

# STUDENT HANDBOOK 2008-2009

"Home of the Royals"  
3001 184<sup>th</sup> Street SW  
Lynnwood, Washington 98037-4799  
425.431.7520 FAX 425.431.7527

## Lynnwood High School Mission Statement

**Our mission is to create an environment that encourages staff and students to learn and develop academically, emotionally, physically and socially. We strive to instill pride in staff and students and to produce independent learners capable of critical thinking and participating in a global community.**

*This planner belongs to:*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

**The first copy of this planner is free,**

**additional copies cost \$5.00.**

## **WELCOME**

Welcome to Lynnwood High School! The information in this planner will help guide you through your experience at Lynnwood High School. You will find answers to some of the most commonly asked questions about our school and its operation, including contact numbers for additional information that you may need. Welcome to the “Home of the Royals.”

### **SCHOOL OFFICES & INFORMATION CENTERS**

#### **MAIN OFFICE: 425.431.7520 ext. 9**

Lost and found, student fines and fees, student insurance, general information.

**STAFF VOICE MAIL:** Lynnwood High School staff members have individual voice mailboxes. In the event that you need to get in touch with a staff member, please follow the directions to leave a message on voice mail. It is reasonable for you to expect a call back within 24 hours. **You may call the staff member directly by using their extension number as the last 4 digits in the phone number (example: 425.431.1234). Email: last name, first letter of first name @edmonds.wednet.edu.**

#### **ATTENDANCE OFFICE: 425.431.7535**

Attendance records, reporting student absences, early dismissals, pre-arranged absences, homework requests, and locker information. See the Attendance Policy under School Information in this handbook for specific policies regarding attendance. Teachers need **48** hours notice to prepare a **homework request** during a student’s absence. If a student will be gone more than three days, call the Attendance Office to request homework and it should be available by the end of the next day. In the event of a more lengthy absence, contact the student’s counselor. **Parents who need to contact their student in case of an emergency, should do so via the Attendance Office at 425.431.7535. Messages will not be delivered during the last 30 minutes of the school day.**

#### **ASB & ACTIVITIES OFFICE: 425.431.7520 ext. 3**

The ASB (Associated Student Body) is a non-profit organization for the support of school district extracurricular events. All students that participate in ASB sponsored activities are required to purchase an ASB card for \$42. Activities fees, ASB cards, and parking permits may be purchased at the ASB Office located in the Commons. No refunds will be given on any items purchased through ASB. Lynnwood High School provides a variety of activities in which students are encouraged to become involved. A complete list of student clubs and activities is available through the Activities Office in the Commons. 08-09 Yearbooks may be purchased in the ASB office beginning August 23, 2008 for \$60 with an ASB card and \$65 w/out. The deadline for purchasing a yearbook is January 22, 2009. Yearbooks will

be handed out on May 21 at The Premiere in the Commons from 2:30-4:00 to students who do not have outstanding fines. **Failure to comply with any or all aspects of the activities code may result in the participant being ineligible for extra-curricular activities.**

**ASSEMBLY GUIDELINES**

The following guidelines have been established to promote safety, respect and school unity at all assemblies. You represent the LHS community – show respect for each other. Once dismissed from class, come straight to the gym and find your seat. There are two types of assemblies: Formal and Pep. **Formal Assembly: Serious assembly to honor a person, subject or day. Pep Assembly: Unify the school and promote LHS School Spirit.** The Principal will begin each assembly. After everyone is quiet we will begin the National Anthem. **National Anthem:** Please stand, be quiet and respectful, NO talking and hats OFF. **Single Clap:** When people are introduced, use a single clap. Everyone must stay **BEHIND** the black line. If you cross the line, you will be removed and disciplinary action may be taken.

**ATHLETICS: 425.431.5217**

Lynnwood High School is a member of the WESCO 3A/4A Conference. Our teams compete with other teams throughout the conference and state for league, district and state honors. Students who wish to participate in athletics must follow the criteria set forth by the Lynnwood High School, the Edmonds School District, and the WIAA. Students who have questions or need information/forms should contact the LHS Athletic Director or the LHS Athletic Secretary in the Athletics' offices located in the Career Center. The Athletic Director can also be reached at (425) 431-5345, and the Athletic Secretary can be reached at (425) 431-5217. All participants will be required to follow the Edmonds School District Extra-Curricular Activities Regulations. A copy of the regulations can be obtained on the LHS website. To participate in athletics, students must have all paperwork on file in the Athletics' Office. **In order to start practicing, athletes must complete:**

- 1) Parent permission form (Form AD-2) (Only once per school year)
- 2) Single sports clearance form (Form AD-1) (Must be turned in every season.)
- 3) Current medical/physical examination.
- 4) All school fines must be paid.
- 5) Purchase an ASB card (\$42)

**FALL SPORTS (Begin 8/25/08)**

Cross Country, Boys Tennis, Volleyball, Girls Swimming,  
Girls Soccer, Football (8/20/08)

**WINTER SPORTS (Begin 11/17/08)**

Boys Basketball, Girls Basketball, Boys Swimming Wrestling,

**SPRING SPORTS (Begin 3/2/09)**

Baseball, Fast-pitch Softball, Track, Boys Soccer, Girls Tennis, Golf

**ALL YEAR** - Cheerleading, Dance

**CAREER CENTER:** 425.431.7538

The Career Center assists students as they explore their interests and aptitudes and make plans for after high school. Services include: part-time job listings, community service listings, credit for work experience and community service, internships, job shadowing, and information on training options after high school such as apprenticeships, military service, two and four-year colleges, and on the job training. Scholarship information, college bulletins, financial aid information as well as a variety of career-related publications are also available in the Career Center.

**COUNSELING OFFICE & HEALTH CENTER:** The Counseling Office Staff provide students and parents help in monitoring each student's academic and social progress and creating educational and career plans. Parents are encouraged to call the Counseling Office to request conferences with teachers, or to keep the Counseling Office informed about your student's change of address, phone number, guardianship, medical information or emergency contacts. **It is imperative that you provide the school with a phone number where you can be reached at any time.** The counselor will not violate confidentiality except when there is clear and present danger to the student and/or other persons. Students may make appointments with counselors by stopping by the Counseling Office before or after school, at lunch, or between classes if time allows. Students should request a pass from the counseling secretary in order to be able to leave class for their appointment. **Counselors are assigned based on student last names – the list of counselors is posted in the Counseling Office.** Parents may request weekly progress reports. Students may pick up weekly progress report forms in the Counseling Office and have each teacher indicate their current academic status. Students may come to the Health Center located in the Counseling Office if they are feeling ill and want to go home, or if they have sustained an injury. Except for emergencies or students waiting for transportation, use of the Health Center is limited to 20 minutes. In emergency situations a student's parent or doctor may be called, or 911 may be contacted. **Students who need to take medication during the school day must provide written permission using District form H-145, available from the Counseling Office.**

**SKYWARD FAMILY ACCESS.**

*Skyward PaC Student Access is an online tool for students and their families to keep track of progress in school.* Students are able to log onto Student Access to find their schedule, grades, missing assignments, attendance, and other school information. 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](http://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.

**DANCE GUIDELINES AND POLICY**

LHS is a strong supporter of all student activities that are compatible with general expectations of appropriate dress and behavior at school. These activities are a privilege and not a right. These same expectations are required for school dances, both formal and informal, for our students and their guests. Students who fail to comply with these expectations will be removed from the dance and are subject to progressive discipline including at the minimum forfeiture of attendance at any other dances for the remainder of the school year, including Senior Prom. Dancing must be 'face-to-face' and 'leave some space'. All bags and purses must be checked in at the door. No outside beverages are allowed in the dance. Guests under the age of 21 are allowed following the Guest Approval process available in the ASB office and due prior to the day of the dance. ALL students must have their ASB identification card to enter the dance. Guests must also provide photo ID. This notification serves as your prior warning. Students not meeting expectations will be immediately asked to leave. Parent contact will be made.

- Demonstrate good character, maintain a high community standard, and follow all school/district rules
- Dress appropriately
- Once a student has entered the dance, that student is not permitted to leave and enter again
- The student may be subject to a search for illegal or controlled substances.
- Explicit dancing of a sexual nature or unwanted physical contact is prohibited
  - o All dancers need to face their partner.
  - o No sitting or lying down on the dance floor.
  - o Hand placement on your partner must be appropriate for the school setting.
  - o There must be space between partners.
  - o No freak dancing or "moshing" on the dance floor

## REGULAR SCHEDULE

PERIOD	TIME BEGIN	TIME END	PERIOD LENGTH
TUTORIAL	7:00 AM	7:20 AM	20 minutes
PERIOD 1	7:20 AM	8:10 AM	50 minutes
PERIOD 2	8:15 AM	9:05 AM	50 minutes
SSR/Advisory	9:10 AM	9:35 AM	25 minutes
PERIOD 3	9:40 AM	10:30 AM	50 minutes
FIRST LUNCH	10:30 AM	11:00 AM	30 minutes
PERIOD 4 - 1L	11:05 AM	12:00 PM	55 minutes
PERIOD 4 - 2L	10:35 AM	11:00 AM	25 minutes
SECOND LUNCH	11:00 AM	11:30 AM	30 minutes
PERIOD 4 - 2L	11:35 AM	12:00 PM	25 minutes
PERIOD 4 - 3L	10:35 AM	11:30 AM	55 minutes
THIRD LUNCH	11:30 AM	12:00 PM	30 minutes
PERIOD 5	12:05 PM	12:55 PM	50 minutes
PERIOD 6	1:00 PM	1:50 PM	50 minutes

## LUNCH SCHEDULE

### FIRST SEMESTER

First Lunch: Upstairs classes (Even numbered rooms) plus other classrooms as designated

Second Lunch: Building A

Third Lunch: Downstairs classes (Odd numbered rooms) plus other classrooms as designated

### SECOND SEMESTER

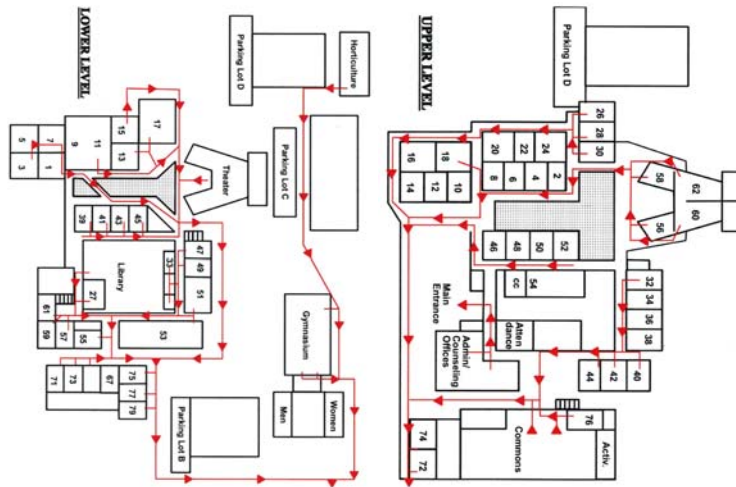
First Lunch: Downstairs classes (Odd numbered rooms) plus other classrooms as designated

Second Lunch: Building A

Third Lunch: Upstairs classes (Even numbered rooms) plus other classrooms as designated

**REGULAR SCHEDULES MAY BE CHANGED FOR ASSEMBLIES, STATE  
MANDATED TESTING, FINAL EXAMS, OR INCLEMENT WEATHER.**

**Lynnwood High School  
School Map  
Evacuation Routes**



**SCHOOL INFORMATION**

**ACCESSABILITY:** “Student digital lockers”, are accessible at school and from home. <http://webtrekker.edmonds.wednet.edu> User Name: Skyward Alphakey (no spaces/no symbols) Initial Password: First 4 letters of last name + month and day of birth (4 digits)

**ADVISORY:** Advisory will include discussion/activities relating to school issues. Silent Reading will be held on non-advisory activity days. **No passes out of class will be issued during Advisory.** Students are expected to attend and participate in Advisory activities. Students will receive a P/NC grade and credit for Advisory.

**SILENT READING:** The rules for Sustained Silent Reading (SSR) are: 1) The students should be reading appropriate material; 2) The teacher should both model and monitor reading during SSR; 3) No sleeping, head down or reading/doing homework during SSR; 4) **There will be no passes out of class during SSR.**

**AUTOMOBILES:** To park a vehicle on LHS Campus, a valid drivers license, proof of insurance and registration is required and a valid parking permit must be clearly visible in the vehicle at all times. If your car is found illegally parked and/or without a current parking permit, the vehicle will be fined and/or towed at your expense and risk. To appeal the issuance of a parking summons, contact the ASB office. Parking permits at LHS are limited and cost \$60 without an ASB card and \$35 with an ASB card. The cost of an ASB card is \$42. Permits are

available in the Activities Office. At the beginning of 2<sup>nd</sup> semester, permits are reduced \$10. There are no refunds on parking permits. Parking fines are paid to the LHS ASB. Staff and visitor parking areas are off limits to students, as are handicapped, fire and bus loading zones. **Parking is a privilege at Lynnwood High School** and those privileges may be revoked if the student demonstrates unsafe driving behaviors. Cars are brought on to 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 acknowledge rules and regulations pertaining to school district transportation. Failure to comply will result in disciplinary action, which may include revocation of the privilege of riding the bus.

**CHILD LABOR LAWS/STUDENT EMPLOYMENT:** There are laws that specify how many hours a student up to the age of 18 is allowed to work. If you need information about child labor laws, please contact your Labor and Industries service location or call 1.800.547.8367 or <http://www.lni.wa.gov/WorkplaceRights/TeenWorkers/>. Information is also available in the Career Center.

**C.L.I.P.:** Contracted Learning for Individual Pacing is a program for students who are academically motivated yet have low achievement records and struggle with traditional modes of instruction. If you have an interest in the C.L.I.P. program, contact the counseling department.

**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 constitutes being on the sidewalk closest to the building. Unauthorized areas include east of the Gym and Little Theatre (behind), south of the Commons and science building (field side), north of the math and business building, or west of the main sidewalk at the front of the building. **The parking lot and Athletic Fields are considered an unauthorized area during the school day.** Students who have a need to leave campus during the school day must have permission to do so and must check out through the Attendance Office. **Being in an unauthorized area without written permission from the Attendance Office will result in disciplinary action in compliance with school and district policy.**

**DRESS:** Students are expected to dress in a fashion conducive to a positive learning environment and to meet health and safety standards. At no time are bare feet permissible in the building. Shoes and shirts must be worn at all times. Dresses, shorts, shirts and skirts must be of reasonable length. **Exposed midriffs, exposed undergarments, backless, strapless and/or low cut clothing will not be tolerated.** 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 be permitted to be worn by students, nor may they be displayed on or in student lockers or on their 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 when involved in 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 to a person of average reason and sensitivity. **Students will be asked to change into clothes to that meet dress code or they will be sent home.** Continued violations will include action up to and including suspension.

**DRUG & ALCOHOL INTERVENTION SPECIALIST: 425.431.5251**

Our Drug and Alcohol Intervention Specialist at Lynnwood High School is a Certified Chemical Dependency Counselor and certified as a Youth Counselor. The counselor is in the building three days a week to meet individually with students, lead groups and be a resource person to students, parents, staff and administrators. Students may refer themselves or may be referred by staff. Due to federal confidentiality laws, all interactions with the counselor will remain confidential. Groups are available for those students interested in understanding choices, decision-making and building self-esteem. Groups meet once a week and are on a rotating schedule. Attendance is voluntary.

**FAMILY RESOURCE ADVOCATE** All families go through periods of difficulty or crisis at some point. To help meet the needs of students and their families, Lynnwood High has a Family Resource Advocate who is available to help resolve any issues that may be affecting student success in school. For example, she can assist families with medical applications, community resources, and help with other basic needs. She can be reached at (425) 431-5344 or via e-mail at [Landk@edmonds.wednet.edu](mailto:Landk@edmonds.wednet.edu)

**FEES & FINES:** The ASB Office collects monies for extra curricular activities such as athletic fees, ASB fines, dance tickets, and yearbook fees. The Main Office collects monies for instructional related use i.e. class field trips, classroom fees, testing fees, textbook fines. These offices are available to collect monies BEFORE or AFTER school and during LUNCH periods only. **If fines are still owed at the time of graduation, diplomas may be held until the fines are paid and students will not be permitted to participate in the commencement ceremony.** Limited financial aid for school-related costs is available to any student in need.

**FOOD SERVICE:** Breakfast is served in the Commons each day from 6:50 a.m. to 7:20 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 lunches and breakfasts are offered to qualifying students. These forms are available in the Counseling Office. Student lunch periods are dependent upon their class schedule. **It is the expectation of the school that all students will pick up after themselves in the cafeteria. Failure to do so will result in disciplinary action.**

**GRADING:** Most courses are graded A, B, C, D, or F. Students who enroll as a teacher's assistant will be eligible for a .25 credit and a Pass/No Credit grade. With administrative approval during the 1<sup>st</sup> three weeks of a semester, seniors may opt to take two elective courses for a Pass/No Credit grade. An "F" grade indicates a student has not satisfactorily completed the minimum requirements and has not demonstrated sufficient effort to earn credit for the course. An "I" grade is issued to indicate the course work is incomplete and the student has 10 school days to successfully complete the program so the teacher may change the grade; failure to complete the work will result in an automatic "F".

**PROGRESS REPORTS:** Progress Reports are issued at the 30 and 60 days point of each semester. The final grades issued at the end of the first and second semester are the only grades that appear on a student's permanent record. All grade reports are mailed to the student's home. Progress Report dates appear on the district calendar, which will be mailed directly to you.

**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. Cards will cost \$5 to be replaced. Cards are available through the Activities Office.

**INTERNET USE:** The Edmonds School District has adopted an "Opt Out Policy" for Internet usage. Opt Out means that each student/parent is responsible for notifying the school if there is an objection to the student using the Internet while at school. The "Opt Out Form" will be available in the school office. If the parent "opts" the student out of Internet usage, then the student login account will not allow the student to access the Internet. If the student uses any other account to access the Internet while at school, he/she will be subject to disciplinary action.

**LIBRARY:** The Library provides a wide range of print and online database resources to assist student research along with a wide range of recreational reading materials. There is a computer lab where students

can work on school-related assignments. Individual students coming to the Library during the day to work must have a Library Pass signed by their teacher before they will be admitted. The Library is open before school during Tutorial Period and after school normally until 3:00 pm. Students must return all materials checked out from the Library or pay the replacement cost of the book.

**LOCKERS:** Students may check out a locker for the year through the Attendance Office. Students should not store valuables or money in their lockers or PE lockers. Lynnwood High School and the Edmonds School District do not assume any responsibility for loss, theft, or vandalism to any personal items brought on campus. **ALL lockers, desks or storage areas at Lynnwood High School remain the property of the school and may be subject to a general search and seizure of illegal items at the discretion of the administration.** Neither right nor expectation of privacy exists for any student as to the use of a locker issued or assigned to a student (RCW 28A.600). Students are responsible for keeping the locker clean and in good condition. Fines will be issued for damages and/or cleaning charges.

**LOST & FOUND:** The primary Lost and Found is located in the Main Office. The Library and PE locker rooms also maintain a lost and found department. Unclaimed items are donated to charity throughout the school year.

**PARENT RIGHTS:**

1. 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.
2. 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.
3. 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.

**PARENT TEACHER STUDENT ASSOCIATION:** It is the purpose of the Lynnwood High School Parent Teacher Student Association (LHS PTSA) to serve the students, faculty, and parents of LHS and help create a community of support, appreciation and respect for all. The PTSA is a non-profit organization consisting of parents, teachers, students and community members. The purposes of PTSA are; to

provide a forum for parents and staff to discuss decisions impacting LHS; to promote positive interaction between LHS and the community, to encourage all students to benefit fully from their LHS education through participation in school related events. Membership is open to all. Meetings are held on the 2<sup>nd</sup> Tuesday of the month, unless otherwise noted.

**LHS BOOSTER CLUB:** The LHS Booster Club, called the “Loyal Royals”, is for parents, alumni, staff and members of our community interested in supporting our school and students in all sports and extra-curricular activities. They recognize the importance of a well-rounded high school experience for youth and it is our mission to enhance these opportunities by providing support to the coaches, advisors and students. Although their primary function will be coordinating fundraising opportunities for athletics, arts and other activities, our larger vision is to build a sense of community and unity at LHS. They meet on the first Tuesday of each month at 7 pm in the Faculty Lounge. Students can request financial aid by seeing their counselor for an application.

**PESTICIDE NOTIFICATION:** The Edmonds School District uses Integrated Pest Management (IPM) modeled after Environmental Protection Agency recommended guidelines for the control of structural and landscape pests. A notice will be posted in the main office 48 hours prior to the application of any biologic or chemical pesticide. It will provide the reason for application and the name of the product to be used. For individual notification, please contact your school’s main office. These procedures do not apply to emergency applications to control pests that pose an immediate health threat (e.g. stinging insects). For more information, please contact the District Maintenance Director, at 425.431.7244.

**PERSONAL ELECTRONIC DEVICES:** It is our position that such items (all personal electronic devices, including radios, MP3 players, CD players, pagers, cell phones), not be brought to school and if they are brought to school, they should not be utilized or left in any unattended area. Not only are they a disruption to classes, they are the most common items to 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.** Items of this nature that are confiscated by the teacher will be held until parents can make arrangements to pick them up.

**SCHEDULE CHANGES:** Students who wish to discuss a schedule change must contact the Counseling to obtain a “LHS Schedule Change Request Form” and return it to the Counseling Secretary. Schedule change priorities are outlined on the form. Students will not be

permitted to add a class for credit after the first 5 school days of a semester **unless approved by a school administrator and the receiving teacher.** 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 exiting class. 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) during the same period where a course dropped after the 5<sup>th</sup> day, but may not earn credit for the dropped or the added course during the semester.

**SCHOOL RESOURCE OFFICER:** In its growing efforts to serve the needs of youth and the community, the Lynnwood Police Department provides LHS with a full time Resource Officer who assists students and parents with a variety of concerns and issues. Additionally, the officer works with the administration on legal and disciplinary issues where it is appropriate. The School Resource Officer can be reached at 425.431.5242.

**SENIOR CULMINATING PROJECT:** The Senior Culminating Project is a graduation requirement in the Edmonds School District. Successful completion of the Senior Culminating Project is a pre-requisite for participation in the Graduation Ceremony and is monitored in Senior English classes. Beginning with the class of 2011, students must complete a culminating project presentation that includes a description of a project the student completed from their field of study or other interest that surfaced from the student's High School and Beyond Plan, and a reflection of learning using key pieces of the student's class work that demonstrated learning in research, problem solving, analysis and career exploration. Students will receive training on how to collect these key pieces of their class work during their freshman year.

**STUDENT BEHAVIOR COORDINATOR:** 425.431.5216 The Student Behavior Coordinator assists students whose classroom or campus behavior is causing trouble for themselves or others. A student may be referred, or may request help if a problem comes up in a class or with other students. Additionally, the Student Behavior Coordinator

works with the administrators in implementing the discipline program at LHS.

**STUDENT STORE:** The DECA Club of LHS maintains and operates the Student Store located in the Commons for the convenience of all students. The store carries many items as well as a variety of snacks. The store provides income for ASB and DECA activities.

**TEXTBOOKS:** Textbooks are assigned to an individual student and therefore become that student's responsibility. The student must be responsible for the care of the text. Failure to do so will result in a fine for damage or loss.

**VISITORS:** **Visitations are to be limited to purposes of school business.** A visitor pass must be requested 2 school days in advance and each teacher and administration must approve of the visitor. Host students are responsible for the behavior of their guest. Permission forms are available in the Attendance Office. NO visitors are allowed during finals week either semester, or after June 1st. Non-students present on campus without a visitor's pass will be subject to a citation for trespass.

**WEATHER EMERGENCY:** Radio and television stations will be contacted by 5:30 a.m. regarding school closures in the event that we experience inclement weather. Messages will give the status of the district regarding school closure, limited bus transportation or delayed opening. If there is no announcement, schools are on regular schedules with normal bus service. When weather conditions are such that early dismissal of students is necessary, the announcement will be broadcast by via AM stations KING 1090, KIRO 710, KJR 950, KOMO 1000, KMPS 1300, KRKO 1380 and by the FM stations KLSY 92.5, KMPS 94.1, STAR 101.5 and KUBE 93.

**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. **A student's academic grade or credit in a particular subject or course may be adversely affected by reason of tardiness or absences only 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; and the student's attendance and/or participation has been identified by the teacher, pursuant to the regulations and procedures of the school district, as a basis for grading, in whole or in part, in the subject or course.** Consistent with WAC 180-40-010, all students will attend and be punctual at regularly scheduled classes unless officially excused. Teachers are responsible for taking daily attendance for each period and reviewing the attendance policy with students at the beginning of each semester. Teachers are required to keep a record of each student's absences in

their grade book or keep an attendance record or computer record, in case of discrepancies in student attendance. **A student who has been absent must report to the Attendance Office for an admit slip before returning to class.** 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. Leaving campus without permission and while school is in session is considered an unexcused absence and will result in disciplinary consequences. **Students must provide a parental excuse within 48 hours of returning to school in order for their absence to be excused.** After that, the absence remains unexcused. Students 18 years or over can seek information about writing their own absence notes from the Attendance Secretary.

**Excused absences** include illness (in cases of extended or frequent illness, a doctor's confirmation will be required), family emergencies, medically related appointments, recognized community service activities approved by the School Board, absence resulting from participation in activities related to recognized religious holidays, approved prearranged vacation activities with parents, other activities with prior administrative approval. Such requests will be judged against the criteria above to determine whether or not the absence/tardy will be excused. Students (not school personnel) are responsible for providing timely information in regard to absences for which and excused status is sought.

**Unexcused absences** are non-emergency, such as those resulting from leaving school prior to dismissal without authorization, over sleeping, skipping or cutting class(es), and truancy are unexcused. Students will be subject interventions and progressive discipline.

Future violations of the attendance policy and/or additional absences could result in further discipline, short term suspension as appropriate. Any student who is absent for 20 consecutive days, without notifying the school of the cause of such absences, will be withdrawn from school

**Informational absences** include school-related absences, ASB meetings, field trips, athletic trips, suspensions and other school-related activities which are recognized and approved by authorized building staff. **If school related absences are making a negative impact on a student's class performance, the teacher may deny permission for the absence. Students must obtain a prior permission form in the attendance office for planned and extended school related**

**absences.** Upon the accumulation of **8 class absences**, and again with **20 class absences** per semester, a letter from the District will be sent to the parent/guardian. 40 class absences will result in a BECCA petition being filed on the student.

**Tardies:** 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. Teachers will release students at the end of the scheduled period. If a student is held in class after the bell rings and is late to his/her next class, the teacher in whose class he/she was detained will issue a pass to the next class. **Prior approval of the next period teacher is required if a student is to be held for any reason.** If a student is late for a class and does not have a valid note excusing his/her tardiness, he/she will be marked **TARDY** in the teacher's grade book. A student is considered **ABSENT** when he/she is more than 5 minutes late to class. **Four unexcused tardies will equal one unexcused absence.** The teacher will record this in the grade book. **Absences may impact a student's grade as delineated in the course syllabus. A signed syllabus will be kept on file for all students.**

#### **DISCIPLINE POLICY**

The philosophy of discipline at LHS is to promote individual growth and strong citizenship skills. The discipline policy at LHS specifically limits the opportunity of any individual to interfere with the rights of other students. **Students are expected to:**

Be prepared to participate and bring the appropriate materials to class.

Have a hall pass in their possession when out of class. Show respect for school property and the property of others at all times. Remain on campus during the normal school day.

While LHS is committed to working with each student as an individual, it is our belief that students are responsible for their own behavior. A progressive discipline policy is based on the understanding that penalties for misconduct become more severe with subsequent violations. Once a student is referred to the office, an Administrator or the Student Behavior Coordinator will investigate the situation, review the student's discipline file and determine what action to take (i.e. warning, tutorial detention, Saturday School, suspension, expulsion). When necessary, parents will be contacted regarding the behavior of the student. Students are subject to this policy while on school grounds or in proximity of the school, en route to or from school, or other

school campuses, and at all school related events. **Any student who willfully acts in a way which materially interferes with, or is detrimental to the orderly operation of a school, a school sponsored activity, or any other aspect of the educational process of the school district shall be subject to discipline, suspension or expulsion by authorized school district authorities.** Card playing/gambling/betting of any kind on campus will not be tolerated as it is a disruption to the educational process and can be construed as an illegal activity. An individual student and his/her property may be searched by an administrator or designee if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. Violations, which are described as exceptional misconduct, are considered permanent violations lasting throughout a student's high school career. Threats of violence or harm in direct or indirect communications of the intent to cause damage to a school building or school property or to harm students, employees, volunteers, patrons or visitors will result in disciplinary consequences up to and including expulsion. Staff, students, volunteers and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. Persons found to have made threats of violence or harm will be subject to relevant district discipline policies and will be referred to appropriate community agencies, including law enforcement and mental health services.

"Exceptional misconduct" is student misconduct which (a) is a frequent occurrence, despite past attempts of district personnel to control such misconduct; or (b) is so serious in nature, or so serious in terms of the disruptive effect upon the operation of the school so as to warrant an immediate resort to a short-term or long term suspension or expulsion.

The following acts have been identified by an ad hoc citizens committee as "exceptional misconduct": 1) Being under the influence of or the use, possession, sale, offering for sale, or distribution of alcohol; 2) Being under the influence of or the use, possession, sale, offering for sale, or distribution of controlled substances or drug paraphernalia; 3) Assault or battery (including verbal or written threats of harm); 4) Lewd conduct, indecent exposure, use of obscenity or profanity (oral, written or gestured); 5) Arson; 6) The use, possession, or sale of explosive devices; 7) Possession of firearms, weapons, or other dangerous objects, including toy or facsimile weapons; 8) Vandalism; 9) Burglary; 10) Extortion; 11) False Alarms; 12) Theft; 13) Malicious mischief or endangering the health or safety of self or others; 14) Possession of stolen property; 15) Robbery; 16) Unlawful interference with or intimidation of school authorities; 17) Failure to submit to lawful supervisory or disciplinary authority of the district and school; 18) Failure to identify oneself; 19) Failure to submit to

reasonable corrective action imposed by the district or its authorized employees; 20) Fighting; 21) Written, oral, physical or sexual harassment, defamation; 22) Use of tobacco products, including the possession of any lighted form of tobacco or other smoking material; and 23) Commission of any act classified as a felony or gross misdemeanor under the laws of the State of Washington.

The following acts or omissions by a pupil on school premises or in reasonable proximity thereto, on school provided transportation, or off school premises at any school sponsored activity shall constitute sufficient cause for discipline, suspension, or expulsion: 1) "Exceptional misconduct" as defined above; 2) Disruptive conduct; 3) Disobedience of the reasonable instructions of school authorities; 4) Immoral conduct; 5) Vulgarity; 6) Truancy, unexcused absence(s) or tardiness; 7) Intimidation; 8) Cheating; 9) Plagiarism; 10) The commission of any criminal act as defined by law; or; 11) Violation of other school or district rules, regulations, or policies now or hereafter adopted.

**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 will be subject to suspension or expulsion. **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 create an atmosphere where the threat of fear, intimidation, harassment, violence and other violations of school rules and unlawful acts may occur.** Students calling themselves by a common name, wearing and displaying unidentifiable or identifiable colors, jewelry, symbols or labels that in the eyes of students or administrators identify them as a specific group, club or clique and are performing actions that either harass, intimidate, threaten, provoke or disrupt the school climate may be subject to disciplinary action. Unauthorized groups do not benefit the overall educational atmosphere of the school and education of students. Any student engaging in such behavior or who is involved in initiations, hazing or other related activities of such group affiliations which has the effect of causing intimidation, harassment, physical or mental harm to students or staff, or cause damage to school property or disruption to the educational process, shall be subject to suspension or expulsion.

**HARASSMENT, FIGHTING, BULLYING, THREATS:** LHS has zero tolerance regarding any act of violence. Fighting or physical assault of any kind is strictly prohibited at school and any school event.

**A student involved in such action shall be suspended from school and criminal charges will be filed.** Any student promoting a fight or encouraging others to fight is subject to suspension. In the event of a fight, all students must immediately disperse when ordered to do so by a staff member. Students who fail to immediately leave the scene are subject to suspension. The use of abusive language, especially when used to escalate or inflame a situation, is considered verbal assault. Harassment, threatening statements, bullying, intimidation, coercion, and verbal abuse are not allowed and violations will result in disciplinary action. Malicious harassment is a class C felony. Overt acts of prejudice or harassment related to a person's race, color, ancestry, national origin, religion, gender, culture, sexual orientation, ethnicity or mental, physical or sensory handicap will result in immediate and serious consequences, which may include long-term suspension or expulsion from school and criminal charges. Threatening physical assault for the purpose of inflicting harm on another person is a criminal act and statements/acts directed at others by any means that cause them to be fearful for their personal well being are prohibited. Such acts will result in disciplinary action and police referral.

**PLAGIARISM/FORGERY:** 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 or forgery will be subject to academic and disciplinary consequences.

**SAFE SCHOOLS TIPLINE: 425.431.7010** If you suspect or become aware of any student or adults in a school who are 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.

**STUDENT ALCOHOL AND DRUG USE POLICY**

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 is committed to the development of a program, which emphasizes 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 our responsibility is to inform you each year of the district's policy on student use of drugs/alcohol. This policy is as follows: Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of exceptional misconduct, which warrants an immediate resort to a short-term or long-term suspension or expulsion. To protect the health and safety of students, teachers, school administrators, and others, and recognizing the LHS's custodial and educational responsibility for its students, additional efforts now appear necessary to prevent students from attending school-sponsored activities after having consumed alcohol. Therefore, the following procedures involving the use of breathalyzers shall apply at Lynnwood High School sponsored events. Administrators may determine possible student alcohol consumption without the aid of a breath alcohol testing device by facts which give rise to reasonable suspicion of such use, including the observations of one or more of the following indicators: slurred Speech, flushed face, glassy or bloodshot eyes, smell of intoxicating liquor on breath, clothing or person, unsteady gait, vomiting, impaired motor control, unruly conduct. If an administrator has reason to believe that a student has consumed alcohol, based on one or more of the above indicators, or other reasonable indicators, the administrator shall require, before entering or while attending a school-sponsored event, that the student submit to active breathalyzer testing by the School Resource Officer. The test shall be conducted in privacy and in the presence of an administrator. If the test is positive, the parent or guardian shall be notified and requested to take the student home; emergency help shall be called if the student is assessed to be a risk for alcohol poisoning or in need of medical assistance; and the student will be subject to all District rules and regulations relating to the use and/or possession of alcohol. If the breathalyzer test is negative, the student will be allowed to attend or continue attending the school-sponsored activity if the administrator does not suspect the use of other drugs, or unless other disciplinary rules apply to the student's conduct. Further, the student's parent or guardian will be notified that the breathalyzer was administered. If a student refuses to take a breathalyzer test as provided by this policy, then he or she will not be admitted to the school-sponsored event and the student's parent or guardian will be contacted and requested to take the student home. Students who refuse to take a breathalyzer test, upon a determination that there is reasonable suspicion that the student has consumed alcohol, will be subject to all

District rules and regulations relating to the use and/or possession of alcohol. If any student suspected of having consumed alcohol leaves the scene against and administrator's request, the police will be contacted immediately, the student's parent or guardian shall be notified, and disciplinary action may be taken as indicated by the District's rules and regulations.

**TOBACCO FREE ENVIRONMENT:** Lynnwood High School is a tobacco free campus. Policy 6807, revised 4/23/91 and State law (RCW 28A.210.310) designates that smoking or any other use of tobacco products in any form, by any person, shall be prohibited on school district property and at any site utilized for district sponsored events. Violators will be referred to local law enforcement and issued a citation. This policy is applicable to all persons employed by the district, students, volunteers and any other persons who occupy, visit or use school property or attend an event here.

**WEAPONS POLICY:** LHS will not tolerate the possession of any weapons or other dangerous objects on school property or at any school event. Any student found to be in possession of a weapon or dangerous object will be suspended or expelled from LHS. RCW 9.41.250, RCW 9.41.280 and ESSB 5307. A weapon is an instrument of any kind that is readily recognized as, or strongly resembles, a weapon, and is inappropriate to the school environment, i.e. gun, knife, pipe, metal star, etc. Instruments that are appropriate to the school environment are considered weapons when used to cause harm or threaten another person, for example, (tools, pen, scissors, letter opener, etc.). Lighters, Laser pens and pointers are prohibited at LHS and will be confiscated. Students, who are in possession of a weapon, intimidate others with a weapon, display an intent to use a weapon, or use a weapon are subject to suspension or expulsion from school. In addition, criminal charges will be filed with the police department.

**SEXUAL HARASSMENT POLICY**

The Edmonds School District is committed to maintaining a working and learning environment free of discrimination and harassment. District educational programs, activities, curriculum and services are monitored to insure that they guarantee the rights of all students to partake fully in the educational process, and they do not reinforce stereotypes, or permit or encourage discriminatory behavior. If any student, parent or community member experiences or witnesses discrimination or 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, 425.431.7128. All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for an

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:

Submission to such conduct or communication is made with an explicit or implicit term or condition of success in school. Submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or 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:*

Unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or 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:*

Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member; threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances; cornering or blocking of normal movements; displaying sexually suggestive pictures or objects in an educational/work environment; 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. Sexual harassment substantially compromises the attainment of educational excellence and is not tolerated on the LHS campus. Any student who believes that he/she has been subjected to sexual harassment at school should bring this to the immediate attention of an administrator or the Student Behavior Coordinator.

#### **STUDENT ALCOHOL & DRUG USE POLICY**

Possession, use or sale of alcohol, drugs, narcotics, drug paraphernalia, drug related items or other illegal substances on school property or at school-sponsored events is illegal and will not be tolerated. Any student who sells or otherwise provides alcohol or other controlled substances on school property or at school-sponsored events shall be referred to the local law enforcement agency and issued long-term suspension or expulsion from the Edmonds School District. ANY student who possesses, uses, distributes or attempts to distribute, or gives evidence of being under the influence of alcohol or any other controlled substance or abuses by inhalation, ingestion, or otherwise, any substance for its intoxicating effect or possesses drug paraphernalia on school property or at school-sponsored events shall be subject to referral to the local law enforcement agency, long-term suspension or expulsion. To obtain a copy of the District #15 Student Alcohol and Drug Use Policy, contact your school administrator or the District Office. To further ensure student safety and well being, LHS may invite a trained contraband detection canine to randomly sniff lockers, unattended classrooms and cars in the parking lot for illegal contraband if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. A staff member with parental permission may distribute over-the-counter medications to students. Parental permission must be provided in writing. Students are prohibited from possessing (without proper documentation) or dispensing **any** medications (i.e. aspirin, Advil, Tylenol, Midol) to other students. Such actions will result in suspension or expulsion.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

At LHS, we are concerned for the welfare of each member of our community. **Students are expected to cooperate and comply with any reasonable request by any school staff member. Students are expected to identify themselves and to show identification when requested to do so.** Failure to comply may result in disciplinary action. Disorderly conduct including profanity and obscene behavior will not be tolerated. Obscene, lewd, vulgar or offensive expression, is not

protected by the First Amendment. Teachers, administrators and staff will not tolerate profanity on the LHS campus and school events. Students who use profanity will be disciplined up to and including suspension. Students are expected to use appropriate language in all areas of our campus. State and Federal law, along with Edmonds School District Policy grant substantive and procedural due process rights for students. A copy of the Students' Rights and Responsibilities as defined by RCW 238A.04.132, WAC 180-40-200 and Edmonds School District Policy 8220R1 are available at the school district office.

**FAMILY RIGHTS & PRIVACY ACT**

The District is allowed, and in some circumstances required by law, to release directory information unless parents/guardians instruct us not to release this information. Directory information can include: student's name, photograph, address, telephone number, date and place of birth, date of attendance, participation in officially recognized activities and sports, weight/height of members of athletic teams, grade in school, diplomas and awards received, and the most recent previous school attended by the student. This information is not released for commercial purposes. It can be released to provide educational, scholarship, vocational/occupational and/or military recruitment information, or to the news media or law enforcement. If you do not want student directory information released, please complete form P-190 and return the completed form to Edmonds School District, Directory Information Forms, 20420 68<sup>th</sup> Avenue West, Lynnwood, WA 98036 by the first week of October. Please complete a separate form for each student in your family; you can access form P-190 at [www.edmonds.wednet.edu](http://www.edmonds.wednet.edu) or at the Counseling Office.

*PLEASE READ, SIGN AND RETURN*

## **STUDENT HANDBOOK**

I have received a student handbook and have been made aware of its contents including a review of the: Attendance Policy, Discipline Policy, Sexual Harassment Policy, Student Alcohol and Drug Use Policy, Students Rights and Responsibilities, and Family Rights and Privacy Act.

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**Student Name (print)**

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**Student Signature**

**Grade Level:** \_\_\_\_\_ **Date:** \_\_\_\_\_