



**76 - 77**



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## WELCOME TO LYNNWOOD

To all students, we welcome you to another new school year. For the approximate fifty percent of the students who will be new to Lynnwood, a special welcome to a school we think has quickly established itself as a warm and friendly place in which to further your education.

Whatever we have been and have accomplished in the past, we can only maintain with your concern and involvement. More important, that which we accomplish together this year will add to the tradition and reputation of the school. That is our mission--to accomplish what we set out to do.



## A LOOK AHEAD

This year we expect a total enrollment of nearly 1300 students. We are again facing a challenging year. We will offer as broad a program as possible with the resources available. Although we will not be able to continue the "Lynnwood Look"--the original philosophy and program planned for the school--we will do our utmost to provide you with the best in learning opportunities and experiences with what we have.

The total program will be reduced considerably. We will offer as broad a program as possible with the resources available. Although we will not be able to continue the "Lynnwood Look"--the original philosophy and program planned for the school--we will do our utmost to provide you with the best in learning opportunities and experiences with what we have.

A five-mod day is planned for Lynnwood which is the same for all of the district's high schools. Students will take five classes. In essence, all students will have an early dismissal by being excused for what normally would be the last mod of the day. Teachers will have common planning time after the student dismissal time. (Other specifics of the program and operation of the school are not certain at the time of printing this handbook and therefore will be detailed to the students in August and September.)

Regardless of what the year may bring in changes for all of us, there is one thing that need not change and that is responsibility. You are expected to carry your share of the load as an individual and as a member of the student body as a group.



## INTERHIGH

Interhigh is made up of three student representatives from each high school in District #15. The purpose of the organization is to promote friendly and purposeful relationships among our schools and between our schools and their communities, to foster cooperation and harmony, to attain a beneficial exchange of ideas, and to act as an advisory voice between the district's students and the School Board.

### BOARD OF CONTROL

Lynnwood Senior High will operate under a Board Of Control type of government. Officers for B.O.C. were elected in the Spring, and will be again second semester. Written below are the guidelines under which B.O.C. will operate this year.

#### Type of Organization

1. The political model to be created will be of the Board of Control type. Representatives from homerooms will meet and from among their own number will elect their officers, consisting of a President, Vice President, Secretary, and Treasurer.
2. Officers will hold their positions for one (1) semester. It shall be left up to the discretion of the council whether or not officers will be replaced at the semester or allowed to continue for the second semester.
3. The power of Recall will be included in any type of rules or constitution created for Lynnwood Senior High School.

#### Method of Homeroom Representative Selection

1. Interested students will file with their home-



room teacher, and will be allowed time to "campaign"; that is, state their reasons for wishing to represent the class. This stating of reasons will be made before the entire class.

2. Election will be held in homerooms, with the candidate receiving the largest number of votes being declared representative, and the candidate receiving the next highest number of votes being declared the alternate.

NOTE: Emphasis is to be made concerning the importance of the position. Only those students who are really interested in doing a job should apply.

3. The Representative will be expected to present agenda items to the homeroom and cast his vote at the Council meeting the way the majority of homeroom members wish him to vote. In case of emergency items of importance to the school, in which representatives do not have time to consult with their homerooms, they may vote on issues using his or her own discretion.

NOTE: The committee felt that meetings of the political organization should be open; that is, students who ARE NOT representatives or alternates can be in attendance in a visitors' capacity.

#### Methods of Introducing Items for the Agenda

1. Items for the agenda may be introduced by a member of the student body using the following procedure:
  - a. An item for the agenda must be presented to a Homeroom representative at least three (3) days prior to a representative meeting. The representative then places the item on the agenda through the Council Secretary.



- b. The agenda is then typed by Council Secretary; run off in the desired number of copies, and they are then distributed to homeroom teachers, who in turn give the agenda of business to the homeroom representative.
- c. The homeroom representative discusses the agenda with his class in order to learn the feelings of the group on each of the items.
- d. Following the meeting of the Council, minutes of the meeting will be typed, run off in the necessary quantity, and distributed to each homeroom teacher, who in turn will give them to the homeroom representative. The representative will then go over the minutes of the meeting with the homeroom members.

#### ABOUT ASB CARDS

Over the years much of the income for underwriting the activities program comes from the sale of ASB cards. They are needed in some cases for admittance to school activities. They are always needed for free admission or for reduced rates. Since all students benefit from the activity program in some way, all are encouraged to purchase a card. It will save you a considerable amount of money during the year.

Students who participate in activities and use ASB equipment are required to purchase an activity card. This includes athletics--both boys and girls, ASB officers and music performing groups.

#### ATHLETIC ELIGIBILITY

In all sports in which boys or girls compete with other schools the following Eligibility Rules (State) prevail:

Must be under 20 years of age.



Must have passed at least four subjects the previous semester.

Must have been in attendance in some school the previous semester.

Must be a resident (living with parent or guardian) in the school district.

Must have athletic accident insurance coverage.

Must have had a physical examination for the current year.

### ACTIVITIES

Below are described some of the activities that may be available at Lynnwood High School for the year 1975-76.

#### GIRLS' CLUB:

Girls' Club is open to all girls interested in promoting friendship among girls of the school, creating a spirit of loyalty to the school and serving the community. Membership consists of those girls who register as an active member.

#### ART ACTIVITIES:

Art Activities is a term used to include all activities pertaining to "art". This group will be formed as it is needed.

#### ART CLUB:

Art Club is open to any interested student not currently enrolled in an art class. An opportunity is provided for individuals to work on worthy art oriented school activities.



## LAUREATE-OF-THE-MONTH PROGRAM:

To be a boy or girl of the month, students must be strong contributors to Lynnwood High and maintain a position that will be admired and respected by other students, student bodies, and the public at large. At the end of each month nominations will be accepted for boy and girl of the month with voting by the faculty to determine the winner. The South Snohomish County Exchange Club sponsors our program.

## INTRAMURALS:

Intramurals may include the following activities: Volleyball, conditioning, basketball, ping pong, bowling, handball, softball, swimming, badmiton, jogging, gymnastics and track. The program requires a large number of participants after school two nights a week.

## GERMAN CLUB:

German Club is available to all interested students. This club would contain many activities revolving around German language and life-style.

## LETTER WOMEN:

This is a club organized for those who have earned 1000 GAA points and earned their letter. From this club come the leaders of the total GAA program. They are a service club, and it is an honor to be a member.



## MEDICS:

Lynnwood M.E.D.I.C.S. will be organized if student interest is evident. It is a club of students oriented toward medicine, coaching, nursing, veterinary medicine and other career pursuits. The club must provide a service, will invite speakers, visit hospitals, observe surgery, see films, etc.

## MUSIC ACTIVITIES:

Concerts: The instrumental program will consist of three to four concerts per year plus Pep Band and stage appearances at athletic events. The choral groups will appear in three major concerts and the select group will make between 20 to 25 appearances within the community.

Special Music Activities: Each year a talent show involving the students will be held as a fundraiser. Fundraisers for band uniforms and choir robes will be held to finance these uniforms. Lynnwood Senior High School Music Department will sponsor "An Evening of Entertainment" involving special groups from all five high schools in the district.

## NATIONAL HONOR SOCIETY:

This is a nationally affiliated organization for high school students who have demonstrated academic, social and moral awareness. There is a required G.P.A. of 3.00 to be a member.

## PEP CLUB:

The purpose of Pep Club is to promote school spirit by attending games and supporting the cheer squad at athletic events. The club also helps advertise the games and rooter busses, and sponsors a Pep Week during the year. Membership is open to all. Letter-winners are automatic members.



## VARSIY ATHLETICS :

Lynnwood Senior High School has competed on the varsity level in Football, Soccer, Cross Country, Tennis, Basketball, Softball, Volleyball, Wrestling, and Swimming. We will be competing in the Western Conference.

## VARSIY CLUB:

Varsity Club is an organization of all athletes who earn a varsity athletic letter. Their purpose is to promote athletics in Lynnwood Senior High School.

## OTHERS:

Rocketry Club, Alpine Club, Ski Club, Future Business Leaders of America, Distributive Education Club of America and other activities that meet the needs and interests of students.

### Dances

Lynnwood High School dances are limited to District students only, unless other students are specifically invited or accompanied by LHS students who have obtained guest passes for them through the activities coordinator.

An ASB card may be necessary to get into dances. (See Activity Calendar for dance dates.)

There will be no readmittance to dances, and the District #15 policy on smoking, alcoholic beverages and use of illegal dangerous drugs will apply.

Activities that have a cost factor attached such as intramural sports, debate, newspaper, etc., may be available if funds are also available. This is not known at the time of printing.



## COUNSELORS

Counselors are not assigned by class. A student is welcome to discuss plans and problems, to explore alternative solutions and actions, and become involved in the process of decision making and acceptance of responsibility for decisions. The students' privacy will be respected, as well as his right to self-determinations.

This year our guidance department will be reduced from 4 full-time counselors to the equivalent of 2.4 full-time members. We will also lose one of the two secretaries in that department. Consequently, the availability of counselors to spend large amounts of time with individual students will be drastically reduced.

The Education Act of 1974 included a section entitled, "Protection of the Rights and Privacy of Parents and Students." Basically the law states schools will permit parents access to their childrens' school records as well as the students themselves. It also provides that student records cannot be released to persons other than school officials without formal parent consent or if the student is eighteen.



## REQUIREMENTS FOR GRADUATION

### WHAT YOU SHOULD KNOW ABOUT HIGH SCHOOL

GRADUATION REQUIREMENTS: Administrators, teachers, and counselors are present to help students and their families. However, it is the student's responsibility to make certain he understands these requirements and that he chooses the subjects necessary for his program. There are three requirements for graduation:

1. Six semesters of attendance in grades 10, 11, 12.
2. A minimum of 28 credits must be earned in grades 10, 11, 12.
3. The required subjects named below must be satisfactorily completed in grades 9, 10, 11, and 12. The numbers in parenthesis show the number of semesters required in those subjects.

English (6)

Mathematics (2)

Social Studies (7)

-Ninth Grade (2)

-American Studies 10 (2)

" " 11 (2)

-Senior History (1)

Physical Education (3)

Laboratory Science (2)

(General Science and IIS do not meet the requirement.)

Health (1) first aid does not meet the requirement.

Occupational Education (2) Industrial Arts, Home Ec., or Business Ed.

One semester of P.E. is earned in 9th grade P.E. Washington State History is part of the American Studies 10 program.

In order to meet the attendance requirement (six semesters) students must be enrolled in a minimum of five subjects each semester. (School Board Policy)

### GRADING

Permanent grades are reported at the end of each semester. Report cards are issued at the middle



(quarter) and at the end of each semester. Progress reports are issued to students doing sub-standard or out-standing work three or four weeks before the end of each semester. Quarter report cards are considered to be mid-term progress reports.

Most courses are grades A,B,C, etc. Some courses are graded on a pass, no-credit basis. The letter grade of "F" is not given in the system used at Lynnwood High School except when a disciplinary removal from class is necessary. Most of the time this is for attendance reasons. An "N" is given for students who do not reach a passing level of work at grading time. No credit is received for an "N".

#### PASS/NO-PASS GRADING FOR 12th GRADE STUDENTS

Administrative policy allows building flexibility in use of this type of grading. Our Instructional Council has made the following decisions relative to pass/no-pass grading for the 1975-76 school year:

1. Four departments will participate in this program--Social Studies, Industrial Arts, Business Education, and Math.
2. The entire department will allow seniors the option to work for a letter grade or a pass/no-pass standing.
3. Seniors will declare themselves within the first three weeks of a semester. Their decision is irreversible.
4. Seniors may take a limit of two (2) credits per semester on the pass/no-pass basis. Foreign Language is included in this limit.

GRADING

Report cards are issued at the middle of each semester. Progress reports are reported at the end of each semester.



STUDENT RESPONSIBILITIES AND RIGHTS  
(WAC 2nd Local School Board)

PUPIL CONDUCT. Any pupil who willfully performs or fails to perform any act 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 within the school district shall be subject to discipline, suspension, or expulsion by authorized school district authorities. The following acts or omissions by a pupil on school premises or off school premises at any school-sponsored activity shall constitute sufficient cause for such discipline, suspension, or expulsion: disruptive conduct; disobedience to the reasonable instructions of school authorities; immoral conduct; vulgarity or profanity; absence or tardiness in violation of school district policy; use or possession of alcoholic beverages, drugs, or narcotics; use of tobacco; destruction or defacing of school property; extortion or intimidation of another pupil; assault of another pupil or of a staff member; stealing; possession or use of any dangerous weapons or objects; or use of any criminal act related to the orderly operation or the educational process, or violation of other reasonable school or district rules; regulations or policies now or hereafter adopted. The principal and/or his designee shall have the responsibility and right to make rules appropriate to his particular school as he deems necessary and which bear a real and substantial relationship to the direct preservation of the students', staff's and public's health and safety, or for the maintenance of the educational process. Such rules shall be consistent with the laws and codes of this state and adopted policies of this district.



STUDENT RESPONSIBILITIES AND RIGHTS  
(WAC and Local School Board)

STUDENT RESPONSIBILITIES

PUPILS TO COMPLY WITH WRITTEN RULES AND SUBMIT TO DISCIPLINARY ACTION--REFUSAL CAUSE FOR DISCIPLINE AND SUSPENSION. All pupils who attend the common schools shall comply with the reasonable written rules and regulations established pursuant to RCW 28A. 58. 101 and with applicable state and local laws. Furthermore, all such pupils shall submit to the reasonable discipline of school authorities designated by the local school district board of directors. Refusal to comply with such written rules or regulations or to submit to disciplinary action shall constitute cause for further discipline and suspension: PROVIDED, That only designated school authorities may remove a pupil from a single class or full schedule of classes. (WAC 180-40-080)

ATTENDANCE AND ADHERENCE TO DISTRICT RULES. Pupils shall be punctual and regular in attendance and shall obey all rules and regulations of the school district as determined by the administration and the board of directors. (WAC 180-40-010)

DISORDERLY CONDUCT CAUSE FOR DISCIPLINARY ACTION--CONDITIONS PRESCRIBED. Every teacher and school administrator, as provided in RCW 28A.67.100, shall have the authority to discipline any pupil for any disruptive or disorderly conduct while under his supervision and to make recommendations to the proper school authority for the suspension or expulsion of any pupil: PROVIDED, That no teacher, administrator or other school employee shall maltreat or abuse any pupil by administering any unreasonable punishment as set forth in RCW 28A.87.140. (WAC 180-40-090)

INTERIM SUSPENSION IN EMERGENCY SITUATION--CONDITIONS DEFINED--(1) ALL other provisions of this chapter notwithstanding, a pupil may be suspended



by a district superintendent or his designee if the superintendent or his designee reasonably believes the pupil is a danger to himself, other pupils, teachers, school administrators or the educational process of the pupil's school. Such interim suspension shall continue until the pupil is reinstated by the suspending authority or until a fair hearing is held and a final determination reached. (WAC 180-40-130)

**REFUSAL TO COMPLY WITH WRITTEN RULES CAUSE FOR EXPULSION UNDER CERTAIN CONDITIONS--CONDITIONS PRESCRIBED.** Refusal to comply with written rules and regulations as established by a school district pursuant to RCW 28A.58.101 shall constitute sufficient cause for expulsion: PROVIDED, That no pupil shall be expelled unless other means of correction have either failed or would not be adequate in bringing about proper conduct: PROVIDED further, That if following the procedure as set forth in this chapter a pupil is expelled, the matter in regard to his further education shall be referred to the proper local and state authorities including, but not limited to the proper juvenile authorities as provided in chapter 13.04 RCW. (WAC 180-40-085)

**USE OF MOTOR VEHICLES.** Pupils driving motor vehicles to or from school shall abide by such rules of vehicle use during the school day as may be prescribed by the district board of directors. (WAC 180-40-040)

**DETAINING OF PUPILS.** Pupils shall not be detained more than forty minutes after the regular hour for dismissal with due consideration for those pupils being transported in school buses. (WAC 180-40-050)

**CARE OF SCHOOL PROPERTY.** Students shall exercise judgment in the proper use of school equipment and care of school property. State law provides that "...Any student who shall cut, deface or otherwise injure any school house, furniture or outbuilding thereof, or any book or books belonging to the district library, or any fixture of school equipment such as buses, shall be liable for damages on



complaint of the teacher or of any director or other person residing in the district. . . "This law shall be enforced as required. (School Board Policy, Section VI, page 4a)

SCHOOL AUTHORITY. Pupils are held accountable to school authorities for their conduct within the school, on their way to and from school, and at all activities that are in any way connected with the school.

ATTENDANCE. Pupils will attend regularly scheduled classes unless officially excused.

ATTENDANCE AT SCHOOL ASSEMBLIES. Pupil attendance is required at those assemblies which are considered a direct part of the educational program. Pupils will report to designated areas during assemblies at which attendance is not required.

ALCOHOLIC BEVERAGES. Pupils who sell, possess, use or are under the influence of alcoholic beverages on the school property or attend school giving evidence of having consumed alcoholic beverages, may be cause for suspension/expulsion from school.

POLICY:

Students who sell, possess, use or are under the influence of alcoholic beverages on school property, at any school sponsored activity, or attend school giving evidence of having consumed alcoholic beverages, shall be suspended from school.

RATIONALE:

This rule states the law with regard to alcoholic beverages and minors and therefore a violation of it also amounts to a violation of the law.

PROCEDURE:

The building administrator or designee will confer with the student and his parents in order to determine terms of readmittance.



## DRUGS.

### POLICY:

Any student apprehended by school officials for having in possession, trafficking or using illegal dangerous drugs or narcotics on school property or at any school-sponsored activity shall be suspended from school. Any student, while on school property or at any school-sponsored activity, providing information to other students as to the ways and means of obtaining illegal-dangerous drugs and narcotics will be subject to disciplinary action or suspension from school.

### RATIONALE:

The rule states the law with regard to illegal dangerous drugs or narcotics and is considered to be a serious problem involving lawbreaking and health.

### PROCEDURE:

Any student who violates the stated policy will be referred to the principal or his designee for the appropriate disciplinary action or suspension.

DRESS. Pupil dress and appearance which causes disruption of the educational process or present health or safety problems shall not be permitted; otherwise, dress and appearance are the responsibility of pupil and his parents.

SEARCH. School lockers and equipment may be searched as long as it is a school concern and the civil authorities have not been brought into the case. Students, students' property (including their cars), and students' personal effects may be searched with the student's knowledge, consent, and presence. If permission is not given by the students to search, civil authorities may be brought in.

## NON-USE OF TOBACCO BY STUDENTS.

### POLICY:

The use of tobacco by students is not permitted on school property (other than Continuation High School) or at any school sponsored activity. Violation of this policy shall include, but not be limited to, the possession of any lighted form of tobacco or other smoking material.



### RATIONALE:

This policy is based upon: (a) concern for a policy consistent with our health education program; (b) concern for health of the individual student who desires to use tobacco; (c) concern for the annoyance which smoking causes to other students; (d) safety hazards created which cannot be controlled by school administration; and (e) concern for other drugs which would likely appear under a smoking tolerance policy.

### ADMINISTRATIVE PROCEDURE FOR DEALING WITH VIOLATIONS:

- A. In case of the first violation:
1. A conference will be held with the student and with his/her parent or guardian. The administrator may send the student home, up to a maximum of three days, until such conference can be arranged.
  2. The student and his/her parent or guardian will be advised orally and in writing of the consequences of a second violation.
  3. The student will be required to take part in an after school activity in which the harmful effects of smoking will be taught.
- B. A subsequent violation will result in a referral to the Superintendent's office with a recommendation for suspension and the loss of the opportunity to earn one semester's credit in the regular program.
- C. The student shall be subject to the consequences of a subsequent smoking violation for the remainder of his/her senior high school experience if the student is in senior high school, or for the remainder of his/her junior high school experience if the student is in junior high school.

**BOMB THREAT POLICY.** "It shall be the policy of the Board of Directors of the Edmonds School District No. 15 that whenever it is determined by a court of competent jurisdiction that an Edmonds District student has made threats to bomb or injure school district property pursuant to RCW 9.61.160 through RCW 9.61.180, that student shall be suspended from



school for one semester."

## STUDENT EXPRESSION.

### POLICY:

Freedom of student expression is part of the District instructional program. This freedom may not be used to disrupt the educational process. Only that material approved by the principal or his designee may be distributed/disseminated on school property.

### RATIONALE:

Consistent with recent court interpretations of the U.S. and Washington State Constitutions and State statutes as applied to school.

1. a. The written and spoken views of students must be free from character assassination, obscenity, libel, slander, must not advocate nor incite violation of law, and must not contribute to a material disruption of the educational process, work or discipline of the school.
- b. Students are responsible for all written and oral views which they disseminate and/or distribute; written material must be signed by a currently enrolled student.
2. Material approved by the principal or his designee will be distributed/disseminated as directed with respect to time, place, and manner.
3. No authorized commercial solicitation will be allowed on school property at any time.
4. All student meetings on school property may function only as a part of and under the sponsorship of approved student body organizations and as authorized by the principal.
5. Violators will be referred to the principal's designee who may take appropriate disciplinary action up to and including suspension from school.

**WRITTEN MATERIAL.** Pupils may distribute on school property only that material written and signed by pupils currently enrolled in the school which has been approved by the principals or his designee.



Distribution of material must be as directed by the principal or his designee.

**CONTROVERSIAL SPEAKERS.** Pupils shall have the right to face issues, to have free access to information without jeopardy of school relationships. Within this context, the schools shall not become the forum for anyone advocating treason, sedition, breaking of the law, or presenting views in a manner judged to be inappropriate. Questionable speakers shall be ruled upon by the screening committee.

**CLOSED CAMPUS.** Pupils are required to remain on the school grounds from time of arrival until dismissal or unless officially excused.

**SCHOOL SPONSORED ACTIVITIES.** All students are required to comply with all school district rules and/or policies adopted or hereafter adopted by the district while on a school sponsored activity, commencing at such time as the student reports to the duly appointed school official or designee for such school sponsored activity and until such time as the student shall be finally released from such activity by the duly appointed school official or designee at the point of final disembarkation.

A school sponsored activity shall mean an activity, on or off-campus, related to the curriculum or activity program and which is held by virtue of its authorization by the school district.

**BUS TRANSPORTATION.** Pupil misconduct on a bus will be sufficient cause to discontinue providing bus transportation to the pupil(s) involved.

**SCHOOL ACTIVITIES.** Pupils suspended from school are likewise suspended from all after school activities.

**CUMULATIVE VIOLATIONS.** Pupils who continually violate rules and regulations will be subject to suspension. Violations shall not be cumulative from one level to another (elementary to junior high, or junior high to senior high).



## STUDENT RIGHTS

CONSTITUTIONAL AND CITIZEN. The enumeration in these regulations of certain rights shall not be construed to deny or disparage other rights set forth in the Constitution and the laws of the state of Washington or the rights retained by the people. (WAC 180-40-105)

EQUAL EDUCATIONAL OPPORTUNITY. No school district shall deny any pupil equal educational opportunity or discriminate against any pupil because of national origin, race, religion, economic status or sex. No pupil shall be denied such opportunity solely because of pregnancy, marital status, previous incarceration. (WAC 180-40-095)

ATTENDANCE. Attending the common schools of the state of Washington shall be recognized as a right and responsibility for those who meet the requirements prescribed by law. (WAC 180-40-075)

WRITTEN ADOPTED RULES. Each pupil and parent in the district shall have made available to them reasonable written rules and regulations regarding pupil conduct, discipline and rights consistent with the regulations hereinafter in WAC 180-40-070 through 180-40-155 set forth, which have been adopted by the local School Board. (WAC 180-40-065)

DUE PROCESS. No pupil shall be deprived of educational opportunity by a school district without due process of law (as prescribed in Chapter 180-40-140 WAC and School Board Resolution 72-5).

FREEDOM OF SPEECH. Pupils shall have the right to freedom of speech and of the press and the right to peaceably assemble and to petition the government and its representatives for a redress of grievances. (WAC 180-40-095)

SECURITY. Pupils shall have the right to be secure in their persons, papers and effects against unreasonable searches and seizures. (WAC 180-40-095)

a court order or full parental approval concerning the immediate situation. (Local School Board)



**MALTREATMENT OR ABUSE OF PUPIL.** No teacher, administrator or other school employee shall maltreat or abuse any pupil by administering any unreasonable punishment as set forth in RCW 28A.87.140 (WAC 180-40-090)

**SUFFICIENT CAUSE.** No pupil shall be disciplined, suspended or expelled except for sufficient cause. (WAC 180-40-075)

**DETENTION.** No pupil shall be detained more than forty minutes after the regular hour for dismissal with due consideration for those pupils being transported in school buses. (WAC 180-40-050)

**PREVENTION FROM INHIBITING ACADEMIC PROGRESS.** No form of discipline shall be enforced in such a manner as to prevent the pupil from accomplishing specific academic grade, grade level or graduation requirements. (WAC 180-40-070)

**INFORMAL CONFERENCE.** Any pupil, parent or guardian who is aggrieved by any disciplinary action other than suspension or expulsion shall have the right to an informal conference with the school authority designated by the board of directors of such matters, for the purpose of resolving the matter. (WAC 180-40-125)

**REMOVAL FROM CLASS(ES).** Only designated school authorities may remove a pupil from a single class or full schedule of classes (WAC 180-40-080 and School Board Resolution 72-5, 3A.)

**REMOVAL FROM SCHOOL LIMITATION.** No pupil shall be removed from school premises pursuant to disciplinary action for more than six days in any one semester (or three days in any one period). (WAC 180-40-070)

**REMOVAL FROM SCHOOL BY OUTSIDE AUTHORITY.** No pupil is to be removed from school by any person, including law enforcement officers, without either a court order or full parental approval concerning the immediate situation. (Local School Board



**ONE SEMESTER SUSPENSION LIMITATION.** No pupil shall be suspended from secondary school for more than 90 school days: PROVIDED, That because of suspension no pupil shall lose more than one semester's credit during any school year. (WAC 180-40-070)

**CONDITIONS OF EXPULSION.** No pupil shall be expelled unless other means of correction have either failed or would not be adequate in bringing about proper conduct: PROVIDED further, That if following the procedure as set forth in this chapter a pupil is expelled, the matter in regard to his further education shall be referred to the proper local and state authorities including, but not limited to, the proper juvenile authorities as provided in chapter 13.04 RCW. (WAC 180-40-085)

**SUSPENSION OR EXPULSION HEARING.** An expulsion or suspension is to be ordered only after a fair hearing as prescribed in this chapter, unless the accused pupil and his parent or guardian have knowingly waived the hearing prior to the suspension or expulsion. (WAC 180-40-135)

**READMISSION FROM SUSPENSION OR EXPULSION.** Nothing contained in this chapter shall be construed so as to prohibit a pupil, who has been expelled or suspended as defined and provided for in these regulations, from being able to make application at any time for readmittance prior to termination of the imposed sanction. School districts shall develop written rules and regulations providing for such application for readmission and setting forth the procedures to be followed (WAC 180-40-115 and School Board Resolution 72-5,5).

**SCHOOL RELATED ONLY.** No pupil shall be expelled, suspended or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process. (WAC 180-40-110).



## EMERGENCY PROCEDURES FOR STUDENTS AND STAFF

### TO STUDENTS:

Students will be given directions for action to be taken in case of emergencies. Students and staff are expected to be familiar with the directions and follow them in an orderly way.

When the fire alarm sounds:

1. Start immediately to move to the exit. Remain quiet and walk quickly.
2. First pupil to reach an exit door, open the door and fasten it open or hold it open until all have passed through, then close it.
3. When outside, move away from the building and face away from the building.
4. Further directions will be given whether to re-enter the building or go home.

In case of an emergency with no advance alarm:  
(earthquake, explosion)

1. Take immediate cover under a desk, table or other furniture. If no cover is available, drop to your knees along an inside wall and cover your head with your arms and hands.
2. Face away from windows.
3. If outside, move away from the building, wires, trees or poles.
4. When the emergency has passed, move out of and away from the building.
5. Further direction will be given whether to re-enter the building or go home.

It is the responsibility of students and their parents or guardians to decide where the students are to go if no one is home. Bus transportation will be provided as soon as possible for bussed students.



EDMONDS SCHOOL DISTRICT NO. 15  
CLASSROOM LEARNING ATMOSPHERE

It is the policy of this school district that good classroom atmosphere is a requirement for learning in all the classrooms of the school district, and that reasonable consistency be achieved in maintaining and enforcing standards among all the schools of a given level within the district, as determined by the appropriate assistant superintendent. It shall be the responsibility of the teacher and principal to develop expected standards of student (classroom) conduct for the purpose of maintaining a good learning atmosphere. To guide students and parents in understanding the expected standards of student conduct, the standards will be reviewed with students at least annually and made available by the principal to any interested citizen. It shall be the responsibility of the teacher to maintain good order and discipline in the classroom at all times. The principal shall have the responsibility to supervise and assist the teacher in carrying out this responsibility. Control of pupil conduct shall be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consistent with policies of the Board, applicable laws and State Board of Education directives.

A classroom atmosphere conducive to good learning includes, but is not limited to, the following components. It is expected that maximum teacher and principal efforts will be used in establishing and maintaining them.

1. Course goals are clearly stated in writing and discussed with pupils. Where district wide objectives have been completed these shall be made available for perusal by parents and discussed with students, considering grade level and maturity. Individual teachers will make written statements of goals for each course or instructional area for which district wide objectives have



not been completed and will similarly discuss these with students and make them available to parents.

2. Learning activities are appropriate, well-planned, and directed toward course objectives, if written, and teacher goals.
3. The attention of students is directed by the teacher to the task(s) at hand.
4. The noise level within the classroom and in adjacent areas is appropriate to the task(s) at hand, considering grade level, nature of course and physical setting.
5. Reasonable consistency is maintained in standard and enforcement of standards within the classroom(s) of the district.
6. High priority is given to teaching methods which encourage students self-discipline.
7. Conditions in classrooms recognize the worth and dignity of all human beings.

In accordance with the state law, teachers are responsible for maintaining order and discipline within their classrooms.

School administration shall be supportive of classroom teachers in fulfilling this responsibility. Principals and vice-principals shall give assistance to teachers in difficult discipline cases.

Reasonable corporal punishment may be administered by the building principal or his/her designee and witnessed by a certified person in accordance with state law. If a principal is not present in the building, teachers may administer corporal punishment witnessed by a certified person. Corporal punishment should normally be administered in a private setting away from the classroom.

Teachers may recommend to building principals that disruptive students be disciplined by removal from their classes for up to three days at a time. No student shall be removed from class for discipline



reasons beyond that allowed by Washington Administrative Code under Students' Rights and Responsibilities and due process guarantees. (WAC 180-40-070). Except in flagrant cases of classroom disruption, the teacher, principal, counselors, or other appropriate school officials should have made prior contacts with parents before a recommendation is made for removal from class. Teachers should file a written report to their principal when requesting removal of a student from their class indicating measures taken to date to resolve the problem.

The principal shall initiate a parent conference when such disciplining as outlined above takes place.

Teachers shall have the right to use reasonable force to protect themselves from student attack and to protect other students from such an attack.

Legal References: WAC 180-44-010, 180-44-040, RCW 28A.87.140.



STUDENT APPEAL PROCEDURES-REMOVAL FROM A CLUB OR  
ACTIVITY AS A DISCIPLINE MEASURE

- A. A student may appeal removal or suspension from a club.
- B. The appeal must be made in writing and submitted within thirty(30) calendar days of the date of the suspension or the right of appeal is lost.
- C. There are three levels of appeal.
  1. Building Appeal
    - a. The written appeal is to be submitted to the school principal.
    - b. The Appeal Board shall consist of an Assistant Principal, two teachers closely associated with the activity, and two teachers removed from the particular activity involved. The principal will be ex-officio. The principal can veto the Board's decision.
    - c. A written report is to be made of the hearing and kept on file.
  2. Intermediate Appeal
    - a. A building level hearing must be held prior to appeal at this level.
    - b. A written appeal is to be made to the Superintendent.
    - c. The written report of the hearing at the building level will be forwarded to the Superintendent.
    - d. The Intermediate Appeal Board shall be appointed by the Superintendent.
    - e. A written report is to be made of the hearing and kept on file.
  3. School Board Appeal
    - a. An Intermediate Appeal Board hearing must be held prior to appeal at this level.
    - b. The appeal must be in writing and submitted to the Superintendent.
    - c. Written reports of the building level and intermediate level hearings will be forwarded to the School Board.
    - d. The School Board's Decision will be final.



## PROCEDURES AND REGULATIONS

### ES:

Full cooperation regarding transportation regulations is necessary.

### S:

Students may drive cars to school and park on school property provided they have parent permission, insurance, and follow established rules relating to cars.

Application forms can be picked up at the Attendance office. Upon completion of the application and its approval, student drivers will be issued a parking permit. Permits are to be displayed in the lower left hand corner of the windshield.

Students are to park their cars in the lot when they arrive and are not to enter them until they are ready for dismissal. For everyone's protection and control, no one is allowed in the parking lot during school hours except those who have permission from the Attendance office or who are properly dismissed. If a student plans to work on his car in the auto shop, he is to park in the auto shop parking lot.

### ICYCLES:

A bike rack is located by the entrance to Chandos Hall. All bikes should be secured to the rack with chain and lock.

### COMMUNICATIONS:

Material for the daily bulletin is to be received by 12:00 p.m. the preceding day. This means of general communication is supplemented by public address announcements as necessary.



### HEALTH CENTER/NURSE:

The Health Center is for students too ill to remain in class. A pass from your teacher is necessary for admittance. Except for emergencies or students waiting for transportation, use of the Health Center is limited to twenty minutes. The center is located by the counselors' area in the Main Office.

The school nurse schedule is posted on her office door. Any student may see her by making an appointment through the counselors' secretary.

### PERSONAL PROPERTY:

Students are strongly urged not to bring personal property to school. Items such as radios, tape recorders, and other electronic equipment have high risk of being lost. There is no school insurance that covers such loss.

### INSURANCE:

Low cost school accident insurance, sold in September, is available to all students. Athletes and others in special activities who need additional insurance can also be accommodated by the payment of extra premiums.

### LITTER:

Lynnwood holds the tradition of "no litter", which reflects part of our environmental awareness, to the community. Pic 2.



### LOST AND FOUND:

Located in the Main Office.

### TELEPHONES:

Students are not to use school phones without permission. Pay telephones are located in the hall by the Attendance Office window, and outside by the Music Department entrance.

### EARLY DISMISSALS:

Early Dismissals are obtained by parent permission the morning of or prior to dismissal date. Students are not to leave the school grounds without permission during the time school is in session.

### LATE ARRIVAL:

Students arriving at school later than the announced starting time will report directly to the Attendance Office, and sign in.

Teachers will handle class tardiness as they see necessary. Extreme tardiness problems will be referred to Mr. Robinson.

### VISITORS:

Visitors must obtain passes in the Attendance Office. The sponsoring student must bring a note from home to verify the guest. Guests should be introduced to each instructor. No guests will be permitted during the last week of each semester.

### WITHDRAWAL:

A student who wishes to withdraw from school must bring a written request from home stating the reason. A personal interview with the counselor or principal may be required.



### NO-CONTACT RULE:

We have had an unwritten no-contact policy at L.H.S. since we opened. We do not believe the public arena, and particularly a school is the place to display your affectionate and personal feelings about another person. That is a part of your personal life and should remain private.

We do not condone any hands-on contact and solicit your cooperation for this policy. Parental support is requested only if we can't resolve the problem here at school.

### WORK PERMITS:

Are available from the counseling center.

### LOCKERS :

Lockers will be assigned to the students at the time of registration. If at any time you have a problem with your locker, please check with Attendance Office. Personal locks will be removed. Students are reminded to stay in their assigned lockers. Refusing to do so, could result in loss of personal property.



## ATTENDANCE

1. Attendance is primarily the responsibility of the students and parents.
2. When a student's absences impede satisfactory progress, an evaluation will be made or consideration will be given to withdrawing him for the class(es) affected with an "N" grade and loss of credit.
3. Any student who is truant from school or "cuts" individual classes may be removed from class with a failing grade and loss of credit.
4. To be excused a student must turn in to the attendance office an excuse the day after he returns from being absent.
5. Each teacher shall take roll at the beginning of the class time and has the prerogative to set the tardy standard for his class.
6. The attendance office will keep lists of all field trips, groups excused for activities etc., by date to assist parents inquiring as to student explanations of absence.
7. The report card shall show the attendance by class to be compiled and reported by the teacher directly from the grade book report.

Further information on implementation of an attendance reporting system will be detailed in the Fall.

## LEARNING RESOURCE CENTER

The LRC will be open before and after school. Admittance during the school day will require a pass from your classroom teacher. During lunch and activity period a pass from your sponsoring teacher will be needed for admittance.



## POLICY

It is the policy of Edmonds School District No. 15 not to discriminate on the basis of sex or ethnic origin in its educational programs and activities, as required by Title IX of the 1972 Education Amendments, and Title VI of the Civil Rights Act of 1964. Inquiries regarding compliance with Title IX and Title VI may be directed to the Affirmative Action Office, Educational Services Center, 3800 196th S. W. Lynnwood, Washington, 98036, Phone 778-8810, to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare, Seattle, Washington; or to the Superintendent of Public Instruction in Olympia.