



## **Welcome**

It is a pleasure to welcome you to Lakewood Middle School! We are pleased you will be joining us and look forward to a rewarding 2022-2023 school year. This handbook is provided as a resource and guide to acquaint you and your parent/guardian with the policies and practices at Lakewood Middle School.

## **Mission Statement**

The LMS mission is to create a safe and respectful learning environment where everyone works together to help each student take ownership in achieving high academic standards.

## **Telephone and Mailing Address**

Lakewood Middle School  
16800 16<sup>th</sup> Dr. NE  
Marysville, WA 98271  
Phone: 360-652-4510  
Fax: 360-652-4512

## **LMS Administration and Office Staff**

Amanda Cote', LMS Principal  
Jim Barth, Assistant Principal/Athletic Director  
Sarah Wallis, Dean of Students  
Shannon Lane, Administrative Assistant  
Courtney Farr, Registrar/ASB and Athletic Secretary  
Julia Bloomquist, Attendance/Discipline

## **LMS Counseling and Student Support Staff**

Steve Hecimovich, 8<sup>th</sup> grade Counselor  
Meg Scrimgeour, 6<sup>th</sup> & 7<sup>th</sup> grade Counselor  
Kelsey Yost, School Psychologist  
Tori Weber, Student Assistance Professional  
Meitra Williams, Student Support Advocate



# PRIDE IN LAKEWOOD MIDDLE SCHOOL

	<b>P</b>	<b>R</b>	<b>I</b>	<b>D</b>	<b>E</b>
	<b>Prepared</b>	<b>Respectful</b>	<b>Inclusive</b>	<b>Determined</b>	<b>Excellent</b>
<b>Classroom</b>	<p><b>Be on time</b>  <b>Enter</b> class quietly  <b>Follow</b> classroom routine  <b>Be ready</b> to participate and learn  <b>Have</b> required materials</p>	<p><b>Be kind</b> to others and yourself  <b>Treat</b> others the way you would like to be treated  <b>Take good care</b> of our school and materials  <b>Use kind words</b></p>	<p><b>Work as a team</b>  <b>Recognize and celebrate</b> each other's differences  <b>Encourage</b> all voices  <b>Help</b> others be successful  <b>Stand up</b> for others</p>	<p><b>Set goals</b>  <b>Allow</b> self and others to make mistakes  <b>See failure</b> as an opportunity to learn  <b>Persevere</b> during challenges  <b>Be engaged</b> in class activities</p>	<p><b>Do your best work</b>  <b>Challenge</b> yourself  <b>Lead</b> by example  <b>Learn</b> from the success of others</p>
<b>Hallways</b>	<p><b>Walk</b> courteously and safely  <b>Use</b> your time wisely</p>	<p><b>Voices</b> at a reasonable level  <b>Follow</b> school rules</p>	<p><b>Wait</b> your turn  <b>Greet</b> others with a wave  <b>See something, Say something</b></p>	<p><b>Get</b> to your destination on time</p>	<p><b>Make</b> our space a better place  <b>Help</b> others in need</p>
<b>Lunchroom</b>	<p><b>Wait</b> patiently and quietly in the lunch line  <b>Stay seated</b> while eating</p>	<p><b>Clean up</b> your space  <b>Say please</b> and thank you</p>	<p><b>Welcome</b> others  <b>Reach out</b> to new students  <b>Use your social power</b> for good</p>	<p><b>Leave</b> it better than you found it  <b>Use</b> time wisely  <b>Have</b> appropriate conversations</p>	<p><b>Look</b> for opportunities to help others  <b>Follow</b> lunchroom expectations  <b>Ask an adult</b> for help if you need it</p>
<b>Office</b>	<p><b>Wait</b> patiently and quietly in the hallway  <b>Have</b> a purpose to be there</p>	<p><b>Speak</b> kindly and calmly  <b>Return</b> to class immediately when instructed</p>	<p><b>Say hello</b> to office staff  <b>Respect</b> fellow students' privacy</p>	<p><b>Stay</b> focused on the task at hand  <b>Only</b> interact with your personal belongings</p>	<p><b>Show</b> appreciation when adults assist you</p>
<b>Staff will...</b>	<p><b>Be on time</b>  <b>Have</b> materials and lessons ready  <b>Provide</b> access to supplies and materials  <b>Be rested</b> and ready to teach  <b>Know</b> their content</p>	<p><b>Ensure</b> consent before physical contact  <b>Use</b> kind behavior and words  <b>Apologize</b> when needed  <b>Treat</b> others the way you want to be treated  <b>Address</b> personal bias</p>	<p><b>Develop</b> and honor all student voice  <b>Ensure</b> diverse cultural viewpoints are represented and valued in discussions and curriculum  <b>Greet</b> students by name  <b>Communicate</b> to everyone  <b>Create</b> a safe environment for all</p>	<p><b>Believe</b> in and support each student's potential  <b>Learn</b> everything they can about their field  <b>Assume</b> positive intent</p>	<p><b>Make</b> the best use of time and resources  <b>Enjoy</b> their work  <b>Adapt</b> to student needs  <b>Develop</b> lessons that are engaging and meaningful  <b>Collaborate</b> with other teachers/staff</p>

## LMS Bell schedules

### Regular Bell Schedule

1 <sup>st</sup> LUNCH		2 <sup>nd</sup> LUNCH		3 <sup>rd</sup> LUNCH	
1st	7:30-8:29	1 <sup>st</sup>	7:30-8:29	1st	7:30-8:29
2nd	8:33-9:32	2 <sup>nd</sup>	8:33-9:32	2nd	8:33-9:32
3rd	9:36-10:34	3 <sup>rd</sup>	9:36-10:34	3rd	9:36-10:34
<b>LUNCH</b>	<b>10:34-11:04</b>	4 <sup>th</sup>	10:38-11:36	4th	10:38-11:36
4th	11:08-12:06	<b>LUNCH</b>	<b>11:36-12:06</b>	5th	11:40-12:38
5th	12:10-1:08	5 <sup>th</sup>	12:10-1:08	<b>LUNCH</b>	<b>12:38-1:08</b>
6th	1:12-2:10	6th	1:12-2:10	6th	1:12-2:10

### Cougar Tuesday Schedule

1 <sup>st</sup> LUNCH		2 <sup>nd</sup> LUNCH		3 <sup>rd</sup> LUNCH	
1st	7:30-8:28	1 <sup>st</sup>	7:30-8:28	1st	7:30-8:28
2nd	8:32-9:25	2 <sup>nd</sup>	8:32-9:25	2nd	8:32-9:25
Cougar Time	9:25-9:45	Cougar Time	9:25-9:45	Cougar Time	9:25-9:45
3rd	9:49-10:42	3 <sup>rd</sup>	9:49-10:42	3rd	9:49-10:42
<b>LUNCH</b>	<b>10:42-11:12</b>	4 <sup>th</sup>	10:46-11:42	4th	10:46-11:42
4th	11:16-12:12	<b>LUNCH</b>	<b>11:42-12:12</b>	5th	11:46-12:39
5th	12:16-1:09	5 <sup>th</sup>	12:16-1:09	<b>LUNCH</b>	<b>12:39-1:09</b>
6th	1:13-2:10	6th	1:13-2:10	6th	1:13-2:10

## Early Release Friday Schedule

1 <sup>st</sup> LUNCH		2 <sup>nd</sup> LUNCH		3 <sup>rd</sup> LUNCH	
1st	7:30 – 8:12	1 <sup>st</sup>	7:30 – 8:12	1st	7:30 – 8:12
2nd	8:16 – 8:59	2 <sup>nd</sup>	8:16 – 8:59	2nd	8:16 – 8:59
3rd	9:03 – 9:46	3 <sup>rd</sup>	9:03 – 9:46	3rd	9:03 – 9:46
<b>LUNCH</b>	<b>9:46-10:16</b>	4 <sup>th</sup>	9:50-10:33	4th	9:50-10:33
4th	10:20-11:03	<b>LUNCH</b>	<b>10:33-11:03</b>	5th	10:37-11:20
5th	11:07 – 11:50	5 <sup>th</sup>	11:07 – 11:50	<b>LUNCH</b>	<b>11:20-11:50</b>
6 <sup>th</sup>	11:54 – 12:40	6 <sup>th</sup>	11:54 – 12:40	6 <sup>th</sup>	11:54 – 12:40

## ACADEMIC PROCEDURES AND REPORTING

### Academic Integrity

Academic integrity simply means doing your own work. If it is determined that a student turns in work that is not theirs, the teacher will conference with the student and parent. If necessary, the teacher will consult with administrators about next steps.

### Conferences

Conferences will be held in November. Please view the district calendar for exact dates. Communication will be sent to families prior to the conferences. We encourage all to attend.

### Family Access

When schools and families partner, students usually have more school success. We encourage you to keep the lines of communication open by utilizing the school email. Your student’s teacher email address is for example: zsmith@lwsd.wednet.edu (z-teacher’s first initial and smith-teacher’s last name). Staff email addresses can also be located on our district website: [www.lwsd.wednet.edu](http://www.lwsd.wednet.edu).

Family Access is another useful tool for tracking your child’s attendance, assignments and academic progress. To open Family Access, please go to: <http://www.lwsd.wednet.edu/domain/46> and click on the Family Access Login Screen link. Family Access allows parents/guardians to access their own student’s grades, report cards, progress reports, attendance, discipline and missing assignments. Teachers update grades at least once every two weeks. It is important that you and your student check grades regularly on Family Access. Students will receive their student ID and password information at the beginning of the school year. If you do not have access to the internet, or have additional questions or comments please contact the LMS office, 360-652-4510.

### Interpreter

Parent involvement is vital to every child’s education. Your input is welcome and your participation is encouraged. If you need an interpreter, please contact our district office at 360-652-4500.

### **Interprete**

*La participación de los padres es vital para la educación de todos los niños. Sus comentarios son bienvenidos y se alienta su participación. Si necesita un intérprete, comuníquese con nuestra oficina de distrito al 360-652-4500.*

### **Устный переводчик**

*Участие родителей жизненно важно для образования каждого ребенка. Ваш вклад приветствуется, и ваше участие приветствуется. Если Вам нужен переводчик, обратитесь в наш районный офис по телефону 360-652-4500.*

### **Перекладач**

*Залучення батьків є життєво важливим для навчання кожної дитини. Ваш внесок вітається, і ваша участь заохочується. Якщо Вам потрібен перекладач, зверніться до нашого районного офісу за номером 360-652-4500.*

### **Report Cards**

Report cards are accessible through Family Access approximately ten school days after the end of each quarter and semester. Please contact our office should a hard copy of your student's report card be necessary.

### **Semester Grades**

Semester grades are recorded on the student's permanent record and reflect the teacher's evaluation of student progress. Semester report cards will be mailed home.

### **Student Planner and Handbook**

Your child will receive an LMS Planner along with this Student Handbook. One of the most valuable functions of the planner is that it will centralize communication between home and school. It will also help you be informed about your child's progress and activities throughout the year. If your student loses his/her planner they will need to purchase a replacement planner from our office at the cost of \$2.

### **NETWORK ACCEPTABLE USE POLICY**

As outlined in Board policy and procedures on Electronic Resources # 2022 regarding student Internet responsibilities, copies of which are available on the district website and at the administration office, unacceptable network use by district students includes but is not limited to:

- Downloading, sending, or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Malicious use or vandalizing of the computer system
- Personal gain, commercial solicitation, and compensation of any kind
- Saving or storing games, audio files, video files, or other applications (including shareware or freeware) to the network
- Support or opposition for ballot measures, candidates, and other political activity

- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs, and changes to hardware, software and monitoring tools
- Unauthorized access to other district computers, networks, and information systems
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes, and remarks
- Information posted, sent, or stored online that could endanger others (e.g., bomb construction drug manufacturing)
- Accessing, uploading, downloading, storage, and distribution of obscene, pornographic, or sexually explicit material
- Attaching unauthorized equipment to the district network

Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access to this network includes the services provided by the district's service provider (Washington State K-20 Education Network) to access public networks such as the Internet. All students will be provided access to Lakewood School District services, including the Internet, unless parent/legal guardian notifies the district by contacting the building principal by the last day of September or within ten (10) days of enrollment, that they do not wish their child to have access. Violations of the acceptable use policy may result in a loss of access, as well as other disciplinary or legal action.

## **ATTENDANCE POLICIES AND PROCEDURES**

Teachers and staff at Lakewood Middle School look forward to seeing your student every day. Regular school attendance supports students to be successful in their academics as well as their social development. We understand that absences do occur, so in those events, please follow the procedures below in order to communicate with the school regarding your student's absence. Your partnership in support of regular school attendance ensures the greatest chance for student success.

**Parent/Guardians: Please call the school by 8:00 AM, or email Julia Bloomquist ([jbloomquist@lwsd.wednet.edu](mailto:jbloomquist@lwsd.wednet.edu)) on the day your student will be absent.**

This information greatly assists the school secretary who checks on absences and serves to alert the office staff to possible student truancy. If a phone call or email is made, the student does not need to bring a note to school from the parent/guardian indicating the reason for the absence on the day she/he returns to school. All other students must produce a written excuse signed by the parent/guardian and presented to the office staff on the day the student returns to school.

If the parent/guardian does not notify the school of their student's absence, an automated phone call will be sent in the morning regarding the student's absence. For your convenience, you may leave a message at 360-652-4510 twenty-four hours a day to report your child's absence. A follow-up call may be made to verify the absence. Attendance will be taken each period.

According to the compulsory attendance law (RCW 28A.225.010) all students are required to attend school between the ages of eight and eighteen. Students who fail to attend school or are absent without an excuse, seven times in a month or ten times in a school year, may be referred to the juvenile court according to RCW 28A.225.030.

At times, students may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- Absences due to physical health or mental health symptoms, illness, health condition, religious observances, school approved activities, and family emergencies shall be excused.
- The principal may, upon request by a parent/guardian, grant permission in advance for a student's absence providing such absence does not adversely affect the student's educational progress.
- If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher(s). (Note: Teachers are not obligated to allow you to make up work that you have missed due to an unexcused absence.)
- Given individual circumstances, students with lengthy or multiple absences may be asked to produce a doctor's note verifying the illness or physical ailment.
- The term "unexcused absence" means that a student has failed to attend at least the majority of hours and or periods in an average day and have failed to meet the school district policies for excused absences.
- Students who are absent from school may not participate in practice, contest, or activities on the day of absence.
- Excessive excused absences may result in a parent/guardian conference, attendance contract, BECCA Petition, and/or referral to LWSD Community Engagement Board.
- All students, regardless of age, must comply with attendance rules. (WAC 180:40-210)

### **Homework Request**

If your student will be absent for more than two days, please contact their teachers directly (via email) to request homework. A minimum of twenty-four-hour advance notice is requested when seeking to pick-up homework assignments in person so teachers have time to gather appropriate materials.

### **Tardies**

Students have four-minute passing times between classes. All students are expected to be in the classroom and on task prior to when the tardy bell rings. If a student is late to class by 10 minutes, the student will be marked with an unexcused absence.

#### ***Tardy Consequences:***

- Tardy #1: Warning
- Tardy #2: Warning
- Tardy #3: 30-minute lunch detention
- Additional Tardies- Consequences to be determined by administrator

## **CAMPUS RULES**

### **Advertising and Sales**

Except for participation in school related and school sponsored activities, students are not allowed to advertise, display posters, or conduct sales of any kind.

### **Bicycles, Roller-skates, Rollerblades, Scooters, and Skateboards**

Since there are no sidewalks to and from school, we are a no-walk district. As a result, students are expected to arrive to and depart from campus using the district's bus service or a parent/guardian vehicle. (See [Transportation](#) for more information.) For the safety of all students, staff and visitors, bicycles, roller-skates, rollerblades, scooters and skateboards are not allowed on campus.

## **Fines and Fees**

Students will be responsible for any and all textbooks, library books, athletic equipment and other auxiliary materials checked out to him/her during the school year and will be held responsible for replacing or paying for any materials lost or damaged.

## **Hallways**

Please walk on LMS campus. In order to keep traffic moving smoothly, please avoid standing in large groups. When leaving or entering a building, please use the right side door only. Food should only be consumed in the commons or in the classroom with teacher permission.

## **Leaving and Returning to School**

For safety reasons, LMS is a closed campus which means that once a student has arrived to school in the morning, they may not leave until the end of the school day even if school has not yet started, nor can they leave and return to campus during sporting events, tutoring, or any other after school activity. Whenever it is necessary for a student to leave early, parents/guardians will come to the office and check out the student. If a student returns to school, they need to sign back in at the main office and will receive a note to return to class.

## **Lost and Found**

Students who have lost or misplaced items should check the lost and found located in the commons. Small items such as jewelry, watches, etc., are placed in the office lost and found. Items not claimed are donated to charity periodically throughout the year.

## **Lunches**

Students may buy lunch or bring a lunch from home. Funds for school lunches can be deposited electronically by using Family Access.

## **Personal Property**

Students are responsible for the care and custody of their personal property. Lakewood Middle School discourages students bringing expensive items and/or electronic devices to school as the school assumes no liability for personal items lost, damaged, destroyed or stolen on school grounds. The student should fill out a report in the office for documentation. It is highly recommended that all personal items be permanently labeled for identification purposes, including personal calculators and clothing.

## **Staying after School**

For the safety and security of all, unless involved in a school sponsored and/or supervised activity, students should go home as soon as school is dismissed.

## **Video Surveillance**

In the interest of the safety and security of students, staff, visitors, and property, video surveillance equipment is present and visible in many areas of the LMS campus. It will be understood that there is no reasonable expectation of privacy in these areas. Students will be held responsible for any violations of school discipline rules caught by the cameras.

Video recordings shall be considered student education records, and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.

Students that vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.



## **COMMUNICATION**

### **What to do if you have a Question, Problem, or Concern**

We make every effort to communicate with our students, parent/guardians, and patrons concerning events, procedures, and other school related activities. Should you have a question or concern, by addressing the issue early and working together we can successfully resolve the issue. We ask our patrons to use the following procedures:

1. Bring your question or concern to the person closest to the problem. If you have a question about something that happened in your child's classroom, please contact the teacher first. If the question or concern is related to the bus, please start with the driver. If you don't know where to start or who has responsibility for the issue with which you are dealing, call Amanda Coté at 360-652-4510.
2. If your question or concern is not answered to your satisfaction or you are unable to resolve the issue, the next step is to take your question or concern to the immediate supervisor of the person or department in question. The supervisor will communicate the need to the employee or department for them to see a satisfactory solution and respond to you within five (5) working days.
3. If you do not receive satisfaction and wish to pursue the matter further, you will be asked to lodge a formal complaint in writing to the employee and conference with the employee's immediate supervisor and the employee with five (5) working days.
4. If, again, you do not receive satisfaction and wish to pursue the matter further, the next step is to resolve your concern with the superintendent who will respond within five (5) working days.
5. If you do not receive satisfaction from the superintendent and wish to pursue the matter further, you will then be asked to inform the Board of Directors, in writing, of your desire to meet with the Board to try to resolve your concern. The secretary of the Board of Directors shall submit such request to the chairman of the board for inclusion in the board agenda for the board's review and action.
6. All written requests shall contain the following information:
  1. The nature of the complaint
  2. The person(s) with whom you have worked to alleviate the concern
  3. The remedy sought

Again, our goal is to resolve any issue to the satisfaction of all concerned. Early communication, accurate information, and cooperation are the keys to successful resolution.

### **Weekly Updates**

Each week, our "Cougar News" is published on our website that contains information about current events and upcoming activities. In addition, the newsletter will be emailed out to all families. For those families who prefer a hard copy, please contact the school office.

## **COUNSELING CENTER**

Our Counseling Center focuses on the social and emotional needs of students and addresses academic progress, conflict resolution, loss, and other concerns. The information shared with the counselor is kept confidential unless someone is potentially in danger. Counselors act as a liaison between school, home, and the community, and can provide referral information for families seeking counseling or other support services. Students may refer themselves to their school counselor by completing an Office Request Form (located in the main office with Julia Bloomquist, or in the Counseling Center itself with Courtney Farr). They may also be referred by a staff member, friend, or parent/guardian. Students can meet with the counselor individually, in a small group setting, or through career awareness activities and classroom guidance lessons.

## **OFFICE AND HEALTHROOM PROCEDURES**

### **Bus Passes**

Students wishing to ride a bus other than their regularly assigned bus must secure a bus pass in advance, prior to the beginning of the school day from the school office. The parent/guardian is asked to provide the student with a written note indicating the day and bus route for which the pass is to be issued. For reasons of student safety, bus passes cannot be issued over the telephone. Email is an acceptable form of "written communication"; please email Julia Bloomquist at [jbloomquist@lwsd.wednet.edu](mailto:jbloomquist@lwsd.wednet.edu). The parent/guardians may fax written permission to: Lakewood Middle School, attention Attendance Secretary at 360-652-4512. Bus passes will not be issued on half days without notification at least one day in advance.

### **Change of Address**

In case of emergency, it is vital that we have all student's correct street address and phone number(s) where parent/guardian can be reached. Please inform the office as soon as possible whenever there is a change of phone number and/or a change in a student's residence.

### **Illness and Accidents**

Students who become ill should notify their teacher immediately and obtain a pass to report to the nurse's office. The office is a "temporary" holding place for ill students. Students who are not picked up within a reasonable amount of time may be asked to return to class.

- If your student is home with fever or vomiting, please remember that school board policy states the child should be fever free and/or no vomiting for 24 hours before sending them back to school. We appreciate your cooperation.
- If a student is injured during the course of the school day, he/she must report to the office/nurse as soon as possible to receive assistance and contact parents. An accident report will be filed.

### **Medications**

All medications, including over-the-counter drugs (i.e. cough drops and Tylenol) need to have a pharmacy label, a medication authorization form signed by the doctor and parent/guardian and be stored in the health room. Medication authorization forms are valid for the current school year only and all forms, including care plans, need to be renewed annually. Parent must transport medication directly to the nurse. **Students are not permitted to carry or bring medication on campus** (see School Board Policy 3416P). Exceptions would include rescue medications (i.e. inhalers and epi pens) with written permission by the doctor and parent allowing student to self-carry medication(s). Students who have permission to self-carry their medication(s) will need to have all medications with them for a field trip. They will be required to check in with the School Health Room / Office prior to loading the bus or leaving campus. If they do not have their medication(s) with them, they will not be allowed to participate in the field trip. Also, if students are granted permission to self-carry it is with the understanding that they will have it with them every day. As per board policy, the school has the right to withdraw this permission if it is deemed necessary.

### **Parent/Guardian Messages to Students**

If you need to contact your student during regular school hours, our office staff is able and willing to assist you. Please consider the urgency of the message and whether it is imperative to contact your child. If not, we request that regular communications be made with your student outside of school hours as this will assist in limiting the disruptions to the core academic structure of class.

Please do not contact your child directly on their cell phone as it disrupts the learning process. If your student needs to contact you during regular school hours, they may do so by either using the office phone or going to the office to use their cell phone.

## **Schedule Changes**

A student's schedule has been designed to meet their academic needs as well as their interest in elective courses. Changes during the course of a semester are disruptive to the educational environment and create an impact on other courses, and therefore will be made on a limited basis. Schedule change forms are available in the office. The form must be signed by the "add" and "drop" teachers and be approved by the parent/guardian, the student's counselor and administrator. The change will be made depending on class size, the reasons for change and the results on the overall schedule. No schedule change requests will be accepted after the second week of the semester.

## **Visitors**

Parents/guardians are welcome to visit the school. However, all classroom visits must be arranged at least 24-hours in advance with the principal and teachers. For reasons of safety, we require all visitors to sign in at the office and obtain and wear a visitor badge while on campus. Unless invited for a school event, friends or other non-guardian relatives of students are not allowed to visit during school hours. For reasons of student's safety, parents/guardians are required to wait in the office for their student.

## **Weather Conditions and School**

Every effort is made by the district to operate the schools every day of the school year. However, on those rare occasions of extreme weather conditions, school starting times may be delayed, bus transportation may be limited, or school may be closed altogether. Families should watch local tv news or listen to AM radio stations KWYZ (1230), KRKO (1380), KOMO (1000) for updated information on school closures. This information is also available on our website, <http://www.lwsd.wednet.edu>. In addition, closure information goes out through our notification system on the Lakewood School District app.

## **Withdrawal from School**

Please inform our office as soon as possible when your student will be moving and withdrawing from school. We will need a parent/guardian signature, forwarding information, fines cleared, and books returned.

## **Tips for Parents in an Emergency Situation**

**Lakewood School District takes the safety of your student very seriously. Schools routinely practice safety drills and we have procedures in place both for keeping students on campus for long periods of time and for reunification of students with their families. We understand that an emergency situation is a stressful and emotional time for both parents and students. By reading and practicing the tips below, you can help us make sure that families are reunited as quickly and safely as possible.**

- **Please do not come to the schools unless instructed to do so. Roads will likely be blocked.**  
We will notify you when and where you may pick up your student when it is safe to do so.
- **Make sure that we have your phone number(s) and email address.**  
Communication will be through our School Messenger system which will send messages via phone, text and email.
- **Be sure that we have names and numbers of your emergency contacts. Keep them current!**  
We will only release students to those people whom you have identified as your emergency contacts. Do not assume that you will be able to call us to give permission to release your student. Phone lines will likely be jammed or may even be down.
- **Bring your ID when you come to pick up students.**  
Depending on the situation, it may not be the secretary from your student's school who is in charge of releasing students. It may be someone who doesn't know you.

- **If we have bussed students to an alternate location to be reunited, please do not approach busses as they arrive.**  
Follow our procedures for signing your student out and allowing us to check ID. This allows us to be sure that all students are released to an adult who has permission to take them.
- **Follow the directions of the person in charge at the site where you are.**  
Sometimes situations can change quickly. District administrators will be working with emergency responders to make sure that we are proceeding appropriately for the safety of all.
- **Understand that you will likely be hearing more information from social media sites than from us.**  
We will only send information when we have been able to verify that it is accurate.
- **If we are in a lockdown or shelter in place situation for a long period of time, we will periodically allow middle and high school students to text their parents with information to let you know they are safe.**

Thank you for your cooperation. Keeping our students safe requires all of us working together!

## **STUDENT ACTIVITIES AND ATHLETICS**

Students who participate in extracurricular activities and/or athletics have a stronger connection to their school and sense of belonging. In addition, research shows that students who are involved in school find more success in their academic classes. All students are encouraged to participate in sports and/or other extra-curricular clubs or activities.

### **ASB**

Every student of LMS is a member of the Associated Student Body (ASB). Each spring, ASB elections are held to elect student body officers which include President, Vice President, Secretary and Treasurer. Classroom representatives are elected the first weeks of school in September.

### **ASB CARDS**

If a student participates in any sport or ASB sponsored club during the year, they must purchase an ASB card. ASB cards are \$30 and can be purchased during Cougar Days or at any point online through Family Access. By purchasing an ASB card, funds are provided to support all student activities.

### **Assemblies**

School assemblies are an important feature of a student's education; assemblies build a sense of school community and help to promote a positive school culture. Students are to give their attention to the Master of Ceremonies or any speaker or performer at the beginning and throughout the assembly. Whistling and loud, boisterous behavior are not appropriate and may result in disciplinary action. Phones are not allowed during school assemblies, as they fall within the school day. Students are expected to show appreciation by their attention and applause. Inappropriate behavior that results in a student being removed from an assembly will result in disciplinary action and/or possible exclusion from future assemblies.

### **Athletic Program**

Interscholastic sports are open to all LMS students. Specific information pertaining to participation in Lakewood Middle School's athletic programs can be found on the LMS website under "Athletics & Activities". Athletic registration is completed through Final Forms which is also linked on the website. Girls' sports consist of Cross Country, Volleyball, Soccer, Basketball, Wrestling and Track. Boys' sports include Cross Country, Soccer, Basketball, Wrestling and Track.

Athletes must pay a \$30 Athletic Participation Fee for up to three sports per year. If the athlete participates in a fourth sport, there is no fee for that season. Prior to turning out for a sport, each athlete must have sports physical documentation, completed sport specific forms, and any outstanding fines resolved. Forms for athletes are found on the LMS website under "Athletics & Activities". If you have any questions regarding sports, please contact Courtney Farr at [cfarr@lwsd.wednet.edu](mailto:cfarr@lwsd.wednet.edu). If the athletic fees are a hardship, please contact the school. We have resources available to support athletes and families.

### **Extra-Curricular Academic Standards**

All LMS students participating in extra-curricular activities are expected to be passing all of their classes; this means no F's based on current semester grades during the season. Grade checks will be initiated at the end of the first two weeks of the season. Students not meeting the minimum standards after the grade-check will go on probation for two weeks. Students on probation are allowed to practice and participate in competition. After four weeks of the season, the second grade-check will occur. If a student on probation is still not meeting the minimum standard, they will be ineligible for competition (but can still practice) until all of their grades are passing. If a previously eligible student is not meeting minimum standards at this time, they will be placed on probation and follow the rules above. Additional grade checks will be run every two weeks. An ineligible student becomes immediately eligible once Skyward indicates passing grades in all classes.

### **Socials**

Socials are for LMS students only and permission slips are required. Students will not be permitted to leave a social early unless their parent/guardian has checked them out with the principal, assistant principal, or staff member in charge of the event. Students are expected to dance and behave in a manner that is consistent with all LMS rules and policies.

## **DISCIPLINE POLICY**

In order to promote a healthy and safe learning environment, it is expected that all students, staff, parents and guardians will treat one another with respect, courtesy and kindness by honoring our PRIDE values. Students are to exhibit and practice good citizenship, be honest and ethical, and settle conflicts in a proactive manner. Physical aggression, horseplay and harassment of any kind is not tolerated. All students will be held accountable to all team, classroom, school and district standards, rules, and procedures. The Students Responsibilities and Rights Policy will be applied at school, at school bus stops, at school events, functions or activities and for transportation on school vehicles.

### **Bus Conduct**

Students should be waiting at their designated school bus stop at least five minutes prior to the published bus arrival time. Students are allowed to depart the bus only at their assigned stop. Exceptions to this may only be made by pre-arrangement with written permission from a parent. The student's school will issue a bus pass after receiving the parent's written permission. Bus passes should be obtained during the school day (preferably before school); bus passes requested at the end of the day may not be verified in time to ride the bus.

All school rules and regulations apply to bus conduct. School bus drivers have the authority to discipline students for misconduct related to School District Rules (**WAC 180.40.230**). School discipline may also be applied. All school rules apply at the bus stop. Misconduct may result in suspension of bus riding privileges. For safety and student behavior management, video/audio recording systems are installed throughout the fleet as per District Policy and Procedure #6608 which governs the use of recorded material. Any questions related to bus misconduct should be directed to the Director of Transportation at 360-652-4525.

## **Civil and Legal Rights of Students in Disciplinary Action**

**Short Term Suspension:** Any student, parent or guardian who is aggrieved by the imposition of discipline or short-term suspension shall have the right to a formal conference with the building principal or designee for the purpose of resolving the grievance. Such conference must occur within (3) calendar days of the imposition of the discipline.

**Long Term Suspension:** Cannot be imposed beyond the school year in which the alleged misconduct occurs.

**Expulsion:** Must not exceed one calendar year from the date of removal. However, the superintendent may authorize an extension of an expulsion beyond one calendar year in response to a petition by a school.

**Emergency Expulsion:** An emergency expulsion can only be imposed with sufficient reason to believe that the student poses an immediate and continuing danger to other students or school staff or an immediate and continuing threat of substantial disruption of the educational process. Any emergency expulsion must end or be converted to another form of corrective action with 10 school days of the date of the emergency removal from school. If an emergency expulsion is converted to another form of corrective action, notice and due process rights appropriate to the new corrective action must be provided.

Any appeal must be made on a Long-Term Suspension, Expulsion or Emergency Expulsion either in writing or verbally to the school within 3 school days of the suspension. All appeals will go through the Director of Administrative Services.

A reengagement meeting should be convened when a Long-Term Suspension or Expulsion is issued. The purpose of the meeting is to discuss a reengagement plan with the student and parent/guardian. This meeting needs to take place within twenty (20) days of the long-term suspension or expulsion and no later than five days before the student's reentry or reenrollment. A written plan will be developed between the school, student, and parent/guardian to aid the student in taking necessary steps to remedy the situation that led to the corrective action and return the student to an educational setting as soon as possible.

## **Detention & Friday School**

Students are expected to act appropriately while serving Lunch Detention and Friday School. If a student fails to do so, consequences may apply. Friday School is held from 12:45-2 pm on early release Fridays. School transportation is not provided.

## **Disruption to the Educational Process/Repeated School Violations**

If a student repeatedly fails to comply with LMS or district policies, and/or with the directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other authorized personnel during any period of time when the student is properly under the authority of school personnel, student disciplinary action will be taken. This may include but is not limited to: Warning, Lunch Detention, Friday School, Short Term Suspension, and Expulsion. Additionally, a conference with the student, parent/guardian, teacher and/or administrator may be required to resolve conflicts.

## **Office Referral**

An office referral may be initiated by staff member (through the discipline form) for student behavior in or outside the classroom for failing to comply with LMS or district policies. Consequences will be determined by an administrator after conferencing with the student.

## **Lunch Detention**

Except in the case of absence, if a student does not attend lunch detention, the student will receive an additional lunch detention. If removed from detention for disruptive behavior, consequence will be determined by an administrator.

## **Scented Items**

To help protect our building environment and those with allergies, no aerosol spray cans are allowed at LMS including aerosol deodorant and/or perfume. Students are also not allowed to have Sharpies and permanent markers.

## **Cell Phones and Headphones**

If a student chooses to bring a cell phone to school, the phone should be turned off and put away at the first bell. Students must also put headphones/earbuds away at this time. Students may turn on their cell phones at the conclusion of the school day as they depart campus. If you need to contact your student during regular school hours, our office staff is able and willing to assist you. Please do not contact your child directly on their cell phone as it may disrupt the learning process. If your student needs to contact you during regular school hours, they may do so by either using the office phone or going to the office to use their cell phone.

This includes a “no phone” policy during lunch and passing time. We encourage students to interact with staff and other students during these times.

Phone usage in each classroom will be for academic purposes only, at the teacher’s discretion.

Consequences for not following cell phone expectations:

- 1<sup>st</sup> offense: Warning & reminder of policy.
- 2<sup>nd</sup> offense: Cell phone is turned into main office; student may pick up at the end of the school day.
- Additional offenses: Cell phone is turned into the office, discipline action applied and parent/guardian must pick up from the office.

## **Dress Code**

Lakewood Middle School’s student dress code supports educational access and is written in a way that does not reinforce stereotypes. School staff will enforce the dress code consistently and in a manner that does not reinforce marginalization or oppression of any group based on race, sex, gender identity, ethnicity, religion, household income or body type.

**Our values are:**

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.

**Allowable dress**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric on all sides.
- Clothing must cover undergarments; waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student’s face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, stem lab and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

## **Non-Allowable Dress**

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict, advertise or advocate pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire threatens the health or safety of any other person, then discipline for dress code violations should be consistent with discipline policies for similar violations. For example, a threat to a student written on a shirt will be handled in the same way as a verbal threat.

\*Dress code changes were made in consultation with staff at LMS as well as policies from Portland Public Schools and Evanston Township School District.

## **Fighting, Assault and Aggressive Behavior**

Aggressive and unsafe behavior is not tolerated at Lakewood Middle School. In keeping with this policy, the safety of students, staff, and visitors is of paramount importance. Assault, fighting, encouraging others to fight (including recording fights), aggressive behavior, and horseplay can cause bodily harm and/or physical damage to person and school. Fighting/Assault/Aggressive Behavior consequences will be determined on a case-by-case basis depending on the severity and frequency of the situation. Consequences could be detention, short term suspension, long term suspension or expulsion.

Law enforcement agencies may be contacted.

## **Fire Alarms**

Students who maliciously pull a fire alarm will be subject to the following consequences:

1. Detention, Short-term suspension, or long-term suspension
2. Possible notification to Fire Marshall
3. Possible notification to law enforcement

This is in accordance with RCW 9.40 100: Any person who willfully and without cause tampers with, molests, injures or breaks any public or private fire alarm apparatus, emergency phone, radio, other wire or signal, or any firefighting equipment, or who willfully and without having reasonable grounds for believing a fire exists, sends, gives, transmits, or sounds any false alarm of fire, by shouting in a public place or by means of any public or private fire alarm system or signal, or by telephone, is guilty of a misdemeanor.

## **Forgery**

The forging of parent(s) and/or guardian(s) or any other person's signature on any school document will result in school discipline. Selfsigned student notes will not be accepted in lieu of parent or guardian's signature.

## **Gang and/or Group Activity, Intimidation or Threatening Behavior**

Individuals or groups who engage in, advocate, or promote activities or behaviors which intimidate or otherwise threaten the safety or well-being of persons on school premises or in reasonable proximity thereof for any school sponsored activity are harmful to the educational process. Incidents involving intimidation or related behavior of such individuals or groups are prohibited where such behavior:

- Disrupts and/or interferes with the school environment/activity and/or educational process.
- Presents a physical safety hazard to students or staff members; or
- Creates an atmosphere in which a student(s), employee(s) or other person's well-being is affected by undue pressure, intimidating, or threats of violence.



Any activity that could be associated with gang association/involvement shall not be allowed on school premises. Activity that is considered to be gang related, includes but is not limited to:

- Graffiti on the school or school property, personal possessions, or anywhere that disrupts the learning environment of the school.
- Intimidation or threats of violence by any individual or group.
- Clothing and/or accessories that can be associated with gang involvement or interest in gang activities.
- Language that includes, but is not limited to, hand and/or body gestures that can be considered to be gang-related. This also includes verbal words/phrases that can be considered to be gang-related.
- Fights related to gang involvement (affiliation, disrespect, initiations, etc.).
- Gang related tattoos or other gang identifying marks must be removed or covered for school attendance.

## Harassment, Intimidation and Bullying

The Lakewood School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying.

Harassment, intimidation or bullying means:

Any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by person with a disability, when an act:

- physically harms a student or damages the student's property;
- has the effect of substantially interfering with a student's education;
- is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment;
- or
- has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation and bullying can take many forms. It includes but is not limited to slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically-transmitted messages or images.

## DISCRIMINATION

The Lakewood School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator and Title IX Officer  
Tim Haines, [thaines@lwsd.wednet.edu](mailto:thaines@lwsd.wednet.edu)  
17110 16<sup>th</sup> Drive NE  
Marysville, WA 98271  
360-652-4500

504 Coordinator  
Amie Verellen-Grubbs, [Averellen-grubbs@lwsd.wednet.edu](mailto:Averellen-grubbs@lwsd.wednet.edu)  
17110 16<sup>th</sup> Drive NE  
Marysville, WA 98271  
360-652-4500

**You can report discrimination and discriminatory harassment** to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

[Discriminatory Harassment Policy](#)

## **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

### **Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [Sexual Harassment Policy](#)

## **COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

### **Complaint to the School District**

#### ***Step 1. Write Our Your Complaint***

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### ***Step 2: School District Investigates Your Complaint***

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

#### ***Step 3: School District Responds to Your Complaint***

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination,

and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

**Email:** [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | **Fax:** 360-664-2967

**Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

### **Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

### **Training**

This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers.

### **Prevention**

The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

### **Interventions**

Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

### **Retaliation/False Allegations**

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for

making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **Compliance Officer**

The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

### **Unresolved, Severe, or Persistent Harassment**

Any student who believes they have been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

In order to protect a targeted student from retaliation, a student need not reveal their identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose their identity (non-confidential).

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.
- b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- c. Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.
- d. In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve the student's parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.
- e. The investigation shall include, at a minimum:
  - An interview with the complainant;
  - An interview with the alleged aggressor;
  - A review of any previous complaints involving either the complainant or the alleged aggressor; and
  - Interviews with other students or staff members who may have knowledge of the alleged incident.
- f. The principal or designee may determine that other steps must be taken before the investigation is complete.
- g. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will

provide the parent/guardian and/or the student with weekly updates.

- h. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:
- The results of the investigation;
  - Whether the allegations were found to be factual;
  - Whether there was a violation of policy; and
  - The process for the complainant to file an appeal if the complainant disagrees with results.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

If the matter cannot be resolved informally, the student may make a formal complaint to the principal or Director of HR and Administrative Services. They will then conduct a formal investigation. Upon completion of the investigation, the Principal or Director of Student Services will recommend a course of action or resolution.

If the matter is still unresolved, a formal complaint may be filed with the Superintendent. The Superintendent will then conduct a formal investigation. Upon completion of the investigation, the Superintendent will recommend a course of action or resolution.

The district will endeavor to protect the rights of all persons involved in this complaint process including individuals who initiate complaints, persons against whom the complaint has been filed, and witnesses. It is the goal of the district to have all complaints treated in the strictest confidence except as is necessary to investigate the allegations.

#### **Identification of Self**

For safety reasons, all students must, upon request, correctly identify themselves to proper school authorities in school buildings, on school grounds, or at school sponsored events. Failure to do so will result in disciplinary action.

#### **Interviews by DSHS or other Governmental Agency**

Upon receiving reports of abuse or neglect, Representatives of the Department of Social and Health Services, shall be allowed to interview students on school premises with permission of the building administration. School officials may be present for interviews.

#### **Insubordination**

Students are required to obey the reasonable requests of all staff members. Willful disobedience will result in student discipline action.

#### **Insults or Abuse**

RCW 28A.635.010 makes it a crime to insult or abuse a teacher or staff member. Any offense will result in student discipline.

#### **Lighters, Matches, Arson**

Lighters, matches, or other incendiary devices pose a safety and health hazard. These items are not allowed at school. Arson is defined as the willful and malicious burning of a building or its contents and/or other personal property of others. Consequences may include but are not limited to: Friday School, Short Term Suspension, Long Term Suspension and Expulsion. In addition, the Fire Marshall and law enforcement agencies may be contacted.

### **Possession of Tobacco/Nicotine/Drugs/Alcohol/Illicit Drugs**

The use of drugs and/or controlled substances except under professional medical supervision is dangerous and illegal. No person shall receive, possess, sell, share, purchase, attempt to purchase, attempt to sell, or in any manner use any substance that mimics alcohol, any other illicit drug, controlled substance (without a valid prescription), over-the-counter (O-T-C), or drug paraphernalia while attending any public or privately held school related function or immediately before or after attendance on school property or functions. Drug/Alcohol Possession/Purchase/Sale Consequences may include detention, short term suspension, long term suspension or emergency expulsion.

A recommendation may be made for drug/alcohol assessment or education. Parent/guardians are responsible for transportation to/from assessment. In addition, law enforcement agencies may be contacted.

Tobacco products are not allowed at school or at school activities, this includes the use of vaping devices.

### **Search and Seizure**

All students shall be free from unreasonable searches of their persons, clothing, and other personal property. However, a student and/or personal belongings may be subject to search by school officials if reasonable suspicion exists that the search will yield evidence of a student's violation of the law or school rule. Periodically, school personnel may use trained dogs to search for weapons, explosive devices, alcohol, or narcotics. The use of trained narcotics and weapons dogs to sniff objects is not considered a search and this requires no level of suspicion. Dogs may sniff objects that are not affixed to individual students, such as lockers, desks, or articles of personal property such as a book bag.

### **Theft of Student or Staff Property**

Any theft of student or staff property could lead to short or long-term suspension. In addition, the Snohomish County Sheriff's Office may be notified.

### **Vandalism/Malicious Mischief/Burglary/Robbery/Stealing**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. When school property is defaced or damaged by the accidental or purposeful actions of a student, the student and/or parent/guardian will be responsible for the restoration or payment of damages. Disciplinary action may be imposed up to and including expulsion. In addition, the Snohomish County Sheriff's Office may be notified.

### **Weapons and Dangerous Instruments**

The Lakewood School District Board of Directors recognizes the expectation of students, staff, parents, and patrons to be safe on school district premises and at school district activities. Accordingly, it is a violation of district policy and Washington State Law for any person, including students, to carry onto school premises, school provided transportation, or other facilities being used for school activities, any firearm, dangerous weapon, or other object capable of producing bodily harm as defined in this policy.

1. Any firearm; or
2. Any dangerous instrument or weapon including laser pens or air guns, sling shot, sand club, blackjack, billy club, brass knuckles, any knife, or any saber, sword, dagger or dirk; or
3. Any device commonly known as "nun-chukka-sticks" consisting of two or more lengths of wood, metal, plastic, or similar connected with wire, rope, or other means; or
4. Any device commonly known as "throwing stars" which are multi-pointed, metal objects designed to embed upon impact.
5. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
6. Any disabling or incapacitating items such as electronic stunning or shocking devices; or
7. Any explosives or incendiary components which by themselves or in conjunction with other items can result in an explosion or fire, such as explosive materials, blasting caps, fireworks, gasoline, other flammable liquids, ammunition, or any combination of these items generally referred to as a bomb; or

8. Any object used in a threatening manner and/or used as a weapon which could reasonably be perceived, given the circumstances, as having the ability to cause bodily harm even though not commonly thought of as a deadly or dangerous weapon, such as a starter pistol, flare gun, cayenne pepper, ice pick, elongated scissors, or straight razor; or
9. Any object which looks like a weapon such as a toy or “dummy” gun, knife, or grenade.

A violation of this section by any student constitutes grounds for expulsion. Firearms on school property will result in a mandatory one-year expulsion, subject to appeal, with notification to parents/guardians and notification to law enforcement.

### **OTHER BOARD POLICES**

Lakewood School District Board Policies govern the operations of Lakewood Middle School. Board policies can be located at: <http://www.lwsd.wednet.edu/226410106134624640/site/default.asp>

### **Non-Discrimination Notice**

In accordance with RCW49.60, the Lakewood School District does not discriminate in employment and schools. The Lakewood School District provides Equal Educational and Employment Opportunity without regard to race, creed, color, national origin, sex, handicap/disability, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, use of a trained dog to guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and designated youth groups. The district complies with all applicable state and federal laws and regulations to include, but not limited to, Title IX, Title VI of the Civil Rights Acts, Section 504 of the Rehabilitation Act, RCW 49.60 “The Law Against Discrimination,” and RCW 28A.640 “Sex Equity,” and covers, but is not limited to, all district programs, courses, activities, including extracurricular activities, services, access to facilities, etc. Inquiries regarding compliance procedures should be directed to Lakewood School District, 17110 16th Drive NE, Marysville, WA 98271, Attention: Title IX and Civil Rights Officer, Timothy Haines, 360-652-4500, [thaines@lwsd.wednet.edu](mailto:thaines@lwsd.wednet.edu) or ADA Compliance Officer and Section 504 Compliance Officer, Amie Verellen-Grubbs, 360-652-4500, [averellen-grubbs@lwsd.wednet.edu](mailto:averellen-grubbs@lwsd.wednet.edu).