



## Student Handbook

Highland Middle School  
15027 NE Bel-Red Road  
Bellevue, WA 98007

### SCHOOL PHONE NUMBERS

<b>Main Office</b>	<b>456-6400</b>	<b>Nurse</b>	<b>456-6568</b>
<b>Attendance Office</b>	<b>456-6401</b>	<b>Family Connections Center</b>	<b>456-6414</b>
<b>Registrar</b>	<b>456-6469</b>	<b>Graduate Success Coach</b>	<b>456-6430</b>

### HIGHLAND ADMINISTRATION & COUNSELORS

Susan Thomas  
Benito Levario Jr.  
Arianna Giaroli  
Karne Helgason  
Steven Ono

Principal  
Assistant Principal  
Dean of Students  
Counselor (A-L)  
Counselor (M-Z)

## Highland Middle School Daily Bell Schedule

Period	Monday, Tuesday, Thursday, Friday	Wednesday
1	7:45 – 8:35	7:45 – 8:25
2	8:40 – 9:30	8:30 – 9:10
3	9:35 – 10:25	9:15 – 9:55
<b>1<sup>st</sup> Lunch</b>	<b>10:25 – 10:55</b>	<b>9:55 – 10:25</b>
4b	11:00 – 11:50	10:30 – 11:10
5b	11:55 – 12:45	11:15 – 11:55
4a	10:30 – 11:20	10:00 – 10:40
<b>2<sup>nd</sup> Lunch</b>	<b>11:20 – 11:50</b>	<b>10:40 – 11:10</b>
5b	11:55 – 12:45	11:15 – 11:55
4a	10:30 – 11:20	10:00 – 10:40
5a	11:25 – 12:15	10:45 – 11:25
<b>3<sup>rd</sup> Lunch</b>	<b>12:15 – 12:45</b>	<b>11:25 – 11:55</b>
6	12:50 – 1:40	12:00 – 12:40
7	1:45 – 2:35	12:45 – 1:25
Tutorial	2:35 – 3:05	
Activities	3:10 – 4:00	

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## STUDENT CODE OF CONDUCT

**Highland Eagles are KIND, SAFE, & RESPONSIBLE**

**KIND**: To have or show a friendly, generous, and considerate nature

**SAFE**: To strive to do what is in the best interest of myself, others and my community

**RESPONSIBLE**: To be accountable for my actions, my choices and the results

### **Welcome to Highland! / ¡Bienvenido A Highland!**

On behalf of the staff, counselors, & administrators, welcome to Highland Middle School. Highland has high standards for academic success, social emotional learning & behavior. We believe you can and will meet these expectations. You will find that by doing so, you will build a reputation of which you, your parents/families, and the school can be proud. In your classes, you will work hard, think deeply, & challenge yourself. Involvement in clubs and activities will enrich your middle school experience. You are preparing for your future. Highland Middle School will be what you make it. While at Highland, we hope you experience success, growth, & happiness!

### **Where & When School Rules Apply**

- While on school premises OR adjacent to the school grounds and/or within visual distance of any school grounds.
- While using school transportation.
- While participating in school-sponsored activities, both at school and while away from the school grounds.
- While away from school grounds, if conduct would directly affect the school and student learning.

### **Highland's Philosophy of Discipline**

Through prevention, action, and resolution, students will be provided with the skills necessary for them to become responsible for their own behavior. Students are expected to follow the school and individual classroom policies. Teaching acceptable behavior, while maintaining dignity, is the intent of the student behavior and discipline policy.

### **Other Behavior Interventions**

Each of the following logical, natural consequences may also be implemented to ensure the learning, safety, and well-being of all students and staff at school:

<ul style="list-style-type: none"><li>• Reminder/Warning</li><li>• Loss of Privilege</li><li>• Removal/Cool Down (Classroom, Other Teacher's Classroom, Library, Dean's Office, Assistant Principal's Office, Principal's Office)</li><li>• Call Parent</li><li>• Negotiate and Write a Contract with the Teacher</li><li>• Talk to the Principal, Assistant Principal, or Dean</li><li>• Mediation (peer-to-peer or peer- to adult)</li></ul>	<ul style="list-style-type: none"><li>• Conference: Combination of Student/Parent/Teacher/Principal/Assistant Principal/Dean</li><li>• School Service (e.g., Campus/Lunchroom Clean Up)</li><li>• Lunch or After School Detention</li><li>• Suspension (In-School or At-Home)</li><li>• Expulsion</li></ul>
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## GENERAL INFORMATION

### Closed Campus

Highland is a closed campus. Once students arrive, they must remain on campus until they leave at the end of the school day. Students are not permitted to visit other schools or stores during school hours. This also means that our campus is closed to all non-Highland students while classes and activities are in session- from 7:15 AM to 4:00 PM.

### Drop Off/ Pick Up

School opens at 7:15 AM. Students can access the commons and breakfast. The main hallways open at 7:30 AM. Students are to be dropped off with enough time remaining for them to make it to class by 7:45 AM.

- **Before school drop off information:**

If a parent/guardian is dropping off a student before school, please use the designated drop-off area at the front of the school.

- **After school pick up information:**

If a parent/guardian is picking up a student after school, please use the designated pick-up area in front of the school. Students waiting to be picked up by a parent/guardian are to wait by the pick-up zone. For supervision and safety, these students are not to be waiting in the parking lot by the school bus zone.

After the buses leave, all students remaining at Highland need to be in tutorial, in a supervised activity, or waiting for parent/guardian pick up in the designated waiting area. All students waiting for rides should be picked up by 3:15 PM. If a parent/guardian cannot pick up their student by that time, the student must report to a tutorial or Club Jubilee, or they will be asked to wait in the designated waiting area. For safety reasons, Highland does not allow students to remain on campus after school in unsupervised situations.

### Parents & Other Visitors on Campus

***All visitors including parents must sign in at the Main Office immediately upon arriving on campus.*** We welcome prearranged visits by outside individuals for educational purposes. To all others, Highland's campus is closed during the school day. Due to the potential distraction to the learning environment, we are unable to accommodate student guests (i.e., family, friends, or relatives). Parents who wish to visit a teacher should first make appointments with the teacher and sign in at the office before proceeding to the classroom.

For security and safety reasons, should anyone notice an unidentified or unknown person on our campus, please contact a staff member immediately. Persons not enrolled as students at Highland and those not working in or having business at the school are not permitted on campus.

### Bicycles

A bike rack is provided at the front of the school (by the Family Connections Center) for students riding their bike to and from Highland. Students will need to bring their own lock to secure their bike to the rack. Bikes are not to be ridden during any part of the school day. King County law requires all bike riders to wear helmets. Highland is not responsible for damage or theft of bicycles parked in the racks.

### Off Limits Areas

**Lunch:** Restrooms, classes, and hallways not connected to the Commons are closed during lunch hours, except for students with a hall pass. There are designated restrooms available in the Commons area for student use during lunchtime. Students may go outside in the "backyard" to visit with friends and play games; however, all students are to stay away from the fields, unless supervised by a staff member. Students are also welcome to go to the library.

At all times: All areas outside the fenced school grounds, tennis courts, fields, and parking lots are off limits during the school day unless students are involved in a class activity. The gyms and locker rooms are also off limits unless a staff member is present.

### **Loitering Policy**

Students must be in a supervised activity at all times. Waiting for parents and rides for more than 10 minutes is considered loitering. Once a student leaves campus, they may not return that day unless with a parent present for a school function.

### **Information Security**

Students should commit private access codes to memory to ensure that no other student will use them to view or access their personal property of information. These include locker combinations, network passwords to save files on the network, and passwords to view student grades online.

### **Student Emergency Information**

It is important that Highland has the most current address, phone numbers, and emergency contact information available on all students. When personal information needs to be updated, please contact the registrar at 425-456-6469 to make updates.

### **Emergency School Closures**

The District is a member of the Public Schools Emergency Communications System (PSECS). School closure information is updated through PSECS, which is then accessed by numerous media outlets. You can hear closure information and messages by tuning in to a local TV or radio station or their websites. Other choices are:

- Internet Sites: [Flashalert](#)
- Call the School news line at 425-456-4111

### **Library**

Students may visit the library every day before school and during lunch when supervision is available. Please show consideration to others and return your books on time.

### **Lost & Found**

Lost and found for laptops and musical instruments is located in the main office. Clothing, water bottles, lunchboxes, shoes, binders, etc. that are lost, are returned to the Lost & Found area next to the Jubilee Reach office in the Commons. Students are encouraged to check there for any items that they may have lost. Wallets, glasses, ear buds, and other small items, if returned, are kept in the main office.

### **Student Yearbooks**

Student yearbooks can be purchased at various times throughout the year, starting at the beginning of the year. These time periods will be announced on the website, school announcements, and family newsletters. Once these windows have closed, students are not able to purchase a yearbook. Please plan ahead.

### **Nutrition Services & Food**

All students are issued a lunch code (their student ID). This code is to be used when making breakfast and/or lunch purchases. Students who bring in checks (made out to Bellevue School District) will have their lunch code credited and may purchase items against the credit. Payments should be given directly to the kitchen manager. Money from lunch accounts may not be taken out as cash by students. Families can also put money into the student's account online at <https://bsd405.org/services/nutrition-services/pay-for-meals/>

If a student does not have sufficient funds to pay for a school meal, it is the policy of the Bellevue School District to allow the student to charge their meal. *Snack bar or a la carte items may not be charged.* Parents/guardians are responsible for negative balances on a student's account. Parents may set limits.

All food and drinks are to remain in the COMMONS. Students should buy food for only themselves. Sharing food is strongly discouraged due to allergies and health concerns. There is no microwave available for student use.

### **Loans**

No loans are available at Highland. Students must bring their own money for lunch. If a student's family is having financial difficulty, the student or parent should contact a School Counselor or Family Engagement Specialist to arrange for possible free/reduced lunch/breakfast or available scholarships. Students are not allowed to buy, exchange or sell goods without administration permission, including any money exchange. Students are also not allowed to sell anything while at school. This behavior may result in disciplinary action.

## **ACADEMICS**

### **Academic Progress**

Parents and students may view their child's grades, class attendance, and other school related information over the internet by accessing Edupoint Synergy Student VUE. This system is intended to serve as a communication tool between the school, student, and parent.

- StudentVUE can be accessed via this weblink: <https://wa-bsd405-psv.edupoint.com/>
- Your StudentVUE username is your district ID, and the password is your district password.

The directions for how to set up StudentVUE can be found in [Grades & Attendance](#) on the Bellevue School District website. If you need assistance logging in, please contact one of your teachers, the Instructional Technology Specialist, of the Instructional Technology Curriculum Leader (ITCL).

Families can also access StudentVUE as an app on your cell phone. Download the Synergy StudentVUE app for free via iTunes or Google Play.

### **Highland's Success Opportunities**

Highland's Success Opportunities are intended to foster a growth mindset – the belief that intelligence can be developed through hard work and perseverance. Success Opportunities should never be used as a punitive measure but to reinforce that all students can benefit from additional support or additional challenge and that hard work deepens and improves learning.

### **Attend Tutorial**

Tutorial meets Mondays, Tuesdays, Thursdays and Fridays from 2:35 – 3:05 in teachers' rooms. Students may be assigned to tutorial by one of their teachers, parents, or they may choose to attend a tutorial on their own. Each teacher should determine the structure of his/her tutorial. Teachers should communicate the structure/purpose of tutorial to students. Tutorial may not be used as a punitive measure.

The time is designated for students needing extra help, to complete missing assignments or to take make-up tests. Tutorial provides additional instructional time focused on re-teaching skills and concepts, demonstrating mastery of standards, or extending and deepening students' level of understanding.

All rules apply in tutorial as they do in the regular classroom. For example, students must arrive on time and there are no electronic devices used. Attendance at a tutorial can be initiated by a student, teacher, or parent. Failure to comply with a teacher's request to attend tutorial may result in disciplinary action.

All after school clubs, sports and activities begin at 3:10. Depending on the circumstance, students may be required to miss a sport and/or activity if they are assigned to an extended learning opportunity. If a student chooses not to attend an assigned tutorial, he or she will receive an appropriate corrective action the following day.

### **Parent Conferences**

Dates for Parent-Teacher conferences are set by the school and the school district. Each building determines how these days are structured. For the current school year, Highland families can be invited to a targeted conference, which are scheduled on a need-to-need basis. In addition, parents/guardians are welcome to request a conference with any teacher at any time during the school year. Please contact the teacher or your student's counselor to arrange a conference date and time.

### **Progress Reports**

Teacher-generated progress reports may be sent home with students any time during the year. *Interim Progress Reports (IPRs)* are issued two times each year at mid-second and mid-fourth quarters for students who have a D or F in a class. These IPRs are mailed home shortly after mid-quarter.

### **Report Cards**

Report cards are issued four (4) times during the school year. They are mailed home approximately one week after the last day of each quarter.

### **Computer Use**

Highland Middle School has a fully functioning computer network with access from every classroom, library, and office. All students who access the Internet must agree to abide by student use guidelines.

Typical student use of the network might include use of an internet browser or saving work files to a local file SERVER. Access to this network, or BSDNET, the Bellevue school district's electronic network system, is a privilege, not a right. **For students, access is limited to academic use.** Violations of student access rules will be dealt with under the provisions of district policies. Penalties may include suspension or revocation of network access and related privileges. Students may not access their own personal accounts from private internet providers via BSDNET. Students publishing work on district-supported internet pages will not receive current or future compensation for their work from the district.

Important personal safety issues arise when accessing computer networks. For this reason, pay attention to the following guidelines:

- Personal information such as addresses and telephone numbers should remain confidential when communicating on BSDNET. Students should never reveal such information without permission from their teacher or other school staff.
- Students should never make appointments to meet people in person that they have contacted on BSDNET without district and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

### **Academic Integrity**

It is an expectation that all students are honest in the completion of their assignments, projects, tests, etc., and do not attempt to take credit for any work that is not a reflection of their own effort and learning.

Forms of academic dishonesty include (but are not limited to):

- Cheating on tests – giving or receiving any assistance on a quiz, test, or an assessment.
- Unauthorized collaboration – working with another student on an individual assignment, copying another student’s work or allowing a student to copy one’s own work.
- Turning in another person’s paper, project, computer program, etc. as your own or having someone else write your paper, program, or project. This includes asking friends, a parent doing your work, paying someone, using a paper writing service, etc.
- Plagiarism – using another person’s ideas, words, or work and taking credit for it as your own. This includes the copying of published materials and internet sources, as well as the work of other students. It is the responsibility of the student to cite sources of text that does not represent his/her own work.

If a student chooses to engage in academic dishonesty, they will receive the corrective action appropriate to the action.

### **Class Complaints & Concerns**

Our goal as a school community is achievement for all students at a high standard. Complaints, problems, or concerns about a child’s class should be resolved by the people who are closest to the situation. This is inclusive of academic, social and behavior issues. If issues or concerns in any of these areas arise, a meeting with the teacher, parents, and student will be held. The following process must be followed for resolving classroom/student issues or concerns:

1. Contact and/or meet with the classroom teacher to explain your concerns.
2. With the cooperation of your child, develop a plan for resolving the problem and/or concern. A good faith effort must be attempted and documented by all involved. Most issues can and will be resolved with this effort.
3. If the problem is not resolved after implementation of the plan, make an appointment with the student’s counselor. Share continued concerns and the efforts attempted thus far to resolve the problem. Enlist the counselor’s assistance and develop a plan with the counselor for resolving the problem.
4. If the problem is not resolved with the teacher and the counselor, contact the building principal for an appointment. Bring to the meeting all previous implementation efforts and plans. Clarify with the principal what actions can and will be taken in response to your concern.

A decision to make a class assignment change based on classroom concerns is the sole jurisdiction of the building principal. If a class change is warranted, the change will most likely be made within a reasonable break/time period in the academic year, i.e., the end of the term.

### **Guest Teachers**

Guest Teachers are to be treated with respect. Students are expected to comply and cooperate with the requests and directions of Substitute Teachers as they would with any staff member. Classroom disruptions or failure to follow directions will not be tolerated and will result in disciplinary actions.

### **Schedule Change Requests**

We work to provide students with schedules based on requested courses and maximum use of our resources. If a student has requested a specific course, he/she will remain in that course, as Highland’s schedule was built by student requests. If an error has been made in a student’s schedule such as an incomplete schedule, the student’s placement is inappropriate, or a repeated course, the student should fill out a Schedule Correction Request Form, available in the counseling office. Schedules will not be corrected for reasons such as changing your mind about a course request or teacher preference.

### **Textbooks**

The school district provides textbooks for all students in the district at no cost. Every student is obligated to take good care of all textbooks assigned to them or available in class. Please be sure names are written in ink in the designated place in the book in case it is misplaced. ***Fines will be assessed for lost or damaged books.***

## ATTENDANCE

Good attendance is one of the keys to student success in school. Most of the experiences that take place in a classroom cannot be duplicated for each student individually, including the discussions and the student-to-student interactions that are a vital part of each instructional day. Students are expected to be in class on time. This means that students are expected to be in their classroom, in their seats, and ready for class at the beginning of class.

If it is necessary for a student to be absent, the parent or guardian should call the **Highland Attendance Office at 425-456-6401**. Parents or guardians may also e-mail regarding a student's absence. Please direct e-mail correspondence regarding absences to [highlandattendance@bsd405.org](mailto:highlandattendance@bsd405.org).

### Excused Absences

All student absences will be classified as excused or unexcused. Absences for the following reasons will be excused if there is timely verification of such reasons provided to the school:

1. Illness or medical emergency
2. Family emergencies
3. Observances of established special days of a religious calendar
4. Pre-arranged medical and dental appointments
5. Pre-arranged school-sponsored activities, such as field trips

Excused absence notes must include student's first and last name, date, date of absence(s), reason for absence and parent/guardian name with signature.

### Unexcused Absences

An unexcused absence means that the student has failed to attend the majority of hours or periods in an average school day. Unexcused absences occur when:

1. The parent/guardian submits an excuse which does not meet the definition of an excused absence.
2. The parent/guardian fails to submit and type of excuse statement whether by phone, e-mail or in writing, for an absence.
3. The parent/guardian fails to submit the excuse in a timely manner.

### Extended Absence

If a student is absent for three or more days due to illness, a doctor's note may be required. Please note that school administrators make final determination of whether or not an absence is excused. Decisions such as these will be based on the nature of the absence and the student's attendance and academic status. **Students must arrange with the teachers to complete all the work missed during their absence.**

### Tardies

Students must check in at the Attendance Office upon arriving late for school. Students are expected to be in class on time. This means that students are expected to be in their classrooms, in their seats, and ready for class at the beginning of class. Students who show up late disrupt the teacher and the learning of others, and do not get the full value of the education being offered. When a student's tardiness becomes frequent or disruptive, the student may be referred to administration for further intervention and corrective action.

### Leaving/Returning During the School Day

Parents/guardians are encouraged to make appointments for doctor's visits and other personal or professional appointments during non-school hours.

If it is necessary for a student to leave for an appointment during the school day, we ask that they bring a signed note from a parent or guardian indicating the time of the appointment. Students are asked to submit the note to the attendance office before school, where they will receive an early dismissal slip. If you forget to send a note, please call the attendance office early in the morning so that a dismissal pass can be sent to the student.

Parents and guardians are required to sign their student out with the attendance office when leaving campus, and sign students back in should they return before the end of the school day.

### **Pre-Arranged Absences**

**In order for an absence to be considered excused, a pre-arranged absence form must be completed at least (3) three school days prior to the absence and turned in to the attendance office.** It is expected that families will schedule their vacations to coincide with the school calendar. For absences that cannot be prevented, please contact the attendance specialist to arrange for a pre-arranged absence form. Students must arrange with their teachers to complete all the work missed during their absence. [Prearranged Absence Form](#)

### **Homework During an Absence/Illness**

The attendance specialist may be called to make arrangements for homework if a student is to be absent for three or more days. Please allow the school one day (24-hours) to collect assignments from the teachers. Having an excused absence means that teachers will provide opportunities for the student to make-up the missed tests or assignments and have them count toward their term grade. An unexcused absence means that the student is not entitled to make up the missed tests or assignments. Missing work will be counted toward overall term grades.

### **Attendance & High School Credit**

Students taking classes for high school credit with excessive absences in a semester may be subject to loss of credit for that class. These classes include all World Language, Biology, Algebra 1, and Geometry classes. Absences caused by a student's observance of established religious holidays, student's participation in school-sponsored activities, or out-of-school suspension shall not be counted among the absences. Principals considering imposing loss of credit must confer with the supervisor of pupil management prior to imposing a loss of credit.

### **Unexcused Absences/Becca Bill**

The attendance office, administrators and counselors will ensure that Highland Middle School complies with the state truancy law, RCW 28a 225. The law requires parents to cause their student(s) to attend school regularly and to provide valid justification to the school when their student(s) is absent. The school will notify parents/guardians of unexcused absences. Students may be subject to consequences such as conferences, detention, in-school suspension, or loss of credit due to continued unexcused absences. Schools are required by law to file a petition with the juvenile court when a student has demonstrated a pattern of truancy. Truancy is determined based on a specific number of unexcused absences.

**-Within three unexcused absences in a month:** Parents will be notified by letter or phone. A conference will be held between the parent, student, and principal or designees for remediation/problem solving.

**-No later than the fifth unexcused absence within a month:** The district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements. Part of this process for middle and high school students includes the district taking data and taking informed steps to eliminate or reduce the child's absences. This must include a WARNS (Washington Assessment of Risks and Needs of Students) or other assessment by a school district's designees. The district will petition and affidavit with the juvenile court alleging a violation of RCW 28a.225.010. The student may make-up time or a form of suspension will be scheduled by an administrator.

***-No later than the seventh unexcused absence within a month or tenth unexcused absence within the school year:*** The school district shall file a petition with the juvenile court. A student suspension and/or a schedule change may be arranged by an administrator.

\* Please see policies and procedures 3122 section below for complete information on this process, including considerations for students with IEPs or 504 plans.

### **Withdrawal From School**

To withdraw their student from school, parents/guardians must contact the school registrar, at 425-456-6469. The student must turn in all books and materials and must have a Withdrawal from School Form signed by all of her/his teachers. A locker check must also be completed through the attendance office. All books and school property must be returned, and any fines must be paid before the withdrawal is completed.

## **ACTIVITIES**

### **Communication**

Highland and Club Jubilee offer a variety of clubs, sports, and activities after school. Some of these are offered as a year-long choice and others are offered during a specific season. Fall, Winter, and Spring are the three seasons for clubs, sports, and activities. The best way to keep up to date on when and where these occur is to check Highland's website, listen to morning announcements, and read the newsletter Highland Happenings.

### **After-school Activities**

There are a wide variety of after-school activities available at Highland. Activities include but are not limited to Mathletes, Club Latinos Unidos, Minecraft Club, Debate, D&D, to name a few. Information on various clubs and activities is given out throughout the school year and can be found on the Highland website.

### **Activity Bus**

Highland provides after-school activity buses that make abbreviated runs through Highland's bus routes. Since it does not follow the regular route, students may arrive home later than expected. Students must have an activity pass to ride the bus. Passes are available from an after-school activity advisor and given only when a student attends an activity for the fully allotted time.

## **STUDENT & FAMILY SERVICES**

### **Family Connections Center**

The Family Connections Center is staffed by Highland's Family Engagement Specialist. The center provides families with a variety of school and community-related support services. This includes access to school supplies, mealtime/break time meals, family assistance to accessing their student's grades on-line, and much more. Please visit our center or contact our Engagement Specialist at 425-456-6414.

### **School Counselors**

School counselors assist students in developing self-understanding and a positive self-concept. They help students establish goals, make useful decisions, and relate effectively with others. Their primary concerns are the educational, social, and personal needs of all students. Students wishing to visit the counselor should complete a Counselor Request form available in the main office.

**Student Health Clinic**

The student health clinic is in the office. Students that become ill or injured should check-in with their teacher to obtain a pass to the clinic. If a student is too ill to attend class, a parent/guardian will be contacted to take them home. Otherwise, the student will be sent back to class when appropriate.

**Medication**

Students who take medications at school must have a [Medication Authorization Form](#) on file with the school nurse. This is for all prescription or over-the-counter medications administered at school. It must be completed and signed by a physician and returned/faxed to the school nurse at 425-456-6499.

All medications will be kept and dispensed (as ordered by the physician) by a designated school employee unless the paperwork for 'self-administering' is completed. Prescription and non-prescription medication must be sent in the original pharmacy container. Non-prescription (over the counter) medications must be clearly labeled with the child's name, dosage, and time to be given. **No medication (prescription or non-prescription) may be given without a physician's order.** There is to be no sharing of medications of any kind. Sharing medication is grounds for immediate suspension.

**Highland Health Center**

Your child can now receive health care right at school! There is a school-based health center located in the building and available to all students at Highland Middle School. The health center is sponsored by International Community Health Services (ICHS) and its partner Youth Eastside Services (YES), with additional funding from King County's Best Starts for Kids levy. Medical professionals from ICHS and mental health professionals from YES provide services and consultations; additional health center staff work together to support your child's health, wellbeing, and academic success. Learn more about the highland health center [here](#).

**Highland Happenings**

The school newsletter is e-mailed biweekly. Highland Happenings is an excellent source of information and a way to keep informed about what is happening at Highland.

**Community Resources**

The Counseling Office has a complete list of community resources. A sampling is listed below.

24-hour Crisis Line.....866-4-CRISIS	Eastside Mental Health Center.....425-827-9100
Alcohol/drug 24- hour Help Line .....425-722-3700	King Co. Sexual Assault Resource Ctr....425-226-7273
Al-Anon/Alateen Information Service..206-625-0000	Runaway Teen Crisis Line .....800-RUN-AWAY
Child Protective Services.....800-609-8764	Therapeutic Health Services-Eastside...425-747-7892
Crisis Clinic Teen Link .....206-461-4922	Teen Link (6-10pm) .....206-461-4922
Eastside Alcohol Center .....425-454-1505	Youth Eastside Services (YES).....425-747-4937
Eastside Domestic Violence Program...425-746-1940	

**Visitors & Volunteers**

Visits to a classroom or teacher must be arranged at least 24 hours in advance. All visitors must report to the main office to secure a visitor's pass. Parent/family volunteers are needed in various ways including tutoring and assisting in the library and office. Parents/family members wishing to volunteer at school need to complete a Bellevue School District Volunteer Application, available in the main office or at <https://bsd405.org/get-involved/volunteer>

## **BULLYING, INTIMIDATION, & HARASSMENT**

### **What is bullying?**

Bellevue School District policy 3207 states: “Harassment, intimidation or bullying” means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- A. Physically harms a student or damages the student’s property.
- B. Has the effect of substantially interfering with a student’s education.
- C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational Environment.
- D. Has the effect of substantially disrupting the orderly operation of the school.

### **How to Deal with Bullying:**

- Tell your parents or other trusted adults - they can help stop the bullying.
- If you are bullied at school, tell your teacher, school Counselor, or Principal. Telling is not tattling.
  - Reports can be anonymous or confidential. Ways to report bullying include an incident reporting form, sending a note to school personnel (counselor, psychologist, administrator, etc.), calling school and/or district personnel.
- Don’t fight back. Don’t try to bully those who bully you.
- Try not to show anger or fear. Students who bully like to see that they can upset you.
- Calmly tell the student to stop...or say nothing and then walk away.
- Try to avoid situations in which bullying is likely to happen. You might want to:
  - Avoid areas of the school where there are not many students or teachers around.
  - Make sure you aren’t alone in the bathroom or locker room.
  - Sit near the front of the bus.
  - Don’t bring expensive things or lots of money to school.
  - Sit with a group of friends at lunch.
  - Take a different route through hallways or walk with friends or a teacher to your class.

### **What do you do when you see someone being bullied at school?**

*Ask yourself, “is it my job to help?”*

Think about how you might feel if the bullying was happening to you. You and other kids can lend a hand, even when you aren’t close friends with the kids who are bullied. Your school will be a better place if you help stop bullying, and making your school a better place is everyone’s job!

### **What Can I Do?**

*Lots of things! Think about what may work for you:*

- Don’t just stand there...SAY SOMETHING!
- Kids who bully may think they’re being funny or “cool.” If you feel safe, tell the person to STOP the bullying behavior. Say you don’t like it and that it isn’t funny.
- DON’T BULLY BACK! It won’t help if you use mean names or actions, and it could make things worse.

### **What if I Don’t Feel Safe Telling a Bully to Stop?**

*That’s okay.*

- No one should put themselves in an unsafe situation. How else can you lend a hand when bullying happens?
- Say kind words to the child who is being bullied, such as “I’m sorry about what happened,” and “I don’t like it!” Help them understand that it’s not their fault. Be a friend. Invite that student to do things with you, such as sit together at lunch or work together on a project. EVERYONE NEEDS A FRIEND!
- Tell the student who is being bullied to talk to someone about what happened. Offer to help by going with them.

- Pay attention to the other kids who see the bullying. (These people are called “bystanders.”) Are any of them laughing or joining in with the bullying? If yes, these kids are part of the problem. Let those students know that they’re not helping! DON’T be one of them!

**Tell an Adult** (This is IMPORTANT!!)

Chances are the kid who is being bullied needs help from an adult. The kid who is doing the bullying probably does too. Often the bullying does not get reported. Who should you tell? Think about who you could tell in your school:

- Teacher (which one would you talk to?)
- School Counselor
- Cafeteria or Playground Aid
- School Nurse
- Principal or Assistant Principal
- Bus Driver
- Other adults you feel comfortable telling.

If you need help telling, take a friend along.

**Why Don’t Some Kids Tell When They See Bullying?**

- They may not want other to think they are “tattling” or “snitching.”
- They may be afraid that the kids who bully will pick on them next.
- They may think that their friends will make fun of them for trying to help.

Telling is very important! Reporting that someone is getting bullied or hurt in some other way is NOT “tattling” or “snitching.” Adults at school can help. Ask them to help keep you safe after telling. Explain to your friends that bullying is NOT fair and encourage them to join in on helping!

**What if the Bullying Doesn’t Happen at School?**

- If there is an adult around, report the bullying to an adult (your youth group leader, minister, or sports coach).
- No matter where the bullying happens, you should talk to your parents about bullying that you see or know about. Ask them for their ideas about how to help.

We ALL must do our part! Kids who are bullied deserve to feel safe and welcome at school and in their neighborhoods. All kids do! TAKE A STAND. LEND A HAND. STOP BULLYING NOW! Check out other activities at [www.stopbullying.gov](http://www.stopbullying.gov) for more ideas about how you can “lend a hand” to stop bullying.

**EXPECTATIONS, POLICIES & GUIDELINES**

**Corrective Actions &/or Interventions (Policy 3241)**

All students will follow the rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for corrective actions, interventions, discipline, suspension and/or expulsion.

**Hall Passes**

Each student must have a hall pass if they are out of the classroom at any time during a class period. If a student needs to leave a classroom for any reason, the student must first have permission from the teacher.

**Personal & District Property**

Personal property should not be left unattended at school and students should not lend their personal property to other students. Students are strongly discouraged from bringing expensive items to school. Students should not bring more than \$5.00 to school at any one time. The school or district is not responsible for recovery of money or property lent, lost, or stolen. Please make sure to lock up bikes on the bike rack. Students are expected to respect the school building, grounds, facilities, and those who maintain them. Any student who defaces, damages, or destroys school property or the personal

property of individuals will be required to repair or replace the damaged item and/or bear the cost of it. The students may also face further corrective action. Except in cases of accidents, students are liable for all damage caused to school or personal property.

### **Lockers**

Students have the option get a locker each year. **Do not give your combination to anyone else or share lockers.** Any changes in locker assignments will be handled by the main office only. It is the students' responsibility to see that their locker is kept locked and in order at all times. Please report any problems concerning locks or lockers to the main office promptly. ***Personal items cannot be stored in the main office.***

Broken or damaged lockers will be charged to the student assigned to the locker, including, but not limited to Sharpie marks, dents, decorations that cannot be removed, stickers that cannot be removed, etc. Exterior decorations, such as decoration for a birthday or holiday will be taken down after 24 hours by the student. After that time, the student assigned to the locker will be notified and directed to take down the decorations.

In addition to school lockers, students participating in physical education, dance, or yoga are issued a gym locker. When dressing for an activity, all belongings must be placed and secured in this locker.

**Warning:** lockers are only for student convenience and should not be viewed as secure. Do not leave valuables in lockers. The school will not be responsible for anything lost or stolen from lockers, or items left in unlocked or unsafe areas as the lockers belong to the school district. Lockers and combination locks are a permanent part of the building, Highland administration reserves the right to inspect them at any time per district policy 3230. At any time, administration and the law enforcement agency may do periodic K-9 checks to ensure we maintain a safe learning environment for all students.

### **Students and Telecommunication Devices/Cell Phones**

**In accordance with Policy 3245, telecommunication devices (cell phones) will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger or a school administrator authorizes the student to use the device.**

Highland is not responsible for lost, stolen, damaged or broken items that should not be at school in the first place. In addition, students who have been given permission to use video cameras and photography cameras must have a badge to designate use. Without such permission, recording events or activities during school, whether via (cell phone) camera, video camera or voice recording, is not permitted and may result in corrective action.

Students who have personal cell phones, telecommunications, or electronic devices, on or in sight in the classroom, without teacher permission, will be subject to corrective action. The following will occur:

- Discuss school/class expectation and have the student put the phone away (warning).
- If the phone comes out again, the student will turn it in to the teacher for the rest of the period.
- If the student refuses to comply, parents will be contacted via phone call and a plan will be made.

### **Dress Policy**

All students are expected to dress appropriately for school. BSD (Bellevue School District) Board Procedure 3224 states, "the student and parent/guardian(s) may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not: A) lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives; B) create a health or other hazard to the student's safety or to the safety of others." If the student's clothing does not follow these guidelines, the student will be asked to make the appropriate changes. The student's parent will be notified if the student is non-compliant. Corrective action may take place if the behavior continues.

Examples of student dress that are prohibited include, but are not limited to:

- States or implies intimidation, discrimination, or ridicule based on a legally protected status such as race or gender.
- Displays words, pictures, or references to profanity, alcohol or marijuana, tobacco, illegal drugs, weapons or sexual innuendo.
- Displays words, pictures, references that create an atmosphere in which a student, staff, or other person's well-being is affected by undue pressure, behavior, intimidation, overt gesture, threat of violence, gang membership or affiliation.

### **Unnecessary Items**

The following items have been found disruptive to the learning process and are not allowed at school unless designated by a teacher or before/after the school day. These items may be confiscated by staff members and held in the office until a parent/guardian comes pick the item(s) up should they be confiscated on campus during the school day: Axe & all other deodorant sprays, spray perfumes and colognes, laser lights/pointers, permanent markers (e.g., Sharpies), toys, stuffed animals, etc.

Gum chewing is discouraged at Highland Middle School due to damage to furniture and carpeting. Students should not bring gum to school.

Due to health and safety concerns, laser pointers and aerosols/sprays are not allowed on campus. Students should not bring or apply body sprays (Axe sprays, etc.), colognes, or perfumes anywhere at school including the locker rooms (please use stick, gel, or roll-on deodorants instead). Using aerosols/sprays at school can cause health problems and concerns for many people on our campus (students with asthma, etc.). If you choose to apply these scents, please do so prior to coming to school. Students choosing to bring any of these prohibited items to school will have the item confiscated.

### **Balloons**

Balloons may cause a disruption to the learning environment; therefore, we ask that students do not bring balloons to school. Any balloons brought to school will be stored in the main office until the end of the school day. In addition, latex balloons may be hazardous to the health of individuals with allergies to latex.

### **Cafeteria/Commons Expectations**

Cooperation in the cafeteria/commons is essential in order to allow everyone to be served lunch quickly and to maintain a positive lunchtime environment. Every student will benefit if the following expectations are observed:

- Follow cafeteria procedures.
- Follow directions given by lunchroom supervisors and be courteous to kitchen servers.
- Walk at all times.
- Wait patiently in line. No cutting or pushing in the lunch lines.
- Select only what you are going to eat. Do not make purchases for others.
- Have your money ready when you reach the cashier and know your lunch code number.
- Remain seated while you are eating.
- Speak in an inside voice (no shouting or yelling)
- **Clean your table area before leaving. Throw away all trash, stack your trays, and recycle/compost appropriately.**
- At "half-time" students may go outside, go to the library, or stay in the cafeteria. Food and drinks are NOT allowed outside the cafeteria.
- Throwing food, trash, cans, etc. or anything that could potentially harm another student is prohibited.
- Laptops may only be used AFTER "half time."

### Food Sharing

Safety is a top priority at Highland. This includes being aware of and respecting the allergies many students have in our school. We discourage students from sharing food.

### Food Delivery Services

Highland has many options for students during each meal. Students and families are not permitted to order food from an outside deliver service or restaurant. We will not accept orders for any student. Students are not permitted to meet a delivery person during school hours.

### Transportation & Bus Conduct

Students that are able to ride a bus have a district bus pass to use their assigned bus route. Violation of school bus rules can create an immediate danger to the health and safety of others. Student conduct on the buses and at the bus stops must reflect good judgment and meet all expectations for Highland Middle School students.

Students are expected to:

1. Cooperate with the driver at all times and comply with all requests and directions
2. Be courteous. Do not use obscene/profane language. Talk quietly.
3. Stay in their seats at all times.
4. Keep their head, hands, and feet inside the bus.
5. Keep the bus clean. Throw away all litter.
6. Cross the street in front of the bus – never behind it.

Students should be aware that the school bus drivers have the right to assign seats on the bus at any time. If a student misbehaves at the bus stop or on the bus, they may be issued a Student Conduct Citation or a bus ticket by the bus driver. If this happens, the following will occur:

- **First Citation:** The student will have a conference with an Administrator and consequences of any further student citations will be explained.
- **Second Citation:** Automatic loss of riding privileges for a period of five (5) school days.
- **Third Citation:** Automatic loss of riding privileges for a period of thirty (30) school days.
- **Fourth Citation:** Automatic loss of riding privileges for the remainder of the school year.

**Serious Bus Rule Violation:** Any major infraction of the rules or severe inappropriate behavior (insubordination or endangering another passenger) shall result in immediate suspension of bus riding privileges for the balance of the semester or school year, as determined by the Transportation Department.

### School Bus Passes for Temporarily Riding a Different Route

Students wanting to go with another student on a different bus must submit a written note from their parent to the office during that school day (and before 7th period). Once verified, the student will receive a special stamp from the attendance or main office authorizing them to ride the different bus. However, only regular passengers will be allowed to ride if the bus is full.

### Assembly Expectations

- Pay attention, listen, and participate as directed.
- Phones are to be put away – photos/videos are not allowed.
- Students are to sit with their teachers.
- Express appreciation using appropriate applause.
- No disruptive behavior (i.e., horseplay) allowed.
- When dismissed, leave the assembly in an orderly manner.

### **Inappropriate Displays of Affection**

Overt displays of affection including handholding, kissing and prolonged hugging, makes students, parents, and staff uncomfortable and are discouraged at school. Students engaged in an inappropriate display of affection will be asked to stop and may be referred to an administrator for possible disciplinary action.

### **Delivering Messages and Personal Items During the Day**

Parents are encouraged to make arrangements with their students prior to coming to school. Please try to keep daily messages called in to the school for your student to a minimum, so as to avoid classroom interruption. In an effort to minimize the number of disruptions to the classroom learning environment, notes or other correspondence to students from parents or activity advisors will not be delivered during the school day except in cases of emergency. Emergencies do not include reminders to stay for tutorial or activities, reminders for appointments, reminders to bring instruments home, or arrangements for rides. Please communicate this information to your child before they come to school and have them write this information in their agenda. Parents should keep in mind that cellphone use is not allowed during class-time, so text messages should be sent during lunches or after school.

Notes and personal items (such as forgotten instruments, lunches, clothing, etc.) That are not emergencies can be taken by the office and left for students to pick up during passing times or their lunch. There is a designated pick-up spot for these items in the main office. These will not be delivered. Please plan ahead for this type of correspondence.

We will deliver messages from the attendance office for emergencies, except the last 15 minutes of school.

### **Student Phone**

There is a courtesy phone in the Main Office for student use. You must dial 9 before entering your number. Students are not allowed to have cell phones visible or use them during school hours unless they are using the cell phone with permission in the main office.

### **Field Trips**

Whenever a student leaves the school grounds for a student activity, a Parent Permission Slip must be completed by a parent or guardian. All students/families should have completed Final Forms information. <https://bellevue-wa.finalforms.com>

### **Emergency Drills & Procedures**

Regular emergency disaster drills are scheduled during the school year including fire, earthquake, and lockdown drills. To ensure efficiency and safety, students need to treat each drill as if it was a real emergency. Students should remain quiet throughout the entire drill and follow their teacher's directions.

### **Possession of Alcohol, Tobacco, &/or Drugs**

The possession of drugs, drug paraphernalia, alcohol, cigarettes, vapes, or tobacco products are not allowed at Highland Middle School or any other school. The use, sale, or exchange of these items is illegal and is also prohibited. The unauthorized use, sale, or exchange of medical prescriptions is also prohibited. Students who violate this policy are subject to disciplinary action up to and including expulsion from Bellevue School District.

### **Weapons**

The possession of any dangerous weapons or look-alike weapons (knives, laser lights, explosives of any kind including smoke and stink bombs, firearms) are prohibited and possession will result in immediate disciplinary action including and up to a suspension, expulsion, and referral to the Bellevue Police Department.

## **ONE TO ONE AT HIGHLAND**

A laptop/touchscreen tablet is distributed to every student at Highland. This will allow students to learn and collaborate in exciting new ways. Each student is responsible for maintaining their device and returning it at the end of the academic year, if necessary. Below is some information about laptop use, expectations, tips, and fines. Please refer to our district's document, [Student & Parent One-to-One Device Handbook](#), for full details.

### **Technology Responsible Use**

#### **Statement of Purpose**

Bellevue School District educators believe that technology allows for unique opportunities for students to learn, thrive, innovate, create, communicate, collaborate and so much more. Regular use of technology for educational purposes provides students an opportunity to become responsible digital citizens. We expect all students to be thoughtful and responsible digital citizens, who are empowered to make good choices as they use technology to enhance their learning experience.

BSD provides device, network, email, software and other technology resources to students as part of the learning environment. Its effectiveness relies on everyone's responsible and ethical use. A violation of these expectations, the district's policies and procedures, and/or the student handbook, may result in consequences. Activity and communications while using district technology are neither private nor confidential.

#### **Responsible Use Pledge**

Students will use district technology safely and responsibly in support of education, research and the core values of the district. Students will agree to:

- Read the Bellevue School District's [Acceptable Use Procedure 2022P](#)
- Follow their teacher's/school/district instructions when using technology
- Use technology carefully, productively, and appropriately
- Be polite and considerate and will use appropriate language. Students will not swear, use vulgarities, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or view offensive material
- Never use technology to bully, harm or frighten others
- Tell an adult if you read, see or access something inappropriate
- Refrain from interfering with or circumventing any network security, privacy or filtering measures
- Conserve limited and shared district resources, including devices, networks, software and other technology (e.g. limit music/video streaming and cloud file storage to educational purposes)
- Not share passwords, except with your teachers, technology staff, or parents/guardians
- Only use own files and folders. Students will not access another individual's files without their permission
- Not reveal or share/post personal information or the personal information of others (e.g., passwords, address, and/or telephone numbers)
- Follow copyright laws, licenses and terms of other use agreements related to learning

#### **Technology Equipment Responsibilities**

Students agree to:

- Bring their district-issued device to school each day fully charged and ready to use
- Not leave their device unattended at any time at school or in a public place
- Not remove the district's barcode label or mark the device with stickers, markers, scratches, engravings, etc.
- Not remove the hard drive and/or modify the device's operating system in any way
- Report any problems with device to teacher and/or building support staff
- Return district-issued device(s) at the end of the school year. Students will be charged for any damage and/or missing equipment (e.g., laptop, stylus, charger, and bag)

### **Consequences for Dishonoring Pledge**

One or more of the following consequences may be imposed:

- Notification to parents/guardians
- Suspension of device and/or technology privileges
- Detention, suspension, expulsion from school and school-related activities
- Financial responsibility for damage or loss of district-issued device(s)
- Legal action and/or prosecution

### **Internet Safety Resources**

Commons Sense Media offers a wide range of resources for students, parents and educators to help them navigate our modern medial safely. Their website is <http://www.commonsensemedia.org/>

### ***Rules of the Road for Students***

1. Guard your privacy. What people know about you is up to you.
2. Protect your reputation. Self-reflect before you self-reveal. What's funny or edgy today could cost you tomorrow.
3. Nothing is private online. Anything you say or do can be copied, pasted, and sent to gazillions of people without your permission.
4. Assume everyone is watching. There's a huge, vast audience out there. If someone is your friend's friend, they can see everything.
5. Apply the golden rule. If you don't want it done to you, don't do it to someone else.
6. Choose wisely. Not all content is appropriate. You know what we mean.
7. Don't hide. Using anonymity to cloak your actions doesn't turn you into a trustworthy, responsible human being.
8. Think about what you see. Just because it's online doesn't make it true.
9. Be smart, be safe. Not everyone is who they say they are. But you know that.

## BELLEVUE SCHOOL DISTRICT POLICIES AND PROCEDURES

What follows are summaries from Bellevue School District (BSD) policies and procedures of policies where publication/notification is either required or encouraged. Complete policies and procedures can be found in the BSD [digital policy and procedure manual](#) found on the District website. The title of each policy and procedure is hyperlinked to the specific policy and procedure.

### [POLICY 3207](#) AND [PROCEDURE 3207P](#) (PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING)

The 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 electronic, written, verbal, or physical act including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- A. Physically harms a student or damages the student’s property.
- B. Has the effect of substantially interfering with a student’s education.
- C. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school.

The procedure applies to harassment, intimidation, and bullying targeted at students carried out by other students, employees or third parties involved in school District activities. Because students can experience the continuing effects of off-campus harassment, intimidation, and bullying in the educational setting, the District will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus.

Other important information included in the complete procedure (linked above):

1. How to file a report under Policy 3207/Procedure 3207P
2. The District’s responsibility to contact individuals who report within two days to acknowledge receipt and advise reporter of next steps
3. Detailed information about the District’s informal and formal resolutions processes

The Bellevue School District makes available *Vector Alert*, which is a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways: text, email, phone, and website. Report harassment, intimidation or bullying with [Vector Alert](#) .

Nancy Pham is the District’s Harassment, Intimidation, and Bullying Compliance Officer.

Phone: (425) 456-4040

Email: [phamn@bsd405.org](mailto:phamn@bsd405.org)

Mailing address: 12111 NE 1st Street, Bellevue, WA 98005.

### [POLICY 3210](#) AND [PROCEDURE 3210P](#) (NONDISCRIMINATION)

Bellevue 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 employees have been designated to handle questions and complaints of alleged discrimination:

**Civil Rights, Racial Discrimination, and Gender Expression or Identity Discrimination:**

Civil Rights/Nondiscrimination Compliance Coordinator Nancy Pham, (425) 456-4040 or [phamn@bsd405.org](mailto:phamn@bsd405.org)

**Sex-based Discrimination, including Sexual Harassment:** Title IX Coordinator: Jeff Lowell, (425) 456-4010 or [lowellj@bsd405.org](mailto:lowellj@bsd405.org)

**Disability Discrimination:**

Section 504/ADA Coordinator: Heather Edlund, (425) 456-4156 or [edlundh@bsd405.org](mailto:edlundh@bsd405.org)

Mailing address for all three: 12111 NE 1st Street, Bellevue, WA 98005

**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 the Bellevue School District's nondiscrimination policy and procedure, contact your school, district office, or view it online here:

Policy 3210 (Nondiscrimination - Students): <https://bsd405.org/wp-content/pdf/policy/3210.pdf>

Procedure 3210P (Nondiscrimination - Students): <https://bsd405.org/wp-content/pdf/policy/3210P.pdf>

Policy 5010 (Nondiscrimination - Staff): <https://bsd405.org/wp-content/pdf/policy/5010.pdf>

Procedure 5010P (Nondiscrimination - Staff): <https://bsd405.org/wp-content/pdf/policy/5010P.pdf>

**POLICY 3205 AND PROCEDURE 3205P (PROHIBITION OF SEXUAL HARASSMENT: STUDENTS)**

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 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:

Policy 3205 (Prohibition of Sexual Harassment - Students):

<https://bsd405.org/wp-content/pdf/policy/3205.pdf>

Procedure 3205P (Prohibition of Sexual Harassment - Students):

<https://bsd405.org/wp-content/pdf/policy/3205P.pdf>

Policy 5011 (Prohibition of Sexual Harassment - Staff):

<https://bsd405.org/wp-content/pdf/policy/5011.pdf>

Procedure 5011P (Prohibition of Sexual Harassment - Staff):

<https://bsd405.org/wp-content/pdf/policy/5011P.pdf>

## **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 resolve your concerns.

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

#### ***Step 1. Write Out 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 thirty (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 thirty (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 Disciplinary Appeals Council (DAC). You must file a notice of appeal in writing to the secretary of the school board within ten (10) calendar days after you received the school district's response to your complaint. The DAC will schedule a hearing within twenty (20) calendar days after they received your appeal unless you agree on a different timeline. The DAC will send you a written decision within thirty (30) calendar days after the district received your notice of appeal. The DAC'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 twenty (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](#)

### **POLICY 3211 AND PROCEDURE 3211P (GENDER-INCLUSIVE SCHOOLS)**

The board believes in fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the board recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community. Specific training requirements are included in the accompanying procedure to this policy. The superintendent will appoint a primary contact to serve as the district compliance officer and to receive copies of all formal and informal complaints. The name and contact information for the compliance officer will be communicated and published widely throughout the district. The district compliance officer will participate in at least one mandatory training opportunity offered by OSPI.

This policy and its procedure will support district efforts to provide a safe learning environment by facilitating district compliance with local, state, and federal laws concerning harassment, intimidation, bullying, and discrimination. Complaints made under this policy and procedure are processed under Policy 3210 and Procedure 3210 (Nondiscrimination), which are summarized above.

#### **POLICY 3241 AND PROCEDURE 3241P (STUDENT CONDUCT/DISCIPLINE)**

The District is committed to ensuring a safe and productive learning environment in which students are provided every opportunity to learn. To ensure that each and every student has equitable access to educational services and that student behavior does not result in a loss in educational services, the District has eliminated short-term suspensions and provides access to educational services during long-term suspensions and emergency removals. The District is also committed to reducing the disproportional impact of out-of-school suspensions and expulsions on any identifiable group of students including those with disabilities. The District will achieve its commitments by the application of positive behavior supports and principles, while recognizing that there will be times when the application of corrective action is necessary.

Other important information stated in each procedure (linked above):

1. [List of Behavioral Violations](#)
2. Requirements of the School for determining and implementing corrective action, including **Classroom Exclusions, In-School Suspension, Long-Term Suspensions, Expulsions, Emergency Removals, and Reengagement**
3. Parent and Student Grievance/Appeal Rights and Process/Timelines

#### **POLICY 3122 AND PROCEDURE 3122P (ATTENDANCE)**

The Bellevue School District believes that regular school attendance and engagement is essential to student success. Students are expected to attend all assigned classes each day. Students at times may appropriately be absent from class. In the full policy and procedure, linked above, you will find more information about:

1. How to report an absence
2. Definitions of an absence for in-person, synchronous, and asynchronous learning
3. Absences deemed excusable under Washington state law
4. Districts duties upon chronic absenteeism and unexcused absences

#### **POLICY 4220 AND PROCEDURE 4220P (COMPLAINTS CONCERNING STAFF OR PROGRAMS)**

The District's complaints process is based upon the principle that most issues can and should be resolved at the level the decisions were made. Every effort shall be to resolve concerns and complaints through informal communication. If informal resolution attempts fail to provide an acceptable outcome for the student, then the formal complaint process is available. The district is committed to resolving concerns and complaints about school and district programs, policies, procedures, actions, and decisions of employees in an effective, efficient, and timely manner by initiating the complaint with the person(s) responsible for the program, event, action, or decision.

When addressing informal complaints, the involved parties should:

- Begin the conversation with the acknowledgement that each is operating with the best of intentions.
- Work collaboratively to understand the other's point of view.
- Work to resolve the concern through conversation before initiating a formal complaint.

When a complaint has not been resolved through informal attempts at resolution, the complainant may initiate a formal complaint, in writing within thirty (30) calendar days of the attempt at informal resolution. Any informal complaint not resolved at the school level is directed to the Office of School Support and must include:

- Detailed statement of the complaint
- Steps taken to address the complaint
- Suggested resolution(s) to be considered

The Office of School Support will assign a person responsible to meet with the complainant for understanding the complaint and what resolution(s) has already been considered. This person will provide a written decision addressing the complaint within ten (10) calendar days upon receipt of the complaint. Resolution decisions are final except for appeals to the Superintendent of Public Instruction, other agencies, or the courts, as provided by law.

### **POLICY 2151 AND PROCEDURE 2151P: INTERSCHOLASTIC ACTIVITIES**

The Bellevue School District offers a program of interscholastic activities. It is important to remember that while participation in extra-curricular programs is not an entitlement, the district is committed to equitable access to these activities for each and every interested participant.

Included in the policy and procedure linked above is detailed information for those interested in participating in these activities.

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- I. Athletic/Activities Code of Conduct:** Details corrective action applied when participants who exhibit any of the behaviors that rise to the level of exceptional misconduct as defined in Policy and Procedure 3241 (Classroom Management, Discipline and Corrective Action), including illegal drug and alcohol usage. Included in this provision is specific information about how this provision is applied to participants, including appeal rights.
- II. Attendance Requirement:** Details expectations for student athletes and school attendance on days of practices and competitions. Coaches are provided with a daily printout of attendance to ensure their athletes are eligible to practice or compete. In rare, extreme, and extenuating circumstances beyond the control of the student, eligibility to practice or compete may be granted in advance on a case-by-case basis.
- III. Grade Point Requirement:** details the district's grade point average requirement for participation in high school athletics.
- IV. WIAA Compliance and Coaches:** explains that high school athletic programs must adhere to Bellevue school district board of directors and the Washington interscholastic activities association (WIAA) rules and procedures. Each school is to have procedures in place for selecting adult advisors/coaches; for annually notifying parents and participants of rules, regulations, and expectations in each sport/activity; and for supervising and evaluating coaches/advisors and programs. This provision includes information on how to report a potential violation of district or WIAA rules.
- V. Non-WIAA Sports:** the Bellevue school district board of directors has authorized club sports in water polo, lacrosse, and girl's badminton as "non-WIAA sports" within the meaning of policy 2151. Students who participate in approved non-WIAA sports must be residents of the Bellevue school district. The board will not authorize a club sport for a high school where the high school has a WIAA-sanctioned sport or activity.
- VI. Athletic Eligibility for Big Picture and International Schools:** students who attend one of the Bellevue school district "choice" schools serving students in grades 9- 12 will maintain athletic eligibility at the comprehensive high school serving the neighborhood in which they reside. Students attending Big Picture School who do not reside in the Bellevue School District are eligible to compete for Sammamish High School. Students who attend

international school and do not reside in the Bellevue school district are eligible to compete for Bellevue high school.

- VII. Sunday practices and competitions:** all interscholastic athletic activities must take place between Monday and Saturday; therefore, Sunday practices and competitions are prohibited. Athletic directors may request an exception to the competition prohibition by making a request in writing to the district athletics and activities director in advance of the competition.
- VIII. Program evaluation:** the district conducts an annual review of each program is required to ensure that each program is meeting the goals of the district and the needs of the students. Such reviews must include broad-based input from participants and their families. Each athletic program will conduct a survey of student athletes and parents as a source of data to inform athletic directors and administrators in their annual review and to provide informative feedback to coaching staff.