running condition.
  14. Give pedestrians the right of way. Since pedestrians and bikes/scooters share sidewalks and other paths. Special care must be taken, as walkers have the right of way.
  15. Private property must always be respected.

File: EEAB

The Lake Washington School District works in partnership with the cities of Kirkland, Sammamish, and Redmond as well as King County for developing suggested walking routes for elementary students. These routes are developed and reviewed by a district Pedestrian and Bicycle Safety Advisory Committee. Members of the committee include members from local jurisdictions, parents, and district staff. All routes will be reviewed annually. The Committee will use the most current version of the Washington State School Walk and Bike Routes: A Guide for Planning and Improving Walk and Bike to School Options for Students as guidance for the annual review.

The district encourages the use of bicycles as a mode of transportation to school when safe. Bicycle routes designated by the local cities and county are included in the Suggested Walk Route maps. **All elementary students above the age of 10 may ride a bicycle to school with a completed permission form signed by the parent/guardian. For students under the age of 10, an adult needs to accompany the student both to school and on the return home.**

## Communication

The following methods give our parents updated information about classroom activities, curriculum and special events:

- Rosa Parks Website ([www.lwsd.org/parks](http://www.lwsd.org/parks))
- Rosa Parks PTSA Website (<http://rosaparkspsta.org/Home>)
- Rosa Parks Official Facebook (<http://www.facebook.com/rosaparksLWSD/>)
- Rosa Parks Reader Board
- Rosa Parks Newsletter – PUMA Press
- Teacher Newsletters

## Contacting Staff

Email is the most efficient method for communicating with staff, especially during the school day. Emails are best for a quick question or to set up a request for phone dialogue. Please keep emails brief, as teachers have minimal time to

check and respond during the day. You may request a conference with your child's teacher or other staff member through email or a written note. The Principal and Office Staff may be reached through email or by telephone at 425-936-2650. Teachers cannot usually be reached by phone during the school day except in an emergency. If you need to let us know of time sensitive information, such as a change in pick up plans, contact the office.

#### **Who to contact when...**

- My student is sick: classroom teacher, Kwanteria Prince, 425.936.2651
- I need to make a last-minute change for after school pick-up: call the office, 425.936.2560
- I am concerned about my student's grade: classroom teacher
- I am concerned about my student making friends: Counselor, Leyla MacLean  
For more information check out the [Counselor's Corner](#) on our school website.
- I don't understand the expectation for my student's homework: classroom teacher
- Report card requests: classroom teacher

## Communication Guidelines

### **Civility Policy**

The Lake Washington School District believes that a safe, civil, and respectful environment is essential to the successful operation of schools. Conversely, uncivil conduct (see definition) interferes with students' ability to learn, a school's ability to educate its students, and an administrator's ability to manage and lead the school community.

Through participation in school activities and/or school sponsored activities, students, staff, parents, community members, and administrators shall be accountable for the promotion of and demonstration of civil conduct, communication, and problem-solving throughout the school district or at locations of school-sponsored activities. The District is committed to support this expectation and will not condone or accept uncivil conduct (see definition) on school grounds, at school-sponsored activities, or in verbal, written or electronic communications whether by students, staff, parents, community members, or administrators.

The purpose of the Lake Washington School District's Civility Policy:

To promote an environment that is safe, productive, and nurturing for students;

1. To provide students with appropriate models for civil and respectful communication and problem-solving; and
2. To support respectful and civil interaction and communication among students, staff, parents, community members, and administrators.

**Uncivil Conduct:**

Definition: Conducting one's self in a discourteous or disrespectful manner when communicating or interacting with others.

Uncivil Conduct includes, but is not limited to, behaviors such as: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; interrupting another individual repeatedly or raising one's voice in anger at another person; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using derogatory epithets; gesturing in a manner that puts another in fear for his/her personal safety; invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave; violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws); or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as: 1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and 2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

**Implementation of the Civility Policy:**

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns promptly through direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from a school/district administrator or supervisor.

Severe or persistent acts of uncivil conduct may be in violation of other District's policies such as Human Dignity (ACA), Harassment of Staff (ACB and ACB-R), Staff Conduct (GBCB), Student Rights & Responsibilities (JF and JF-R), Student Conduct (JFC and JFC-R), Threats of Violence or Harm (JFCB and JFCB-R), Student Conduct on School Buses (JFCC), Harassment, Intimidation, and Bullying of Students (JFD, JFD-R, JFD-E), Student Discipline and Corrective Action (JG and JG-R), School-Community Relations Goals (KA and KA-R), Public Conduct on

School Property (KGB), Visitors to the Schools (KK and KK-R), Public Complaints (KLD, KLD-R and KLD-E), and Parents' Rights & Responsibilities (KMAB). Violation of such policies may result in further action as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable policies and laws.

The Superintendent or designee shall communicate this policy annually with students, staff, parents, community members, and administrators.

**Adopted:**  
08/17/15

### Classroom parties, rewards, and/or incentives

No more than three classroom parties, rewards or incentives shall take place in each school year.

Food brought to school for a classroom party or for student birthday celebrations must be store-bought and nut-free. If parents provide food for classroom consumption for individual student recognition, they will be strongly encouraged to bring healthy treats.

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

### Conference Weeks

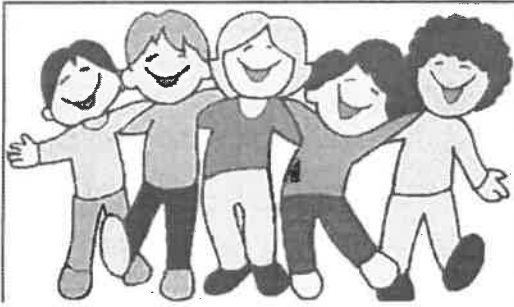
Parent/teacher conference provide time for parents to meet with teachers and discuss their child's progress in school. Parents are welcome to request additional conferences at any time.

### Curriculum Night

Curriculum night gives teachers and parents an opportunity to meet each other. Teachers provide an outline of the curriculum and expectations for the school year.



## Dress Code Policy



Student attire must be safe, appropriate and not disruptive to school operations and the learning atmosphere. Student attire shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's attire or appearance. Damage to school property shall not result from the student's attire.

Student attire shall not be gang related nor may it promote illegal activity or activity that violates school regulations, racism, prejudice and ideas in appropriate for elementary students.

Examples of dress expectations are, but not limited to, the following:

- Appropriate elementary school clothing and personal belongings.
- Shoes should be appropriate for physical education activities and playground activities. Open toed shoes are dangerous during such activities and are, therefore, inappropriate to wear at school. 'Roller Shoes' must have the wheels removed on school campus.
- Clothing and personal belongings displaying designs, pictures, slogans, or insignia pertaining to sex, drugs, alcohol, tobacco, offensive language, violence or gang-related affiliations (including rags, sagging, tag or street names) are inappropriate wear at Rosa Parks Elementary.
- Shorts and skirts need to be beyond the fingertip length of the child wearing them, when the child is standing with arms at their sides.
- Shirts and tops must extent to the waistline with no midriff exposed. We ask that tank tops be reserved for summer vacation. Girls may wear sleeveless tops but not thin strapped tops.
- Hats can be worn on the playground only and must be removed prior to entering the building. They must be worn in the way they manufacturer intended (i.e. visors worn in the front to shield the eyes from the sun) and no bandanas.

If a student dresses inappropriately for school, any staff member may require the student to change clothes, surrender the item and/or be sent home.



## Homework Policy

### **Purpose of Homework**

At Rosa Parks Elementary we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits-foundations for lifelong learning.



### **Homework Time Guidelines**

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

#### **Kindergarten**

Approximately 10 minutes each evening, Monday through Friday.

#### **1<sup>st</sup> and 2<sup>nd</sup> grade**

Approximately 10-20 minutes each evening, Monday through Friday.

#### **3<sup>rd</sup> and 4<sup>th</sup> grade**

Approximately 30-40 minutes each evening, Monday through Friday.

#### **5<sup>th</sup> grade**

Approximately 50 minutes each evening, Monday through Friday.

*No homework assignment? You may want to spend that homework time practicing spelling words, reviewing math facts, playing games, building, cooking, reading, and journal writing, or working on a project.*

### **Types of Homework**

There are many different types of homework that strengthen, enrich, and expand your child's learning. The following categories are types of homework most frequently assigned at Rosa Parks Elementary:

#### **Practice/Drill Homework**

Students review and practice skills to master and retain learning.

**Examples:** Spelling, silent reading, reading aloud to a parent, math fact drills, and practice games.

#### **Preparation Homework**

Students prepare for upcoming instruction or activities.

**Examples:** Reading ahead in a text, taking notes, surveying to collect data for an upcoming unit, completing prewriting assignments, completing unfinished work, and gathering materials related to a topic.

#### **Long Range Homework**

Students work on projects that require them to integrate skills and content over several days or weeks.

**Examples:** Researching, revising and editing a report, writing a final copy of a report or developing a presentation.

### **Creative Homework**

Students integrate skills while working on a creative project.

**Examples:** Creating a model, writing a play or poem, rehearsing for a performance, designing a game, illustrating a book, creating a poster.

### **Homework Responsibilities**

Students, parents, and teachers share responsibility for homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experiences.

#### **Student Responsibilities**

- Get homework assignment
- Take homework home
- Complete homework to classroom standards
- Return homework on time

#### **Parent Responsibilities**

- Provide quiet workplace
- Establish consistent homework time
- Sign and return paperwork on time
- Review student work, corrected work
- Read information sent home regarding curriculum and homework
- Review/discuss homework and corrected work
- Communicate questions, concerns, or kudos to child and teacher

#### **Teacher Responsibilities**

- Inform parents of classroom homework standards and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom standards
- Assign appropriate and purposeful homework
- Correct, record, and return homework in a timely manner where applicable
- Communicate questions, concerns, or kudos to student and parents

### **Health Room/Medication**

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher will send the student to the office to have their temperature taken and to assess whether parents should be called and the student sent home. Students who have a



temperature of 100 must be sent home. Parents should inform the school on the student emergency contact card or in writing if a student has a life-threatening illness, infectious disease, or serious allergy.

### **Medications at School**

The Lake Washington School district's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If your child is currently taking daily medication, please arrange to have your child take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

**ALL MEDICATIONS (INCLUDING OVER-THE-COUNTER ITEMS LIKE TUMS, THROAT LOZENGES, COUGH SYRUP, TYLENOL, ASPIRIN, ETC.)** to be administered to a student by a school employee, must be requested and authorized in writing by a parent/legal guardian AND a physician/dentist. You may obtain a form in the office for this purpose. For student's safety, it is important that all medication be kept in the school office and administered by an employee. Please do not put pills or over the counter medication into your child's lunch!

### **Illness and Injury**

When children become ill or are injured at school, parents are contacted. Rosa Parks has a health room with a cot where a sick child can wait until a parent arrives. When a child is sick or injured, it is important that they be picked up **AS SOON AS POSSIBLE**. Please be sure that the school has a telephone number of a nearby friend or relative that could come for your child quickly if you cannot be reached. Please update your work, home and emergency number with the school office when this change. Child must be symptom free and fever free for 24 hours before returning to school.

### **Library Policies**

Every class at Rosa Parks Elementary has one library session per week. During this time a library skill will be taught and time will be provided to check out books.



**Kindergartners** may check out one book for one week beginning in mid-September. Students choose an everybody book from the selection at their table. Look on the due date slip for the date the book is due. The students must return their book before checking out another one.

**First graders** may check out two books for up to two weeks. They can check out one everybody book and either a chapter or a non-fiction book. Look on the due date slip for the date the book is due.

**Second through fifth graders** may check out three books for up to two weeks. Our expectation is that they choose one everybody book, one-chapter book, and one non-fiction book. Look on the due date slip for the date the book is due.

Students can return a book at any time. To make this easier, each classroom has its own library basket which students can put their books in. Library baskets are emptied in the library first thing every morning. Of course, students can return books in person to the library placing it in the book return bin at the checkout counter.

Students may renew a book one time, keeping it two more weeks. With special permission, they may have the book even longer. Students who need additional books (beyond their grade limit) for research, AR, etc. simply need to let us know. Students may also ask the library staff to put a hold on books that have been checked out.

All students have the option to check out books during the additional library open times during lunch and after school. The schedule for these sessions are posted at the entrance doors to the library. Once a month we also offer First Thursday Library Nights, when students and their families can come and checkout books together.

### **Overdue Books**

All books have due date slips in the back. Please check the last date on the list for the date the book is due. Overdue notices may be printed weekly and given to students. This is the student's reminder that their book is overdue and needs to be returned. If students have overdue books, they are not permitted to check out additional books until they have returned the books or talked to the library staff about the situation. If a student has questions about an overdue book, they should contact the library staff.

Students who lose or damage books are required to pay a replacement fee. At the end of the school year, notices are sent home in the mail to the parents of

student who still have library books checked out. Often, students can forget that they have a book checked out or think they have returned it. Please look everywhere, under beds, in family cars, etc. because the books often are found in the most unlikely places. If a lost book is paid for and found within 45 days, we will refund your money.

### Lost and Found

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



### Lunch Program Procedures

#### Free and Reduced Lunch Program

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



#### Electronic Meal Purchases

Our school district has an electronic meal purchase system. When your child purchases lunch or milk the money is automatically deducted from your child's account like a debit card. An automatic calling system will notify you when your child's account is low. Lunch prices are \$3.00. There are two ways to add money to a lunch account; send cash or a check made payable to LWSD to the school office with your child's name attached or charge your Visa or MasterCard online through the [MySchoolBucks.com](http://MySchoolBucks.com) site. If you would like more information on how to use this secure site, see the district [online payments page](#). There is a \$2.49 convenience fee for each transaction.

#### Lunchroom

Lunch is served and eaten in the cafeteria starting at 11:35 am. All food is to be eaten in the cafeteria and is not allowed on the playground.

## Parent and Visitor Procedures



We welcome families to visit Rosa Parks, and to volunteer in the school or for a PTSA activity. We value family visiting school during performances and welcome them during lunch. Instructional time, however, is for our students only. When visiting or volunteering at the school, please check in at the office first and wear an identification badge. This helps keep our children safe!

If you wish to volunteer, or chaperone a field trip, you must complete a Lake Washington School District Volunteer Application form. All Lake Washington School District volunteers must go through a screening process, for the safety of students and volunteers alike. Please visit the website at:

<http://www.lwsd.org/Parents/Parent-Access/Pages/Online-Volunteer-Application.aspx>. Or, see the office staff for more information.

Volunteer opportunities for PTSA activities are available online at:

<https://rosaparkspsta.ourschoolpages.com/Packet/VolunteerAll/SignInPacketPage/0>.

### **Volunteer Guidelines**

Website: [www.lwsd.org/For-Community/Volunteers/Pages/](http://www.lwsd.org/For-Community/Volunteers/Pages/)

Parents of Rosa Parks' students are welcome and encouraged to volunteer at our school. To become a volunteer, it is a district requirement so complete a Volunteer Application form, which can be obtained from the Office Manager or online. This application is good for two years. For security reasons, we do require that all volunteers and visitors sign in on the appropriate sheet in the office when they arrive and wear a name badge for identification. Please sign out when you leave the school.

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outing with students.

1. Volunteers may act immediately on judgments of student safety.
2. Volunteers are encouraged to ask for direction, clarification or assistance from staff.
3. Volunteers should arrange a meeting with teacher to discuss concerns about their child/program.
4. Volunteers in the building during school time should refrain from conversing with each other in a way that might disrupt classroom activity.

5. When visiting classrooms, volunteers are urged to actively assist students or to participate in activities as a learner.
6. Volunteers should not discuss other student issues regarding behavior or academics in or outside of school.

### **Tips for Parents:**

1. Respect the child's right to privacy. As a guest in the lives of children and their families, confidentiality is expected always.
2. Let the child know that you care. All children like to feel there is some special adult who really likes them.
3. Be a good role model. Children will be looking up to you and learning from you. When you demonstrate positive behaviors, they will follow your lead!

### **Personal Electronics**

Cell Phones and Smart Watches are allowed at school but must remain OFF and in student backpacks during the school day (8:45 am to 3:20 pm).



eReader: Authorized use of eReaders (such as Kindles or Nooks) is allowed in the classroom upon teacher approval. A Release of Liability Form must be signed prior to eReader usage at school.

All other personal electronic devices are not allowed on campus or on school buses unless authorized by a staff member. We believe in preparing students for the technological world, therefore all students will have access to netbook computers during the school day.

### **Safety Patrol**

Please cooperate with our hard-working safety patrol. They go on duty at 8:30 a.m. and leave duty at 8:45 a.m. They are also on duty from 3:20 to 3:35 p.m. They help students safely cross the streets.



### **School Emergency Information and Procedures**

#### **WAC 392-145-045 Emergency Drills**

Emergency drills conducted pursuant to WAC 392-145-040 shall make allowance for individual differences in exiting the emergency door and should provide instruction to helpers that they should offer a helping hand palm up and grasping a student's hand or arm. Students should also be taught to remember that most accidents are preventable, regardless of who may be at

fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.

### **Parent Information for a School Emergency**

The staff at Rosa Parks Elementary takes our responsibilities to keep your children safe and secure very seriously. If an emergency occurs that requires the school to close early, such as a snowstorm or a windstorm, or requires us to evacuate the school building, such as a fire or earthquake, we have detailed plans in place to care for our students and reunite them with their parents as quickly as possible.

As a parent, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to stay calm. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency.

#### **After an Emergency:**

- Do not call the school; there are district procedures for informing the public via radio, school messenger and television.
- The parking lot may be closed off to allow access only for emergency vehicles. Do not block the entrance to the parking lot.
- If you live nearby, please walk to reduce traffic congestion.
- If you drive, please be courteous, and park where there is space.
- Be sure to bring your picture I.D. with you to the school. We are required to identify everyone picking up a child.
- Ensure that your emergency card is up to date. We will only release students to someone on the emergency contact card.

#### **Pick-Up Procedures**

If the emergency is one in which we have not had to evacuate the school building, enter the school through the main entrance by the office and follow the instructions you will receive there. Please do not enter the school building by any other doors.

If the emergency is one in which we have evacuated the school building, please follow the procedure outlined below.

- If you are already at the school or arrive before things are set up, it is **VERY** important that you **do not leave without signing out your children.**
- All students will be in a safe and secure location. Designated staff will account for each student.
- There will be Parent Check-in area at the gate located between "A" wing and the portables. Parent/Guardian or emergency

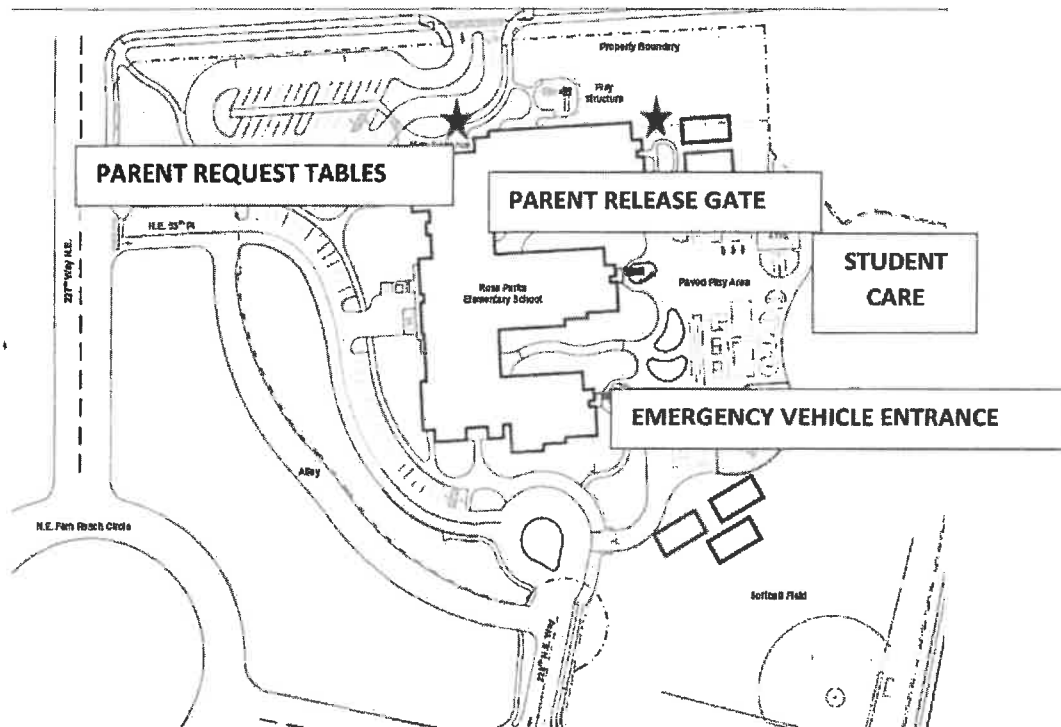


contact will show picture ID and sign a Student Release Form for each child you are authorized to pick up.

- After you have signed a Student Release Form for each child, the staff will reunite you with your child(ren) at the Park and Ride gate.
- It is very important that you do not go directly to your student without following proper procedures.

### **Volunteering during an emergency**

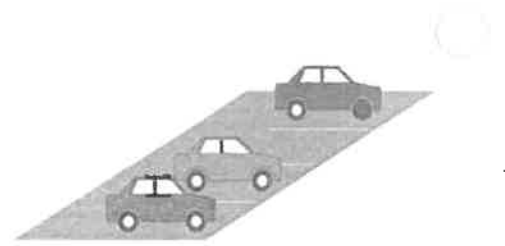
If there is a need for additional volunteers to assist our staff in an emergency we will activate a volunteer area where parents can go to sign up for volunteer tasks. Your children will remain with the other students and be notified that you are volunteering; you will also get confirmation that they are OK before you begin your volunteer tasks. When you are finished volunteering, please sign out and fill out a Student Release form for each child.



## Pick Up/Drop Off and Parking Lot Safety

### Safety Patrol

Please cooperate with our hard-working safety patrol. They go on duty at 8:30 a.m. and leave duty at 8:45 a.m. They are also on duty from 3:20 to 3:35 p.m. They help students safely cross the streets.



### Cross Walks

Only use designated cross walks and do not cross NE Cedar Park Crescent in the area where there is no cross walk. For vehicles, please stop well before the crosswalk and stay stopped until the crosswalk is no longer occupied. If Safety Patrol is present, please do not enter the crosswalk until they have given the go ahead.

You may not turn left or right through an occupied crosswalk. Do not overtake or pass a car that is stopped in front of a crosswalk, even if it is signaling that it is turning right. When you're turning, don't wait inside the crosswalk.

### Drop Off

At the Drop off in front of school stay in right lane. Left lane is for use of parking spot or exiting the parking lot. Students must let out on the right side of the cars when unloading and loading to avoid on-coming traffic. All cars must have a driver present in the loading area. This year we have added another drop off and pick up area on NE 94<sup>th</sup> Way. Please make sure to pull all the way forward before unloading and loading.

### Exiting the Parking Lot

When exiting the main parking lot, you will find a right turn only sign. This sign helps assure a smooth flow of traffic out of the parking lot. Too often our drivers either turn left or go straight. This creates confusion, slows down the loading process, and may ultimately cause an accident. PLEASE turn right as directed by the traffic sign.

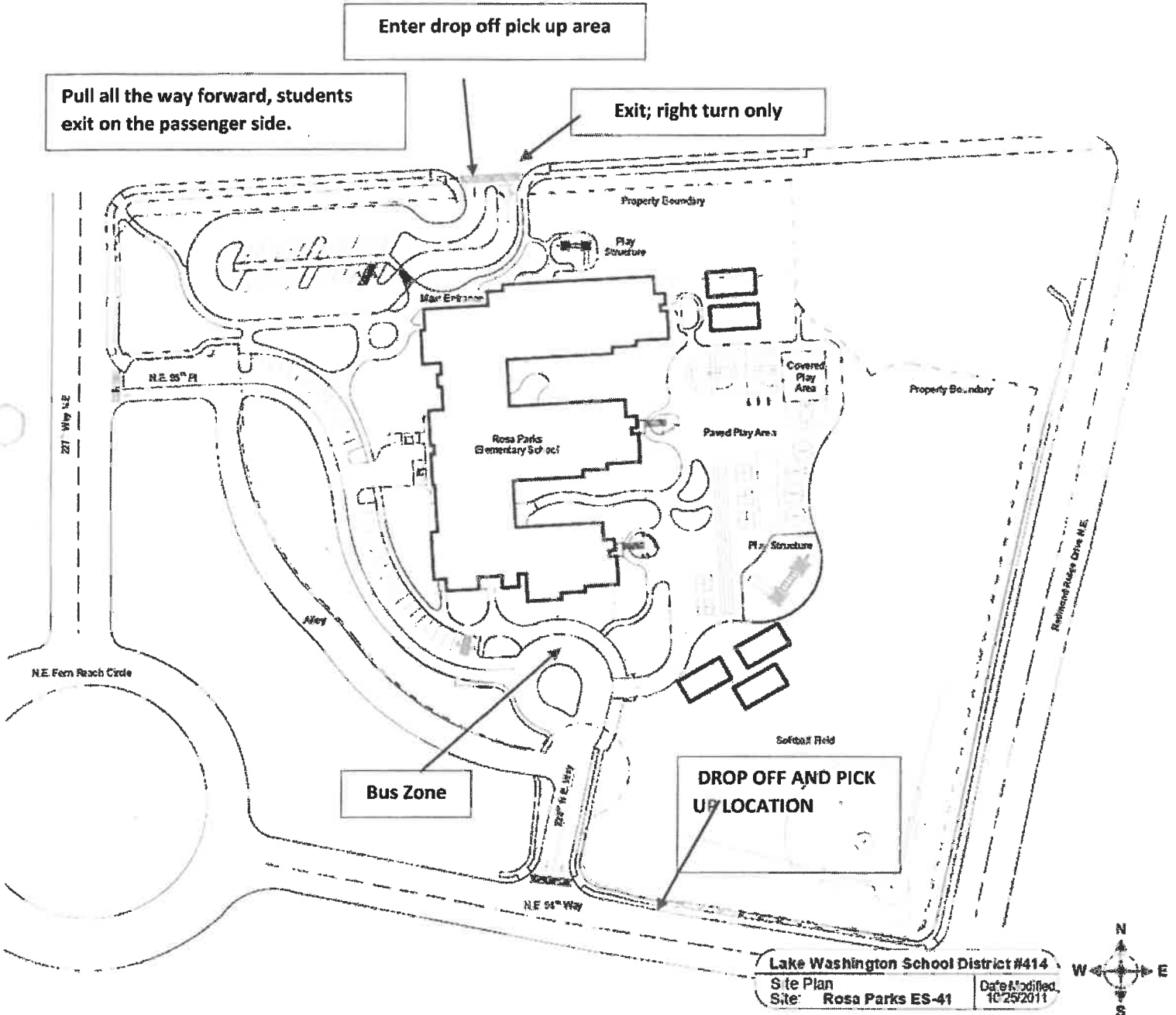
### Park and Ride area

Students should either be dropped off in the designated main parking lot or walk to school. We have seen many drivers who choose to drop off their children in the Park and Ride. As it is not on school property, we do not supervise how cars are loaded and unloaded. We strongly discourage using the Park and Ride, however if you plan to use it we strongly suggest you park in a designated space and walk your child onto campus.

**Do not park in fire lanes. You may be ticketed and/or towed at your expense.**

**Bus Zone (south of the school)**

Do not park in the bus zone at the south end of the school between the hours of 8:20 am and 3:50 PM. Too often people park in this area marked with yellow curbs. Buses have been blocked from being able to pass. Please park in the designated parking areas only.



## PUMAS Behavior Expectations

### Student Expectations

Rosa Parks has a unified set of school and classroom expectations for creating a safe and effective environment for our students. Rosa Parks staff strive to enhance the capacity of our students to make safe, responsible, and respectful choices. Our unified rules are as follows:

- P** Positive Attitude
- U** Understanding and Caring
- M** Make Respectful and Responsible Choices
- A** Always do my Best to Grow
- S** Safe

At Rosa Parks, we approach promoting positive behavior as a team. We work collaboratively to ensure students are successful and supported during their time at school. Parent communication is highly valued, and there are tools for keeping the lines of communication between home and school open. The link between families and positive behavior is important, and we nurture this relationship a variety of way. When students make mistakes, our job is to work together (school and family) to help the student grow. Mistakes are teaching opportunities and we use mistakes as an opportunity for growth. Here are a few examples of the communication forms you might see as a parent if your child needs encouragement and support to follow our school expectations and make good choices.

### Acceptable Use Policy – Technology

At Rosa Parks we are preparing students to be global citizens and part of the global workforce. It is our expectation that students and families are familiar with the LWSD Technology Code of Conduct and Acceptable Use Policy. There are three main expectations for using district technology.

1. Exercise good judgement and respect district property by demonstrating responsible use of technology.
2. Be a good digital citizen.
3. Be academically honest.

### Rosa Parks PUMAS PAUSE:

At Rosa Parks, we strive to empower students with the tools they need to be successful at school. When a student makes a behavior choice that does not reflect Rosa Parks' behavior expectations, a PUMAS PAUSE form might be sent home. If a parent notices their student brought home a PUMAS PAUSE form, we ask parents to gently remind their students of Rosa Parks' school expectations

and rules. It is important to keep the conversation positive, focused on growth, and how to make appropriate choices in the future.

### Rosa Parks PUMAS Think Sheet

A PUMAS Think Sheet is a process for students to reflect on their disruptive or unsafe behavior, what impact it had on others, how they can make it right and a plan for making better choices in the future. A PUMAS Think Sheet is also an opportunity for parents to learn more about the behavior issue and understand what happened. Rosa Parks staff ask that parents engage in a conversation with their students to support social, emotional, and academic growth. Parents should use this tool to discuss with students the school expectations and strategies for meeting Rosa Park's behavior expectations.

Rosa Parks Elementary: Think Sheet

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<b>Name:</b>	<b>Date:</b>
<b>Area in need of growth:</b>	
<input type="checkbox"/> P	Positive Attitude
<input type="checkbox"/> U	Understanding and Caring
<input type="checkbox"/> M	Make Respectful and Responsible Choices
<input type="checkbox"/> A	Always do my Best to Grow
<input type="checkbox"/> S	Safe

<b>Behavior:</b>
<b>What were you doing and how were you feeling? Please answer in the box.</b>

<b>Effects:</b>
<b>What happened because of your choice? Please answer in the box.</b>

<b>The Plan:</b>	
<b>What will you do to make this situation right?</b>	<b>In the future, what will you do to show your PUMA Pride in this type of situation? Please describe at least two ways in which you will behave.</b>
<b>Repair:</b>	<b>Next Steps:</b>

<b>Home Communication:</b>	
<b>Signatures:</b>	<b>Parent Also Notified By:</b>
<b>Student:</b>	<input type="checkbox"/> Email
<b>Parent/Guardian:</b>	<input type="checkbox"/> Phone Call
<b>Staff Member:</b>	<input type="checkbox"/> Other

Please sign and return to Rosa Parks Elementary by the next school day.  
 Distribution: PUMAS, School, PUMAS Personal, WRITE Home

### Rosa Parks PUMAS Incident Notice

If a student demonstrates harmful, repetitive or serious infractions of Rosa Parks' behavior expectations, a PUMAS Incident Notice will be sent home for families to review. The PUMAS Incident Notice reports the observable details of the issue and allows families to understand the details of the incident. In addition to the PUMAS Incident Notice, a PUMAS Think Sheet will be completed and attached the incident notice. In addition to receiving a PUMAS Incident Notice, parents will be contacted by phone or email by a staff member. Rosa Parks encourages

parents to discuss with their child the importance of positive behavior at school and reiterate the school expectations and rules.

Rosa Parks PUMAS Incident Notification		
Name:	Grade:	
Teacher:	Date:	
Referring Staff Member:	Time:	
<b>Area in Need of Growth:</b>	<b>Location:</b>	<b>Others Involved:</b>
<input type="checkbox"/> P Positive Attitude <input type="checkbox"/> U Understanding and Caring <input type="checkbox"/> M Make Respectful and Responsible Choices <input type="checkbox"/> A Always do my Best to Grow <input type="checkbox"/> S Safe	<input type="checkbox"/> Bathroom <input type="checkbox"/> Bus <input type="checkbox"/> Cafeteria <input type="checkbox"/> Classroom <input type="checkbox"/> Hallway <input type="checkbox"/> Playground <input type="checkbox"/> Other	<input type="checkbox"/> None <input type="checkbox"/> Peer(s) <input type="checkbox"/> Teacher <input type="checkbox"/> Staff Member <input type="checkbox"/> Other <input type="checkbox"/> Unknown
<b>Observable Behaviors:</b>		
<b>Possible Motivation:</b>	<b>Resulting Action:</b>	
<input type="checkbox"/> Peer Attention <input type="checkbox"/> Adult Attention <input type="checkbox"/> Avoid Peer(s) <input type="checkbox"/> Avoid Task/Activity <input type="checkbox"/> Obtain Something <input type="checkbox"/> Unknown <input type="checkbox"/> Other	<input type="checkbox"/> Think Sheet (attached) <input type="checkbox"/> Teacher Conference w/ Student <input type="checkbox"/> Loss of Privilege(s) _____ <input type="checkbox"/> Behavior Contract <input type="checkbox"/> Conference with administrator <input type="checkbox"/> Other _____	
<b>Optional Parent Reflection/Comments:</b>		
<b>Home Communication:</b>		
Signatures		<b>Also Notified By:</b>
Student:		<input type="checkbox"/> Email
Parent/Guardian:		<input type="checkbox"/> Phone Call
Staff Member:		<input type="checkbox"/> Other

Distribution: WHITE-Home YELLOW-Teacher PINK-School

Rosa Parks staff believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

At the end of the document you will find the Lake Washington School District 2018-2019 Student Rights and Responsibilities

## ROSA PARKS ELEMENTARY SCHOOL BEHAVIOR CONTRACT

I, \_\_\_\_\_, will do the following to improve my behavior at school (student goals):

1. (student writes proactive goal statement below)

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2. I will follow classroom/campus rules as not to be disruptive in class or on the playground.
3. I will demonstrate leadership behavior and lead by example.

I understand that if I violate these items a new contract will be put in place, further consequences will occur and my parents will be contacted. Upon repeated offense, I will be considered for further disciplinary action including possible suspension from school.

I also understand that at the end of \_\_\_\_\_ successful weeks following the goals created above, I will take part in a celebration with administration, and this contract will be destroyed.

Contract Celebration Date: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

### Playground Rules: Before, During and After School

#### General Expectations

Students use Kelso's Choices to solve small problems, listen to adults, follow playground rules, report to a recess teacher if someone gets hurt, they play fairly and are good sports.



#### Students are:

- Expected to wear their coats with hoods or hats during inclement weather. Students are not allowed to have umbrellas out on the



playground. They are to do their best to stay dry, out of puddles, and mud free.

- To line up and not play before school.
- To keep hands to themselves; not to play aggressive games – such as:
  - Tackle football
  - Use of pretend weaponry
  - Violent/combatative games
- To stay inside the school boundaries.
- To walk up and down the stairs. They are not to slide on hand rails, go over or under them.
- To keep all bark, grass, sticks and rocks on the ground. Students are not to throw any of these items at one another.
- To have an Office/Health Room/Restroom Pass to go back into the building during recess, either to use the bathroom or Health Room.
  - Students must get passes from Playground Supervisor before leaving the playground.

### Appropriate Playground Equipment

Basketballs, footballs and soccer balls – Played in organized games of fair and equally divided teams.

Frisbee – Played in games of catch or Ultimate.

Gaga Pit – Played in organized and safe games consistent with game rules.

Hula Hoops/Jump Ropes – Played safely/correctly and not around necks or in horsey games.

Nerf/Whiffle Ball – Appropriate balls from home to play games of catch or baseball. \*\*

Red Ball – Played in games of catch, as handball or 4 Square, not to be kicked against walls.

Tennis Ball – Played in games of catch and/or baseball mitts and school approved bats.

Tether Ball – Played in organized games, not hung on/or used as swings.

\*\* with IA approval

When students bring appropriate playground equipment from home, they are to share with others and have items labeled with their names. Recess supervisors must approve items brought from home.

### Items not allowed on the playground:

- Electronic equipment (cell phones, iPods, etc.)
- Personal toys (stuffed animals, Pokémon cards, transformers, etc.)
- Chewing gum, food, beverages
- Hard balls such as baseballs/softballs

## Items NOT to bring to School

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

## "Downpour Morning" Plan

A "downpour morning" is defined as one on which students will be soaked if standing outside without cover for 10 minutes.

Office personnel will decide if the "downpour" plan should be implemented. If so decided an announcement will be made over the intercom between 8:25 a.m. & 8:40 a.m. Teachers will open the doors and invite students into the building at 8:40 a.m.

Teachers will identify a location for students to wait once they are inside the school. Teachers will prepare students so that they know where to go upon entry and the expectations for behavior once inside.

Parents who enter the building are to go immediately to the office, follow the sign-in procedure including wearing a Volunteer Badge once gates are locked - post first bell.

## Rainy Day Recess

Students are to use "common sense" during periods of inclement weather. They should stay under cover, stay out of puddles and away from downspouts and be prepared with proper attire, raincoats, boots that are water resistant. Umbrellas are not allowed on the playground.



## 2019-20 Student Rights & Responsibilities

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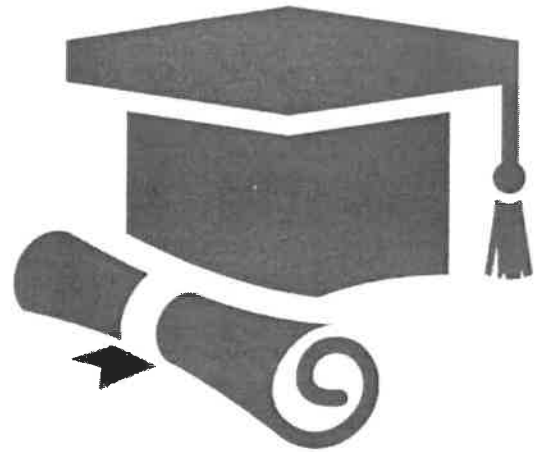
## Introduction

### 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](http://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"> <li>• Students have the right to a safe environment free from intimidation, sexual harassment and assault.</li> <li>• Students have the right to a productive learning environment.</li> <li>• Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms.</li> <li>• Students have the right to safe passage to and from school, and while on campus.</li> <li>• Students have the right to expect staff to help them solve their problems.</li> <li>• Students have the right to engage in the grievance process.</li> <li>• Students have the right to remain anonymous when reporting a violation of school rules.</li> <li>• 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.</li> <li>• Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Students are responsible for their own behavior.</li> <li>• Students are responsible for respecting the property of other people and school property.</li> <li>• Students are responsible for attending school and all classes daily and on time.</li> <li>• 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.</li> <li>• Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).</li> <li>• Students are responsible for informing staff of behavior that may be harmful to an individual or themselves.</li> <li>• Students are expected to make a determined effort to learn.</li> <li>• Students are expected to follow the instructions of teachers and other school staff.</li> <li>• Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.</li> </ul>

## Attendance

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

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

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

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

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

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

### Truancy (JED, JED-R)

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

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

## Discipline Process

### Discipline (JG, JG-R)

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 discipline 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.

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.

### General Guidelines

The District may administer suspensions and expulsions for behavioral violations. In responding to behavioral violations:

Parents should be involved early in efforts to support students in meeting behavioral expectations and resolving behavioral violations.

The student's individual circumstances and the nature and circumstances of the behavioral violation must be considered to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.

Students must be provided an opportunity to receive educational services during a suspension or expulsion and should not be prevented from completing subject, grade-level, or graduation requirements as a result of discipline.

The principal or designee must report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the Superintendent or designee within twenty-four hours after the administration of the suspension or expulsion.

Reasonable efforts should be made to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time consistent with the section on readmission within this regulation.

Students may not be suspended or expelled from school for absences or tardiness.

Students may be denied admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the district while under suspension or expulsion.

Students may return to their regular educational setting following the end date of the suspension or expulsion, unless an exception is made consistent with District policy.

Specific information regarding limitations and due process for student discipline can be found in District policy (JG, JG-R).

### Definitions

**Discipline:** Any action taken by the District in response to a violation of behavioral expectations (D).

**Suspension:** Denial of right of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes. 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 admission to the student's current school placement in response to a behavioral violation (E).

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

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

### Student Searches (JFG, JFGA)

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

### Drug Scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using illegal drugs or weapons of any kind on school grounds. RCW 28A.600.210 authorizes administration to invite drug-scenting dogs to conduct suspicionless searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.

## Codes of Conduct

### Exceptional Misconduct (JFC-R)

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

### Codes:

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

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



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

**Other Forms of Misconduct (JFC-R)**

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

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

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

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

## Athletic/Activities Code of Conduct

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

### **Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances**

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

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

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

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

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

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

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

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

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

### **Conduct Rules**

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

### **Hazing Rituals**

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

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

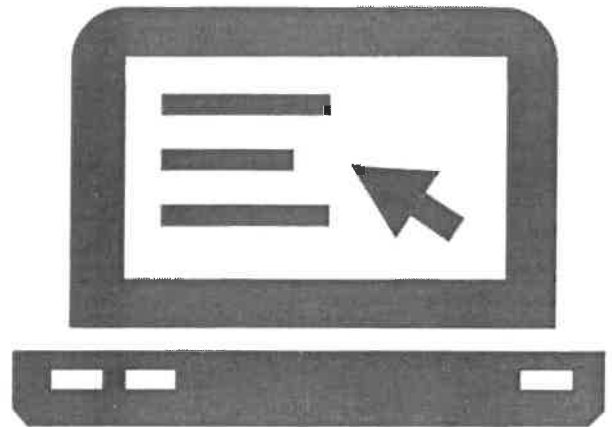
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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

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

**Technology Code of Conduct (IIAB-R)**

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



As a condition of connecting personal equipment to the district's networks, the district reserves the right to gain access to the device for analysis to resolve any identified issues or threats.

<p><b>1. Exercise good judgment and respect District property by demonstrating responsible use of technology.</b></p>	<p><b>2. Be a good digital citizen.</b></p>
<ul style="list-style-type: none"> <li>• Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.</li> <li>• Do not destroy, modify or abuse computer hardware or software in any way.</li> <li>• Do not delete or add software or peripheral equipment to district computers without advance permission.</li> <li>• Do not use personal wireless hotspot devices while at school.</li> <li>• Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability.</li> <li>• Do not attempt to tunnel or VPN to another computer through the district network.</li> <li>• Do not use USB to run executable (.exe) files.</li> <li>• Do not use district provided storage for games, executable files or inappropriate content.</li> <li>• Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission.</li> <li>• Keep food and beverages away from laptops and desktops at all times.</li> <li>• Computer lab use -             <ul style="list-style-type: none"> <li>○ Use only when a staff member is present.</li> <li>○ Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Use district computers for educational purposes only. No personal, commercial or political activity is allowed.</li> <li>• Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.</li> <li>• Students should leave games, other non-district software, entertainment, and social networking at home.</li> <li>• Do not use the Internet to access or process pornographic or otherwise inappropriate material.</li> <li>• 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.</li> <li>• 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).</li> <li>• Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach.</li> <li>• Never attempt to "hack" into another student's or staff member's account.</li> <li>• Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.</li> </ul>
	<p><b>3. Be academically honest.</b></p> <ul style="list-style-type: none"> <li>• Do not assume that because something is on the Internet that you can copy it.</li> </ul>

## 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 [Transportation](#) web page for more 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](mailto:civilrights@lwsd.org)

**Title IX Coordinator**  
Director of Athletics & Activities  
16250 NE 74th Street  
Redmond Washington, 98052  
425-936-1367  
[titleix@lwsd.org](mailto:titleix@lwsd.org)

**Section 504/ADA Coordinator**  
Director of Special Services  
16250 NE 74th Street  
Redmond Washington,  
98052  
425-936-1407  
[section504@lwsd.org](mailto: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-us/policy-and-regulations/nondiscrimination-ac>.



## **Sexual Harassment (JFDA, JFDA-R)**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member, the school principal, or to the district's Title IX Officer, who is listed on page 12. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or view it online here: <http://www.lwsd.org/about-us/policy-and-regulations/sexual-harassment-of-students-jfda>.

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

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

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

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

You can report harassment, intimidation or bullying to any school staff member, the school principal, or to the district's Compliance Officer (Director of Student Services, 425-936-1225, [StopBullying@lwsd.org](mailto: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 <http://www.lwsd.org/about-us/policy-and-regulations/harassment-intimidation-and-bullying-of-students-jfd>.

## **Prohibited Items**

### **Alcohol, Drug and Tobacco (IGAG, JFCH)**

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

### **Dangerous Weapons (JFCJ)**

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

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

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

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



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

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

## Other Policies

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

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

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

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

### Child Find (IGB-R)

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

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

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

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

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

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

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

### Our District's Tip Reporting Service

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

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



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



