



2014-2015
Parent/Student Handbook

Mission

WANIC's primary mission is to provide quality, diverse, and cost-effective career and technical education for all students through interdistrict cooperation.

WANIC's goals include:

- *Ensuring student access and opportunities while promoting equity and diversity in programs*
- *Providing highly challenging, relevant, specialized courses and programs to students*
- *Maintaining and expanding business and industry partnerships and connections*

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**WANIC SKILLS CENTER
STAFF**

Karen Hay - Director

Office: 425.739.8399 e-mail: khay@lwsd.org

Jenni Young - Administrative Assistant

Office: 425.739.8000 e-mail: jeyoung@lwsd.org

Jana Robertson - Administrative Assistant

Office 425.739.8400 e-mail: jrobertson@lwsd.org

Course	Instructor	e-mail
Animation	Misty Loreen	Misty.loreen@digipen.edu
DRaFT	Brian Tugade	brian.tugade@digipen.edu
Dental Careers	Cossia Jasper	cjasper@lwsd.org
Fire & EMS	Jack Greaves	jgreaves@post2132.org
Health Science Careers	Joni Brand	jbrand@lwsd.org
Medical Careers	Joni Brand	jbrand@lwsd.org
Video Game Program	David Hamann	Dave.h@digipen.edu

11605 132nd Ave NE A108
Kirkland, WA 98034
425.739.8400
425.739.8398 (fax)
<http://WANIC.org/>

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
(425) 936-1266

SESSION SCHEDULE AND CALENDAR

Classes Scheduled at WANIC Skills Center on Lake Washington Institute of Technology Campus are **7:15 – 9:45 am** and **12:00 – 2:30 pm**

School Calendar

Classes at the WANIC Skills Center and DigiPen follow the Lake Washington School District schedule.

Lake Washington School District 2014-2015 Calendar																				
August 2014							September 2014							October 2014						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2		1	2*	3	4	5	6							
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13*	14*	15	16*	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25*	26*	27*	28*	29*	30	28	29	30					26	27	28	29	30	31	
31																				
November 2014							December 2014							January 2015						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4*	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12*	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21*	22	23*	24
23	24	25	26*	27	28	29	28	29	30	31				25	26	27*	28	29*	30*	31
30																				
February 2015							March 2015							April 2015						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3*	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15*	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
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May 2015							June 2015							July 2015						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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3	4	5	6	7	8	9	7	8	9	10*	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16*	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
Important Dates																				
Aug. 25-29 LEAP Days Sept. 1 No school – Labor Day Sept. 2 First Day of School Sept. 3 1.5 hrs. early release schedule begins Oct. 13, 14, 18 Half-Day Elementary Conferences Oct. 17 No school – LEAP Day Nov. 4 Last Day 1st Quarter (Secondary) Nov. 11 No school – Veterans Day Nov. 12 Secondary Grades Due Nov. 28 Half-Day Nov. 27-28 No school – Thanksgiving Vacation Dec. 22-Jan. 2 No school – Winter Break Jan. 19 No school – MLK Jr. Day Jan. 21 Elementary Grades Due Jan. 23 Last Day 1st Semester (Secondary)							Jan. 27, 28, 30 Half-Day Elementary Conferences Jan. 30 Secondary Grades Due Feb. 12-13 No school – Mid-Winter Break Feb. 18 No school – Presidents Day Mar. 13 No school – LEAP Day April 3 Last Day 3rd Quarter (Secondary) Apr. 8-10 No school – Spring Break April 15 Secondary Grades Due May 22 No school – LEAP Day May 25 No school – Memorial Day June 10 Elementary Grades Due June 18 Half-Day – Last Day of School 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 * 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. Revised 06/13						

Emergency Closure

As a courtesy, local radio stations and <https://www.flashalert.net/> will announce school cancellations, delays and early dismissals due to inclement weather or emergencies. WANIC Skills Center will be delayed/closed in conjunction with the Lake Washington School District. If Lake Washington Institute of Technology or DigiPen is closed, WANIC classes held there will also be cancelled. LWIT suggests registering with e2campus.net to have updates sent directly to you.

SPECIAL SERVICES

Individual Education Plans and/or Section 504 Accommodation Plans are designed for students with specific learning, behavior or health needs. Once determined eligible, students may receive support and or accommodations in the classroom setting. All necessary determinations of individuals who qualify for such services as well as any supports or accommodations deemed necessary are the responsibility of the student's sending high school. Students with Individual Education Plans or Section 504 Accommodation Plans must remain enrolled in a sending high school in order to continue receiving special services support while attending WANIC.

SAFETY

On-the-job safety is a vital part of all occupations and is a part of each program at WANIC. Everyone is expected to demonstrate safe work habits. WANIC reserves the right to search the following but not limited to lockers, backpacks and vehicles that are on campus and at school related events if reasonable suspicion exists. Safety violations are subject to strict discipline, including possible dismissal from a program. The following safety regulations, adopted from industry standards found on the job, are to be observed at all times:

1. **Safety Rules:** Students are expected to know, understand and follow safety rules as well as maintain an orderly and clean work area. Individual program safety rules are posted and must be followed.
2. **Eye Safety:** If a student is involved in a program of a hazardous nature WISHA code clearly states individuals must wear appropriate industry-quality eye protective devices as designated.
3. **Handling Blood/Body Fluid:** Gloves (available in each classroom) must be worn if contact with blood or other body fluid is possible.
4. **Food-Borne Illness:** Care must be taken in program activities involving the handling of food in an effort to prevent food-borne illness from occurring.
5. **Fire Drills and Emergency Procedures:** Plans have been developed which will ensure the maximum efficiency and safety for evacuating the building during fire drills or other emergencies. Drills are to be taken seriously. Instructions will be posted for students in each room. Teachers will discuss the instructions periodically with the students.
6. **Closed Campus:** WANIC, as well as any program associated with but not located on the main campus, is considered closed. Closed campus directly refers to a student's ability to leave campus prior to regular dismissal time. Once a student has arrived at WANIC they are expected to remain on campus for the full duration of their session unless they have received prior approval from the WANIC front office. Students who need to leave campus prior to regular dismissal time will need to follow established check out procedures with the front office to include verifiable parent/guardian contact. Students who choose to violate the closed campus policy may be subject to disciplinary action as deemed appropriate by WANIC administration.

7. **Alcohol, Drug and Tobacco-Free School**

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

8. **Dangerous Weapons**

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

ATTENDANCE

WANIC follows an attendance policy similar to business and industry in that a student is considered an employee or a professional and is expected to be in full daily attendance in order to assure that maximum learning and productivity are achieved.

All program instructors maintain the standards and attendance expectations for their programs. These standards teach what employers expect of their employees:

- **Being dependable** – Students are expected to be at school/work every day.
- **Being on time** - Students are expected to be prompt, not late, and ready to work.
- **Doing a full day's work** – Students are expected to stay on task, not leaving early or stopping work early, but complete what is expected and put materials away.

Programs at WANIC Skills Center include numerous hands-on activities which can be attained only by being in attendance. The skill application and practice in the shop or lab setting is critical to skill competency. Consequences for absences and tardiness range from classroom discipline to suspension and loss of credit.

Definition of Absences

Excused Absences: In order to excuse an absence the student must obtain a parental excuse within 2 days. Assignments and/or activities not completed or late because of an excused absence may be made up in the manner provided by the teacher. The following are valid excuses for absences and lateness: absence due to illness, family emergency or parental-approved activities and absence from short term suspension.

School Related Absence: School related activity (field trips, athletic activities, musical tours, counselor appointments, **two college visits and two sending school assemblies per semester**. School related absences do not count towards your nine day limit for credit loss.

Unexcused Absence: All other absences are considered unexcused. Examples may include: car trouble, oversleeping, leaving school with parent permission but without checking out of

school, or without parent permission. Unexcused absences may result in disciplinary action. After the two day grace period, absences may not be cleared or work made up.

Tardies: Five tardies equal one absence. Students are expected to arrive at class on time. Students arriving after the start of class will be counted tardy. **In order to excuse a tardy the student must obtain a written parental excuse within 2 days.**

Truancies: A student absent without prior knowledge and consent of his/her parent or guardian is truant. Students will not be allowed to make up missed work.

Absence procedures

Each absence:

Parents should contact the instructor each day their student is absent.

In our effort to communicate and work together for your student's success, grade and attendance information is available anytime online via Engrade (contact instructor for login). In addition an attendance and grade report will be mailed to you for your review on a regular basis. We understand that there are legitimate reasons that a student needs to be absent and are glad to work with you and your student when these circumstances do occur. We also feel that they need to be in school to receive the fullest measure of educational benefit and would like to work with you to eliminate unnecessary absences. Poor attendance may impact your student's grade and credit status.

After five (5) absences in a semester, a Letter of Concern is sent to parents/guardians. WANIC and Lake Washington School District's attendance policy states that on the tenth (10th) absence in a semester, the student will lose credit for the class, until she/he completes the credit appeal process. Credit Appeal forms are available from the WANIC office.

Make up work to retain credit: Make up work is only available for excused absences and is necessary to develop required competency and maintain grade status. Work missed due to absence cannot be made up by simply completing written work at home; assigned lab work must also be completed. It is the student's responsibility to work with their instructor to complete the "**Student Make-up Plan**". This plan must be completed to be eligible to make up the assignments and time missed.

The Becca Bill

The Washington State attendance law, known as the Becca Bill, requires School Districts to report excessive truancies for civil action. WANIC follows LWSD policy in regards to this law and will report excessive attendance issues to the home high school. We will attempt to communicate truancy information to the students and parents/guardian and take remedial action before excessive levels are reached.

RIGHT TO APPEAL

If credit is lost due to absences, the student has the right to appeal to the WANIC Skills Center Administration. Credit Appeal forms are available from the WANIC office.

EMERGENCY RELEASE & ILLNESS

If you become ill during the day, report to your teacher. Do not leave school for any reason without signing out or you will be considered truant.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Anyone who damages property or equipment will be required either to pay for the damages done or replace the item. Anyone misusing or abusing school property will be subject to disciplinary action.

In computer labs, care must be taken to protect equipment from damage. Specific restrictions may be applied by program instructors regarding the use and consumption of food or beverages within a computer lab setting. Liquids, if allowed by instructor, are to be limited to containers that can be sealed and hands must be cleaned of all sticky or oily residue.

VISITORS

Visitor Approval Process: 24 hours prior to bringing a student visitor to WANIC, you must complete the following procedures:

- Obtain instructor and administrative approval at least 24 hours prior to the requested visit.
- Visitors are not allowed during critical times such as prior to school vacation, during finals and testing, etc.

TRANSPORTATION

Students provide their own transportation.

Students who are authorized to drive to and from WANIC must know and observe the following regulations:

- Student vehicles are to be parked in the WANIC North Lot in designated spaces only. Vehicles must occupy only one parking space. Cars parked in unauthorized areas may be towed.
- Handicapped parking is available.
- Student parking must comply with city fire codes; do not block fire lanes around the building.
- Must follow the posted speed and stop signs on WANIC campus at all times. Speeding or careless driving on WANIC grounds or on streets bordering WANIC or at the off campus sites may cause loss of driving privileges and/ or further disciplinary actions.
- Must be responsible for keeping all litter contained in your vehicle. Littering is not permitted on WANIC's campus including the parking lot, the street bordering WANIC or at any of the off campus sites.
- Music must be at a level that will not be disruptive to the educational process. Music should not be able to be heard outside of the student's vehicle.
- The parking lot is considered **off limits** during session hours. Students must gain permission from a staff member prior to going out to the parking lot for any reason during session.
- Drivers shall, at all times, yield the right of way to school busses and pedestrians.

Students who are authorized to drive to and from DigiPen will receive a parking pass from them.

FAILURE TO FOLLOW THE ABOVE STATED RULES MAY RESULT IN THE TERMINATION OF DRIVING/ PARKING PRIVILEGES AND OR FURTHER DISCIPLINARY ACTION.

Cell Phone/Electronic Devices

Cell phones and electronic devices are to be silenced and put away during class time. It is the intent of WANIC Skills Center and the Lake Washington School District to provide a safe, productive, positive, and disruption-free classroom and learning environments. Use of cell phones (including texting, taking pictures and videos, etc.) and other electronic devices (iPods, Mp3 players, etc.) can be disruptive to the classroom environment and must be silenced when entering the program area. Programs may have additional guidelines regarding cell phones and electronic devices noted in the program syllabus.

Consequences for inappropriate cell phone and electronic device use can range from a verbal warning to confiscation of the cell phone and electronic device.

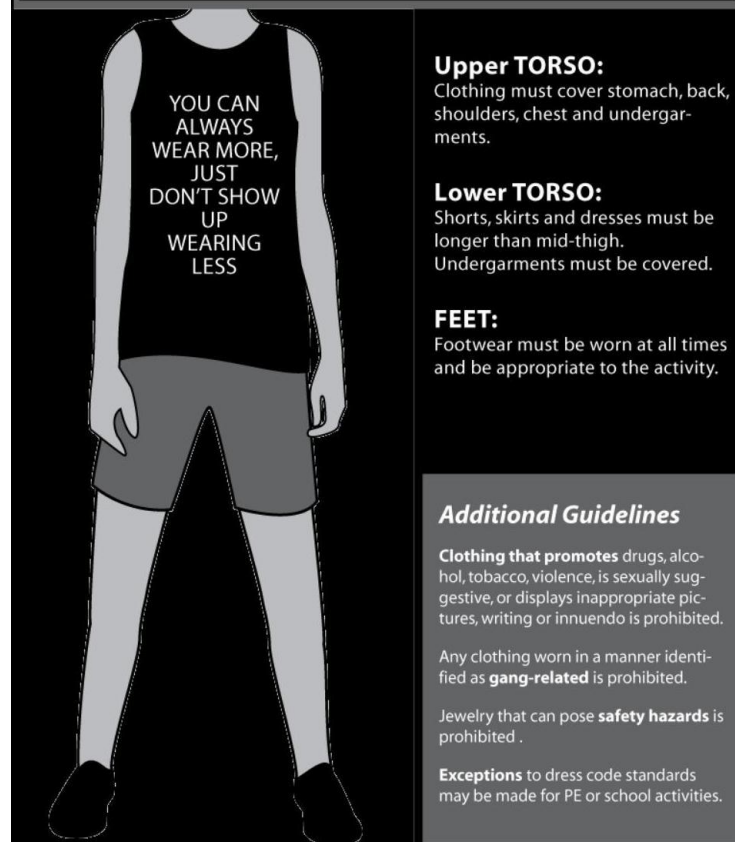
DRESS CODE

Dress standards at WANIC are established in an effort to directly connect to the expectations in an employment setting. Therefore, several of the standards acceptable at the comprehensive high school level may not be deemed acceptable by WANIC employability standards.

WaNIC MINIMUM COVERAGE DRESS CODE

In order to facilitate learning for all students, WaNIC requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines 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.



A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.

If the student's dress or grooming is objectionable under these provisions, the principal/designee shall request the student to make appropriate corrections. If the student refuses, the principal/designee shall notify the parent/guardian and request assistance in guiding the student to make the necessary correction. If both the student and parent/guardian refuse, the principal/designee shall take appropriate corrective action. Students may be suspended, if circumstances so warrant and students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal/designee may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

- Inappropriate dress may include but is not limited to: hats/bandanas or other headwear and/or clothing which disrupt the education process and/or promote tobacco, alcohol, drug use, or

promote or imply profanity, obscenities, sexual suggestion, or gang involvement are not allowed. Clothing which exposes the midriff, chest, or open back area are not allowed. Tube or spaghetti strap tops or other clothes that expose or do not fully cover all undergarments are not allowed. Skirts, dresses or shorts which do not substantially cover the majority of the thigh area are not allowed.

- All dress standards apply in addition to or in conjunction with the employment standard of each program as defined by the program instructor.
- Protective clothing as required by Washington Industrial Safety & Health Administration (WISHA) is required.
- Dress or appearance must not present a health or safety hazard.
- Everyone must wear shoes at all times.

DISCIPLINE

Most employees do not lose their jobs from lack of ability and skill, but rather as a result of a lack of self-discipline and poor attitude. WANIC will help students to develop and reinforce self-control, orderliness, respect and efficiency necessary to maintain a positive attitude, self-discipline, and overall effectiveness as a future employee.

Each staff member at WANIC is committed to proactive involvement with students by anticipating needs and always treating individuals fairly, openly and honestly. In the event that disciplinary action is warranted a progressive process is followed. If disciplinary action is warranted this will result in referral to the student's sending high school for disciplinary measures.

ADULT STATUS

- **Granting of Adult Status** – Students who are eighteen years of age or older are eligible to complete an application requesting adult status. Once approved by the WANIC front office, WANIC will consider the student an adult in all matters regarding attendance, discipline and other school functions.
- **Revocation of Adult Status** – Revocation of adult status may occur if a student chooses to misuse or abuse this privilege. Revocation is completed by a WANIC administrator.
- **ALL STUDENTS, REGARDLESS OF ADULT STATUS, MUST SIGN OUT WHEN LEAVING CAMPUS PRIOR TO REGULAR RELEASE TIME.**

TELEPHONE

Upon request, students may use the school telephone for calls related to school activities, illness and emergencies only.

EMERGENCY/FAMILY INFORMATION

Health Information - Parents/guardians have the primary responsibility for a student's health. WANIC requires that an Emergency Information Form be completed. WANIC does not have a school nurse or health room, so anyone who is too ill to be in class needs to identify an emergency contact person who is available for transportation home.

School Accident Insurance: WANIC and the Lake Washington School District do NOT provide medical insurance coverage for accidents or injuries resulting from participation in school or school

related activities. This means that the student's parent or legal guardians are financially responsible for any cost associated with such accidents. If a student has no medical insurance or wishes to supplement existing insurance, information detailing available accident insurance plans is available at the WANIC office. WANIC is not acting as an insurance agent; it is only making information available to interested parties.

Privacy Rights: The Family Rights and Protection Act of 1974 permits the school district to release certain information, known as "directory information", to certain people or institutions, unless you request, in writing that such information not be released. From time to time, photographs or videos of students are taken during the school day for use in district news releases, publications, video productions, and the school website. On occasion, television and other news media are invited to cover stories in our schools and take photos, video and/or interview students. If you do not wish to have "directory information" or your student appear in a publication, video or web page, please contact the WANIC office.

SECURITY OF PERSONAL ITEMS

Personal items should never be left unattended in any program area. Lockers are available in some program areas, and those items should be stored and locked in the locker. WANIC is not responsible for loss of personal items.

LOST & FOUND

Any person who finds an item should bring it to the Front Office. If an item has been lost, check in the Front Office to see if it has been turned in.

QUESTIONS & INFORMATION

Students are encouraged to contact their instructor or the Front Office for questions regarding:

- Schedules or activities
- Attendance
- Program offerings
- Enrollment
- Grades
- Financial assistance or insurance
- Personal or academic concerns

GRADING

WANIC grades are assigned quarterly and forwarded to each home high school. Students may receive up to three (3) high school credits per year. Grading categories include at a minimum, but not limited to the following areas:

- **Employability:** Demonstrated employability, punctuality and participation, overall quality of work, attitude and conduct, adherence to safety rules and leadership.
- **Knowledge:** Demonstrated understanding of related theory, test scores and written work.
- **Skills:** Demonstrated application of related theory, lab work, project, and attainment of identified competencies.

LOSS of CREDIT: If a student owes an instructor time and/or makeup work, a failing grade and zero (0) credit will be awarded at the end of the final grading period.

EQUIVALENCY CREDIT: Students who earn full credit and a passing grade in both 1st and 2nd semester in their WANIC program(s) will automatically earn full equivalency credits. The credit is subject to home high school principal or counselor approval. Technical English can only be earned once. *Equivalency credits may not meet 4-year college entrance requirements.*

ONLINE GRADING: Students are given access to view their grades and attendance online.

TECH PREP/COLLEGE CREDIT

Most WANIC programs offer Tech Prep credits. Students who successfully complete their program with a B or better are eligible to receive advanced placement and/or college credits. These credits are free of charge.

LEADERSHIP ACTIVITIES

WANIC leadership activities exist to give everyone an opportunity to develop a sense of belonging, greater school pride, leadership skills, a sense of accomplishment, and a commitment to one's community. WANIC endorses, encourages, and supports leadership activities as part of training. In accordance with Washington State standards for vocational education, a leadership component shall be integrated into each program curriculum. This may be accomplished through Career and Technical Student Organizations (CTSO) such as Skills USA, or through a locally developed leadership program, such as Explorers.

Lake Washington School District NON-DISCRIMINATION POLICY

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, 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 Lake Washington School District offers classes in career and technical education program areas under a non-discriminatory policy. Specifically, the Lake Washington School District offers classes to students based on educational criteria in programs like Auto Tech, Family Consumer Science, etc., through an enrollment process that is free from discrimination. For more information about the application process and particular course offerings, contact the Career & Technology office at (425) 936-1387. English language proficiency is not a consideration in the offering of classes or the participation requirements for career and technical education classes. This notification can be provided in the appropriate language for communities of national origin by contacting our Communications Department at (425) 936-1300. The following has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
(425) 936-1266

Complaint Procedure

Any student or staff member who experiences a violation of this policy should follow the complaint procedure below:

Informal Process

If any employee or student feels that he/she has been subject to any form of discrimination identified above, he/she is encouraged to bring their complaint and concerns to the immediate attention of their building principal or supervisor. If the problem is not addressed at the building level, the individual should bring the complaint to 1) the Director of Human Resources for matters pertaining to employees; or 2) the Director of School Support for matters pertaining to students; or 3) the Director of Special Education for matters pertaining to a student's disability or participation in a Section 504 plan.

Formal Process

Whether or not an informal process has been initiated, employees and students may file a formal written and signed complaint concerning this nondiscrimination policy with the applicable individual as designated above. A complaint shall mean a charge alleging specific acts, conditions, or circumstances which are in violation of nondiscrimination laws.

Prohibition of Harassment

Human Dignity

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

Non-Discrimination

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Harassment

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

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

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

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and which interferes with efficacy or creates uneasiness.

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

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

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

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

RIGHTS, POLICIES and PROCEDURES

LWSD STUDENT RIGHTS AND RESPONSIBILITIES

Behavioral Expectations of Students

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

Student Rights and Responsibilities

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

Rights

- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways, and lunchrooms.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to help solve their problems.
- Students have the right to engage in the grievance process.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
- Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.

Responsibilities

- Students are responsible for their own behavior.
- Students are responsible for respecting the property of other people and school property.
- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
- Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.
- Students are expected to make a determined effort to learn. Lake Washington 28 High School Student Handbook
- Students are expected to follow the instructions of teachers and other school staff.

- Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

DISCIPLINE POLICY

This is the Lake Washington School District Discipline Policy. Please see your high school discipline policy for clarification as it applies to you.

LAKE WASHINGTON SCHOOL DISTRICT - WANIC DISCIPLINE POLICY

We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities or any other aspect of the educational process. School jurisdiction and authority include student conduct to and from school, at school, on adjacent property, at bus stops, on busses, and at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the work of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed in this handbook, shall be subject to discipline, including possible suspension and/or expulsion from school, and/or referral to law enforcement authorities.

Progressive Discipline

The school encourages progressive discipline to correct undesirable/unacceptable behavior, attendance, or attitude problems whenever reasonably possible. Progressive discipline is the process used to correct student behavior problems and teach the student to function in an acceptable manner.

Progressive discipline attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense (or accumulated offenses) has occurred. Students who violate a rule the first time face disciplinary action commensurate with the violation. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intention is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging him/her to accept responsibility for his/her actions.

The goals of the progressive discipline approach in the Lake Washington School District are to encourage students to:

- Correct inappropriate or unacceptable behavior;
- Develop better understanding of the problem and the need for behavior change;
- Accept responsibility for their actions;
- Make the necessary or desirable change in their behavior;
- Provide an opportunity to demonstrate improvements and personal growth, and;
- Plan for and make appropriate choices conducive to school success and future readiness.

Discipline procedures range from conferencing with students, parents and/or guardians to suspension and expulsion. Definitions related to these different options include:

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

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

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

Emergency Expulsion/Emergency Removal: When the student's presence imposes an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion (**EE**)/removal (**ER**) may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action. Students who create a disruption of the educational process in violation of our building standards may be excluded from a classroom for all or any portion of the school day. Students may be excluded for longer periods if they repeatedly disrupt the learning of other students. Students who repeatedly violate school policies are a concern, and the frequency with which they violate school rules is often of equal or greater concern than individual violations. Because of this, discipline is based on the cumulative effects of these acts. While administrators normally apply the concept of progressive discipline in working with students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Lake Washington School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e. conduct that is so frequent or serious in nature, in terms of the disruptive effect upon 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 threat or disruption to other students at school. A suspension from school may be appealed. The student will be informed of the appeal process at the time a suspension occurs. Parents will be notified of the suspension by mail.

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

Alcohol, Drug and Tobacco-Free School

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

Dangerous Weapons

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

Human Dignity

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

Non-Discrimination

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Harassment

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

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

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

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and which interferes with efficacy or creates uneasiness.

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

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

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

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

Student Searches

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

Drug-scenting Dogs

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

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

VIOLATION, DEFINITION & CONSEQUENCE DESCRIPTIONS

Violation	Definition	Consequence □ required *subsequent offenses will incur equal or greater consequences
Arson	Lighting a fire, causing any fire to be started, setting fire to school property, or falsely setting off a fire alarm	1st Offense* • EE/LTS • Police Contact • Restitution as Appropriate [False Fire Alarm: STS/LTS/Police Contact/Restitution]
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	1st Offense* • EE/LTS • Police Contact
Dangerous Weapons, Explosives, and Other Unsafe Items	The District has a policy of no tolerance for weapons. Possession, threat to use, or use of dangerous weapons (or replica weapons) is prohibited. 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 gun 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.	1st Offense* • EE/STS/LTS • Police Contact OR Possible lesser corrective action based on particular facts and circumstances.
Drugs/Alcohol Possession Use Paraphernalia	Possession, use, 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. 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. Possession of paraphernalia or any item that can be used to ingest or conceal drugs or alcohol.	1st Offense • EE/LTS • Police Contact • Drug/Alcohol Assessment: includes release of information to administration and follow through with assessment recommendations LTS may be held in abeyance and conditionally reduced to STS/lesser LTS if student fully complies with above assessment procedures 2nd Offense • EE/LTS • Police Contact
Drugs/Alcohol Sell Buy Transfer	Transfer, sale, 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.	1st Offense* • EE/LTS • Police Contact
Firearms	Possession, threat to use, or use of a firearm. The District has a policy of no tolerance for firearms.	1st Offense • EE/E up to one year • Police Contact • Conference 2nd Offense • EE • Police Contact • Permanent Expulsion from LWSD

Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: <ul style="list-style-type: none"> • 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. 	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS OR Possible lesser corrective action based on particular facts and circumstances. 2nd Offense* <ul style="list-style-type: none"> • EE/STS/LTS
Illegal Acts	A student shall not engage in the commission of any illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	1st Offense* <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS/Police Contact
Threats	To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing, or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact OR Possible lesser corrective action based on particular facts and circumstances. 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact

Short-Term Suspension (STS) Long-Term Suspension (LTS) Emergency Expulsion (EE) Emergency Removal (ER) Community Service (CS) Expulsion (E) *subsequent offenses will incur equal or greater consequences.

Other Forms of Misconduct and Discipline

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

Violation	Definition	Consequence <input type="checkbox"/> required *subsequent offenses will incur equal or greater consequences
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	1st Offense • Loss of Credit on Assignment • Parent Contact 2nd Offense, Regardless of Subject* • Loss of Credit for Semester (F/NC) • Parent Contact
Alteration of Records	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	1st Offense* • EE/STS/LTS/Parent Contact
Attendance / Truancy	A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or discipline.	• Parent Contact • Follow Absentee/Tardy Policy/Becca Referral
Disruptive Conduct / Behavior	Behavior 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 may be subject to discipline.	1st Offense* • EE/STS/LTS/Police Contact • Parent Contact OR Possible lesser corrective action based on particular facts and circumstances.
Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance. The student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	1st Offense* • Change Clothes/Parent Contact/ Detention/ STS/LTS/EE
Endangerment of Others	A student shall not act in a manner that endangers students, staff, or community members.	1st Offense* • EE/STS/LTS/Police Contact
Extortion/ Blackmail & Coercion	A student shall not extort or attempt to extort any item, information, or money.	1st Offense • EE/STS/LTS 2nd Offense • EE/LTS
Fighting	A student shall not engage in or provoke 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.	1st Offense • EE/STS/LTS/Mediation 2nd Offense • EE/LTS
Forgery	A student shall not engage in copying, plagiarizing, falsifying materials/signatures and/or other information or objects.	1st Offense* • Parent contact • EE/STS/LTS
Gambling	A student shall not engage in games of chance which involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	1st Offense • EE/STS • Confiscation of gambling items (e.g. cards, dice, etc.) 2nd Offense • EE/LTS

Gang Activity	A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact 2nd Offense <ul style="list-style-type: none"> • EE/STS/LTS/E • Police Contact
Hazing	A student shall not participate in or fail to report known activity that demeans or abuses any student or members or potential members of a team or club.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS
Immediate Danger and Disruption	If a student's presence poses an immediate and continuing danger to the student (including harm to self), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact/E • Parent Contact Self-Harm <ul style="list-style-type: none"> • Emergency Removal • Parent Contact • Police Contact according to circumstances
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS
Lying	Telling or writing untruths.	1st Offense <ul style="list-style-type: none"> • STS OR Possible lesser corrective action based on particular facts and circumstances. 2nd Offense <ul style="list-style-type: none"> • STS/LTS
Negative Community Action	Washington State Law provides for the implementation of school discipline for actions performed outside of school that may adversely affect the educational environment of the school. Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other internet or electronic communications such as to harass or harm others.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact
Physical Aggression	A student shall not threaten injury or attempt to cause physical injury or intentionally behave 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.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact
Prohibited Use of District Network and Digital Resources	Prohibited network use by students includes commercial use, political use, illegal or indecent use, disruptive use, and personal entertainment use as defined in Student Acceptable Use Procedures (AUP). 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, and any other techniques designed to evade filtering or enable the publication of inappropriate content) is also prohibited.	1st Offense* <ul style="list-style-type: none"> • Warning/revocation of network and computer privileges/ restitution/EE/STS/LTS/Police Contact • Parent Contact
Theft	A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know of stolen property.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact • Restitution for school property 2nd Offense

		<ul style="list-style-type: none"> • EE/LTS/Police Contact • Restitution for school property
Tobacco	A student shall not possess, use, or distribute any tobacco product, or chemicals, devices, or any other tobacco product that has the same flavor or physical effective of nicotine substances.	1st Offense <ul style="list-style-type: none"> • Diversion • If student does not attend Diversion, then STS 2nd Offense <ul style="list-style-type: none"> • STS
Trespass/ Loitering/ Unauthorized Entrance	A student shall not enter or be present on school property without permission.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS
Unauthorized Use of Cell Phones or other Electronic Devices During Class Time	Cell phones and other personal electronic devices must be turned off and may not be used in classrooms without teacher authorization.	1st Offense <ul style="list-style-type: none"> • Confiscation for the day 2nd Offense* <ul style="list-style-type: none"> • Confiscation; device returned only to parent/guardian
Unauthorized Use of Equipment	Computers and other equipment shall not be used in classrooms without teacher authorization. Photographs, video, and audiotapes may not be published without permission. Inappropriate materials or websites may not be accessed or displayed.	1st Offense* <ul style="list-style-type: none"> • Confiscation for the day • STS/LTS • Restriction of tech privileges
Vandalism	Destruction, damaging, or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies or displacing property.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact/Restitution/CS/E 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact /Restitution
Vulgar or Lewd Conduct/ Profanity	Any lewd, indecent, vulgar, profane, or obscene act or expression is prohibited. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Willful Disobedience/ Disrespect	Failure to follow reasonable requests and directions of school staff or acting in a disrespectful manner.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS OR Possible lesser corrective action based on particular facts and circumstances.

**Short-Term Suspension (STS) Long-Term Suspension (LTS) Emergency Expulsion (EE)
Emergency Removal (ER) Community Service (CS) Expulsion (E)**

***subsequent offenses will incur equal or greater consequences**

TECHNOLOGY CODE OF CONDUCT

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

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

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.

- Protect your account and computing privileges. Never share your logon and password with other students. Never use others' logon or password.
- Do not destroy, modify or abuse computer hardware or software in any way.
- Do not delete or add software or peripheral equipment to district computers without advance permission.
- Do not use personal wireless hotspot devices while at school.
- Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission.
- Keep food and beverages away from laptops and desktops at all times.
- Computer lab use –
 1. Use only when a staff member is present.
 2. Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way.

2. Be a good digital citizen.

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

3. Be academically honest. Do not assume that because something is on the Internet that you can copy it.

Family Educational Rights and Privacy Act

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

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

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

Students in Washington State may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to our school district website, <http://www.lwsd.org/Parents/Student-Registration/Pages/In-District-Transfer-Options> for timelines and processes.

BUS CONDUCT POLICY

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 year. These rules will also be posted in each bus.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However the bus driver shall have final authority and responsibility.

Safety Rules and Regulations for Riding a School Bus

Cooperate with and obey the driver at all times.

Be courteous, use no profane language—spoken, written, or gestured.

Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office.

Each student may be assigned a seat in which they must be seated at all times.

Food or beverage must not be consumed on the bus except by permission of the driver

Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.

Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW 9.41.250 for definition

Windows may be opened 6 inches; however, the driver may require the windows be closed at his or her discretion.

Students must keep their head, hands, feet, and belongings inside the bus at all times.

Animals (except seeing-eye dogs) are prohibited from being transported on the bus.

Belongings of students must be kept out of the aisle.

Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.

Students must enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

Rules of Conduct at the Bus Stop

Students should not stand or play on the roadway while waiting for the bus.

Students should arrive at the bus stop five minutes before the scheduled bus time.

Students should wait to board the bus in an orderly manner

Students should respect private property while waiting for the bus

Lake Washington School District policy specific to human dignity, harassment, and sexual harassment apply when students are awaiting the arrival of the school bus.

Penalties for Infractions of Established Bus Rules

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration on the school year may include any combination of the following:

First Infraction: Warning or loss of recess/detention (elementary). Warning or detention (secondary). A bus riding suspension may occur if the incident is considered a serious* offense.

Second Infraction: Warning or loss of recess/detention (elementary). Warning or detention (secondary). A conference with parent/guardian and Transportation Manager or Transportation Coordinator will be held. A bus riding suspension may occur if the incident is considered a serious* offense.

Third Infraction: Automatic bus suspension, length of time to be determined by the building principal. Principal/assistant principal will then contact parents/guardians notifying them of the suspension.

Fourth Infraction: Long -term bus riding suspension and parent/guardian contact. If the suspension occurs within the last ten (10) days of the school year, the suspension may remain in effect for the start of the next school year.

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

Suspension will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

Appeal Procedure

Parents/guardians of students who wish to appeal a suspension may submit a request to the sending school principal for an informal conference.

Discipline for Students Enrolled in Special Education

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported. A disabled student can be suspended for up to ten (10) cumulative days a year without a change in placement. The district is required to provide some form of transportation unless the student is a danger to himself or others.

Procedures:

First Infraction: A meeting may be called with the driver, principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible.

Second Infraction: A meeting with the driver, principal, special education services and parents/guardians will be held. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required

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

Emergency Evacuations

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. *Usually, students remain on the bus during an emergency; however, two situations do require the bus to be evacuated:*

Fire or Danger of Fire

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

Unsafe Position

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

Emergency Exit Procedures

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

WAC 392-145-045 Emergency Drills

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

Sign off Sheet

WANIC Student Handbook – Parent and Student Sign off sheet

In an effort to conserve resources and communicate more effectively with our WANIC community, our “**Parent and Student Handbook**” is now available electronically on our website. Included in this document are important school information and Student Behavior Policy and Discipline information.

Please access the “Parent and Student Handbook” at <http://www.WANIC.org>

After reviewing the handbook and policies with your student(s) please sign and return this sheet to your student’s instructor.

If you are unable to access any of this document online and wish to receive a hard copy please indicate your preference below.

Thank you,

Karen Hay

WANIC Skills Center Director

Parent and Student Review

I have read and reviewed the WANIC Student Handbook and the Lake Washington School District policies specific to:

Inappropriate Behavior

Dress Code

Student Rights and Responsibilities

Human Dignity

Harassment

Sexual Harassment

Cell Phones and Electronic Devices

False Reports

Investigative Process

Alcohol and Drug Policy

Exceptional/Serious Misconduct and Discipline

Other Forms of Misconduct and Discipline

Computer and Internet Code of Conduct

Family Rights and Privacy Act

Bus Conduct

Please sign this page and return to your student’s instructor.

Instructor name/class: _____

Student’s name _____

Student’s signature _____

Parent/Guardian name _____

Parent/Guardian signature _____

Date _____

Please check this box if you would like a printed copy of the “**Parent and Student Handbook**”.