



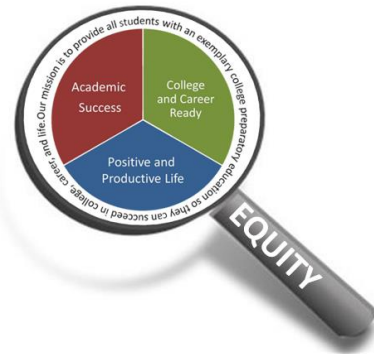
Welcome to the Bellevue School District!

[www.bsd405.org](http://www.bsd405.org)

Welcome to the Bellevue community! We are a talented, passionate and dedicated staff who care deeply about our students, community and student success. Once you join the team, our goal is to set you up for success as a new employee. The purpose of this new hire packet is to provide you with useful information about Bellevue School District and help you get started.

Contents of this packet include:

- Bellevue School District overview
- Onboarding Checklist
- Helpful links
- Email
- Employee Online
- PD Registration
- Password Reset
- SmartFindExpress
- Staff Portal



## Bellevue School District Instructional Initiatives

In the fall of 2013, the district unveiled three new Instructional Initiatives, a set of priorities for the next three to five years which are closely aligned with the district's mission: *To provide all students with an exemplary college preparatory education so they can succeed in college, career and life.* The Instructional Initiatives are:

- Preparing students for **academic success** in core content areas through achieving proficiency in literacy, math, and STEM (Science, Technology, Engineering and Math), as measured by state assessments.
- Preparing students for **college and career readiness** by graduating high school, meeting college academic distribution requirements (CADR), and earning at least 20 college credits and/or professional certification.
- Preparing students for a **positive and productive life** through the development of interpersonal skills and a commitment to the community.

### Academic Success

The first initiative, Academic Success, focuses on early proficiency in core subject areas. During the 2014-15 school year, staff were trained on utilizing a Multi-Tiered System of Support (MTSS) approach to identifying student learning needs, implementing evidence-based strategies to increase student learning, and monitoring progress to ensure all students are on track to demonstrate proficiency in

reading by third grade, in math by fifth grade, in writing by seventh grade, and in science by eighth grade. Literacy specialists were provided at 13 elementary schools this year and will be provided at all 17 elementary schools next school year. Ten elementary schools have implemented STEM curriculum, which will also expand to all elementary schools in 2015-16.

### College and Career Readiness

The second initiative, College and Career Readiness, prepares students to graduate from high school with the knowledge and skills to be successful once they leave Bellevue schools. To achieve the goal of 100 percent graduation rate by 2018, the district hired a leader of graduation success and two progress monitors. These leaders are utilizing best practices in early intervention for drop-out prevention and are building relationships with students and developing programs to ensure all students graduate from high school.

The district offers many opportunities for students to earn college credit while in high school, such as Running Start, college in the high school, Advanced Placement, International Baccalaureate, and Career and Technical Education.

### Positive and Productive Life

The third initiative, Positive and Productive Life, looks at the “whole child,” and ensures that students are prepared to lead a positive life by building social-emotional knowledge and skills, as well as developing a sense of connection to and responsibility for the community. Positive and productive life encompasses positive and proactive management strategies, Positive Behavioral Support Systems, and restorative practices.

## Bellevue School District Guiding Principles

- Excellence: Exemplary Education
- Equity and Access for ALL
- Accountability
- Collaboration & Communication
- Quality Teaching and Learning
- Innovation and Continuous Improvement
- Diversity
- Resource Stewardship

## Bellevue School District is comprised of 29 schools.

Bellevue School District serves approximately 20,000 students.

- 16 elementary schools and 2 choice schools (Jing Mei, Chinese-Mandarin Immersion and Puesta del Sol, Spanish Immersion). Within the 15 elementary Schools, 3 are Spanish Dual-Language. All elementary schools serve grades K-5.
- 5 middle schools, serving grades 6-8, and 2 choice schools (Big Picture and International School that serve a 6-12 program).
- 4 comprehensive high schools, and 2 choice schools (Big Picture and International School that serve a 6-12 program).

***Bellevue School District staff demonstrate 100% commitment to equity and excellence for each and every student.***

## Our student population

We have an incredibly diverse district. We served approximately 20,000 students. More than 100 languages are spoken in the Bellevue School District, 34% of students speaking a first language other than English, 14% qualify for English Language Learning services, and about 19% qualify for free or reduced-price meals.

- 38% White
- 38% Asian/Pacific Islander
- 11% Hispanic
- 9% Multi-Ethnic
- 2% African-American

## Our staff

We have a staff of over 3,000 employees, including about 1,500 teachers. More than 380 Bellevue teachers are National Board-certified, more than any other district in the state. More than 75% of our teachers hold a master's degree. Principals and Teachers are evaluated using the Washington State Teacher and Principal Evaluation Project (TPEP). Bellevue School District has selected the Charlotte Danielson Framework for teaching as the tool for evaluation.

## Student Learning

All of our students are engaged in rigorous learning every day. Experiences for students include the following:

- Collaboration
- Critical thinking
- Problem-Solving
- Technology (several schools have 1:1 technology)
- STEM-focus
- Innovation and Creativity
- The Arts: Visual, Performing, Music, Physical Movement/Activity
- World Languages

## Our schools rank top in the nation. What contributes to this success?

- Common articulated curriculum, district-wide
- Strong staff and leaders
- "Growth Mindset"

- Instructional support (mentors, curriculum department, ITCLs, and more)
- “AP for all” mindset: Bellevue believes that ALL students are AP capable
- Professional growth and development opportunities
- A strong network of partner organizations with community organizations
- A community that strongly values education and supports schools through volunteering, levies, fundraising, voting
- The Bellevue Schools Foundation

### What is the average class size in the Bellevue School District?

Elementary: 22.9, Middle: 24.9 and High: 26.1, Choice: 23.3

- |                            |                           |                     |
|----------------------------|---------------------------|---------------------|
| ➤ Athletics and Activities | ➤ Finance                 | ➤ Special Education |
| ➤ Communications           | ➤ Health Services         | ➤ Student Placement |
| ➤ Curriculum               | ➤ Human Resources         | ➤ Student Services  |
| ➤ Early Learning           | ➤ Nutrition Services      | ➤ Technology        |
| ➤ Equity                   | ➤ Records and Transcripts | ➤ Transportation    |
| ➤ Facilities               |                           |                     |

*We believe in each and every. Every student. Every classroom. Every day.*



# New Employee Onboarding Checklist

Congratulations and welcome to the Bellevue School District! We are excited to have you join our team. Our goal through the onboarding process is to ensure you feel welcomed and prepared for your new position. Our employee's success is important to us. Our goal through the onboarding process is to ensure you acquire the attitude, knowledge and skills to function and perform to Bellevue School District's expectations.

This checklist is intended to provide you with helpful information as you get started. It is not mandatory, but may help you think of questions to ask your supervisor so that you can begin your position with ease and success.

The onboarding process will include 4 components: Compliance, Clarity, Culture & Connection.

- **Compliance:** Employee's basic legal and policy related rules and regulations
- **Clarification:** Employee understand jobs and related expectations
- **Culture:** Provides employees with a sense of organizational norms, both formal and informal
- **Connection:** Interpersonal relationships and information networks that new employees must establish.

Bellevue School District Human Resources is here to serve and support you on your journey also. Please do not hesitate to contact us if you have any questions: 425-456-4040.

All Bellevue School District Employees are expected to operate with the highest levels of professionalism including:

- Customer Service
- Courtesy and Respect
- Ethics
- Safety
- Collaboration and Teamwork
- Responsibility and Accountability
- Confidentiality

Important and helpful technology websites: [www.bsd405.org](http://www.bsd405.org)

## Staff Resources

- Email access
- Employee Online
- PD Registration
- Reset Password
- SmartFindExpress
- Staff Directory
- Staff Portal
- Synergy

CLARITY: Do I fully understand my job, responsibilities and related expectations?

What	Complete?
Job expectations, roles and responsibilities	
Evaluation measure & probation period	
How to navigate and find important forms and information	
Specific assignment (hours/days, etc.)	
Vacation/leaves procedure	
Salary & compensation – where to find this information	
Daily assignment expectations & procedures (start to end?)	
Student Conduct Management Expectations	
Emergency processes and procedures	
Keys/Badges	
Security information (building times, where to store personal belongings, technology, passwords, etc.)	
SmartFindExpress instructions	
Room/Space reservations	
Tour of site – both internal/external: <a href="#">boundaries</a>	
Basic District information: school location, numbers, start/end times, District calendar, BSD org chart, driving directions	
Employee online information	
Staff Portal	
Mailboxes	
Email expectations/protocol	

*\*Technology below may not be applicable for all*

What	Complete
Laptops (hardware)	
Laptops (software)	

Printer	
Phone instructions: Change Voicemail	

CULTURE: Do I understand and know the goals, values, mission of the Bellevue School District and my site?

What	Complete
BSD Initiatives	
Equity	
Organizational Health	
Interest-Based Strategies	
Instructional focus	
School culture and goals	
Customer service expectations	
Site expectations, mission, vision (i.e. staff handbook)	
Student/parent handbook	
Communication protocol: phone, online, person	
Common curriculum & assessment	
Professional Development opportunities	

CONNECTION: Have we planned opportunities to connect with others and do I know who to contact (including when and how)?

What	Complete?
Scheduled "Meet and Greet" with others – more than once	
Face to face meetings – over the course of the year	
Intentional, thoughtful email communications checking in	
Who to call and when – supervisors, colleagues, etc.	
Check in/out process: Schedule check in times with supervisor	

Connection with a mentor	
How to contact a supervisor if needed	

There will be other likely be other job specific requirements based on your roles and responsibilities.

Important and helpful technology websites: [www.bsd405.org](http://www.bsd405.org)

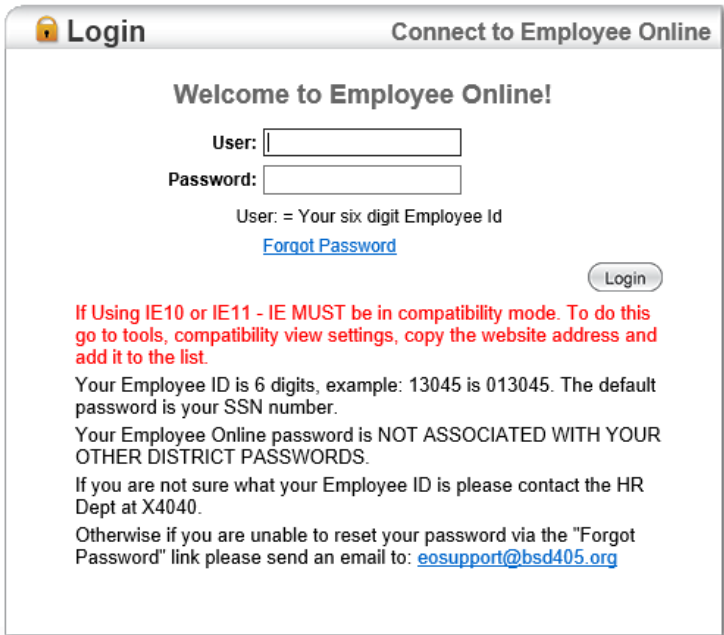
Staff Resources

### **Technology Help:**

Contact the Help Desk

[help@bsd405.org](mailto:help@bsd405.org)

(425) 456-4321

<b>Email access</b>	<ul style="list-style-type: none"> <li>Bellevue School District provides all employees a network account. The <b>email address</b> is your user name followed by <a href="mailto:@bsd405.org">@bsd405.org</a> <ul style="list-style-type: none"> <li>Ex. if your <b>user name</b> is smithj, then your email address is <a href="mailto:smithj@bsd405.org">smithj@bsd405.org</a>.</li> </ul> </li> <li>All Staff can select <b>Email Access</b> from the BSD website under the <b>Staff</b> menu to access Outlook Online.</li> <li>Staff with access to a district computer can also use the desktop version of Outlook.</li> </ul>
<b>Employee Online:</b> <ul style="list-style-type: none"> <li>Personal address</li> <li>Check stub</li> <li>W2 Information</li> <li>Tax Information</li> <li>Benefits Information</li> <li>Vacation</li> <li>Sick Leave</li> </ul>	<p><a href="https://employeeonline.bsd405.org/ifa57/login/login.aspx?ReturnUrl=%2fifa57%2femponline%2f">https://employeeonline.bsd405.org/ifa57/login/login.aspx?ReturnUrl=%2fifa57%2femponline%2f</a></p>  <p><b>If Using IE10 or IE11 - IE MUST be in compatibility mode. To do this go to tools, compatibility view settings, copy the website address and add it to the list.</b></p> <p>Your Employee ID is 6 digits, example: 13045 is 013045. The default password is your SSN number.</p> <p>Your Employee Online password is NOT ASSOCIATED WITH YOUR OTHER DISTRICT PASSWORDS.</p> <p>If you are not sure what your Employee ID is please contact the HR Dept at X4040.</p> <p>Otherwise if you are unable to reset your password via the "Forgot Password" link please send an email to: <a href="mailto:eosupport@bsd405.org">eosupport@bsd405.org</a></p>



## PD Registration


- Register for Professional Development classes.
- Click on a link to view details, register or contact the planner for a particular training.

<http://www.cvent.com/events/Calendar/Calendar.aspx?cal=9edf49f1-89d0-4e04-84de-3948e2e598c3>

PD Registration Calendar					
Search for Events					
Keyword Search					
<input type="button" value="Apply"/> <input type="button" value="Clear"/>					
Events Calendar					
<< October 2017 >>					
Monday	Tuesday	Wednesday	Thursday	Friday	
	2	3	4	5	6
		ILT Somerset 2017-2018			
		TD K-12 Chinese Dual Language			
		TD International Various Topics - See Session Titles			
NHE SpEd Pacific Weekly Meeting- 10/02/2017	Special Ed Evergreen Transition Weekly Meeting - 10/03/2017	Equity Brown Bag Seminar - October 4	SELT 10/5/17 6:45-7:45	Beyond Diversity 1 - October 6	
		RT WL Second Language Acquisition Cohort 3			
	Highland MS SpEd Pacific Weekly Meeting-10/3/17	TD PD AP Physics meeting - 10/4/17 (2:00 PM - 4:00 PM)	Interlake HS SpEd Pacific Weekly Meeting-10/05/17		
	Equity Brown Bag Seminar - October 3	BDW Sammamish - 10/11/17 2:00 PM - 3:30 PM	Beyond Diversity 1 - October 5		
		CPWA/AFD/ First Aid - October 4th 2017	Synergy Basics 10/5/17 2:00-5:00		
	9	10	11	12	13
		ILT Somerset 2017-2018			
		TD K-12 Chinese Dual Language			
		TD International Various Topics - See Session Titles			
		RT WL Second Language Acquisition Cohort 3			
NHE SpEd Pacific Weekly Meeting- 10/09/2017	Special Ed Evergreen Transition Weekly Meeting - 10/10/2017	BDW Cherry Crest - 10/11/17 12:30 PM - 2:00 PM	TD Guided Reading Development Clyde Hill 2017-2018		
		TD Elementary Jinq Mei Chinese DL UW Mentor Partnership			
	Special Education Wa-Aim Training - 10/10/2017	BDW Clyde Hill - 10/11/17 12:50 PM - 3:00 PM	Interlake HS SpEd Pacific Weekly Meeting-10/12/2017	BSD October 13 PD 2017-18	
	Highland HS SpEd Pacific Weekly Meeting-10/10/17	BDW Kim Example - 10/11/17 1:00 PM - 3:00 PM	TD Parent/Teacher Workshop: Facilitated by the Arc of King Co.		
	TD PD - AGA Pilot 10/10 4:00-5:00	Psychologist PD - 10/11/17 1:00 PM - 3:00 PM			
		Synergy Basics for Psychologists 10/11/17 1:00-3:00			
		BDW Enatal - 10/11/17 1:00 PM -			

- ## Reset Password
- Enroll into SSRPM to sign up for the password reset tool so that you can reset your district password if needed in the future.

<https://bsdreset.bsd405.org/>

**BSD Password Reset Service**

Welcome to Self Service Reset Password Management (SSRPM). This program will help you reset your password if you have forgotten your password.  
Please choose between one of the options below:

**Enroll into SSRPM**

You must enroll into SSRPM to be able to reset your password.

**Reset your password**

Reset your password if you have forgotten your password and would like to reset it.

**Unlock your account**

Unlock your account if you are locked out and you still know your password.

**Change your password**

Use this option if you want to change your password and if you know your current password.

SSRPM is powered by [Tools4ever](#) ©

## SmartFindExpress

<https://bellevue.eschoolsolutions.com/logOnInitAction.do>

**Bellevue School District Absence and Substitute Management System**

**Bellevue School District Absence and Substitute Management System**


To record absences or review substitute offers via the telephone, dial 425-233-8917, enter your SFE user access number and password and follow the voiced instructions.

**Please click on the following links to view orientation videos on how to register and use SmartFindExpress:**  
[Employee Orientation Video](#)  
[Substitute Orientation Video](#)

*QuickTime is needed to view videos. [Download here.](#)*

[2017-18 Calendar](#)

*Helpful Hint:* When using SmartFindExpress your access ID is your employee ID minus any leading zeros.




User ID  
 Password

[Trouble signing in?](#)

**Staff Portal**

- Site Directory for SharePoint sites for schools and departments.
- Tech How Tos for guides on various tech topics.


Staff Portal

Search this site

Teacher Resources

New to BSD?

Tech How Tos

Substitute's Portal

Employee Online

Human Resources

PD Calendar

Synergy How Tos

BSD Website

District Calendar

Student Portal

**Upcoming BSD Events**

No data found, click here view all data.

**Quick Links**

- ➔ Reset a Student Password
- ➔ Access Master OneNote files
- ➔ Synergy
- ➔ Sherlock
- ➔ View the internet as a student

**Requests for new/replacement/location change badges**

All requests for new/replacement/location change badges should be emailed to: [badges@bsd405.org](mailto:badges@bsd405.org) along with the employee name and location. Please allow 48 hours for a response to the request as we are experiencing a high volume of requests.

**Followed Sites**

- ➔ Technology
- ➔ Curriculum
- ➔ Finance and Business Services

Our Mission: To provide all students with an exemplary college preparatory education so they can succeed in college, career and life.
[Submit Staff Portal feedback](#)

<https://bsd405.sharepoint.com/sites/staff/Pages/StaffPortal.aspx>

**Synergy Student information system**



Please enter your login name and password below to access the application.

**Login Name**

**Password**

[Substitute Teacher Login](#)

<https://wa-bsd405.edupoint.com/>