

International School – Home of the Titans

445 128th Ave SE Bellevue, WA 98005
Main Office: (425) 456-6500 Attendance
Office: (425) 456-6545 <http://www.bsd405.org/international/>

2023 – 2024 Student Handbook

Welcome to International School (IS), home of the Titans! The International School Student Handbook serves as a reference to familiarize students and families with school and district expectations designed to support students in the pursuit of academic success, college and career readiness, and a positive and productive life. It is our hope that many of the questions that may arise will be answered here.

School Vision

The International School offers the finest educational experience to all its students, one which is unsurpassed in preparing students intellectually, socially, creatively, physically, and emotionally so they are inspired to become lifelong learners and realize their dreams in the world at large.

School Mission

The International School strives to offer the best comprehensive secondary education in the United States, providing a unique focus on the phenomenon of globalization and actively teaching the principles of global citizenship. The school and its staff demonstrate leadership in developing the most integrated and effective curriculum in all academic areas, as well as offering a nurturing and supportive learning community that builds strong relationships among students, parents, faculty, and administration. The International School continually assesses and refines its practices to ensure high expectations for all students.

Globalization: The International School provides a critical understanding of globalization in its political, economic, social, cultural, technological, and environmental dimensions. Students comprehend the increasing interconnectedness and interdependency of the different regions and peoples of the world.

Global Citizenship: The International School teaches its students the principles of local, national and global citizenship. Students are encouraged to accept their inherent responsibility as members of the human community and fulfill their duties to the world through active service.

Curriculum: The International School provides a challenging and integrated 6-12 education that is widely recognized. The staff takes a leading role in curriculum development and engages in significant interdepartmental and intra-district collaboration. The school leads the way in promoting student academic achievement, scholarly research, and service learning. Students demonstrate the values of self-reliance, integrity, and responsibility.

Community: The International School is a learning community that supports all students of all backgrounds and ability levels, fostering self-confidence, self-discipline, and self-worth in every student, enabling them to realize success in school and beyond. Its unique learning environment is characterized by the close student, teacher and family relationships that develop over a seven-year course of study in a small school environment. A strong sense of community is based upon the values of mutual respect, sincere compassion, shared responsibility and continual self- reflection.

Titan Values

The International School Community will be a safe environment where all members commit to learning and operating with the following values in mind.

Integrity is the value of being honest and demonstrating respect for the feelings, wishes, traditions, and identities of others. Integrity guides us in our decision-making regarding how we treat one another as fellow human being and how we treat our shared space. We commit to acting with integrity and reflecting on our actions and the impact they have on ourselves and our community.

Creativity is the use of the imagination or original ideas. We commit to delving into our imagination, pursuing our passions. We use our creativity to contribute to problem solving, to seek new ways of doing things, and to express our ever-evolving thoughts and to explore our beliefs.

Collaboration is the act of working with others to produce or create something. We develop relationships with one another and the skills to work in teams in order to solve complex problems, find solutions, and support one another. We commit to working together and welcome the contributions of others.

Growth is the process of developing or maturing academically, physically and emotionally. We are developing academically, physically, socially & emotionally. We will work together to foster a kind and supportive community. We value the process of improving academically, physically, emotionally, and socially.

Attendance Procedures

Attendance Office Phone: 425-456-6545

International School's attendance procedures follow the Bellevue School District Attendance Policy 3122 and Procedures 3122P, found at the end of this handbook. International School's procedures in implementing Policy 3122 are included in the document. All student absences will be documented as excused or unexcused.

Reporting an Absence

For an absence or tardy to be excused, a parent/guardian or adult student must communicate the reason for the absence/tardy to the Attendance Office early on the same morning of the absence/tardy. Please call 425-456-6545 or email the attendance secretary. If the school is notified within two school days upon return following an absence, the absence will be excused if falling under Excused Absence items 1 – 5 below. If no communication from the parent or guardian is received within two days, the absence will be marked unexcused.

Excused Absences

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
6. Absences which, according to the discretion of the principal, or his/her designee, after consulting with the parent, guardian, or adult student, may be deemed appropriate but not covered in the above-stated instances for a maximum of five days

For absences pertaining to item 6 above, a parent/guardian must contact the Attendance Office by written note or email to request approval for an excused absence to meet this criterion. The student will be provided with a Pre-Arranged Absence form (also available online) to be signed by each of the student's current teachers and by the parent/guardian. The completed paperwork must be submitted to the Attendance Office

at least five (5) days prior to the absence to be considered for excusal. Paperwork received less than five school days prior to the absence will be considered an unexcused absence. Any other missed days for non-school reasons or those outside the valid excused policy guidelines will be considered unexcused.

Late Arrival/Tardy Excused and Unexcused

At International School, students are expected to demonstrate responsibility, including time management, by arriving to class in a timely manner, with proper materials, and being ready to learn at the start of class. Students who arrive to campus after school has begun must report immediately to the Attendance Office to sign in. All students will need a 'Tardy Slip' to be admitted to class.

The following late arrival reasons will not be considered excused: traffic, car trouble, alarm not working, family members who are late, late carpool, and power outages. Late arrivals for illness, medical/dental appointments and unforeseen family emergency will be excused.

If a student's tardiness becomes frequent or disruptive, the student may be referred to the principal or counselor and may be subject to corrective action, including:

1. Notification to parents
2. Lunch detention (grades 6-12) and loss of off campus lunch privileges (grades 9 – 12)
3. Conference with student, parent and school official for problem solving/remediation
4. Other interventions as necessary and appropriate

Unexcused Absences

State law requires schools follow specific steps for unexcused student absences including:

1. Conferencing with student, parent(s) and school official after the third unexcused absences within a month for remediation/problem solving;
2. Conducting an intervention assessment after the second unexcused absence and before the fifth unexcused absence to determine appropriate interventions to eliminate or reduce the student's absences;
3. No later than the student's fifth unexcused absence in a month, the school/district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements. The district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010;

If the above action fails to correct the attendance problem, the district will file a petition with the juvenile court for students under the age of 18 alleging a violation of RCW 28A.225.010 by the parent, student or parent and student in accordance with the direction given by the juvenile court and the prosecuting attorney's office. This will occur no later than the seventh unexcused absence within any month during the current school year, or upon the tenth unexcused absence during the current school year.

Early Dismissal

Students are expected to remain in class, engaged in learning, until the end of the class when dismissed by the teacher. When there is a valid and excused reason for leaving class or school early, students are expected to report to the Attendance Office before school on the morning of the early dismissal. With parent/guardian approval via written note or prior email or call, the student will receive an Early Release slip. The student is to carry the Early Release slip with him/her throughout the day until the class period and time when the student needs to leave.

At the time of the early release, the student is to show the Early Release to the teacher to be excused. The student may only leave class with the signed Early Release. It will be the student's responsibility to keep track of time and leave class to meet his/her parent/guardian at the Attendance Office window to sign out.

Please make every effort to have the early dismissal prearranged, as it is disruptive to the entire class to call students out of class when prior permission has not been given.

Students must sign out when leaving campus at any time during the school day. Students will not be allowed to leave campus without an excused note or without their parent/guardian stopping by the office to sign them out. If a student leaves class or school early without permission or it becomes frequent or disruptive, the student may be considered truant and subject to the procedures for unexcused absences.

School related absences and outside-the-school-day activities

School related absences include, but are not limited to, senior project activities, rehearsals, performances, socials, dances, practices, ASB activities, or school sponsored sporting activities. Students are expected to be in attendance on days of activities, practices, and competitions. In the case of a sporting event, it is the student's responsibility to notify his/her coach/advisor/director concerning absences. Eligibility to participate is based on the following:

- Students must attend a minimum of 2 classes for a 3-period schedule;
- Students must attend a minimum of 3 classes for a 4-period schedule • Students must attend a minimum of 4 classes for a 6-period schedule;
- Students must attend a minimum of 5 classes for a 7-period schedule;

Attendance can be viewed any time online by going to the Bellevue School District web page (www.bsd405.org) and clicking on Grades and Attendance. You will need your student's ID number and a special pin code. The student number and pin code can be obtained from the main office. If you have questions, please call the Attendance Office at 425-456-6545.

Sanctions

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in accordance with state and district regulations regarding corrective action or punishment consistent with [Policy 3241](#) and [Procedure 3241P](#) (Classroom Management, Corrective Actions or Punishment)

Campus Life

Academic and Emotional Support

International School provides a wonderful, stimulating education for all students. This challenge happens in a very rigorous academic environment. At times, students will experience positive and negative stress in meeting these challenges.

Students are encouraged to maintain open lines of communication with their teachers to discuss academic or emotional situations that may arise. Teachers will also provide supportive dialogue with students and families in working to address needs. In addition, the Principal, Assistant Principal, Counselors, Counseling Secretary, and Registrar are all available for appointments by calling the main office.

Students and parents/guardians may view Grades and Attendance online at any time with Internet access. It is important to remember that grades viewed online may not be 100% up to date, but are nonetheless a good indicator of progress. Grades and Attendance can be viewed online using Synergy.

Athletic and Activity Participation

High School: High school students may play sports on teams for their neighborhood school. Students are responsible to ensure they satisfy academic and physical requirements for sports eligibility, and to provide

transportation to and from practice and games. For athletic participation at other Bellevue School District high schools, please contact the school's Athletic Director for specific information on procedures.

Middle School: All middle school students can participate in any or all of the activities in the BSD intramural program. Activities change seasonally and may include badminton, ultimate Frisbee, track, and volleyball. Activities are offered throughout the year beginning at 3:45 (after Tutorial). Club Jubilee also sponsors after-school activities that are free for all students and skill levels. For more information and to register your student for an activity, please visit: <https://bsd405.org/international/titans/athletics/>

Campus Safety/Closed Campus

The International School is a closed campus during school hours. Once students arrive at school, they are expected to remain for the entirety of the school day unless prior permission has been given and early dismissal procedures are followed. Approved exceptions to this may be granted to Sophomore, Junior, and Senior students who are permitted to leave campus during lunch only. In addition, Seniors who have been excused to fulfill the requirements of Senior Project during the second semester may also leave campus. Seniors will be notified by their Senior Project teacher as to when they are excused from campus. Once excused, Seniors are expected to be off-campus working on their projects during this senior block class time. Arrangements to remain on campus should be made with the Senior Project teacher.

Clinic

In the case a student becomes sick or injured, office staff members are trained in basic first aid in the absence of a school nurse who is not on-campus at all times. Students who are unable to return to class due to illness after resting no more than 20 minutes in the Clinic will be asked to communicate with parents/guardians to arrange for pickup from school or return to class.

Clubs/Activities/ASB

International School is proud to offer students the opportunity to participate in a number of clubs and activities. Clubs are an excellent way to build community and make friends with others who share similar interests. If you are interested in participating in one or more of the clubs and activities, please contact the club's Advisor or an ASB Advisor. Clubs may vary slightly each year based on student interest and Advisor availability. For a list of clubs, please visit: <http://www.bsd405.org/international/titans/clubs/>

For club/activity participation at International, the following procedures apply (excluding middle school intramurals):

- Students who wish to participate in ASB clubs must purchase an ASB card.
- At the start of the "season" (as determined by the club/activity advisor), students will complete a grade check form.
- If the student is passing 5 out of 7 classes, the student will be allowed to participate during that "season".
- If the student is not passing 5 out of 7 classes, the student will not be allowed to participate during that "season".
- For activities starting near the beginning of a semester, the previous semester's final grades will be used.
- For activities that last for longer periods of time or the entire year (e.g. ASB and Robotics), the advisor will conduct additional grade checks throughout that activity's season, approximately every 6-8 weeks. Any student serving in a leadership role is expected to follow all school rules and procedures and represent International in a proper manner. Failure to do so will result in the removal of the leadership position as determined by the school administration.

Communications

- Daily Bulletin: The daily bulletin is called the Titan Times, and is read every morning. The update will inform students about that day's events, as well as the days to come. A copy is posted in the main office.
- The Monday Messenger: The International School News is distributed by email every Monday by ISPTSA and then posted online at www.isptsa.org. You can sign up to receive the International School News by emailing your request to news@isptsa.org.
- Student Directory: The Student Directory is a valuable resource containing every student's name, address, phone number and e-mail address (with permission). It is available only through PTSA membership, so encourage your family to join.

Dances

Dances sponsored by International School on-campus or at an approved off-site location are intended for students enrolled at International School to occur in a safe and healthy environment. Students are expected to participate in dance behaviors that are appropriate for the public school environment.

- Middle School Socials are for International School middle school students only and will occur on campus at dates/times to be advertised. Parent chaperones are welcome and arranged through the ASB Advisor.
- High School Dances are for International School high school students; however, a student from another school may attend an International School dance with administrator approval if they meet the following criteria:
 - o Sponsored by an International student;
 - o In good standing with his/her own school;
 - o Not older than 20 years of age;
 - o Present photo ID at the door;

BSD Guest Dance Request Forms are available in the Main Office.

Dress Code

Clothing with pictures or text that promotes tobacco, alcohol, illegal drugs, or of a lewd sexual nature are not allowed. Additionally, clothing that target individuals or groups on the basis of race, religion, nationality, gender, sexual orientation, or physical disability is divisive and inappropriate at International. Refer to [Procedure 3224P](#) for additional information.

Emergency Closure

In unplanned cases when the school must be closed due to weather conditions or for other reasons, announcements will be made on the area radio stations. Students and/or parents/guardians should refrain from calling the school in these cases. For up-to-date information, 24 hours a day, call the School News Line at (425) 456-4111 or check the Public Schools Emergency Communications System website at [Flashalert](#). More information is available at the [Bellevue School District Web Page](#).

Emergency Drills

To maintain a safe school for everyone, the school participates in building, district, state, and national drills. These include lockdown, fire, earthquake, and other disaster drills. These drills are for everyone's safety, and your serious participation is requested and expected.

Locker Rooms

The locker rooms are used only for the changing in and out of PE clothes. Lockable baskets are available in the locker rooms. The PE basket lock are provided free of charge from the PE department. Keep your

valuables in your locked school locker, locked PE basket or carry them with you. The school cannot ensure that valuables will be protected. Contact your PE teacher with questions.

Lockers

Distribution of lockers typically takes place during the first week of school for students in grades 6-8. Lockers for grade 9-12 are dependent on availability; students in grades 10-12 who would like a locker should request one from the Attendance Specialist. Lockers are the property of the school and should be treated as such. We encourage all students to use their lockers to store books and materials. At the end of year, each student is expected to clean out his/her assigned locker before it is returned to the school. Lockers are the property of the school district and are subject to searches in accordance with [BSD Procedure 3230P](#).

Metro Bus/ORCA card

We encourage all our students to use Metro Bus services to avoid congestion in the school parking lot. If you have any questions about Metro, please contact the school office. The Metro pass is provided free of charge to all students 18 and younger.

Parking/Parking Lot

Students must be ASB members to purchase a reserved parking spot. To register, a student must submit the fee, a photocopy of their valid driver's license, vehicle registration and proof of insurance. Once all of the requirements have been met, the student will be assigned a parking space and given a pass. The pass must be hanging on the rear-view mirror at all times.

If you are not approved for a parking spot or no more spots are available, you may not park on campus. Please use the Metro to get to and from school. If for any reason you park in the surrounding neighborhood, please observe and obey all posted signs and laws. Do not block or park near fire hydrants, mailboxes, or driveway entrances. Please be respectful to the residents in our neighborhood. Students will be subject to the enforcement of any city/municipal laws when parking in the neighborhood.

Visitors

We are very appreciative of the help and assistance given to our school by parents, alumni, and guests. It is also an important safety concern for our school to know that you are here and to know who you are. All parents, alumni, and guests must sign in at the office and receive a visitor's badge when helping our teachers or visiting our school during school hours.

Academics

Daily Schedule

International School operates on an "even" and "odd" day schedule. Mondays and Thursdays include periods 1, 3, 5 and 7; Tuesdays and Fridays include periods 1, 2, 4 and 6 with alternating Wednesdays. On Wednesdays, there is no 1st period, but there is a Community period. Periodic changes to the schedule are made to accommodate school-wide needs such as state testing.

School begins at 8:15am every day and ends at 3:15pm on Mondays, Tuesday, Thursdays, and Fridays with Tutorial from 3:15 – 3:45pm. On Wednesdays, school is released early at 1:40pm to allow for Teacher Professional Development, and there is no Tutorial on Wednesdays. Students will not be allowed to remain on campus, unless participating in an approved supervised activity with a staff member and must make arrangements for transportation home.

Students should be on campus, headed towards 1st period at 8:10am each morning to avoid getting stuck in parking lot traffic and/or receiving a tardy. Students should be off campus after school if not attending an academic or extra-curricular activity directly supervised by a staff member.

Community

The idea of Community, developed at the birth of our school, is to regularly bring together groups of students so that they have time during the schedule to break from the normal classroom environment and expand their learning. Community may be based on leadership, academics, or similar interests. It also gives students the opportunity to go out into the community and possibly give something back, meet with fellow classmates, and discuss school and other issues.

Focus Week

Every year in the spring, the entire student body, along with teachers and parent volunteers, leave the confines of the classroom to expand their knowledge. Focus Week is designed to teach students that learning can happen outside the classroom. Participation in Focus Week is required to meet the Career and Technical Education elective credits for graduation. Each teacher chooses an activity where he/she can help the students better their education. Whether the activity is traveling to a foreign country, learning how to design web pages, or exploring the world of urban planning, each student comes away from these experiences with valuable learning that will last well into their adulthood. Focus Week is a critical asset to the education and lives of our students.

Senior Project

Senior Project is an experiential learning opportunity, exclusive to International School students during 12th grade. Students interview experts in many different fields to assist in choosing a project topic. After topic selection, students choose a mentor-expert to guide them through the discovery learning process. Students create detailed plans and project goals which are monitored closely by their advising teacher. Students are given designated release time during second semester of the Senior year to spend time on project activities according to the project plan. The project culminates in late Spring when students present their findings to a panel of judges, known as Senior Board Day.

Assessment Reports Information

We encourage families to discuss learning progress often. Parents/guardians may access student grades online to monitor progress. If, at any point, families have questions about a student's progress, we encourage students and families to reach out directly to their teachers to engage in a dialogue about the student's progress. Additionally, teachers may contact families to set-up conferences for students in need. In addition to monitoring online, in the event that a student is achieving lower than a C at the end of the first quarter, a notice will be mailed home. This occurs at the end of the third quarter as well. Final grades are released at the end of first and second semester.

In High School, these grades will be included in each student's permanent record or transcript. The Registrar maintains all Permanent Academic Records and official school records such as report cards and test scores.

Community Service

To graduate from IS, each student must complete at least 40 hours of community service between the summer before ninth grade and June of the Senior year. Community service is entered into the Naviance system. Please see your Counselor or the Counseling Secretary for more information.

Naviance

Naviance Family Connection is a comprehensive website that students can use to plan for college and a career. Family Connection is linked with Naviance™, a service that counselors use to track and analyze data

about college and career plans, so it provides up-to-date information that is specific to our school. Family Connection allows you to:

- Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers; complete a 4-year course plan for high school graduation or college entrance requirements;
- Compare GPA, standardized test scores, and other statistics of various colleges; explore majors; compare student activities and athletics offered on campus;
- Research hundreds of careers and career clusters, and take career assessments; find out what college major is tied to your career choice;
- Create goals and to-dos, and complete tasks assigned to you by the school to better prepare yourself for your future college and career goals;

Student-as-Worker

“Student-as-Worker” begins with the presumption that each student will apply him/her/themself to the tasks at hand with achievement expected and excellence as a goal. Students are required to attend class prepared, ready to participate, and willing to learn. Teachers facilitate inquiry and students are actively engaged in all aspects of learning and assessment. Ultimately, each student takes responsibility for his/her own education, making choices within parameters.

Tutorial

Tutorial is an important part of the bell schedule from 3:15 – 3:45 where students have the opportunity to return to one or more of their classes to speak with their teacher and clarify any concerns or questions they may have. Teachers may also require that students attend tutorial.

Academic Honesty/Cheating/Plagiarism

International School students are expected to demonstrate the highest standards of academic, personal, and social integrity. True academic achievement and advancement is only attained when students produce original and authentic coursework. Classroom and assignment grades should be an accurate indication of a student’s own work and knowledge. Academic dishonesty is the misrepresentation by a student of his or her performance. Cheating is an attempt by the student to show a level of skill that is not a true reflection of ability. Plagiarism is taking another individual’s work and passing it off as the student’s own work without giving credit to the original writer. Cheating, plagiarism, and academic dishonesty are grounds for disciplinary action up to and including loss of credit on the assignment or exam.

Technology

Laptop Computers/One to One

A laptop/touchscreen tablet will be distributed to every student at International. This allows IS students to learn and collaborate in new and exciting ways. Each student is responsible for maintaining the device and returning it at the end of the academic year.

Technology Responsible Use Pledge

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 this pledge, 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.

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

- I agree to read the [Bellevue School District's Acceptable Use Procedure 2022P](#).
- I agree to follow my teacher's/school/district instructions when using technology.
- I agree to use technology carefully, productively, and appropriately.
- I agree to be polite and considerate and will use appropriate language. I will not swear, use vulgarities, use ethnic or racial slurs, access inappropriate websites, engage in hacking or vandalism, or view offensive material.
- I agree to never use technology to bully, harm or frighten others.
- I agree to tell an adult if I read, see or access something inappropriate
- I agree to refrain from interfering with or circumventing any network security, privacy or filtering measures.
- I agree to 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).
- I agree to not share my passwords, except with my teachers, technology staff, or parents/guardians.
- I agree to only use my own files and folders. I will not access another individual's files without their permission.
- I agree to not reveal or share/post my personal information or the personal information of others (e.g., passwords, address, and/or telephone numbers)
- I agree to follow copyright laws, licenses and terms of other use agreements related to my learning.

Equipment Responsibilities

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

Consequences for Dishonoring the 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;

Behavior Violations

The Bellevue School District has a policy of progressive discipline. Continued misbehavior or violations will result in progressively greater consequences. All violations will be dealt with under the provisions of District [Policy 3241](#) and [Procedure 3241P](#).

Possible consequences for violations may include:

- Conferencing for minor offenses as determined by IS staff;
- Mediation; Restorative Practices; conferencing with administrator and parent/ guardian;
- Lunch duty, lunch detention, and/or loss of off campus lunch privilege (grades 10-12);
- Community service, after school detention(s), and/or Saturday School detention;
- Behavioral contracts with the staff or principal;
- Counseling with school or district support staff;
- Police notification and/or court referral as appropriate;
- Appropriate steps as needed in severe instances where other steps have not produced positive alteration of behaviors, or where immediate danger for other students has been demonstrated and/or documented;

For a complete list of behavior violations and possible consequences, please [Procedure 3241P Exhibit B](#).

Tobacco, Alcohol, and Drugs

The Bellevue School District believes that the use of tobacco, alcohol, drugs and mind altering substances by students is not only illegal, but also hinders student learning and is detrimental to student health. The possession or use of tobacco, alcohol, drugs or mind altering substances on or adjacent to school property, or at school sponsored activities is prohibited.

Probable consequences for the use or possession of any form of tobacco while at school or at school- related functions are:

- Tobacco Information School
- Cessation Program
- Police Intervention
- Suspension

Probable consequences for the possession of, and/or under the influence of alcohol, unlawful drugs, mood- altering substances, look-alike drugs, or drug paraphernalia while at school or at school-related functions are:

- Alcohol/Drug Information School
- Suspension
- Police Contact
- Conference with parent and administrator
- Drug assessment

Probable consequences for the possession of, and/or under the influence of alcohol, unlawful drugs, mood- altering substances, look-alike drugs, or drug paraphernalia while at school or at school-related functions are:

- Alcohol/Drug Information School
- Suspension
- Police Contact

- Conference with parent and administrator
- Drug assessment

Weapons

A weapon is defined as any firearm, air gun such as BB guns, knives, metal knuckles, nun-chu-ka sticks, throwing stars, and replicas of dangerous weapons. Further, students must be aware that violating the weapons article may lead to automatic expulsion from the Bellevue School District. Lastly, in severe cases, the International School will call the police to investigate.

Bellevue School District Critical 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

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

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

Disability Discrimination:

Section 504/ADA Coordinator: Heather Edlund, (425) 456-4156 or 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 revolve 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 | **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.

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 | [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.

The policy and procedure linked above provide detailed information for those interested in participating in these activities.

- 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.



Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds (OEO) is an independent state agency that helps to reduce educational opportunity gaps by supporting families, students, educators, and other stakeholders in communities across WA in understanding the K-12 school system and resolving concerns collaboratively. OEO services are free and confidential. Anyone can contact OEO with a question or concern about school.

OEO listens, shares information and referrals, and works informally with families, communities, and schools to address concerns so that every student can fully participate and thrive in our state's public schools. OEO provides support in multiple languages and has telephone interpretation available. To get help or learn more about what OEO does, please visit our website: <https://www.oeo.wa.gov/en>; email oeoinfo@gov.wa.gov, or call: [1-866-297-2597](tel:1-866-297-2597) (interpretation available).
(English)