

Horace Mann Elementary

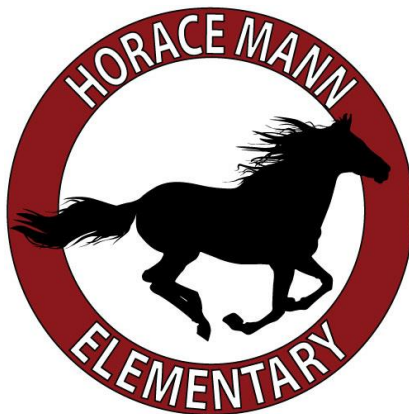
2017 - 2018

PARENT HANDBOOK

&

DISCIPLINE POLICY

Mission : The Horace Mann Community provides a safe, respectful environment where individuals reach their full potential in learning and citizenship.



Reviewed/Modified : June 20, 2017 **By :** Jessie Sterling, Lauren Ives,
and Melissa Doering

**Horace Mann Elementary
17001 NE 104th St.
Redmond, WA 98052**

**Phone (425) 936-2610
Safe Arrival (425) 936-2611
www.lwsd.org/school/mann**

School District Numbers

Resource Center	936-1200
Public Information	936-1300
Health Services	936-1170
Transportation	936-1120
Quest	936-1238
Special Education	936-1201
Food Service	936-1393
Redmond Middle School	936-2440
Redmond High School	936-1800

**Dr. Traci Pierce – Superintendent
LWSD Board of Directors
Nancy Bernard
Christopher Carlson
Mark Stuart
Eric Laliberte
Siri Bliesner**

www.lwsd.org

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HORACE MANN STAFF

Horace Mann Office Staff

Principal	Megan Spaulding	mspaulding@lwsd.org
Associate Principal	Charles Jamieson	cjamieson@lwsd.org
Office Manager	Sue Nauman	snauman@lwsd.org
Secretary I	Ann Glassey	aglassey@lwsd.org
Health Room Secretary	Teresa Henrikson	thenrikson@lwsd.org

Specialists

Counselor	Marion Holland	mholland@lwsd.org
Psychologist	Karen Wilson-Bielitz	kwilsonbielitz@lwsd.org
SLP	Launa Fuhrman	lfuhrman@lwsd.org
Librarian	Shannon Leonard	sleonard@lwsd.org
Music	Brad McRae	bmcrae@lwsd.org
Music	Stephanie Torrey	storrey@lwsd.org
Physical Ed	Dave Billheimer	dbillheimer@lwsd.org
Special Ed	Michelle Geraghty	mgeraghty@lwsd.org
Special Ed/Safety Net	Renee Welch	rwelch@lwsd.org
Occupational Therapist	Tiffany O'Neill	toneill@lwsd.org
Physical Therapist	Tammy DeRoche	tderoche@lwsd.org
Nurse	Cae Fawkes	cfawkes@lwsd.org

Classroom Teachers

Melissa Deabler-Urban	Kindergarten	mdeabler-urban@lwsd.org
Kristi Bergquist	Kindergarten	kbergquist@lwsd.org
Lauren Ives	Kindergarten	lives@lwsd.org
Jennifer Moon	Kindergarten	arossclarke@lwsd.org
Sherry Ernst	1 st Grade	sernst@lwsd.org
Sandy Ortloff	1 st Grade	sortloff@lwsd.org
Melanie Stevens	1 st Grade	mstevens@lwsd.org
Trish Trotter	1 st Grade	ptrotter@lwsd.org
Florinda Davis	2 nd Grade	fdavis@lwsd.org
Jessie Sterling	2 nd Grade	jsterling@lwsd.org
Katherine Smoak	2 nd Grade	ksmoak@lwsd.org
Alexa Dayton	3 rd Grade	adayton@lwsd.org
Sue Hatai	3 rd Grade	shatai@lwsd.org
Valerie Montoya	3 rd Grade	vmontoya@lwsd.org
Denise Long	3 rd Grade	dlong@lwsd.org
Sara Rigby	4 th Grade	saholmes@lwsd.org
Ariana Turner	4 th Grade	aturner@lwsd.org
Kayce Gehring	4 th Grade	kgehring@lwsd.org
Brittany Hall	5 th Grade	bhall@lwsd.org
Jen Alexander	5 th Grade	jalexander@lwsd.org
Liz Willard	5 th Grade	lwillard@lwsd.org

Classified Staff

Instructional Assist.

Emily Cushing
Kathy Gasser
Wendy Gustin
Kym Hunter
Debbie Mezich
Stacey O'Brien

Para Educator

Glenda Alderete
Haleh Arabshahi
Molly Greger
Carole Cuellar
Dawn Fockler
Jackie Fulbright
Liz Adams Holmquist
Emma Jonnson
Becky Latt
Shalika Martin
Zahra Moslehi
Samantha Peterson
Rachel Roland

Custodians

Richard Doss
Brian Pattillo

Horace Mann Elementary PTSA Board of Directors for 2017-2018

Executive Committee	
Role	Name
Co-President	Susan Stenner
Co-President	Peggy Barcalow
Co-Treasurer	Gretchen Connors
Co-Treasurer	Jenn MacLachlan
Secretary	Teresa Henrickson
VP Communications (Mannager)	Jenn Sutton
VP Communications (Website)	Cindy Goulding
VP Art	Cheryl Perrins
VP Art	Dominick Cecere
VP Special Needs	Liz Homquist
VP Special Needs	OPEN
VP Fundraising	Cathy Dupe
VP Fundraising	Natalia Zayat
VP Enrichment	Lisa Sheffield
VP Enrichment	OPEN
VP Volunteers & School Services	Kimberly Furdell
VP Volunteers & School Services	OPEN
Committee Chairs	
Legislative Chair	OPEN
Membership and Outreach Chair	OPEN

For a complete listing of all volunteer positions, please visit our website:

<http://horacemannptsa.org/Home>

HORACE MANN ELEMENTARY
Bell Schedule: 2017-2018

8:25	First Bell
8:30	Tardy Bell – School Begins
10:15-10:30	K, 1 st & 2 nd Recess
11:00-11:25	3 rd & 4 th Lunch
11:25-11:50	3 rd & 4 th Recess
11:30-11:55	K & 5 th Lunch
11:55-12:20	K & 5 th Recess
12:00-12:25	1 st & 2 nd Lunch
12:25-12:50	1 st & 2 nd Recess
1:10-1:40	3 rd , 4 th , & 5 th Recess
2:10-2:25	K, 1 st , & 2 nd Recess
3:00	DISMISSAL

Wednesday Early Release Schedule

8:25	First Bell
8:30	School Start
10:00-10:15	3 rd , 4 th , & 5 th Recess
10:15-10:30	Kindergarten, 1 st & 2 nd Recess
11:00-11:25	3 rd & 4 th Lunch
11:25-11:50	3 rd & 4 th Recess
11:30-11:55	K & 5 th Lunch
11:55-12:20	K & 5 th Recess
12:00-12:25	1 st & 2 nd Lunch
12:25-12:50	1 st & 2 nd Recess
1:30	Dismissal

HORACE MANN ELEMENTARY POLICIES

SAFE ARRIVAL #425-936-2611 - ATTENDANCE

Regular attendance is important to all students to make continued academic progress. If your child is absent or will be arriving late to school, please call Safe Arrival Program at 425-936-2611. Leave a message regarding your child's absence or late arrival. Late arriving students need to check in at the office. The program is available to leave a message at any time. Advanced notice is greatly appreciated.

When calling into Safe Arrival please say specifically the following:

- 1.) Name of child First and Last.
- 2.) Spell the last name of the child
- 3.) Date
- 4.) Teacher

IF YOUR CHILD DOES NOT REPORT TO SCHOOL AND OUR SAFE ARRIVAL LINE DOES NOT HAVE A MESSAGE REGARDING THE ABSENCE, A VOLUNTEER WILL CALL YOU.

Washington State Law states that absences from school are excused only for illness, medical appointments, or family emergencies. A written or phone contact must be made by the parent to the school office with the reason for the absence. Another section of the attendance law addresses parental responsibility in a child's school attendance, and requires fines of up to \$100 a day of absence when a school district determines that a student is unnecessarily and excessively absent (truant from school).

ABSENTEE/TARDY POLICY

Attendance, the schedule for the day, and class instruction is conducted immediately at the start of school. Late arriving students both disrupt the orderly beginning of school and miss out on the important beginnings of the day. **Tardiness also requires an excuse from the parent.** State law defines acceptable reasons for tardiness as illness or medical appointments.

Help your child get prepared for the day and have them leave the house so they get to school as near as possible to **8:25 a.m.** **The bell to enter the building rings at that time. Students who arrive at school after 8:30 a.m. are tardy and must report to the office to receive an admittance slip to the classroom.**

Students who are absent for more than 20 consecutive school days will be withdrawn from school. Students will be readmitted upon returning but are not guaranteed that same class placement.

Students who are absent 5 or more days in a month, or 10 or more days in the school year without a doctor's note will be required to meet with Mr. Jamieson to discuss the impact of missed school days, as well as to develop a plan for increasing student attendance.

VACATION POLICY

At Horace Mann, we believe family vacations are important and special. But, we ask that you consult the school calendar to **plan vacations during scheduled school breaks**. Student achievement and classroom attendance are positively related. When students are not in school, they miss valuable instruction.

We cannot duplicate what happens in the classroom by making up work. School work is often practice or an extension of what is taught and discussed during the lesson in class. Assignments deemed by the teacher that can be completed outside the classroom environment may be accumulated and saved for your student. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who are absent as a result of vacations scheduled during school days. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble assignments for such absences. Please do not ask teachers to pre-plan individual lesson/work based on missed classroom instruction because much of what we do is hands on, visual, auditory and often without paper and pencil.

Instead of assignments from school, we encourage family designed activities that are not just practice, but bring in new learning that is interactive with the family. Such activities can include writing a journal about the trip, reading books, doing math problems related to the vacation, or collecting brochures and maps to share with the classroom. **Students who are absent for more than 20 consecutive school days due to an extended vacation will be withdrawn from school. Students will be readmitted upon returning but are not guaranteed that same class placement.**

MORNING ARRIVAL

Supervision begins at 8:15 a.m. Therefore, students are not to arrive prior to that time unless specifically arranged through the office or a teacher. **The school assumes no responsibility for students before 8:15 a.m.**

Before school, students are expected to line up respectfully with their classes and not be in the halls. **Mannerly Awards** are given to classes behaving themselves in line in the morning.

DISMISSAL

Students are to go directly home upon dismissal at 3:00 (1:30 p.m. on Wednesday) and are **NOT to play on the playground or play equipment without parental supervision.** Students may return to school after reporting home; however, the school assumes no supervisory responsibility or liability. School rules apply while students are on their way to or from school. Supervision at dismissal is limited, so please be on time picking up your students.

EARLY DISMISSALS

On occasion, it may be necessary to have your child dismissed from the classroom before the end of the school day. Under such circumstances the policy stated below will be followed to insure each child's safety.

1. The parents will request at the office for their child's dismissal and sign the child out of school.
2. The child will be called to the office to meet the parents. (Children may not wait outside school for parents.)
3. An authorization to withdraw a student must be signed by the parent and presented at the office if a child is to be released to anyone other than the parent/guardian.
4. If a student will be leaving school early, please notify the teacher first thing in the morning, by note or email, stating the dismissal time. This gives the teacher the opportunity to have materials prepared for the student.

Research indicates there is a positive relationship between achievement and time at school. Therefore, we encourage appointments to be made outside of school hours.

PARKING LOT SAFETY

Car pick-up and drop off: Drivers should make sure to obey posted speed limits and to watch for students when arriving and leaving school. If you are going to be dropping off or picking up a student(s), only use the **DROP-OFF/PICK-UP** zone where adults and patrols will be directing traffic. This area is a NO PARKING zone. Do not let students enter or leave the car in any space other than the drop off area, and **ALWAYS** from the curbside of the vehicle; the safety of students is our main concern. **If students need assistance getting out of the car, please park the car and use crosswalks in the parking lot.** It is unsafe for parents to get out of the car in the drop-off/pick-up zone. Please continue to pull forward as space allows when loading or unloading students to help ease congestion. Remember that you are a role model for students who are watching you.

Parking lot safety (walking): Parents and students must use cross walks that are manned by staff and/or patrols. **Please refrain from jay walking at all times.** Students who would like to ride bicycles to school must be in at least the intermediate grades and complete the "application to ride my bike to school" form that is located in the office.

SEVERE WEATHER OR OTHER EMERGENCIES

When emergency conditions make getting to or from school difficult or staying there a problem, the Lake Washington School District will use one of the plans outlined below. By 5:30 a.m., you will be able to learn which plan is in place by doing one or more of the following:

- Go to www.lwsd.org and look for the red alert box.
- Go to www.schoolreport.org, which lists schools all over the Puget Sound area.
- Call the main district telephone number to listen to a message (425-936-1200), or
- Tune in to area radio and television.

In addition, LWSD will use the School Messenger automated calling system to let parents know if school will be delayed or cancelled. You will not receive a call if school will open normally. If you want to double-check the status or learn it early, use one of the options listed above.

Be sure to keep this information handy to help you understand the brief notifications you will hear over radio and television. Plans will be updated if conditions change. *No announcement or no report means schools will operate on a normal schedule.*

Schools Closed

The following are canceled: School, Extended Daycare, all activities including athletic events and parent meetings. If conditions change during the day, special arrangements may be made for some activities.

Late Start – Limited Bus Service

Under this plan, all schools will start two hours late and bus routes will be limited. The district's transportation department will send out more information in the fall about when and where your student will be picked up and dropped off when limited bus service is in effect. Students will be dismissed at regular times unless otherwise announced. Extended Day program will also be on a two hour delay. The following programs are cancelled: All preschool morning and afternoon sessions, morning kindergarten, out-of-district transportation, before school music, and Quest pull-out classes.

Earthquake

In case of a major earthquake while students are on a school bus, drivers will receive specific instructions from the district via radio. If conditions permit, drivers going to school will continue to pick up students on their routes. The bus will deliver them to the safety of their school. If roads limit travel, the plan is for buses to transport students to the nearest school. If a quake hits when buses are transporting children home from school, drivers will attempt to return to the school they came from or, if necessary, go to the closest school. Children will stay at school until parents or their designees arrive. Each school has its own emergency planning committee. The Horace Mann PTSA is actively involved in emergency planning. If you would like to help out please contact the PTSA.

PARENT EMERGENCY INFORMATION

The staff at Mann Elementary takes our responsibilities to keep your children safe and secure very seriously. We regularly practice various safety drills throughout the year within the classroom as well as school wide. If an emergency occurs that requires the school to close early, such as a snowstorm or a windstorm, or requires us to evacuate the school building, such as a fire or earthquake, we have detailed plans in place to care for our students and reunite them with their parents as quickly as possible.

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

After an Emergency

- **Do not call the school;** there are district procedures for informing the public via radio, television and through the district website at www.lwsd.org. You may receive an automated call with details. **Please be sure we have your updated contact info at all times.**
- The parking lot will be closed off to allow access only for emergency vehicles. Do not block the entrance to the parking lot.
- If you live nearby, please **WALK** to reduce traffic congestion.
- If you drive, please be courteous, and park where there is space.
- If it is a city-wide emergency it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them.
- Be sure to bring your **picture I.D.** with you to school. We are required to identify each individual picking up a child.
- Parents/Emergency contacts will be directed to the student re-unification area upon arrival for picking up their child. You must be on the emergency card to pick up a student.

VOLUNTEERS

We welcome parent and community volunteers at Horace Mann. Many hands make the work light and we rely on the many hands of our volunteers to support our academic and extracurricular activities. Volunteers make a significant impact on Lake Washington School District. You can help students of all ages succeed in an ever-challenging world while sharpening your own skills and doing what you love.

All volunteers need to complete the LWSD Volunteer Application Process before they are allowed to volunteer. The application is available on the district website (www.lwsd.org →FOR THE COMMUNITY →Volunteering with LWSD) and can take up to two weeks to get approval. If you want to help on a field trip or during a class party you must be a LWSD approved volunteer.

How to apply

There are several ways to apply to volunteer:

- Parent volunteers can apply online through Parent Access. This method takes the least time for processing. Go to www.lwsd.org > For Parents > Parent Access. Log in and fill out the application.
- Print out a volunteer application from the district's website. Go to www.lwsd.org > For the Community > Volunteering with LWSD. Print out the application and follow the instructions.
- Get an application from the school or district office.

The application process requires the submission of the LWSD Volunteer application, a background check through the Washington State Patrol, and a copy of driver's license or other government identification.

Approved volunteers agree to:

- follow the Horace Mann behavior expectations and dress code
- not bring small children to school when volunteering as it is a disruption to the learning environment
- silence/turn off cell phones to avoid disrupting the learning environment
- **check in at the office and wear an I.D. badge**

PARENT VISITATION

You are welcome to visit your children's classroom during the school day. In order to provide you with the best observation possible and to insure continuing instruction for all children, visitors are asked to comply with the following procedures:

1. Arrange a visitation day and time with the teacher in advance of the visitation.
2. **Check in at the office for a name tag on visitation day.**
3. **Wearing an ID badge is Mandatory for school safety**
4. If you choose to have lunch with your child, that will take place in an alternate setting due to space constraints.

HOMEWORK PHILOSOPHY & POLICY

Homework is a tool for reinforcing learning. It can take many forms: drill & practice, daily home study, and extension activities.

Staff recommendations for homework are as follows:

- | | |
|--------------------------|---------------|
| ▪ Kindergarten & Grade 1 | 15-20 minutes |
| ▪ Grade 2 | 20-30 minutes |
| ▪ Grades 3 & 4 | 30-40 minutes |
| ▪ Grades 5 | 40-60 minutes |

Times are approximate and will vary according to teacher discretion and students' efficient use of classroom time. Individual teachers and/or grade level teams will review specific homework expectations at curriculum night and will reinforce our homework policy throughout the year.

ONLINE

Much of our curriculum and textbooks can be found online. Please see pages 25 and 26 of this Handbook for instructions for accessing the online textbooks of our curriculum, class Haiku pages, and the gradebook.

LOST AND FOUND

Articles of clothing or other items found on the school grounds are brought to the Lost & Found, located by the library. Any article which is marked with a child's name is returned.

Each year we have numerous unclaimed items. **Please be sure to mark clothing and encourage your children to check the Lost and Found if they lose something. Unclaimed items will be donated three times a year (Winter Break, Spring Break, and June).**

LUNCH PROGRAM PROCEDURES

The lunch program is restricted by law not to loan food service money or to carry debts; however, **children do forget and emergency lunches will be given for the first two times and are to be paid back the next day.** You may also contact Paula Gallagher, our school lunch cashier, regarding account balances or other questions you might have by calling the school office. The LWSD Food Service Department may be reached at 425-936-1393.

Free and reduced lunches are available to all students unable to pay the full price through the federally supported National School Lunch Program. Information regarding free and reduced price lunches is included in the first day packet or may be obtained from the school office.

LUNCH PRICES

The following are lunch prices for the 2015-2016 school year.

Student Lunch \$3.00 Student Milk \$.50 Adult Lunches \$4.00

You are encouraged to deposit money into an account for lunch and/or milk. Students with an account take their card, drop it in a basket and get their food. The LWSD Food Services department has an automated phone system that alerts parents to low or negative account balances as time allows. Ultimately, however, it is the parent's responsibility to keep track of student accounts. You may make deposits to lunch accounts by:

- Sending a check or cash to school in an envelope. Clearly indicate your child's name on the check. One check is fine for multiple siblings; just make a note on the memo line as to how the amount should be split.
- Call Food Services at 425-936-1393 to use a VISA or Mastercard to charge a deposit.
- Using the Lake Washington School District website (www.lwsd.org) and using Parent Access to charge a deposit. **Please be sure to click on the "pay now" button and write down the subsequent transaction number!**
- Using the Automatic Deposit form on lwsd.org to establish automatic withdrawals from your checking account. Please note – these take place on or about the 6th of each month.

STUDENT PROGRESS REPORTS

Students in grades kindergarten through fifth will receive a report card. To help children, it is important that teachers and parents maintain close contact. Teacher-Parent Conferences help maintain this connection.

Parents will have access to information regarding their student's progress on an electronic gradebook and are encouraged to check it regularly. To sign up for this access go to www.lwsd.org, and on the "For Parents" page click on "Parent Access".

DRESS CODE

1. Shorts may be worn to school which meet the following criteria:
 - a) either straight hemmed or cuff hemmed
 - b) should be no shorter than approximately mid-thigh
2. Tank tops with spaghetti straps, halter tops, tube tops, and cut off shirts or other attire which exposes the midriff are not approved.
3. Articles of clothing with designs displaying or advertising drugs, alcoholic beverages/insignias, sexuality, or disturbing images are not permitted to be worn.
4. No colored hair spray. No face adornments or face paint.
5. No hats, caps or hoods are suitable for wear within the classroom and the building. They may be worn at recess. No hoods or masks that cover the face can be worn at any time.
6. No flip-flops are allowed at school due to safety requirements. All shoe laces must be tied.
7. Shoes with built in wheels are not permitted at Horace Mann.

Horace Mann's Dress Code applies to all school events. As with any policy, it is hard to detail all aspects. **Please remember, the Horace Mann staff will use their discretion regarding dress.**

STUDENT USE OF TELEPHONE

The school office telephone will be limited to emergency use only for children. The office phones are business phones. If a student is planning to go to another student's house, these plans **MUST** be made ahead of time. To minimize classroom interruptions and to ensure the efficiency of the learning process, students are not called to the phone. **Emergency or urgent messages only** will be communicated to the student by a staff member. Please limit these messages to emergency only and call at least 1 hour before end of day to guarantee students will receive such messages. Please discuss after school arrangements in the morning before your child comes to school. In cases of an emergency, students may use the office phone.

Cell Phones

Cell Phones must be turned OFF/SILENT and kept in backpacks during the school day. Phones should not be used as cameras, voice recorders, game devices, and etc. while on school property.

ACCEPTABLE COMPUTER USE AT HORACE MANN

Mann promotes computer ethics as well as compliance with laws. No misuse of computers is allowed, including installation of programs or applications from home, no illegal copying of software, no opening of unauthorized files, no access to system folder or control panel, and no food or drink around computers. Violators can lose privileges and parents can be required to replace damaged equipment or software. Students, parents, and volunteers need to adhere to the LWSD Acceptable Use Procedures (as published on the LWSD website) when accessing student computers or the LWSD network services.

VISITING STUDENTS

In an effort to maintain continued and consistent focus on student learning, we ask that only students currently enrolled at Horace Mann Elementary School attend class or recess anytime during the school day.

ITEMS FROM HOME

Students must be able to carry and lift their own backpack/book bag. The backpack/book bag must be able to fit in the space provided in each classroom.

It is permissible for students to bring personal possessions from home for use on the playground. Examples include basketballs, or soccer balls. The school assumes no responsibility for the care of these items. Selling or trading items are not permitted at school. Personal items must be clearly marked. This policy discourages toys but sports equipment is okay. Hard balls are excluded for safety reasons.

The school reserves the right to revoke this permission from students if they abuse privileges, play with the items in class, or "lock" other children out of games. Students cannot "lock out" other students with equipment brought from home. They are expected to share with others. Skateboards, rollerblades or any other device deemed disruptive to the learning environment, are not permitted at school.

Electronic Readers

Kindles™, Nooks™, and other reading devices are permitted at school for the purpose of reading teacher approved literature in the fourth and fifth grades. Personal eReaders should not cause distraction to the owner or others. The use of a personal eReader requires the completion of the Horace Mann eReader Hold Harmless Agreement form available in the office.

Other Electronics

To limit unnecessary disruptions cameras, iPods, Gameboys, iPads, etc. are not permitted at school.

Note: *Horace Mann and/or the Lake Washington School District are not responsible for any stolen, lost, or damaged electronics brought to school.*

BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Students in fourth and fifth grades may ride bicycles to school. Horace Mann requires that each bicycle owner file an application for permission to ride his/her bike to school. Bicycle riders are required to obey a list of rules printed in the application. Students with bicycles must walk their bikes and use normal walking procedures while on school grounds and they must secure their bike in the bike rack provided. Please work with your child to ensure that these rules are obeyed. Bicycle helmets and locks are required. We reserve the right to withdraw the student's privilege of riding a bike to school if the rules are disobeyed. Because of safety and liability concerns, the district does not allow skateboards, scooters and rollerblades on school grounds; therefore, students are asked to leave them at home.

BIRTHDAYS

Birthday recognition is officially done monthly at Horace Mann Elementary. Individual families may choose to coordinate a healthy birthday treat with their child's teacher on their special day. It is important to give the classroom teacher advance notice to arrange the best date and time. Also, be aware that many students have dietary allergies. By giving the teacher advance notice, these students will be able to have a similar treat and not feel left out.

To avoid potential hurt feeling, we ask you not to have your child distribute any birthday party invitations at school, during recess, or on the way home. Invitations sent to school will be gathered up by the teacher and returned to the student at the end of the day.

ELEVATOR USE POLICY

The elevator at Horace Mann may be used, with special permission, by students with injuries or other impairments that make them unable to use the stairs. A doctor order of recommendation may be required. Due to safety concerns, a written parent release will be required.

HEALTH

CHILDREN ON MEDICATION AT SCHOOL

For those children on medication, a form is supplied by the school. This **MUST** be filled out by the attending physician and signed by the physician and parent or guardian. This is to be kept on file at the school office. Please do not send any type of medication, either non-prescription or prescription, to school without this form. **This includes cough drops, eye drops, creams or lotions, etc. When we have a form on file, we will be glad to administer your child's medication from the office when necessary.**

FOOD AND OTHER ALLERGIES

Parents are encouraged to disclose food and other allergies with our school nurse by completing the Nurse Alert Card available in the office. In addition, parents may wish to share this information with their child's teachers and to create a plan based on the allergy's severity. Please work with our school nurse with any life-threatening health allergies as additional requirements may need to be met (specialized medication, medical orders and plans). Common accommodations for students with food allergies include: awareness of food allergies in general in our classrooms, substitute snacks provided by the parent, substitute treats during class celebrations or parties. We ask parents to work directly with the teacher to accommodate food allergies.

WHEN TO KEEP YOUR SICK CHILD HOME FROM SCHOOL

We coordinate with the King County Department of Public Health in protecting children from certain symptoms of communicable diseases.

If your child has any of these symptoms, please keep him/her home, or make appropriate child care arrangements.

- **APPEARANCE, BEHAVIOR** – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.
- **EYES** – thick mucus or pus draining from the eye or pink eye (conjunctivitis).
- **FEVER** – temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.
- **GREENISH NOSE DISCHARGE, AND/OR CHRONIC COUGH** – these conditions may be contagious and may require treatment from your health care provider. Children with asthma may have a cough that is not contagious.
- **SORE THROAT** – especially with fever or swollen glands in the neck.
- **DIARRHEA** – 1 or more watery stools in a 24 hour period especially if the child acts or looks ill.
- **VOMITING** – child should not return to school for 24 hours following the last episode of vomiting.
- **RASH** – body rash, especially with fever or itching.
- **EAR INFECTIONS** – the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **LICE, SCABIES** – children with lice may not return to school until they have been treated and do not have any live lice. Children with scabies can be admitted after treatment.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL.

- Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick.
- If all parents keep their sick children at home, we will have stronger, healthier, and happier children.
- While we regret any inconvenience this may cause, in the long run this means fewer lost work days and less illness for parents too.

ACCIDENTS

If a student is injured seriously at school, the parents will be called immediately. If parents are not home, the contact listed on the Emergency Card will be called. If no one is available, we will use our best judgment about what to do for the child. **PLEASE MAKE SURE YOUR EMERGENCY CARD IS ALWAYS UP TO DATE! Please let the office know if you need to make any changes to the emergency information.** In case of an accident on the playground, it will be reported to the person on duty, the teacher and/or the office for evaluation. If deemed necessary, 911 will be called.

Horace Mann Elementary

2017 - 2018

Discipline Policy

BEHAVIOR EXPECTATIONS/DISCIPLINE POLICY

A positive approach to discipline which focuses on respect, communication, self-discipline, development of a positive self-image and prevention of behavior problems will be utilized at Horace Mann Elementary. Staff, students and parents will cooperatively establish and review expectations and discipline procedures. Students will accept responsibility and be held accountable for their behavior. The ultimate goal is a “win-win” situation for all.

Behavior Expectations for Horace Mann Students

Be Responsible (Examples include):

- Producing and valuing quality work
- Having a positive attitude
- Arriving to class on time
- Working in a cooperative way
- Dressing appropriately for learning and having a neat and clean appearance
- Understanding that expensive equipment, i.e. unapproved electronics, etc. should not be brought to school

Be Respectful (Examples include):

- Responding respectfully to others, including other students, teachers, playground supervisors, safety patrols, and school visitors.
- Using polite and courteous language.
- Using Kelso's choices
- Picking up paper/garbage and keeping the school clean

Be Caring (Examples include):

- Using kind words and being a bucket filler
- Refraining from sexual harassment, bullying, or intimidation.
- Refraining from using profane, vulgar or demeaning language or gestures.

Be Safe (Examples include):

- Arriving no earlier than 10 minutes before school starts and lining up quietly outside
- Receiving permission or a pass before entering the building
- Wearing appropriately fitting clothing
- Leaving the building within five minutes of the last bell and going directly home unless teacher/principal permission has been obtained to stay after school.
- Obeying the teachers, supervisors and safety patrol
- Walking safely in halls, stairs, on sidewalks and around school
- Playing safely within playground boundaries
- Obeying the no skateboards/skateboarding policy on school property

Horace Mann Playground Rules

Our goal is for recess to be safe and fun for all students.

1. Playground supervisors are in charge and should be respected and obeyed.
2. Kelso's Choices need to be used to solve "small problems".
3. The bell is a signal to move. Students are to stop play and return to class immediately, using the designated doors.
4. Students will walk quietly to and from recess using the designated walk ways and doors. On the west side of the building, students need to go down the stairs and up the ramp.
5. Students are not to re-enter the hallway or classrooms during recess without a pass.
6. No tackling, chasing, intimidating or dangerous games are allowed. Students need to have control of their bodies.
7. Do not play with or pick up any item from the playground and throw it (rocks, pinecones, bark, sticks, sand, dirt, snow, etc.)
8. Offensive language does not belong on the playground (name-calling, swearing, put-downs, yelling in anger, etc.)
9. No pushing or play fighting.
10. Climbing should only be on the Big Toy.
11. Students are not allowed to go over the fence, on to the parking lot or beyond the playground boundaries at any time (a playground supervisor will retrieve the ball or item for you).

Playground Equipment:

Our goal is that playground equipment will be used in a safe and careful manner.

Reports of unsafe play or unsafe conditions should be made immediately to a playground supervisor.

1. Playground equipment must be used in the manner that it was designed and intended to be used
2. Jump ropes are to be used for jumping only and used in a manner that will not interfere with others' games. Jump rope only on the blacktop.
3. No hardballs are allowed at school. Tennis balls, Nerf balls, footballs, soccer balls, waffle or play balls only. Kicking or hard throwing of balls is not allowed in the covered areas.
4. Books may be brought outside with a playground supervisor's permission.
5. No electronic equipment or remote control toys will be allowed (cell phones, game boys, etc.)
6. On the rings, slide and monkey bars go ONE WAY only please. For the bars, one hand must always be on them.

Horace Mann students are taught to solve problems. Some examples of techniques used include:

1. Talk it over and listen to others.
2. Apologize: "I'm sorry", or "I didn't mean it", in a sincere fashion.
3. Ask a friend or grown-up for help.
4. Take turns.
5. Share.
6. Write a plan.
7. Find something else to do.
8. Use "I" messages ("I feel _____, when you _____, because _____).

DISCIPLINE PROCEDURES

The following methods will be utilized when dealing with student behavior:

- Classroom and building rules will be cooperatively established, reviewed and enforced.
- Positive behavior will be encouraged.
- Natural and logical consequences and restitution for behavior will be applied.
- Communication among staff, students and parents will be ongoing.
- Support personnel will be consulted as needed.

Normally, student misbehaviors will be handled by the adult directly involved with the students. Instruction for correct behaviors and an opportunity for practice will be encouraged. Students may develop a restitution plan (make it right). Repeated and/or serious misbehaviors will be discussed with the teacher, who will determine if further action is necessary (such as conferences with parents, the principal and/or support personnel).

The Lake Washington School District follows a process of progressive discipline with students. This is an overview of how the discipline system functions.

Step 1. A verbal warning is given. When students disobey school rules, they are given the opportunity to explain their actions. They are counseled about ways to deal with the problems and are taught skills to use when solving problems. An opportunity for restitution (make it right) may also be included.

Step 2. If misbehaviors continue and/or are more serious in nature, the student will receive a Communication Slip that requires action. A conference may be held with the student, teacher or principal to remedy the problem. The student may lose recess or other privileges. Community service and/or restitution may be determined. Parents will be notified about the communication slip by the classroom teacher or principal.

Step 3. If misbehavior continues, the parent will be contacted and a conference may be held with parent, child, teacher and principal to develop a strategy for behavior change. Students are more successful when there is a strong partnership between home and school. A behavior plan would be set up to specifically address student needs.

ONLINE ACCESS HELP

Accessing Parent Access and the Skyward Gradebook

- 1.) To log into Family and Student Access, visit www.LWSD.org and choose the "For Parents" tab.
 - 2.) Click Log In under Parent Access on the right hand side.
 3. Enter the User Name and Password previously provided by your school.
 4. Click "Family Access" on the right hand side.
 5. Select which of your children to view using the drop down menu at the top of the page.
 6. The Family and Student Access screen is divided into three portions. The left side of the screen contains hyperlinks that allow you to access the different Applications. To access an Application, click the name of the Application on the left side of the screen.
- To view your child's gradebook, click "Gradebook."

How to help your student access enVision Math:

1. Access your Internet browser -- Internet Explorer v6.0 (PC) or Safari v2.0 (MacOSX) and high-speed connection recommended.
2. Enter the URL (site address) -- <http://www.lwsd.org>
3. Click the "For Students" Tab
4. Click the "Student Portal" link
5. A browser session will be launched and your student will be asked for his/her login information.
6. When the login screen displays have your child enter his/her *district* login ID and password. Your child will have to enter LWSD\ on the User Name line before the username is entered or login will fail.
7. The password will not be displayed.
8. The example to the right shows a user logging in with a username of S-SampleUser and a password of Pa\$\$w0rd:
9. Click "OK"
10. Students then enter the portal. On the right, will be a link for enVision

ACCESSING POWERSCHOOL LEARNING and WONDERS READING CURRICULUM

Haiku is a classroom website made by each individual teacher. THE ONLY WAY THAT STUDENTS CAN GAIN ACCESS TO THE WONDERS TEXTBOOKS ONLINE IS THROUGH HAIKU.

TO access **PowerSchool Learning and Wonders** you can either;

1. Go directly to the website lms.lwsd.org
2. Log into Haiku using the log in and password students have.
3. Click on the McGraw Hill icon at the top of the screen.

OR

1. Go to www.lwsd.org
2. Click on Log In under Parent Access on the right hand side.
3. Enter the User Name and Password previously provided by your school.
4. Click on the Haiku link.
5. Click on the McGraw Hill icon at the top of the page.

Log on Information

K-2 Students

- As of Fall 2010, all K-2 students now have an individual district logon:
- The first two characters of all student accounts are s-
- The remainder of the account name is composed of the first letter of the first name plus the last name for a maximum of 20 characters. If the account is a duplicate then we follow the algorithm until it's unique.
- The password is 123456aA
- K-2 Students are unable to change that password and it is the same for every child.

3-5 Students

- As of Fall 2010, all 3rd grade students now have an individual logon.
- Students in grades 3-6 have the standard username/password protocol:
- The first two characters of all student accounts are s-.
- The remainder of the account name is composed of the first letter of the first name plus the last name for a maximum of 20 characters. If the account is a duplicate then we follow the algorithm until it's unique.
- The initial password is s# (lower case s followed by the pound sign) followed by the last four digits of the student's 6-digit student ID.
- They are required to change this password upon the first successful logon.
- Student passwords must adhere to the same rules as staff passwords. Due to security risks Helpdesk is not authorized to change student passwords. Check with your teacher librarian first for help with student passwords.

Lake Washington School District

Mission

Each student will graduate prepared to lead a rewarding, responsible life as
A contributing member of our community and greater society.

Vision

Every Student Future Ready:
Prepared for College
Prepared for the Global Workplace
Prepared for Personal Success

Student Profile

The knowledge, skills, and attributes that every student needs to be
Future Ready.

*The Lake Washington School District detailed Student Profile can be found online at:
<http://www.lwsd.org/SiteCollectionDocuments/About-Us/Student-Profile.pdf>

Behavioral Expectations of Students

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

Student Rights and Responsibilities

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

Rights

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

Responsibilities

- Students are responsible for their own behavior.
- Students are responsible for respecting the property of other people and school property.
- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
- Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.
- Students are expected to make a determined effort to learn.
- Students are expected to follow the instructions of teachers and other school staff.
- Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

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

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.

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	<u>Definition</u>	<u>Consequence</u> ● required *subsequent offenses will incur equal or greater consequences
Arson	<u>Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.</u>	<u>1st Offense*</u> ● 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.	<u>1st Offense*</u> ● EE/LTS ● Police Contact
Dangerous Weapons and Other Unsafe Items	Possession, threat to use, or use of dangerous weapons (or replica weapons). 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.	<u>1st Offense*</u> ● 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.	<u>1st Offense</u> ● 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 <u>2nd Offense</u> ● 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	<u>1st Offense*</u> ● EE/LTS ● Police Contact

	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.	
Firearms	Possessing, threatening to use, or use of 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.	1st Offense <ul style="list-style-type: none"> • EE/E up to one year • Police Contact • Conference 2nd Offense <ul style="list-style-type: none"> • EE • Police Contact • Permanent Expulsion from LWSD

Harassment, Intimidation, Bullying	<p>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:</p> <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. 	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>OR</p> <p>Possible lesser corrective action based on particular facts and circumstances.</p> <p>2nd Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
Illegal Acts	<p>An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact
Sexual Harassment	<p>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.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS/Police Contact
Threats	<p>Expressing by words or actions 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.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact <p>OR</p> <p>Possible lesser corrective action based on particular facts and circumstances.</p> <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact

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	<u>Definition</u>	<u>Consequence</u> ● required *subsequent offenses will incur equal or greater consequences
Academic Dishonesty	<u>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.</u>	1st Offense* ● Loss of Credit on Assignment ● Parent Contact OR Possible lesser corrective action based on particular facts and circumstances.
Alteration of Records	<u>Falsifying, altering, or destroying a school record or any communication between home and school.</u>	1st Offense* ● EE/STS/LTS/Parent Contact
Attendance/Tuancy	Being absent or tardy from classes without an approved excuse.	● Parent Contact ● Follow Absentee/Tardy Policy/Becca Referral
Disruptive Conduct/Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	1st Offense* ● EE/STS/LTS/Police Contact ● Parent Contact OR Possible lesser corrective action based on particular facts and circumstances.

Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	1st Offense* <ul style="list-style-type: none"> • Change Clothes/Parent Contact/EE/STS/LTS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact
Extortion/Blackmail & Coercion	Extorting or attempting to extort any item, information, or money.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Fighting	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Mediation 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	1st Offense* <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS
Gambling	Engaging in games of chance which involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	1st Offense <ul style="list-style-type: none"> • EE/STS • Confiscation of gambling items (e.g. cards, dice, etc.) 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	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	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	1st Offense* • EE/STS/LTS
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	1st Offense* • EE/STS/LTS/Police Contact/E • Parent Contact Self-Harm • 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* • EE/STS/LTS
Lying	Telling or writing untruths.	1st Offense • STS OR Possible lesser corrective action based on particular facts and circumstances. 2nd Offense • STS/LTS
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, which that may negatively impact the school environment. Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, or other Internet or electronic communications used to harass or harm others.	1st Offense* • EE/STS/LTS/Police Contact

Physical Aggression	Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e. unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting or hitting.	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	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the <i>Student Acceptable Use Procedures (AUP)</i> . 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).	1st Offense* <ul style="list-style-type: none"> • Warning/revocation of network and computer privileges/restitution/EE/STS/LTS/Police Contact • Parent Contact
Theft/Robbery	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	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 and Smoking Paraphernalia	Possession, use, or distribution 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.	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	Entering or being 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	Using cell phones and other personal electronic devices during the school day 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	Using computers and other equipment 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 of Property	Intentionally destroying, damaging, or defacing school or personal property. 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/E
Vulgar or Lewd Conduct/Profanity	Any lewd, indecent, vulgar, profane, or obscene act or expression. 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, Failure to Cooperate, and Disrespect	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	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)
Community Service (CS) Expulsion (E) *subsequent offenses will incur equal or greater consequences



LWSD Website, Harassment and Bullying, Guide for Parents (Includes Resources)

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

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

1. Exercise good judgment and respect District property by demonstrating responsible use of technology.
 - Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password.
 - Do not destroy, modify or abuse computer hardware or software in any way.
 - Do not delete or add software or peripheral equipment to district computers without advance permission.
 - Do not use personal wireless hotspot devices while at school.
 - Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability.
 - Do not attempt to tunnel or VPN to another computer through the District network.
 - Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission.
 - Keep food and beverages away from laptops and desktops at all times.
 - Computer lab use –
 - Use only when a staff member is present.
 - Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way.
2. Be a good digital citizen.
 - Use district computers for educational purposes only. No personal, commercial or political activity is allowed.
 - Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
 - Students should leave games, other non-district software, entertainment, and social networking at home.
 - Do not use the Internet to access or process pornographic or otherwise inappropriate material.
 - Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
 - District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).
 - Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach.
 - Never attempt to "hack" into another student's or staff member's account.
 - Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.
3. Be academically honest. Do not assume that because something is on the Internet that you can copy it.

Health Room/Medication

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary or trained volunteer will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home. Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Lake Washington School District's medication policy states that medication will be administered between 11:00 AM and 1:00 PM daily. Exceptions require nursing approval. Medications that are given three times a day (antibiotics) should be given at home in the morning, afternoon, and evening. Students may not medicate themselves unless the health care provider indicates that they may do so. This must be documented on the student's medication order. Should

medication need to be administered at school, parents must have their child's health care provider sign the LWSD medication form (#4023), provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); and bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school. The parent must pick up any unused medication by the last of school.

Child Find

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

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.

School and District Events

All elementary school students must be accompanied by an adult at evening events. In addition, elementary students attending middle school and high school athletic and/or other events must be supervised by an adult. All school conduct regulations remain in effect at school and district events, and apply to students when they are visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools or at school-sponsored events.

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 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.

Kindergarten Drop off Procedure

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

Emergency Evacuations

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

Fire or Danger of Fire

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

Unsafe Position

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

Emergency Exit Procedures

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

WAC 392-145-045 Emergency Drills

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