

Lynnwood High School Student Handbook 2018 - 19



“HOME OF THE ROYALS”

Our Mission: At Lynnwood High School our mission is to create an environment that encourages staff and students to learn and develop academically, emotionally, physically and socially. We will strive to instill pride in self and school, and to produce independent learners capable of critical thinking and participating in a global community.

Our goal: “Success for all Students at Standard”

**18218 North Road
Bothell, WA 98012
Phone: 425-431-7520**

REGULAR SCHEDULE

PERIOD	TIME BEGIN	TIME END	PERIOD LENGTH
TUTORIAL	7:05 AM	7:20 AM	15 MINUTES
PERIOD 1	7:20 AM	8:10 AM	50 MINUTES
PERIOD 2	8:15 AM	9:05 AM	50 MINUTES
ADVISORY	9:10 AM	9:35 AM	25 MINUTES
PERIOD 3	9:40 AM	10:30 AM	50 MINUTES
FIRST LUNCH	10:30 AM	11:05 AM	35 MINUTES
PERIOD 4 – 1L	11:10 AM	12:00 PM	50 MINUTES
PERIOD 4 – 2L	10:35 AM	11:25 AM	50 MINUTES
SECOND LUNCH	11:25 AM	12:00 PM	35 MINUTES
PERIOD 5	12:05 PM	12:55 PM	50 MINUTES
PERIOD 6	1:00 PM	1:50 PM	50 MINUTES

DAY BEFORE EARLY RELEASE (4 PERIODS)

PERIOD	TIME BEGIN	TIME END	PERIOD LENGTH
TUTORIAL	7:00 AM	7:20 AM	20 MINUTES
PERIOD 1	7:20 AM	8:35 AM	75 MINUTES
ADVISORY	8:40 AM	9:20 AM	40 MINUTES
PERIOD 3	9:25 AM	10:40 AM	75 MINUTES
FIRST LUNCH	10:40 AM	11:10 AM	30 MINUTES
PERIOD 5 - 1L	11:15 AM	12:30 PM	75 MINUTES
PERIOD 5 - 2L	10:45 AM	12:00 PM	75 MINUTES
SECOND LUNCH	12:00 PM	12:30 PM	30 MINUTES
PERIOD 6	12:35 PM	1:50 PM	75 MINUTES

EARLY RELEASE (2 PERIODS)

PERIOD	TIME BEGIN	TIME END	PERIOD LENGTH
TUTORIAL	7:00 AM	7:20 AM	20 MINUTES
PERIOD 2	7:20 AM	8:35 AM	75 MINUTES
ADVISORY	8:40 AM	9:00 AM	20 MINUTES
PERIOD 4	9:05 AM	10:20 AM	70 MINUTES

MAIN OFFICE: 425-431-7520

Need help contacting staff, paying fees/fines, general questions regarding anything related to the school? For any and all questions, call the Main Office.

ASB & ACTIVITIES OFFICE: 425-431-5246

The Associated Student Body is a non-profit organization for the support of school district extracurricular activities. All students who participate in ASB sponsored activities are required to purchase an ASB card for \$50. Activities fees, ASB cards, yearbooks, sports participation fees, dance tickets, and LHS gear may be purchased at the ASB Office located in the Agora. **No refunds will be given on any items purchased through ASB.**

COUNSELING OFFICE: 425-431-7530

Academic, post high school planning, social/emotional services are provided through our counseling center. Guidance counselors are advocates for the students as well as a liaison and resource for faculty and families. Parents are invited to call their student's counselor to discuss concerns and/or to request a conference. **It is imperative that you provide the school with a phone number where you can be reached at any time.** Students should request a pass from the counseling secretary in order to be able to leave class for an appointment.

ATTENDANCE OFFICE: 425-431-7535

Please contact attendance to report a student absence.

Teachers will be using the Canvas online system which will detail class assignments and homework. If a student has an excused absence they should check their calendar to stay up-to-date with assigned work.

Students are expected to communicate with their teachers if they need information or materials beyond the calendar.

If you need assistance accessing Canvas, please call counseling at 425-431-7530.

ATTENDANCE POLICY

Students (in concert with their parents) have the responsibility for establishing and maintaining prompt and regular attendance as prescribed in the Compulsory Attendance Law of the State of Washington. Students are expected to be in school and in class daily.

A large part of learning takes place during class discussions and participation. Many of our teachers use instructional methods that require student participation and if students are absent, they miss out on that learning. **Unexcused Absences** can lead to lower grades for the course. They directly impact a student's progress toward learning goals of the course. **Excused Absences** requires teachers to offer the student additional time to complete the work and or/ alternative work to meet the learning goals. This does not excuse students from doing the work.

Excused Absences	Unexcused Absences
<ul style="list-style-type: none"> - Absences for which there is parent/guardian note OR doctor's note. - Valid excuses for absences: illness, family emergency, religious observance, court appearance, funeral, approved school related activity - Valid pre-arranged absences: College visits, doctor's appointments, school related field trips 	<ul style="list-style-type: none"> - Absences for which there is not parent/guardian OR doctor's note provided to the school - Reasons not allowed by the school - Note not submitted within two school days <p>Tardy: Arriving to class late without a valid note. Four tardies = 1 unexcused absence</p> <p>Unexcused tardies beyond ten minutes may be considered an unexcused absence by the teacher.</p>

Excessive absences are defined as 10 or more days. After ten days the school will attempt to arrange an attendance conference to discuss how to improve attendance. Excessive absences may result in a juvenile court hearing.

A student's academic grade or credit in a particular subject or course may be adversely affected by tardiness or absences to the extent that the student's attendance and/or participation is related to the instructional objectives or goals of the particular subject or course.

Students must provide a parent excuse in writing or by phone within 48 hours of returning to school in order for their absence to be excused. Students who have not been excused via a parent phone call or do not have a written excuse from their parents will be automatically **unexcused**. Parents who wish to call in an excuse may do so at 425.431.7535.

Early Dismissals are obtained by parent permission prior to the dismissal in the Attendance Office. If you need to remove your student from class, please notify the Attendance Office **at least 1 hour** before you arrive to pick up your student.

Students must sign in/out at the Attendance Office when entering or leaving campus. A student who arrives late to school should report to the attendance office to receive their admit slip. Leaving campus without permission and while school is in session is considered an unexcused absence and could result in disciplinary action.

Students 18 years or over can seek information about writing their own absence notes from the Attendance Secretary.

SCHEDULE CHANGES

Withdrawal from a Course

Students are expected to select their six classes in a serious and responsible manner, as every effort will be made to ensure an individual student is scheduled into their pre-selected classes. Schedule change requests must be made and completed before the start of an upcoming semester. No schedule changes will be made after a semester has begun unless an error in course placement has been made, such as misplacement in math or foreign language. No appointments for student initiated schedule changes will be made after the fifth (5th) day of the start of a semester. In extraordinary circumstances a late request may be considered, but after the tenth (10th) day no class may be dropped without adding a failing grade to the permanent transcript. The course title and "F" grade will be entered on the student's transcript and becomes part of their cumulative GPA. If extenuating circumstances must be considered an appeal may be made to the appropriate administrator. Students cannot drop a course, even when accepting a failing grade for the course, unless another appropriate course is available to replace it in the schedule.

Students who wish to discuss a schedule change must contact the Counseling Office to obtain a "LHS Schedule Change Request Form" and return it to the Counseling Secretary. Schedule change priorities are outlined on the form. During the first four days of each semester, schedule changes are reserved only for students with incomplete schedules or teacher placement recommendations. All student schedule change requests must be filled out and returned to counseling no later than the 5th day of each semester. Students will be notified no later than the 10th day if the change request is approved. **STUDENTS MUST REMAIN IN THEIR ORIGINAL CLASS UNTIL THEY RECEIVE NOTICE THAT THE SCHEDULE CHANGE HAS BEEN COMPLETED.**

Students will not be permitted to add a class for credit after the 10th school day of a semester **unless approved by a school administrator and the receiving teacher. Schedule changes should not overload a class roster.** Courses may be dropped with no credit and no grade during the first 5 days of each semester. Students transferring classes are required to make up any missed assignments and to return any materials or books to the existing class teacher. Attendance will continue to the new class. Students who wish to withdraw from a course after the first 5 school days of a semester may do so with the approval of a school administrator.

The following conditions will apply: If the student is earning a passing grade at the time of withdrawal and the course is replaced with another course (with teacher approval), a late arrival or early dismissal, the dropped course will be noted on the student's official transcript with a "No Credit" grade and "W" withdrawal code. If the student is failing a course at the time of withdrawal, the course will be listed on the official transcript for the semester with an "F" grade and the "W" withdrawal code. Students may be placed in an alternative program (i.e. CLIP, eLearning) during the same period where a course dropped but may not earn credit for the dropped or the added course during the semester. If there are extenuating circumstances, a teacher or student may petition the principal if they wish the student to be able to continue the course in an alternative program.

2018 - 2019 GRADING PERIODS

FIRST SEMESTER

- FIRST QUARTER PROGRESS REPORT
- 11/8/18 Grading Period Ends
- 11/9/16 Grades Due
- 11/12/16 Progress Reports Available
- FIRST SEMESTER FINAL GRADES
- 1/31/19 Grading Period Ends
- 2/4/19 Grades Due
- 2/6/19 Grade Reports Available

SECOND SEMESTER

- THIRD QUARTER PROGRESS REPORT
- 4/11/19 Grading Period Ends
- 4/12/19 Grades Due
- 4/15/19 Progress Reports Available
- SECOND SEMESTER FINAL GRADES
- 6/20/19 Grading Period Ends
- 6/20/19 Grades Due
- 6/21/19 Grade Reports Available

SKYWARD FAMILY ACCESS:

Skyward Family Access is an online tool for students and their families to keep track of progress in school. Students receive a login and password that is unique to them and is good for all four years of high school. Parents are encouraged to keep track of their student's progress using Skyward Family Access. Parents will find a link to this information on the Edmonds School District website at www.edmonds.wednet.edu Click on "Links for Parents and Community" and "Skyward Family Access" under parent resources. All parents/guardians will be given a login and password for this service. Parent interest and inquiries are encouraged and welcomed by the counseling staff at anytime. 425.431-7530.

HEALTH CENTER:

Students may come to the Health Center located in the Attendance Office if they are feeling ill and/or need to go home, or if they have sustained an injury. Except for emergencies, use of the Health Center is limited to 10 minutes. In emergency situations, a student's parent will be called, and/or 911 may be contacted. **Students who need to take ANY medication during the school day must provide written permission using District form SS-500, available from the Attendance Office.** LHS School Nurse is on campus two days per week to: Administer medication at school, promote safe health practices, ensure immunizations are up to date, create medical alerts for students with medical concerns, and provide hearing, vision and scoliosis screenings.

SCHOOL INFORMATION

ACCESSIBILITY: Learn more about students' use of Chromebooks and Google Apps for Education below, and at http://www.edmonds.wednet.edu/departments/technology/student_tech_tips

AUTOMOBILES: To park a vehicle on LHS Campus, a valid driver's license, proof of insurance and registration is required and a valid parking permit must be clearly visible in the vehicle at all times. Permits are available in the Activities Office. If your car is found illegally parked and/or without a current parking permit, the vehicle will be ticketed and/or towed at your expense and risk. To appeal the issuance of a parking summons, contact the Main Office. Parking permits at LHS are limited and cost \$65 without an ASB card and \$35 with an ASB card. **Parking is a privilege at Lynnwood High School** and those privileges may be revoked if the student demonstrates unsafe driving behaviors. Cars are brought onto campus at the student's risk and **are subject to search**. The Edmonds School District assumes no responsibility for damage or theft of any vehicle.

BUSES: Students are expected to comply with the rules and regulations pertaining to school district transportation. Failure to comply may result in disciplinary action, which may include revocation of the privilege of riding the bus.

CLOSED CAMPUS: Lynnwood High School is a closed campus. Once students arrive on campus, they are to remain on campus for the remainder of the school day. "On campus" means being *inside* the building. Unauthorized areas include: **the parking lot, athletic fields and the rest of the outside campus. Students are not allowed in unauthorized areas during the school day.** Students who need to leave campus during the school day must have permission to do so from a parent and must check out through the Attendance Office. **Being in an unauthorized area without written permission from the Attendance Office may result in disciplinary action in compliance with school and district policies.**

PLAGIARISM: The expectation is that all LHS students will demonstrate integrity at all times. Using another's work and claiming it as your own, even with permission, is academically unethical and is treated as plagiarism. Plagiarism includes copying from texts, other students or commercial sources. Forgery is the imitation of a signature or handwriting and presenting same as valid and correct. Any act of plagiarism will be subject to an academic penalty. Forgery will be subject to disciplinary consequences

STUDENT SUPPORT ADVOCATE (425.431.5344): All families go through periods of difficulty or crisis at some point. To help meet the needs of students and their families, Lynnwood High School has a Prevention/Intervention Advocate who is available to help resolve any issues that may be affecting student success in school such as assisting families with medical insurance applications or community resources. Student Support advocate can be connected through a referral from the student's counselor.

FEES & FINES: **Transcripts and diplomas will be held until all fines are paid. Students will not be permitted to participate in the commencement ceremony with outstanding fines.** Limited financial aid for school-related costs is available to any student who qualifies.

FOOD SERVICE: Breakfast is served in the Agora each day from 6:50 a.m. to 7:15 a.m. Prices for all food items are published on the district website. Vending machines and the Student Store offer an additional selection of snacks. Free/reduced cost meals are offered to qualifying students. These forms are available in the Counseling Office. Student lunch periods are dependent upon their class schedule. **All students will clean up after themselves in the agora. Food, gum and beverages are discouraged in any carpeted area and are not to be brought into classrooms without teacher permission.**

PROGRESS REPORTS: The Progress Report date is the 45 day point of each semester it is also called the quarter grade. The final report card grades are issued at the end of the first and second semesters are the only grades that appear on a student's transcript. Notification of the Progress Report is announced to parents via email and phone call. The actual grade can be found on skyward. Progress Report dates appear on the district calendar and can be found previously in this handbook.

IDENTIFICATION CARDS: All students at Lynnwood High School are expected to carry a school ID card on their person **at all times**. This is to ensure the safety and well being of all members of the LHS community and to enable faculty and staff members to identify potential intruders or trespassers. Students will be issued one card for free each year. Cards will cost \$5 to be replaced. Cards are available through the Activities Office.

INTERNET USE: The Edmonds School District believes that internet usage is key to a modern basic education. If a parent has concerns about their child's internet use at school, they should discuss the matter with a counselor and/or school administrator.

SAFE SCHOOLS TIPLINE: 425-431-7010 If you suspect or become aware of any student or adult in a school who is planning or acting in any unsafe way, please let us know. This includes, but not limited to, the use or possession of drugs, knives, guns, and/or threats to injure, bully, or assault another. If you are not comfortable talking directly with staff at the school level, use the SAFE SCHOOL TIPLINE. It is a fast, effective anonymous and safe way to let us know about the unsafe situation available 24 hours per day, 7 days per week.

NONDISCRIMINATION: The Edmonds School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, age, sex, sexual orientation, marital status, disability, or physical, sensory or mental handicaps (see Board Policy 6005). This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquires regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 Compliance Officer (425-431-7012); Section 504 Coordinator (425-431-7186); or ADA Coordinator (425-431-7012). Visit or mail: 20420 68th Ave. W, Lynnwood, WA 98036.

PARENT RIGHTS:

Parents (natural parents and legal guardians) have the right to inspect and review their child's Educational Record and may receive copies, upon request, at a charge not to exceed cost to the district for reproductions.

Educational Records are interpreted to mean any and all materials maintained by a school district directly related to a student regardless of where or how materials are filed. This includes reports gained with parent permission from non-district agencies and individuals.

Parents have the right to challenge record content on grounds that it is (a) inaccurate, (b) misleading, (c) in violation of privacy of students, or (d) inappropriate. Grades granted for a class are not covered except if an error in recording of the grade is suspected. Parents may enter their own clarification of information into the record. An impartial hearing by district records officers will be held if concerns are not resolved by building staff and parents.

PERSONAL ELECTRONIC DEVICES:

We realize that students will bring electronic devices such as iPods and cellphones to school. However, if a student has one of these items, it is the student's responsibility to keep it secure. Not only are they potential disruption to classes, they are the most common items to be lost or stolen. The Edmonds School District and LHS assume no responsibility for these items should they be lost or stolen and will not conduct investigations of alleged thefts. Any device that disrupts the educational process will be confiscated. Any confiscated devices being held in the main office will only be released to students showing picture ID – i.e., ASB Card or Driver's License or the parent as indicated by the teacher.

HELIUM BALLOONS:

Because of the problems they create for our fire alarm system, helium balloons are not allowed in our building. If such balloons are delivered to school, they will be kept in the Main Office until the end of the day.

CHROMEBOOK LOAN PROCEDURES & SCHOOL USE

The Edmonds School District will be issuing a computer to every 7-12th grade student in our district this year. This 1:1 model will allow our teaching staff to use technology and online resources in powerful new ways within classroom instruction and will further support collaboration between students.

It is expected students will bring their district Chromebooks to school **every day fully charged**. The Chromebook is a learning tool that is as important as a textbook, calculator, or any other resource given to you.

Chromebook Distribution To Students—Any student enrolled at the start of school year who has not kept their chromebook for the summer will be able to pick up their Chromebook on or after our school's designated deployment date(s). Any transfer/new student will be able to pick up their Chromebook from the Library as part of the registration process. Responsibility for the Chromebook begins at the time the student receives the device. **Both the parent and the student must complete and sign the Chromebook Loan Agreement and Chromebook Damage/Loss Application forms prior to receiving the device.**

1) Returning Your Chromebook

At the end of the school year, students can turn in their Chromebooks or keep them for the summer. If a student transfers out of or withdraws from LHS, he/she must turn in their Chromebook in good working condition to the Library on their last day of attendance.

Failure to turn in your assigned Chromebook in good working condition may result in the student being charged the full \$305.00 replacement cost. The District may also file a

report of stolen property with the local law enforcement agency. If it is not possible to pay this fine, school board administrative procedure 8440 R1 - Procedures for Student Fees, Fines and Charges will be followed.

2) Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the Edmonds School District. Students should never leave their Chromebooks unattended except locked in their PE locker.

Repair

Chromebooks that are broken or fail to work properly must be taken to the **Tech Support Area in the Library** so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Tech Support Area.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- A member of the Tech Support Area will contact a student when his/her device is repaired and available to be picked up. The loaner should be turned back in at that time.

General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers and labels.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should not be used or stored near pets.

Carrying Chromebooks

- Never lift Chromebooks by the screen
- Never carry Chromebooks with the screen open

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. papers, pens, pencils)

- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth (like for a cell phone).

Tag/Label

- All Chromebooks will be labeled with a District tag/label
- Tags are not to be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag/label or turning in a Chromebook without a District asset tag/label.

3) Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Chromebook to school, a loaner will not be issued and the student might not be able to complete their classrooms assignments. Not charging the battery or forgetting your Chromebook is not an excuse not to learn, and teachers will direct students to work and learn in other tasks during class time.

Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students must charge their Chromebook at home every evening.
- There will be a limited number of charging stations available to students in the school.
- **Charging cords will not be available**, so be sure you have yours in your case.

Backgrounds and Themes

- Students may alter the desktop background of their Chromebook with **school-appropriate** media.

Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students will be able to print to selected school printers. They will be assigned a printing account and will be able to print some pages. Once this amount is exceeded, students can elect to pay a fee to the Main Office to increase their printing account.
- In order to print, convert your document to a PDF and submit it to papercut.edmonds.wednet.edu. Your teacher may provide additional instructions.

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Students should never share their account passwords with others, except for their parents/guardians.

Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud based applications (Google Drive) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- The school district will not be responsible for the loss of any student work.

4) Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Edmonds School District Administrative Procedure 7396 R-1 Electronic Information Systems (Network) Acceptable Use Procedures and Guidelines, and all other guidelines in this document wherever they use their school-issued Chromebooks.

5) Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection

- There is no need for additional virus protection, as this is built into Chrome OS.

6) Content Filter

The school district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to request the site be unblocked. From time to time there may be errors in the filtering system where appropriate sites get blocked or inappropriate sites don't.

- Students may not use any method to bypass the filtering system.
 - Parental supervision is strongly recommended
 - If an inappropriate site is encountered, it should be reported to the District.
- When a student logs into any computer and web browser using their Edmonds School District issued Google Account, their Internet activity can be monitored by the district.

7) Software

Google Apps for Education

- Chromebooks integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Forms and Email.
- All work is stored in the cloud.
- This is a different version of Google Apps than what is available to the general public. There are no advertisements. Google does not scan the contents for marketing purposes. Students have 30 GB of file storage.
- Students will be able to send and receive email messages from anyone. Teachers will have access to read all email messages that students send and receive.

If parents want to monitor the contents of their students email and files, they should ask their student to share with them their username and password.

Chrome Web Apps and Extensions

- Students are allowed install Chrome web apps from the Chrome Web Store.
- Some web apps will be available to use when the Chromebook is not connected to the Internet. (e.g. graphing calculator)

8) Chromebook Identification

Records: The school district will maintain an inventory of all Chromebooks that includes the serial number, asset label ID, student name, and student ID number for each device

Users: Each student will be assigned the same Chromebook for the duration of his/her time at Lynnwood High School.

9) Costs of Repairing / Replacing Your Chromebook

The following are estimated costs of the Chromebook parts and replacement (estimated costs, subject to change):

- Total replacement of Chromebook--\$ 305.00
- Replacing Screen--\$ 70.00
- Replacing Keyboard/touchpad--\$125.00
- Replacing Power cord--\$ 25.00
- Replacing Hinges -- \$45.00
- Replacing ESD District logo sleeve -- \$25.00

10) No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school district. By using a school-issued Chromebook, students agree to such access,

monitoring, and recording of their use.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks.

11) Appropriate Uses and Digital Citizenship

As a reminder, as stated in School Board Policy 7396 Electronic Information Systems (Network), school-issued Chromebooks should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1) **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2) **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- 3) **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private online spaces or areas.
- 4) **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- 5) **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will validate information.
- 6) **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Email and Login/Passwords: Students will each have an email address that is their primary login and username for their district chromebook. Students can change their password, but they cannot change their username. The district cannot recover passwords and students should remember them to ensure successful logins. If a student forgets their login they can ask their teacher or the school's Para Tech to reset their password. Please review the No Expectation Privacy section regarding the use of Chromebooks and other digital tools provided by the Edmonds School District.

SPECIAL EDUCATION SERVICES:

Special Education services are provided to all qualified students ages birth to 21. To inquire about services for students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, please call the Psychology and Counseling Services Office at 425-431-7208. District policies, procedures, and any required reports relating to special education are available to the public, upon request, through the District's special education office.

PEER MEDIATION:

Mediation is a structured, orderly, confidential process where a neutral person, called a mediator, uses listening skills and conflict resolution techniques to help the disputants define the problem they wish to resolve, communicate effectively, develop empathy for one another, and design their own solution. Peer Mediation is done by students who are trained mediators, for other students in a conflict, with guidance from the Coordinator. Mediation can be an effective problem-solving method when students have a conflict that is nonviolent and they want to talk it out. To request a mediation for yourself or someone else or to learn more about it, contact Ms. Lowes, Assistant Principal at (425) 431-7522, lowess@edmonds.wednet.edu, or at her desk in the Discipline Office, or ask a teacher for help.

DISCIPLINE:

At its heart, Lynnwood High School is a community of learners. Students, teachers and administration come together each day for one purpose – learning. In order to give all students the best chance for success, there are some basic ideas about values and behavior that guide daily life at LHS. They include:

- Every individual at LHS deserves the respect of everyone else in the building
- We value the diversity of our school in terms of race, religion, cultural background and sexual orientation
- LHS is a safe and secure environment for all
- Each class period deserves to be a productive time for all, in which the teacher provides high quality instruction and students come on time, prepared and committed to work from bell to bell
- Each person at LHS is responsible for their own personal behavior
- When a student acts in a way contrary to our values stated above, there will be fair and predictable disciplinary consequences

LHS Discipline Guide

**When administering discipline, LHS staff and administration will use the leveled progressive response plan below. The intent is to provide the administrator with a "menu of options" providing consequences that are consistent, immediate, appropriate, and applicable to life situations. Disciplinary action at LHS is designed to promote responsible behavior in all students and to provide a safe and respectful learning environment. Disciplinary consequences can be progressive, meaning that repeated offenses within the same level can result in more severe consequences.*

Discipline Levels	Behaviors	Possible Actions
Level One	<ul style="list-style-type: none"> ● Disrupting the learning environment ● In hallway/agora without permission ● Profanity ● Off-Campus violation ● Loitering/unauthorized area ● Non-compliance (passive) 	<ul style="list-style-type: none"> ● Restorative Plan* ● Admin/Dean conference ● Lunch Detention ● In-school suspension ● Re-entry conference and plan
Level Two	<ul style="list-style-type: none"> ● Disrespect towards others ● Excessive tardies/unexcused absences ● Failure to identify self ● Profanity towards others ● Plagiarism ● Tobacco use or possession ● Non-compliance (defiance) ● Cumulative level 1 infractions* 	<ul style="list-style-type: none"> ● Restorative Plan* ● Admin conference ● In-school suspension ● Short-term suspension (1-10 days) ● Re-entry conference and plan
Level Three	<ul style="list-style-type: none"> ● Danger to self or others ● Encouraging or congregating at a fight ● Possession of a dangerous object ● Drug/Alcohol possession or use ● Fighting/Assault ● Verbal Assault ● Harassment/Intimidation ● Vandalism/property damage ● Lewd Conduct ● Theft/Possession of stolen property ● Gang activity ● Cumulative level two infractions 	<ul style="list-style-type: none"> ● Restorative Plan* ● In-school suspension ● Short-term suspension ● Long-term suspension (over 10 days) ● Re-entry conference and plan
Level Four	<ul style="list-style-type: none"> ● Drug/Alcohol distribution or sale ● Harassment/Intimidation ● Weapon possession (knife, gun or an illegal item as defined by state law) ● Cumulative level three infractions 	<ul style="list-style-type: none"> ● Long-term-suspension or expulsion

**LHS staff and administration view suspension as a last resort when all other options have been exhausted or are deemed inappropriate*

**When appropriate, and with the agreement of involved parties, a restorative plan can be established in place of consequences listed above.*

**Parents and guardians will be informed in all levels of school discipline, as well as being invited into the process and being informed of rights of grievance.*

**Level Three or Four actions will be referred to the school resource officer who will determine criminal code of the offense, which may result in legal consequences outside of school.*

Points of Emphasis

HARASSMENT, FIGHTING, BULLYING, THREATS: Any act of violence is unacceptable for the LHS school environment. **A student involved in such action may be suspended or expelled from school and criminal charges may be filed.** Any student promoting a fight or encouraging others to fight is subject to discipline. Harassment, intimidation, and bullying may take many forms, including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. Any harassment reported to any adult at LHS will be investigated and dealt with. Reports can be found in the office or on the district website.

UNAUTHORIZED GROUP ACTIVITY OR ASSOCIATION: Groups that initiate, advocate, or promote activities or behavior, which threaten the safety or well-being of persons or property on school district grounds or at school-sponsored events are disruptive to the educational process, would be subject to disciplinary action. **Students who use hand signals, graffiti, apparel, or manner of grooming which by virtue of color, markings, symbols or arrangement, or any other attribute which indicates or implies membership or affiliation with a gang could be subject to school discipline.**

WEAPONS/DANGEROUS OBJECTS:

The staff and student body will not tolerate the possession of any weapons or other dangerous objects on campus. Edmonds School District Board Policy #3240, RCW 9.41.250, RCW 9.41.280 prohibit the possession of weapons or other dangerous objects, including toy or facsimile weapons, on school property.

"Possession" includes but it is not limited to having a weapon or dangerous object anywhere on school property or at any school sponsored event. The item could be located:

- (a) in a space assigned to a student (such as a locker or desk);
- (b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or
- (c) under the student's control or accessible or available (such as hidden by the student).

Students in possession of a weapon or dangerous object will be suspended or expelled. Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.

Students who choose to remain in the area of illicit or criminal activities involving weapons may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not participating.

Any student who is determined to have carried a firearm onto school property or to a school sponsored event shall be expelled for no less than a year in accordance with RCW 28A.600.420. Weapons and dangerous objects include, but are not limited to:

- Firearms
- Metal knuckles
- Air guns
- Weighted chains

- Firecrackers
- Baseball Bats
- Nun-chu-ka sticks
- Toy Weapons
- Knives
- Facsimile Weapons
- Water guns
- Tasers
- Box cutters
- Razors
- Lighters
- Paintball guns
- Clubs or pipes
- Stun Guns
- Sling Shots
- Sand Clubs

Alcohol, Drugs, Illegal Substances

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district has developed programs that emphasize prevention, intervention, aftercare support, and necessary corrective actions. The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program. Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

- It is unlawful for a student to sell, possess, use, or show evidence of being under the influence of alcohol or other illegal drugs while on school district property or at any school-sponsored event. Law enforcement shall be notified when this policy is violated.
- Any student who possesses, uses, or shows evidence of being under the influence of alcohol or other illegal drugs while on school district property or at a school-sponsored event shall be suspended for the remainder of the semester or 30 days, whichever is longer.
- For a first offense of Possession, Use, or Paraphernalia, the suspension can be reduced to a minimum of 3 days with the remainder of days held in abeyance if the student agrees to a drug and alcohol assessment, and if recommended by the drug treatment agency, complete counseling and treatment. The parent(s)/guardian(s) and student will be asked to sign a Release Form allowing a professional treatment center to confer with the school regarding the findings, recommendations, and follow-up program. In order to continue in school, the student and parent(s)/guardian(s) must agree to participate in any follow-up treatment recommended by the treatment center. Failure to comply with the recommendations will result in re-imposition of the Long Term Suspension. Subsequent offenses will result in a Long Term Suspension up to Expulsion as well as

referrals to law enforcement.

- Students who sell, buy, or transfer drugs or alcohol at school, on school busses, using district-provided technology, or at school-related activities will face immediate long-term suspension of up to 30 days with no abeyance option and will also face criminal charges. All vehicles parked on school property are expected to be drug/alcohol free.

Note: For students involved in extra-curricular activities: Students will not be permitted to possess, traffic in, and/or use nonprescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances. The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five (45) calendar days (see athletic handbook for details).

CAMERAS: During this school year there will be several cameras installed inside Lynnwood High School and additional cameras added to the outside of the school. The purpose of these cameras is to increase the safety and security of our building. These cameras are not intended to invade anyone's privacy, but will be able to record the movement of people in and out of our Agora and flex area rooms. Any attempt to disable or destroy the cameras will be considered an act of property vandalism and will be subject to both criminal charges and school discipline.

DRESS: Students are expected to dress in a fashion conducive to a positive learning environment and to meet health and safety standards. Staff have a right to talk with students if they feel that student attire is not meeting the standards listed above.

At no time are bare feet permissible in the building. Shoes and shirts must be worn at all times. Clothing and hats with words or pictures advertising drugs, alcohol or tobacco products will not be permitted to be worn by students. Pictures, symbols, or words of a lewd or sexually provocative nature, are not to be worn by students, nor may they be displayed on or in student possessions. Some clothing accessories have the potential to be used as weapons. This includes long heavy chains or spiked jewelry. These items are not permitted. **Clothing which can be construed as representing an unauthorized group affiliation (will not be permitted to be worn or displayed during school hours or after-school activities (including dances).** No item may be worn which would create or tend to create a hostile environment for any other student due to that other student's gender, race, national origin, cultural or national heritage or religion as judged by the standards which would be objectively offensive. **Students will be asked to change into clothes that meet dress code or they will be sent home.** Continued violations may result in disciplinary action.

Harassment, Intimidation and Bullying

Edmonds School District Notice to Parents and Students

It is the intent of the students and staff in the Edmonds School District to create an environment for learning and work that promotes and values respect, diversity and trust. Individuals have the right to be treated with respect and dignity, and have the responsibility to treat others the same way.

Definition

Harassment, intimidation, or bullying (HIB) is an intentional written, verbal, or physical act which:

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

Recognizing Harassment

The following behaviors are among those commonly identified as forms of HIB:

Written or Verbal Could Include:

- Remarks and / or suggestions that are unwanted / unwelcome.
- Comments about body
- Teasing, joking or making dehumanizing, derogatory, lewd remarks
- Ethnic/political/racial/religious/sexual slurs
- Hazing (initiation activities)
- Unwanted / unwelcome written, verbal or electronic messages
- Sexting (i.e. electronic transmission containing inappropriate sexual content)
- Exploiting a physical / mental disability
- Pressure for sexual activity
- Threats / acts of aggression
- Suggested favors to obtain preferential treatment
- Extortion
- Demanding compliance accompanied by implied / overt threats
- Making demeaning comments in front of others
- Spreading rumors
- Unwanted questions or comments of a highly personal nature

Physical Could Include:

- Unwanted / unwelcome touching / grabbing
- Impeding / blocking the free movement of another
- Staring / leering in a way that makes a person uncomfortable
- Displaying offensive graphics / drawings / graffiti / cartoons
- Intentional brushing against body
- Obscene/Threatening gestures
- Pranks

- Lewd conduct

Reporting Incidents of Harassment, Intimidation, Bullying

Students, parents and volunteers are encouraged to report incidents of harassment, intimidation or bullying to the appropriate school official. To report an incident, students, parents, and volunteers can report directly to school staff or they may use the **Harassment, Intimidation and Bullying Reporting Form** located [here](#). Disciplinary action will be taken to address the behavior or the perpetrator. No school district employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. False reports or retaliation will receive consequences.

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

Equal Educational Opportunity and Sexual Harassment

The Edmonds School District will maintain a learning and work environment that is free from sexual harassment. Sexual harassment is a form of discrimination which is prohibited under Title IX of the Civil Rights Act. Sexual harassment substantially compromises the attainment of educational excellence, and the District will not tolerate such behavior by staff or by students, or by parents, volunteers or contractors while on school district grounds or participating in school-sponsored events.

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student, who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. Submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;

2. Submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

1. Unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. Any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

Reporting Incidents of Sexual Harassment

If any student, parent or community member experiences or witnesses discrimination or sexual harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. **Reports of such incidents may also be reported to the district Equity Officer, Debby Carter, 425 431-7012**

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

Legal References:

Washington State RCW 26.44.030, RCW9A.36.080 (3) and SHB 1444
Edmonds School District Policies #8200, 8205, 8206, 8207 and 8208
2/19/04