

# TESLA STEM HIGH SCHOOL

School of Science, Technology, Engineering and Math

## Student & Parent Handbook

*2022-23*





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## Tesla STEM Bell Schedule 2022-23

First Lunch Schedule A	Second Lunch Schedule B	Wednesdays (Early Release)
1 <sup>st</sup> Period 7:30 – 8:20	1 <sup>st</sup> Period 7:30 – 8:20	Period 1 7:30 – 8:08
2 <sup>nd</sup> Period 8:25 – 9:15	2 <sup>nd</sup> Period 8:25 – 9:15	Period 2 8:13 – 8:51
3 <sup>rd</sup> Period 9:20 – 10:10	3 <sup>rd</sup> Period 9:20 – 10:10	Period 3 8:56 – 9:34
Lunch 10:10 – 10:40	4 <sup>th</sup> Period 10:15 – 11:05	Period 4 9:39 – 10:17
4 <sup>th</sup> Period 10:45 – 11:35	Lunch 11:05 – 11:35	Period 5 10:22 – 11:00
5 <sup>th</sup> Period 11:40 – 12:30	5 <sup>th</sup> Period 11:40 – 12:30	Period 6 11:05 – 11:43
6 <sup>th</sup> Period 12:35 – 1:25	6 <sup>th</sup> Period 12:35 – 1:25	Period 7 11:48 – 12:25
7 <sup>th</sup> Period 1:30 – 2:20	7 <sup>th</sup> Period 1:30 – 2:20	Lunch 12:25 – 12:50

### Early Dismissal Schedule / Half Day

- 1<sup>st</sup> period 7:30 – 7:53
- 2<sup>nd</sup> period 7:58 – 8:21
- 3<sup>rd</sup> period 8:26 – 8:49
- 4<sup>th</sup> period 8:54 – 9:17
- 5<sup>th</sup> period 9:22 – 9:45
- 6<sup>th</sup> period 9:50 – 10:13
- 7<sup>th</sup> period 10:18 – 10:40



### **One-Hour Late Start Schedule**

#### **Monday, Tuesday, Thursday, Friday**

1. 8:30 to 9:10
2. 9:05 to 9:45
3. 9:50 to 10:30
4. 10:35 to 11:15
- Lunch 11:15 to 11:55
5. 12:00 to 12:40
6. 12:45 to 1:25
7. 1:30 to 2:20

#### **Wednesday**

1. 8:30 - 9:00
2. 9:05 - 9:33
3. 9:38 - 10:06
4. 10:11 - 10:39
5. 10:44 - 11:12
6. 11:17 - 11:45
7. 11:50 - 12:20

### **Two-Hour Late Start Schedule**

#### **Monday, Tuesday, Thursday, Friday**

1. 9:30 - 10:03
2. 10:08 - 10:41
3. 10:46 - 11:19
4. 11:24 - 11:57
- Lunch 11:57 - 12:27
5. 12:32 - 1:05
6. 1:10 - 1:43
7. 1:48 - 2:20



# Tesla STEM High School

Inspire  
Educate  
Innovate

## We Believe

Education allows students to become thinkers, problem solvers, and innovators.

Connections to the local, national, and global communities add meaning to the learning process.

Education transforms students when it is knowledge driven.

We are all a culmination of our experiences; this allows us to choose, think, and act.

A literate society is our planet's survival.

Respect, trust, and integrity for all people.

Students can and will change the world.

Global stewardship: solutions for the common good.

## We Embrace

Problem-Based Learning

Professional Learning Community

Integrated Curricula

Scientific Inquiry

Constructivist Learning

## We Deliver

Learning environments to enrich the mind, spark the imagination, and ignite intellectual risk taking.

## Tesla STEM Operating Principles

Treat each other with respect

Speak truthfully and professionally

Demonstrate personal integrity and dignity

## Communication Practices

We go directly to the source to discuss an issue: If a student has an issue with a teacher, the student discusses the problem with the teacher. If there is a need to further the discussion, the student &/or parent will ask his/her academic counselor.

We attempt to solve the problem at one level before moving to another. If the student, parent and/or teacher feel that they are not resolving the issue, they may proceed to the next level, the student's administrator.

Faculty utilize office hours and/or email as communication tools. Teachers will make every effort to return emails within 48 hours.



## High School Graduation and College/University Admissions Planning

SUBJECT	LWSD/STATE GRAD REQUIREMENTS	TESLA STEM COURSE OFFERINGS	UNIVERSITY REQUIREMENTS
ENGLISH	4 Credits	Hn English 9-10, Hn or AP English 11, English 12 - World Lit/ACR	All Universities: 4
SOCIAL STUDIES	3 Credits	Civics, International Relations, Hn US History, Hn Contemporary World Problems	Minimum: 3 Competitive Universities: 3-4
WORLD LANGUAGE	2 Credits <i>Must take two years of the same language</i>	Hn Spanish 1-3	Minimum: 2 Competitive Universities: 3-4
MATH	3 Credits	Algebra 1, Geometry, Hn Algebra 2, Math Analysis, AP Statistics, AP Calculus AB, AP Calc BC	Minimum: 3 Competitive Universities: 3-4 ( <i>many Universities mandate Senior year</i> )
SCIENCE	3 Credits	Hn Physics, Hn or AP Biology, AP Environmental Science, Hn or AP Chemistry, Forensics, AP Computer Science A, Environmental Engineering & Sustainable Design, AP Physics C, Anatomy/BioMed	Minimum: 2 Competitive Universities: 3-4
FINE ARTS	2 Credits <i>1<sup>st</sup> credit mandatory, 2<sup>nd</sup> credit optional</i>	Graphic Arts, Orchestra, Choir	Minimum: .5 -1 Competitive Art Universities: 2-3
OCCUPATIONAL	1 Credit	Environmental Engineering & Sustainable Design, Engineering 1- 3, Forensics, Computer Science, AP Comp Sci Principles, Computer Programming, AP Computer Science A, Advanced Projects in Comp Sci	
P.E.		Pass PE Proficiency Test in 11 <sup>th</sup> /12 <sup>th</sup> grade	
HEALTH	0.5 Credit	LWSD Online or other approved Health course	
ELECTIVES	Varies	Advanced Science classes, Advanced Math, Computer Sciences, Music, Engineering, all other additional classes	
TOTAL CREDITS	24 credits		<i>*Check individual colleges for additional course requirements and testing requirements (ACT, SAT, Subject Test</i>
STATE TESTING GRAD REQUIREMENTS		Math - Smarter Balanced Assessment; Biology - Biology EOC; English - Smarter Balanced test	
HIGH SCHOOL & BEYOND PLAN REQUIREMENT		Completed in Senior Year	

**\*\*Math and World Language are the ONLY middle school classes that may receive high school credits\*\***  
 LWSD graduation requirements can also be accessed at <https://www.lwsd.org/programs-and-services/curriculum-instruction/high-school-guide/graduation-requirements> and <https://www.lwsd.org/programs-and-services/curriculum-instruction/high-school-guide/other-graduation-requirements>



# Tesla STEM General Information

## Application Process

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Applicants will follow published application, lottery procedures, and timelines as outlined on the Lake Washington School District website. Student placement by lottery is as follows:

1. In spring, current year wait list families are contacted with a letter of interest. Those families still interested are placed for the next school year if vacancies are available.
2. In the winter, all complete applications for grades 9 through 12 are entered into the lottery and then placed in order according to their selection number.
3. Incoming 9<sup>th</sup> graders are placed by lottery order until vacancies are filled.
4. Incoming 10<sup>th</sup> through 12<sup>th</sup> graders are placed by lottery order for any remaining vacancies.
5. Once enrollment is met, remaining students are placed on the wait list in lottery order. Parents are notified.
6. When a student leaves the school, the wait list is activated as per 3 and 4 above.
7. The following school year, students on the wait list begin the process again as detailed above in 1 through 6.

## Athletics

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Tesla STEM does not have on-site athletic programs. Students may participate in athletic programs at their resident home schools as provided per WIAA policy. Students are eligible for any athletic program as soon as they have:

- Purchased an ASB card and the LWSD sports participation fee;
- Obtained parental/guardian permission to participate;
- Obtained a physical clearance once each school year;
- Shown proof of insurance; school insurance is available in the office; and
- Maintain passing grades in all subjects taken, with, at minimum, a current 2.0 GPA.

The LWSD Sport Participation Fees will apply. Please refer to [www.lwsd.org/programs-and-services/athletics](http://www.lwsd.org/programs-and-services/athletics) for LWSD's athletic participation fee and policy information. Please check your student's resident home school's website for all athletic program details, including dates, times and deadlines. Fees must be paid at the time of turnout. Parents of students who are unable to afford the fee should contact the coach or athletic director at their resident home school.

## Attendance Policies

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Students and parents must accept full responsibility for regular school attendance. If a student is on campus, he/she is required to be in class.

## Attendance Procedures

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Attendance will be taken in each class. An absence is defined as any time you miss class or are more than 10 minutes late to class without medical documentation. This includes enrollment in any 0 or 8<sup>th</sup> period courses. Students leaving class without permission before the end of the period will be considered absent.

1. Using Parent Access, parents and students are responsible for staying current with absence reporting.



2. See Page A3 for information regarding Absences, Excuses and Truancy per the Student Rights and Responsibilities information provided by Lake Washington School District.
3. Students have the right to appeal loss of credit. Students who are denied credit for a course have a right to appeal the decision to a building administrator. Building administrators will ensure that students' unique circumstances are taken into consideration in instances where grades or credit may be adversely affected due to absences.

### **Check-In and Check-out**

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Any student arriving late for school at any time is required to bring a note to the Main Office to sign in. The office professional will then give the student a late slip to get into class. If a student must leave school for an appointment, he or she must check out at the Main Office. The student must have permission from their parent/guardian and from the school before leaving the school grounds. No student will be released to a brother or a sister who are minors or any person other than student's parent or legal guardian without a parent's or guardian's permission. If a parent requests early dismissal by phone, the parent must speak directly with a school office professional or administrator and send a follow-up email as verification.

### **Absences & Missed Assignments/Assessments**

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Parents or guardians should notify the school via email within 24 hours of an absence if they wish to have the principal consider it as an excused absence. If a student is present for more than half of the period with professional or medical documentation, the time missed from class will not be considered an absence. After an absence, students are to report directly to class and are expected to make-up all work missed. Failure to complete missed assignments will result in loss of credit for those assignments. Students who demonstrate excessive absenteeism or tardiness may be subject to corrective action, including requiring doctor's notes for any absences that occur on test days.

- 1) Missed Classes with Excused Absences (health-related, bereavement, emergency)
  - a) Students have the same number of days to make up the work as the number of days legally absent. (example: Student X is out Monday, Tuesday, and Wednesday. Student X has Thursday, Friday, and Monday to get all work made up and all tests, quizzes, papers, and projects/labs completed and turned in to all instructors).
  - b) Students will be required to present a doctor's note if requested.
  - c) Any long-term class projects will still be due on the original assigned due date.
  - d) If students have a partial-day absence and either arrive late or leave campus early, they are still required to turn in any assignments due in all classes that day and are required to take/complete any missed test/quiz/presentation during an alternate period or after school that same day.
- 2) Missed classes due to School Fieldtrips/Excursions, Academic or Athletic Competitions, and Pre-Arranged Absences
  - a) Students have the same number of days to make up the work as the number of days absent due to the school fieldtrip/excursion, competition, and/or prearranged absence.
  - b) Missed test, quizzes, major papers, or projects/labs must be made up upon the day of the student's return or no later than the instructor's next official office hours.
  - c) If there is an issue due to conflicting office hours, the student is required to speak with his/her instructors so that they can work out the conflict and due dates. Students may not miss any classes, including periods 0 – 8, in order to make up a missed exam.
  - d) For all courses in which it is the standard operating procedure to assign all course work and set all assessment dates in advance (two to four weeks ahead), the student is required to meet those due dates and test dates, including presentation dates, regardless of the fieldtrip, excursion, or pre-arranged absence.
- 3) Unexcused Absences
  - a) Students may be denied a grade on an assignment or an activity when they have an unexcused absence for a period in which there was a graded event that required student participation.



- b) Credit may be denied if absences correspond to periods in which there were graded events that required student participation as specified in that particular course's outline.

### **Pre-Arranged Absences**

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Pre-arranged absences are absences that are arranged in advance. Work will be required to be made up as per each individual instructor's determination. To obtain a pre-arranged absence, the student must:

1. Get a pre-arranged absence form from the Main Office or Tesla STEM website.
2. Circulate the form among his/her teachers who will sign it and indicate to what extent the student's grade will be affected.
3. Have the parent sign the form.
4. Return the form to the Main Office One Week Prior to Absence.

Parents and students are responsible for evaluating the effect of the absence on the student's grade and progress and his/her standing with the attendance policy. Students will receive zero credit for missed work or exams if the absence is not approved via the prearranged absence process. An approved, pre-arranged absence is required in order to make-up and receive credit for missed assignments or exams.

### **Before and After School Supervision at Tesla STEM High School**

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The official instructional day ends at 2:20 pm Mondays, Tuesdays, Thursdays & Fridays at Tesla STEM High School and at 12:25 pm on Wednesdays. Adult supervision for all students ends at 2:50 pm Mondays, Tuesdays, Thursdays & Fridays and at 12:50 pm on Wednesdays. After these times, adult supervision is only available for students who are:

- Attending official and published faculty office hours
- Attending an official and scheduled school club meeting with the advisor present
- Attending music and/or choir classes that the student is officially enrolled in
- Attending a scheduled appointment with a faculty member separate from office hours
- Attending a student work group that has been arranged by a faculty member who has agreed to stay on campus during the student group's designated meeting/work time

Parents are responsible for their students who remain on campus beyond the times of faculty supervision as per the above.

### **Closed Campus**

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Tesla STEM High School is a closed campus. Students are not permitted to walk off or drive off campus during the instructional day (lunch is considered instructional as well) without school and/or parent permission.

### **Field Trips**

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Students are required to complete the field trip application form and pay in full for their field trip by the due date given. Students may not attend their field trip if they have not paid. No refunds will be issued for field trip payments received. If your student gets ill while on a field trip, you agree to retrieve her/him from the event destination. (See Page 17 for Field Trip Contract) Students requiring medication for their trip must complete medication requirements.

### **Parking**

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Students are required to display their parking permit in their vehicle at all times for safety purposes. Students need to go to the main office to request and obtain available parking permits. Parking is free!



## Academic Dishonesty

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All forms of cheating, plagiarism and fabrication of student work will result in an automatic loss of credit on the assignment/test/quiz. Please see Page A6 of LWSD Student Responsibilities under “Other” for further information.

## Academic Competitions

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Tesla STEM fully supports every student entering academic competitions. As an ambassador of our school, our expectation is that every student represents themselves well and presents their own original work for these competitions. (See page 17 for competition contract.) If a student has been found to be academically dishonest at a given competition, that student will receive an automatic loss of credit of any points given to students as part of their class assignment. That student will not be allowed to represent Tesla at any other competitions for the remainder of the school year. Please see Page A6 of LWSD Student Responsibilities under “Other” for further information.

## Grade Replacement – LWSD Policy

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If a student wishes to repeat a course for grade replacement purposes, the course must be considered as having an equivalent level of rigor and must be approved by the student’s Academic Counselor. The letter grades for both courses will remain on the student’s transcript. The course with the lower grade will earn 0.0 credits for Credits Attempted and Credits Earned on the student’s official transcript and will not be factored into the overall grade point average (GPA). The course with the higher grade will earn credit and will be factored into the GPA. The letter grades displayed for both courses will remain intact to maintain the integrity of the academic history of the courses taken by the student. All district schools comply with this LWSD policy.

## Grading System/Progress Reports

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Tesla’s Grading Scale			
A	100.0-90.0%	C+	79.9-77.0%
B+	89.9-87.0%	C	76.9-73.0%
B	86.9-83.0%	C-	72.9-70.0%
B-	82.9-80.0%	NC	≥ 69.9 (No Credit)

\*\*\* **We do not round grades up or down;**  
students earn their grades by their work  
produced.\*\*\*

All students and parents can stay up-to-date with a student’s work completion rates by reviewing the plan in each individual instructor’s course syllabus.

We do not rank grades/have class ranks for college application purposes.

## Semester Finals

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Tesla STEM does not give early finals to any student for any reason. Students who miss finals for any reason, will return to Tesla STEM the last week in August to take finals without any penalty to their grade(s).

## Withdrawal From a Course

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Students are allowed to withdraw from a course through the third week of the first semester without penalty. Withdrawing from a class after the third week of the semester, will result in the student earning a “W” for the course. Ws are only approved for unusual circumstances, such as medical conditions or emergency situations. The course will remain on the student’s official transcript but the “W” will not impact the student’s GPA. Other than the unusual situation, after the third week of school, it is our expectation that students remain in classes they requested.



## Skyward Family Access

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Research shows that students do better when their parents are informed and involved in their education. Skyward Family Access is a Web-based tool to help parents stay informed and engaged with their students' education. Skyward Family Access allows parents to view their students' attendance, current grades and assignments, add money to their lunch account, and sign up as a parent volunteer as well as view contact lists for their students' teachers. More information about Skyward Family Access, as well as registration and security procedures, can be found on the LWSD portal at <https://www.lwsd.org/students-families/for-students-and-families>.

## Tesla STEM Communication

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Clear and accurate communication is important to you, the school, and your family. The Tesla STEM website <https://tesla.lwsd.org> is the central communication tool for school announcements and information. Tesla STEM PTSA will provide additional information on its website which can be accessed by logging on to the school's website and clicking on Tesla STEM PTSA under the Students/Families tab. SchoolMessenger communications also keep our community informed.

Sometimes students will be responsible for taking messages home to their families. Students should accept this responsibility and make sure that parents receive information from school.

For communication with faculty, parents will want to first send an email to the specific instructor to schedule a meeting time and date.

## Online Courses

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Students and parents may decide that it is in their child's best academic plan to take some of their high school courses through a district-approved online or alternate provider (typically at their own expense). Students are allowed to take a maximum of three (3) credits through an accredited online or accredited out-of-district provider. Students who elect to take online courses may only receive LWSD course credits if:

- A. The student has received prior approval from the Tesla STEM High School Counselor or Administrator before taking the online course, AND
- B. The online course is needed for a LWSD diploma, or
- C. The online course is not offered at Tesla STEM and/or other district programs and is needed for graduation.

In the case of courses that are sequential in their level (e.g., Math, World Language, etc) the student is responsible for submitting proof of course completion (a transcript from the online provider) before they will be allowed to enroll in the subsequent level course at Tesla STEM. In some cases, the student may be required to also take a Placement Test, given at Tesla STEM in order to be able to enroll in the subsequent level course at Tesla STEM. Per District policy, grades in out-of-district courses must be transcribed using the grading scale of the provider, including grades such as "A", "D", or "F" and will be reflected as such in the student's cumulative GPA.

## Running Start, WANIC, & the District's Online High School

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Students who enroll at Tesla STEM do so to take advantage of the rigorous, integrated nature of our curriculum. Because many academic concepts and subjects are imbedded and integrated within various courses, our scope and sequence of curriculum is not conducive to taking specific or separate subjects off campus or in alternative choice settings (WANIC/Running Start/the Online High School). Our requirement is that Tesla STEM students take all their classes at the Tesla STEM campus. Students who wish to pursue part-time or full-time courses with Running Start, WANIC, or the Online High School return to their home high school to do so.



## Dress Code/Clothing

Please  
thoroughly  
review:

will be asked to change their clothing, cover up, or go home, if necessary.

The clothed portions of this figure represent both the front and back areas of the body which must be covered in all positions (sitting, standing, bending, reaching) while attending school.



### Upper TORSO:

Clothing must cover stomach, back, shoulders, chest and undergarments.

### Lower TORSO:

Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

### FEET:

Footwear must be worn at all times and be appropriate to the activity. Strapless shoes and high heels are discouraged for safety reasons.

### Additional Guidelines

**Clothing that promotes** drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures, writing or innuendo is prohibited.

Any clothing worn in a manner identified as **gang-related** is prohibited.

Jewelry that can pose **safety hazards** is prohibited.

**Exceptions** to dress code standards may be made for PE or school activities.

## Freedom of Expression

Freedom of student expression is part of the instructional process at Tesla STEM. However, this freedom may not be used to disrupt the educational program or interfere with the rights of others.

## Vandalism and Graffiti

The abuse of personal and school property is unacceptable. Students and parents will bear the financial responsibility for vandalism, and disciplinary action will be taken. It is the responsibility of community members to report abuse to a staff member.



## **SAT & ACT Testing With Accommodations**

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Due to the time commitment needed for ACT & SAT testing with accommodations and limited staff availability, Tesla STEM is not a test site for these testing services. The only test we offer accommodations for is 10<sup>th</sup> and 11<sup>th</sup> grade students taking the PSAT yearly in October at Tesla STEM. For all other testing your student plans to take with accommodations, please plan ahead with ACT & SAT test dates at an alternate location as we are not a testing site.

## **Cell Phones/School Phone**

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Students may bring cell phones to school. The phones must be set to “silent” or “mute” and may not be used during instructional time. Students may use the office phone for emergencies.

## **Student Use of Electronic Resources (Code of Conduct - refer to LWSD)**

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The Lake Washington School District provides a wide range of electronic resources to its students for the purpose of advancing the educational mission of the district. The district recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers; and that students need to be proficient and safe users of information, media, and technology to succeed in a digital world. To help ensure student safety and citizenship in online activities, all students will be educated about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response.

Student laptops are provided and maintained at the District and, therefore, are the public’s expense and are to be used to promote positive and effective digital citizenship among students. Students are not precluded from bringing their personal mobile devices/computers to school, however, students who bring personal computers:

- Must also bring their district computer to school fully charged and available for use
- Must use the district device when required by the teacher
- May access the Internet only through guest wireless network, where filters are set to the level of protection needed by an elementary student
- Will not receive technical support or assistance with personal computers
- May not access printing or charge their personal computer at school
- Do so at their own risk. The district is not responsible for lost or stolen personal computers

## **Withdrawal Process**

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For those students who choose to withdraw midyear or at the end of the year:

1. Exit grades are finalized
2. Books are returned, and fees are paid
3. Signed paperwork is completed
4. Wait list is activated to fill the spot
5. Paperwork/student information is sent to receiving school

Students who choose to withdraw and then want to return must follow the application process, Steps 1-7 on page 9.



## **Tesla STEM High School Academic Competitions, Field Trips, and Off-Campus Events and Activities Contract— 2022-23**

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### **Academic Competitions**

Tesla STEM fully supports every student entering academic competitions. As an ambassador of our school, our expectation is that every student represents themselves well and presents their own original work for these competitions. If a student has been found to be academically dishonest at a given competition, that student will receive an automatic loss of credit of any points given to students as part of their class assignment. That student will not be allowed to represent Tesla at any other competitions for the remainder of the school year. Please see Page A6 of LWSD Student Responsibilities under “Other” for further information.

### **Field Trips and Off -Campus Events/Activities**

Just as our students are ambassadors of our school for academic competitions, this is also true for all students when participating in field trips and all off-campus school events/activities. If a student's behavior interferes with or is detrimental to the orderly operation of the field trip or off-campus event/activity, then the student will not be allowed to participate in a field trip and off-campus event/activity for the remainder of the school year. Please see Page A6 of LWSD Student Responsibilities under “Other” for further information re disruptive conduct/behavior.

### **Financial Details**

In addition, for some clubs as well as some regional, state, and national student organizations, the year's work usually culminates in competitions at regional, national and international levels. For these competitions, student participants and their parents are fully financially responsible for their student's participation in the competitions. This includes the student participant's travel, lodging, food, etc. The school will keep costs to a minimum by *volume* planning. This includes package deals with airfare, hotels, on-ground transportation, and food options. For any and all competitions, field trips, off-campus events/activities, the student's financial responsibility must be fully paid by the required date(s); otherwise, the student will not be released to attend. A couple of additional points: there are no refunds for payments made for academic competitions, field trips, off-campus events/activities. Similar to planning a family excursion, we spend the monies and plan well in advance in order to secure lower prices for all of our student groups. We cannot refund monies that we no longer have due to our protocol of advanced planning. Finally, please contact the main office if you would like information about scholarships.

**I have read and agree to all of the above statements.**

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_



# 2022-23 Student Rights & Responsibilities

16250 N.E. 74th St.  
Redmond, WA 98052  
[www.lwsd.org](http://www.lwsd.org)

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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 numbers (i.e, 3200). The complete policies are available on the district website: [www.lwsd.org](http://www.lwsd.org).



### Student Rights and Responsibilities (3200)

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 (3122, 3122P)

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 (3122, 3122P)

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 (3241, 3241P)

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 Impact/Initial** – The student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate Impact/Repeated** – The student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Significant Impact/Persistent** – 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 ([3241](#), [3241P](#)).

## 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 ([3230](#))

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

### Significant Disruptive Behaviors (3240P)

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:

- Conference (C)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact and Collaboration (PCC)
- Substance/Risk Assessment (RA)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)
- Re-Teaching (RT)
- Behavior Contracts/Plans (BC)
- Restorative Process (RP)
- Threat Assessment (TA)
- Parent Conference (PC)
- Student Support Plans (SSP)
  - Safety Plans
  - Behavior Plans
  - Communication Plans
  - Support Plans
- Referral to Interventions (RI)
- n/a - not applicable

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ Persistent
<b>Arson</b>	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.	n/a	n/a	EE/LTS/ PC/R/PCC
<b>Assault</b>	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	n/a	n/a	EE/E/LTS/ PC/TA/PCC
<b>Dangerous Weapons and Other Unsafe Items</b>	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.	n/a	n/a	EE/E/LTS/ STS/ PC/TA
<b>Alcohol</b> Possession Use Transfer	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.	n/a	EE/STS/ LTS/A/PC	EE/STS/ LTS/RA/PCC
<b>Drugs</b> Possession Use Paraphernalia	Possessing, transferring, selling, sharing, or solicitation of drugs on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes 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. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs.	EE/STS/A/ PCC	EE/STS/ LTS/A/PCC	EE/LTS/RA/ PCC/A
<b>Firearms</b>	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.	n/a	n/a	EE/E/PCC/ TA



Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ 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/SP/ SSP/PC/RI	EE/STS/ SSP/PC/RI	EE/STS/ LTS/SSP/ PC/RI/PCC
<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/RI
<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/SSP	EE/STS/ PC/SSP	EE/LTS/PC/ SSP
<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/TA/ SSP/LP	EE/STS/A/ PC/TA/ SSP/LP	EE/LTS/A/ PC/TA/SSP/ LP

## Other Disruptive Behaviors to Education Process (3240)

Other disruptive behaviors to education process, 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	Significant/ 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/LP/ RT/Redo Assignment	D/RC/LP/ RT/Redo Assignment	STS/LTS/ LP/RT/Redo Assignment
<b>Alteration of Records</b>	Falsifying, altering, or destroying a school record or any communication between home and school.	D/RC/PC	STS/RC/PC	EE/STS/RC/ PC
<b>Attendance/ Truancy</b>	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/ RT/RI	PC/SSP/RT/RI	PC/RC/SSP/RI
<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/SSP/ RT/LP	STS/PC/SSP/ RI/LP	STS/LTS/PC



Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/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.	C/PC/Change clothes	Change clothes	PC/C/Change clothes
<b>Endangerment of Others</b>	Acting in a manner that endangers students, staff, or community members.	D/RC/SSP/RT/RI/TA	EE/STS/PC/BC/RT/RI/TA	EE/LTS/PC/SSP/RI/TA
<b>Extortion/Blackmail and Coercion</b>	Extorting or attempting to extort any item, information, or money.	D/RC/SSP/RC	EE/STS/SSP/RC	EE/LTS/SSP/RC
<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.	RC/SSP/SP	EE/STS/SSP/RC/RI/TA	EE/LTS/RC/SSP/TA/RI/PCC
<b>Forgery</b>	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	RC/PC/RT	RT/SSP/PC/	BC/SSP/RI/RC/PCC
<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/PC	CP/RC/PC/SSP	CP/RI/PC/SSP/PCC
<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.	PC/PCC	STS/PCC/TA/RI	EE/LTS/E/PCC/TA/RI
<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.	n/a	EE/STS/PC/PCC/SSP	EE/STS/LTS/E/RI/PCC/TA/SSP
<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.	n/a	n/a	EE/LTS/E/A/PC/TA/A/RI/SSP
<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.	A/PCC + Emergency removal	EE/STS/PC/RC/SSP/RT	EE/STS/LTS/TA/PC/RC/SSP/RT
<b>Lying</b>	Telling or writing untruths.	D/RC/PC/SSP/RT	EE/STS/PC/RC/SSP/RT	EE/STS/LTS/TA/PC/RC/SSP/RT
<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.	RC/RT/PC/RI	RC/PC/RI	RC/PC/RI/SSP
<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	RC/R	EE/STS/PC	EE/LTS/PC



Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/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).	RC/PC/RT/SSP	STS/PC/TA/PC/RT/RI/SSP	EE/LTS/PCC/PC/TA/STS/RT/RI/SSP
<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.	R/RC/PC	EE/STS/R/PC/PCC	EE/LTS/R/PC/PCC
<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.	PC/RI/CP	STS/PC/RI/CP	STS/A/PC/CP/RI
<b>Trespass/Loitering/Unauthorized Entrance</b>	Entering or being present on school property without permission.	n/a	EE/STS/PC/SSP	EE/STS/LTS/PC/SSP
<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.	C/PC/RT/SSP/CD	CP/SSP/PC/LP/CD	CP/SSP/PC/LP/CD
<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.	C/PC/RT/SSP	STS/CP/LP/SSP/PC	LTS/CP/LP/SSP/PC/PL
<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/PC	EE/STS/R/PC/PCC/SSP	EE/LTS/R/E/PC/PCC/SSP
<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.	RC/PC/SSP/RT	RCPC/SSP/RT/RI	EE/STS/PC/SSP/RI
<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.	RC/PC/SSP/RT	RC/PC/SSP/RI	LTS/STS/PS/SSP



## 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.



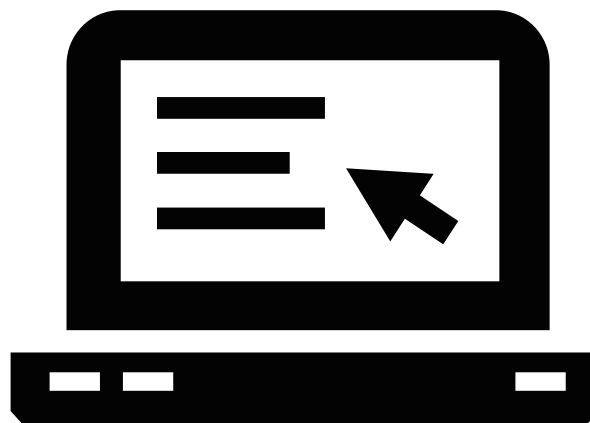
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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 (2022P)

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.

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.
<ul style="list-style-type: none"> <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>
	<b>3. Be academically honest.</b> <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 (6605)

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 (4010)

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 (5010)

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: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/nondiscrimination-3210>.



## **Sexual Harassment (3205, 3205P)**

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: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/sexual-harassment-of-students-3205>.

## **Harassment, Intimidation and Bullying (3207, 3207P)**

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 <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/prohibition-of-harassment-intimidation-and-bullying-3207>.

## **Prohibited Items**

### **Alcohol, Drug and Tobacco (3240, 3240P)**

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 (4210)**

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

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

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

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



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

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9A.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

## Other Policies

### Health Room/Medication ([3416](#), [3416P](#))

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 ([2161P](#))

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 ([3131](#), [3141](#), [3110](#))

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 ([3231](#))

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.