

SAMMAMISH HIGH SCHOOL STUDENT HANDBOOK



School Mission Statement: The Sammamish students and staff will develop an individual and collective purpose while supporting each other to achieve continued **academic excellence** and **personal growth**.

School Vision Statement: The Sammamish High School vision is to continually grow as an **equitable community** that is **supportive** and **inclusive**.

Sammamish High School

100 140th Ave SE
Bellevue, WA 98005
425-456-7600
Fax: 425-456-7665

WELCOME

Welcome new and returning Redhawks! Sammamish High School was built as the second high school in the Bellevue School District. We opened our doors in 1959 and graduated our first seniors in 1961.

Students, staff and parents enjoy exciting school spirit and academic traditions. Sammamish offers a balanced blend of academics, athletics and activities. Be sure to explore the many excellent opportunities at Sammamish.

Please review the information in this handbook to become familiar with Sammamish High School.

Best wishes for a fantastic school year!
Sammamish High School Staff



SCHOOL RESOURCES

Main Office Number	456-7600	Main Office Fax	456-7665
Counseling Center	456-7621	Attendance Office	456-7606
Activity/Athletic Office	456-7613	Activity/Athletic Hotline	456-7777
Absence Reporting Line	456-7606	or shsattendance@bsd405.org	

OFFICE STAFF

Derrick Richardson	Principal	456-7604
Drew Thomas	Assistant Principal	456-7607
Kurt Cohrs	Assistant Principal	456-7628
Lanita Hill	Assistant Principal	456-7605
Wes Newton	Activity/Athletic Director	456-7611
Jessica Soto	Office Manager	456-7603
Andrea Olsen	Accountant	456-7612
Andi Tomlinson	Athletics & Facilities Secretary	456-7613
Sabrina Padilla	Asst. Principal's/School Secretary	456-7743
Amy McDonald	Nurse	456-7609

COUNSELORS

Alicia Williams	last names A-Dc	456-7697
Elaena Williams-Pagaran	last names De-Je	456-7620
Gerardo Martinez Escobar	last names Ji-Mol	456-7617
Nicole Anderson	last names Mom-Sak	456-7608
Melinda Breeze	last names Sal-Z	456-7720
Adriana Maldonado-Ruiz	Counseling Secretary	456-7621
Esmeralda Bailon	Registrar	456-7618

COLLEGE, CAREER, AND FAMILY CENTER

Vanessa López-Kopp	College & Career Advisor	456-7637
Maria Torres	Family Engagement Specialist	456-7610

WEBSITES

Bellevue District Website	http://www.bsd405.org
Sammamish Website	www.bsd405.org/sammamish/
Sammamish PTSA Website	https://sammamishptsa.weebly.com/about-ptsa.html
Sammamish Counseling Center	http://www.bsd405.org/sammamish/counseling/
Synergy	http://www.bsd405.org/departments/technology/grades-attendance/

COMMUNITY RESOURCES

Bellevue Safe Rides	425-688-5438
Children's Protective Services	800-562-5624
Teen Link	206-461-4922
Youth Eastside Services	425-747-4937
Alcohol/Drug 24 Hr. Hotline	800-562-1240
Alcohol/Drug Teen Line	206-722-4222
Domestic Violence Hotline	800-562-6025
Poison Information Center	800-222-1222
Crisis Clinic (24 Hr. Suicide Hotline)	206-461-3222 or 866-427-4747

Sammamish High School CREED


	Classrooms	Hallways
C OMMUNITY	<ul style="list-style-type: none"> • Help and support classmates • Get to know each other • Arrive on time and stay in the classroom 	<ul style="list-style-type: none"> • Get to class • Always use a hall pass • Allow others to learn without interruption
R ESPECT	<ul style="list-style-type: none"> • Use class time for learning • Phones away during class • Laptops used for learning • Listen when others are speaking 	<ul style="list-style-type: none"> • Be kind and courteous • Respect school and others' property
E MPATHY	<ul style="list-style-type: none"> • Remember that you don't know everyone's story; be kind • Everybody in this room wants to learn; help them 	<ul style="list-style-type: none"> • Report bullying, harassment, or unsafe behavior • Be kind to each other • Be aware of others
E MPOWERED	<ul style="list-style-type: none"> • Own your learning • Ask for help when you need it • Take risks in learning • Report bullying, harassment, or unsafe behavior 	<ul style="list-style-type: none"> • Prioritize your learning over socializing
D RIVEN	<ul style="list-style-type: none"> • Do your best every day • Set goals for yourself and work hard toward them • Remember that mistakes are just learning opportunities 	<ul style="list-style-type: none"> • Take care of business and get back to class

Table of Contents

Clubs and Advisors.....	P.7
Key Elements of a Smammamish Classroom.....	P.8
Daily School Schedule.....	P.10
Grade Point Average Requirement	
Community Service Graduation Requirement	
Running Start	
Visitors on Campus.....	P.11
Attendance Procedures and Guidelines.....	P.12
Student absences	
Student arriving late/leaving early	
Illness during the day	
Unexcused absences	
Tardy Expectations	
Truancy Law	
School Services.....	P.16
College and Career Resource Center	
Counseling and Guidance Services	
Free and Reduced Lunches	
Health Services	
Daily Bulletin	
Activity and Athletic Information.....	P.17
Eligibility	
Kingco Sportsmanship Guidelines	
Grades.....	P.18
Student Grievances and Grade Change Requests	
Withdrawal Grades	
Transportation.....	P.19
Student Parking	
Metro	
Skateboards, Scooters, Rollerblades and Bicycles	
General Information.....	P.21
Poster and Flyer policy and distribution of materials	
Cell Phone Expectations	
Audio and/or Video recording during classes	
Books	
Dress Code	
Honor Code	
Naviance	
Synergy and Onenote	
Dance Policies	
State Testing	
Personal Protection Spray Devices	
Emergency closure procedures	
Bellevue School District Policies and Procedures.....	P.27
Policy 2151 Interscholastic Activities	
Policy 3122 Excused and unexcused absences	
Policy 3205 Prohibition of sexual Harassment: Students	
Policy 3207 Prohibition of Harassment, intimidation and bullying	
Policy 3210 Nondiscrimination	
Policy 3241 Classroom management, corrective actions and/or interventions	
Policy 4220 Complaints concerning staff or program	

Personal Electronic Technology: Phones, Tablets and MPS Players

Tech Office and Student Tech Help Areas

Usage of lap tops

Care of lap tops

Prohibited Actions on laptops

Damage/Theft/Loss of laptops

10/10

- Arrive on time – your presence in class is important **all** period
- The first and last 10 minutes are critical to your learning
- No hall passes in the first or last ten minutes of class



COMMUNITY • RESPECT • EMPATHY • EMPOWERED • DRIVEN

Clubs and Activities

Clubs 2023-24											
<u>Monday</u>		<u>Tuesday</u>		<u>Weds</u>		<u>Thursday</u>		<u>Friday</u>		<u>Saturday</u>	
Robotics FRC		Robotics FTC		Glass Club		Robotics FRC		Robotics FTC		Robotics FTC	
Ms. Dooley		Ms Dooley		Ms. Misoda		Ms. Dooley		Ms. Dooley		Ms. Dooley	
3:30-5pm		3:30-6pm		1-2:30pm		6:30-8:30p		3:30-6pm		9a-1pm	
Room 143		Room 143		Glass Studio		Room 143		Room 143		Room 143	
				1st & Last of Month							
Storyteller's		Hip Hop Club				Hip Hop Club		Mock Trial			
Mr. Brazil		Ms. Anderson		HOSA		Ms. Anderson		Ms. Losi			
3:30-4:30p		3:45-5pm		Ms. Brown		3:45-5pm		3:30-5pm			
Room 345		Dance Studio		12:45-1:30		Dance Studio		Room 117			
				Room 356							
Women in STEM		Green Club				Latino Heat		AAPI			
Ms. D'ambrosio		Ms. Larson		Barbershop		Ms. Lopez Kopp		Ms. Ogimachi			
Ms. Lovegren		3:30-4pm		Mr. Hyde		3:30-6pm		Mr. Eng			
3:30-4:30p		Room 331		12:40-1:20		Room 307		3:30-4:30p			
Room 332				Room 173				Room 309			
		Chinese Culture				LGBTQ+ Allies					
		Ms. Ge		DECA		Mr. Ryan					
		3:30-4pm		Ms. Kelly		3:30-4:30p					
		Room 116		1-2pm		Room 126					
Debate				Room 111							
Mr. Jablon		Debate				Key Club					
3:30 - 4:30		Mr. Jablon		Documentary Club		Ms. Krause					
Room 312		3:30 - 4:30		Ms. Weaver		3:30-4:30					
		Room 312		1-2pm		1st & 3rd Thurs					
				1st & 3rd Weds		Room 328					
		Thespian Club		Room 120							
		Mr. Loewen				Art Club					
		3:30-4:30p		PIPA Club		Mr. Salzman					
		Green Room		Ms. Ge		3:30-4:30					
				1:30-2:30p		Room 101					
				Rm 116							
		Journalism Club									
		Mr. Leffler									
		3:10-3:30p									
		Room 611									
		SHS Fiber Club									
		Ms. Losi									
		3:30-4:30									
		Room 117									
		Model UN									
		Ms. Combs									
		3:30-4:30									
		Room 218									
		Red Cross Club									
		Ms. Garcia									
		3:30-4:30									
		Room 231									

Key Elements of a Sammamish Classroom

Authentic Problems are relevant to the lives of students, teachers, and/or to a professional field or discipline. They should be relevant to the problem-solving efforts of recognizable professionals in the community. They should also be multi-faceted and multi-layered, demanding the cognitive capacity of groups of people to reach a solution. As with real-world problems, there will often be more than one solution or strategy. As students become more proficient in solving problems, teachers should work collaboratively with students and professionals to identify problems that are increasingly complex and less structured, allowing students to build their skills at identifying, describing, and deconstructing complex, authentic problems.

Developing Expertise is a process of constant reinvestment of specific knowledge and skill to develop increasingly higher levels of knowledge and problem-solving skills. Expertise in learning encompasses content knowledge and skill, pedagogical, instructional, and learning practice, and accessing the social and cultural capital that exists within a community. Expertise is inherently social and involves seeking out others to learn as questions arise, sharing one's own knowledge, and knowing who to seek out for varied kinds of questions. Expertise can be formal, such as in the practice of the English teacher or surgeon, who have fairly defined bodies of knowledge and who are publicly recognized as experts. It can also be informal, such as in the adolescent who bakes, plays chess, or skateboards at a high level. Timely and intelligible feedback from peers and more expert others is critical to the development of expertise.

Culturally Responsive Instruction (CRI) incorporates the student and his/her background, knowledge, experience, and expertise into the curriculum. "Culture" in this sense refers to more than a student's race or ethnicity; it encompasses family, religious, socioeconomic, and other groups to which students belong and, in whose norms, they participate and value. CRI is validating to students in that it incorporates their cultural and social background and knowledge into the content and curriculum of the class. It is comprehensive and multidimensional in its approach to curriculum because teachers use the community as a teaching resource, sometimes in inter-disciplinary ways that create relevant and sustained connections for students. It is empowering and transformative for students in that it meets them where they are and gives them the necessary skills to shape democratic discourse and processes locally, nationally, and globally.

Student Voice is, literally, the extent to which students are invited and feel welcomed giving their input to what happens within the school and classroom. Students can provide valuable input in classroom conversations, in design of curriculum and behavior norms, in creating norms for peer-peer interaction, and in conversations about school policy and governance.

Collaborative Groups: Collaboration is the collective action of groups to solve problems. High-quality collaboration is characterized by a set of both interpersonal and project management behaviors. Interpersonal behaviors supporting successful collaboration include active listening to all fellow members; responding to and building on others' ideas; and an ability to resolve conflict. Project management behaviors include displaying responsibility to the group (following through on assignments, going beyond simply completing one's individual assignment to see how the assignment adds to the quality of the product as a whole); and awareness of group goals and timelines, including frequent check-ins and adjustments as needed. Additionally, for students to see the effectiveness of and need for collaboration, the tasks they address should be "group worthy" – that is, tasks that require multiple members' skills and inputs to be successfully completed.

Academic Discourse includes general and discipline-specific vocabulary, as well as diverse forms of oral and written communication. Key functions of academic discourse include seeking information, informing, analyzing, comparing, classifying, predicting, hypothesizing, justifying, persuading, solving problems, synthesizing, and evaluating. Students are given explicit opportunities in classrooms to practice each of these language functions in the context of academic content areas. Students also practice diverse forms of communication, including peer-to-peer discussion, whole class presentation, writing of creative or technical materials, and other methods authentic to a discipline's academic or

professional practice. By the end of their four years at Sammamish, students are becoming independent practitioners who can communicate as mentors to younger students and colleagues to industry professionals.

Authentic Assessment: Teachers continually use both formative and summative assessment to achieve student learning objectives and to collect data for improving their practice. Good assessment is timely, transparent, thoughtful, and specific and is meaningful to students and teachers. Authentic assessment measures student capacities in a variety of ways. Assessment methods are chosen to match the standards and skills being measured, as well as to reflect performances of professionals in a given discipline. Students are given multiple opportunities over time to demonstrate proficiency in the content and skill objectives of the course with an emphasis on growth over time. Authentic assessment is based on articulated standards drawn from the Common Core, College Board, and other state and national standards.

Daily Schedule

Sammamish High School is on a seven-period day Mondays, Tuesdays and Fridays. There is a modified block schedule on Wednesdays (periods 2, 4 and 6) and Thursdays (periods 1, 3, 5 and 7). There is an early release district wide on Wednesdays. With the exception of Wednesdays, the regular school day includes a tutorial to end the day. Students may be assigned to a tutorial by a teacher and/or they may choose to go to tutorial in a specific class to get more individualized attention from specific instructors. Regular tutorial attendance is encouraged.

FULL SCHEDULE REQUIREMENTS

All 9th and 10th graders are required to take seven credit-bearing courses each semester. All 11th and 12th graders are encouraged to take seven credit-bearing courses each semester and are required to take six credit-bearing courses. For 11th and 12th graders, an open period may be requested, but will only be scheduled during 1st or 7th periods. **During an open period, students are expected to either be off school grounds or in the library for quiet study.**

GRADUATION REQUIREMENTS

Graduation requirements are listed on the BSD High School Course Descriptions Course Catalog and online: <http://www.bsd405.org/about/resources/graduation-requirements/> . Please refer to this page for specifics on graduation credit hour and subject requirements.

In order to graduate from the Bellevue School District, students must:

- Meet the district and state credit hour and subject requirements for their graduating class. Each semester class is worth 0.5 credits.
- Earn 40 hours of community service; refer to guidelines of the Verification of Community Service form.
- Earn a cumulative 2.0 grade point average (GPA) in order to receive a diploma. Activity/Athletic eligibility also requires a minimum 2.0 cumulative GPA.
- Successfully complete a High School and Beyond Plan
- Pass specific state exams (refer to link above)

Note: College/University entrance requirements differ among institutions. Please refer to the BSD Course Catalog for general guidelines.

COMMUNITY SERVICE GRADUATION REQUIREMENT

Students must earn forty (40) hours of Community Service as one of their graduation requirements. Students may begin to earn these hours once they complete their eighth (8th) grade year. The hours may be earned all at one time, or in any manner that meets the student's schedule, during their high school years, but must be completed prior to the student's participation in a commencement ceremony and the granting of a diploma.

Community Service is any service that is done for non-profit agencies and organizations and/or religious organizations. School service is also included. For activities that occur over more than one day, a maximum of 10 hours/day is allowed for the 40 hours of community service required for graduation. All students will record their community service hours in x2Vol, in the Naviance Program.

RUNNING START

Current Washington State legislation allows high school students to attend their local community college or technical school and earn high school credits and college credits at the same time. There are no tuition fees for the student if the number of credits does not exceed the maximum allowed. Students enrolled in Running Start must:

- Have junior or senior standing in high school

- Make application to the program during the enrollment period for Bellevue College in March prior to the fall quarter the student wishes to attend
- Sign a Bellevue School District Running Start contract with parent(s)/guardian(s)
- Enroll in courses that are approved by the high school counselor so that the graduation requirements are completed in conjunction with any college coursework that may lead to an Associate Arts degree. The student should also maintain fulltime enrollment of a minimum of 15 credits so that the student's graduation status is not jeopardized
- Be responsible for knowing the registrations date(s) and deadline(s) for district and college course registration
- Be responsible for transportation, lab fees and books.

VISITORS ON CAMPUS

All visitors to our campus must first sign in at the Main Office and receive a Sammamish Visitor Tag. This includes parents and other community members. Visits should be pre-arranged so as not to disrupt the instructional environment. Parents and community members should contact a staff member by phone or email to arrange meetings in advance. Visitors should not arrive on our campus hoping to meet a teacher during class or tutorial time.

Students' friends, whether they live in the attendance area or not, may not visit campus during school hours.

For security and safety reasons, should anyone notice an unidentified or unknown person on our campus, please contact a staff member immediately.

Attendance Procedures and Guidelines

The staff at Sammamish High School consider regular attendance essential to learning. Classroom lessons are carefully planned and are a valuable experience that cannot be duplicated. Absences create difficulty for both students and teachers in maintaining continuity in student progress at school.

STUDENT ABSENCES

All excuses are due in the attendance office within two (2) school days of the absence. Even if a student does not turn a note in within two school days, parents or guardians must call or send one as soon as possible. A late note in the student file is preferable to no note at all. There are five ways to excuse an absence:

- Parents may call the attendance office at (425) 456-7606 to excuse an absence for illness or emergencies. Please include the reason for the absence when leaving a message.
- Parents may write an email to the attendance office at shsattendance@bsd405.org. The email must include the date and reason for the absence.
- The student may bring a **written/signed note** from a parent/guardian to the Attendance Office
- Faxes are also accepted (425-456-7630) if the parent/guardian signature appears on the fax.
- **Planned Absences** for vacation, medical/legal appointments, or other scheduled reasons must be pre-arranged to be excused. The parent should contact the school to request a Pre-Arranged Absence Form. The note must include the dates(s) and reason for the requested absence. All planned absences must be approved by administration.

STUDENT ARRIVING LATE/LEAVING EARLY

Students arriving late for any reason should have an excuse from a parent/guardian. The student is expected to go immediately to the Attendance Office upon arrival to **sign in** when they arrive to school. Students leaving early should have an excuse from a parent/guardian indicating what time the student needs to leave. The student should **sign out** at the Attendance Office prior to leaving campus. If the student does not have an excuse, an attempt will be made to call the parent/guardian for verbal permission for the student to leave. However, students will not be excused in this situation if a parent/guardian cannot be reached. Note: The Attendance Office will not disturb classrooms during the school day to notify or retrieve students for appointments, so please make arrangements prior to the beginning of the school day.

PRE-ARRANGED ABSENCES

Students who know they will be absent prior to an absence must pick up a Pre-Arranged Absence Form from the Attendance Office. Students will need to obtain signatures from each of their teachers and their parent/guardian before returning the form to the Attendance Office. The purpose of teacher signatures is for the student and teacher to communicate the impact of the absence. To be valid, this form must be completed and returned to the Attendance Office two school days prior to the student's absence. Students should note that these pre-arranged absences will count towards their attendance allotment. Per Board Policy 3122P, an absence for parental -approved activities may be counted as excused for purposes agreed to by the principal and the parent/guardian for a maximum of five days. An absence may not be approved if it causes a serious adverse effect on the student's educational process. *Any unexcused absence will count against the five days that an administrator can excuse. *

ACTIVITIES/ATHLETICS

Per District requirements, students must attend a minimum of five classes for a seven-period schedule and four classes for a six-period schedule that day or the preceding day if the activity/dance/event/practice occurs on a non-school day. On a block schedule day, students must attend all but one period.

INFORMING PARENTS/GUARDIANS

Since absences affect a student's academic performance, parents will be notified by phone or mail no later than after the second unexcused absence from a class within a school semester.

BELLS

If a student is tardy or absent for 10 minutes or more, it will be counted as an absence.

AUTHORIZED SIGNATURES

Parents must inform the attendance office of a designated adult who will be responsible for signing notes for student absences when parents are not available.

STUDENTS WHO ARE 18 YEARS OLD OR OLDER

Once a student turns 18, they may obtain a form from an administrator indicating the wish to write their own notes for excused absences. The form requires signatures from the student and the parent/guardian.

FORGERIES

If a student forges a signature or falsifies oral excuses or other attendance documents, the following consequences will occur:

- First offense: Saturday School and student will be placed on probation
- Second offense and beyond: Progressive discipline
- Regular attendance procedures for trancies will also be employed.

ILLNESS DURING THE DAY

A student who becomes ill after having arrived on campus must report to the clinic and/or attendance office. The student needs parent permission to leave the campus due to illness.

UNEXCUSED ABSENCES

Students with unexcused absences may not be allowed to make up assignments or tests missed. Students will be required to make up the time.

Examples of Absences	
Excused	Unexcused
<i>In almost all cases, a professional's note or pre-arranged form is required.</i>	
Sudden illness	Oversleeping
Medical or dental appointments	Transportation issues (car trouble, missing the bus)
Medical or family emergencies (ex. Funeral)	Arriving to class more than 10 minutes late, skipping class
College visits	Leaving campus without prior administrator approval
Religious observances	Family activities which have not been pre-approved
Special requests	Driver's Ed, errands, personal grooming appointment (hair, tanning, etc.)
Athletic/ Activity events	Job interviews or training
Required court appointments	Babysitting

Tardy Procedure

- Tardies for every period will be tracked weekly. Each week students will start at zero.
- Students who accumulate 5 tardies in a week will be assigned to a 30-minute detention
- Students who accumulate two 30-minute detentions in a month will automatically be assigned to a 90-minute detention on the next occurrence.
- Students who skip, show up late or are asked to leave the 30-minute detention will automatically be assigned to a 90-minute detention.
- Students who skip, show up late or are asked to leave the 90-minute detention will be assigned to ISS.

Student Responsibility

- Arrive to class/school on time
- Accept responsibility/ownership of consequences

Teacher Responsibility

- Ensure that attendance is accurate
- Communicate plan to students (optional)

Admin/Office Responsibility

Communicate plan to students and families

Track weekly tardy reports

Assign student consequences

Track attendance at lunch detention, after-school detention, and In School Suspension

Enter data into synergy

Inform parents of assigned consequences

Truancy Procedure

- Truancy will be defined as being out of class without a hall pass.
- Students must have a hall pass to be out of class.
- Students in the hallway without a pass more than half the class time after class has started will be considered truant.
- Students skipping class (never attended or missing for significant time) will be considered truant
- 1st offense – 30-minute
- 2nd offense – 90-minute
- 3rd offense – 90-minute
- 4th offense- Student/parent conference + 90-minute after-school detention.
- 5th offense – Assigned to In School Suspension (1 day)
- 6th offense – Assigned to In School Suspension (2 days)
- 7th offense – Assigned to In School Suspension (3 days)
- 8th or more – TBD

Student Responsibility

- Attend class
- Ensure that you have a pass to be out in the hall
- Be considerate of others (do not take the pass and disappear for 15 minutes, other students may be prevented from leaving because you have the pass).
- Be good friends, teammates, club members- encourage your friends, teammates, club members to attend class.
- Accept responsibility/ownership of consequences.

Teacher Responsibility

- Only allow students out of class with a pass
- Keep track of who takes your pass
- Keep students in class the first 10 and last 10 minutes of class
- Dismiss students on the bell only
- Supervise classroom breaks (if students are in the halls, teacher should be out there with them)
- Supervise students who are working outside your classroom (your door should be open, and students should be in your line of sight).

Admin/Office Responsibility

- Monitor the halls checking for passes
- Assign consequences for truant students
- Track attendance at tutorial, after-school detention, and In School Suspension
- Enter data into synergy
- Inform parents of assigned consequences

TRUANCY LAW - THE BECCA BILL

The Attendance Office, administrators, and counselors will ensure that Sammamish High School complies with the Washington 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.

School Services

COLLEGE AND CAREER RESOURCE CENTER

The College and Career Counseling Specialist is available to assist students with current career and technical curricular choices, job and career information and opportunities, and with online career interest inventories for post high school educational choices and future vocations.

COUNSELING AND GUIDANCE SERVICES

Counselors are available to assist students in academics, post-high school, and socio-emotional guidance and counseling. Sammamish school counselors work collaboratively with students, teachers, parents, and administrators to identify barriers to success and create improvement plans. Counselors work with students to plan for ninth grade through post high school. They support students during times of crisis and help students find outside services when needed. In addition, counselors assist students with college planning and admissions, completing applications and writing letters of recommendation when requested. Their services are provided to all Sammamish students.

FREE AND REDUCED LUNCHES

A parent or guardian must complete the Free and Reduced Meals Application online every year:
<http://www.bsd405.org/departments/nutrition-services/free-reduced/>

Income guidelines for reduced price meals are established by the Federal Government and are on the application.

If a student qualifies for free or reduced-price meals, they may be eligible for decreased fees to participate in other school programs. **The Fee Waiver is now included with the online meal application.** One of the questions (#6) asks if you would like assistance with class fees. If you desire this assistance, say yes to this question. This process is required for fee waivers whether or not you intend to use the free and reduced lunch option.

HEALTH SERVICES

The clinic is in the Main Office. Health services include care for those who become ill and injured at school, health counseling, and information about community health resources. If you become ill while at school, please let your teacher know, and then report directly to the clinic for assistance. You must sign out in the Attendance Office before leaving school due to an illness and **bring a handwritten excused absence note which is signed by a parent OR a doctor's note to the Attendance Office within two days, upon your return.**

DAILY BULLETIN

Students are responsible for knowing the contents of the Daily Bulletin. The bulletin is posted on our website: www.bsd405.org/shs. **If students wish to submit an announcement to the Daily Bulletin, they may request a form from the front office secretary. This signed form should be turned in by 2:00pm the day before the announcement is to be read.** Announcements must relate to school or district functions and are subject to editing.

Activity and Athletic Information

Sammamish High School students excel on and off the field. Involvement in extracurricular endeavors is strongly encouraged. For a complete listing of athletic and activity opportunities available at SHS visit the Sammamish High School website and click on Redhawks then on Activities & Clubs or Athletics.

<https://bsd405.org/sammamish/redhawks/athletics/>

ACTIVITY AND ATHLETIC ELIGIBILITY

****Please refer to "SELECT DISTRICT POLICIES" in this document for detailed district policies covering athletics and activities****

Students must clear their eligibility to play with the Athletic Office before they play. For details on BSD Eligibility Clearance guidelines, please refer to <http://www.bsd405.org/departments/athletics-activities/eligibility/> . All fines and fees must be paid prior to eligibility approval. To become cleared to practice, a student must complete the items in the eligibility guidelines and when doing so will have their names placed on an eligibility list that will be provided to the coach.

Students participating in activities or athletics that receive ASB funds must have a current ASB card. The ASB card must be purchased from the school accountant. Fall sports athletes should purchase the cards in August during Back-to-School Days or from the School Accountant.

Any sports and/or activity using ASB transportation requires a transportation and a participation fee per season per student charge. Band, choir, and orchestra participants require an annual transportation charge per student.

Obtain, complete, and return the following forms to the Activity/Athletic Office: Physical Examination form and Bellevue School District Insurance packet, if necessary, in lieu of personal insurance.

Important: If you do not have medical coverage with an insurance provider, you need to purchase either school-time coverage or sport-only coverage.

Students must attend a minimum of five classes for a seven-period schedule and four classes for a six-period schedule that day. On a block schedule day, students must attend all but one period. Students not on a seven-period day must attend all periods on a block schedule day.

As per WIAA standards, a student must have passed at least six (credit bearing) classes the previous semester and be maintaining passing grades in a minimum of six credit bearing classes for the current semester. Bellevue School District policy further requires students to maintain a cumulative GPA above 2.0. Student athletes who do not meet this BSD academic Standard are ineligible for competition during the defined suspension period.

KINGCO SPORTSMANSHIP GUIDELINES

https://cdn1.sportngin.com/attachments/document/57fc-2732581/Soccer_pages_from_KingCoHandbook2021-202221.8.29.pdf

Grades

STUDENT GRIEVANCES AND GRADE CHANGE REQUESTS

If a student feels that their rights have been infringed upon, that they have been treated inequitably, and/or has a concern regarding a situation involving a staff member and/or grade, every effort by the student should be made to resolve the grievance or potential grievance through communication between the student and the other person/staff member.

Please refer to the section 'SELECTED DISTRICT POLICIES' for district level details on the Complaints process.

In general, many issues can be resolved between the teacher, student, and/or parent. In order to maintain these conduits of communication open, the following steps should be followed when there is a student complaint or request for a grade change:

- The student/parent should first meet with the staff member(s) and make every effort to resolve the grievance informally by conferencing with all parties concerned.
- If such informal procedures fail, the student/parent may contact a SHS counselor to help resolve the situation.
- If this process fails to resolve the situation, the student/parent may request a meeting with the assigned assistant principal to help resolve the situation.

If such informal procedures fail to provide an adjustment acceptable to the student, then the student may initiate grievance procedures. The formal request must be initiated within 30 days of the event or action that is the subject of the grievance. Requests made after the 30 days will not be considered. The student shall first have the right to a hearing at the school level by requesting a formal hearing with the principal. If the student is not satisfied with the recommendation, they may appeal to district-level administration.

WITHDRAWAL GRADES

A "W" grade will be posted to a student's transcript if the course is dropped after the first 10 days but before the 30th day of the semester. At the quarter, a .25 credit and grade will be posted to transcript if the course is dropped mid-semester. Students who change levels in an academic area or change from one elective to another elective in the same area will receive .5 credit and grade at the end of the semester. Students who change from one course to another course in a different academic area will receive a withdrawal grade of "W" or .25 credit and grade depending on the drop date. The principal makes the final determination of the grade mark to be posted to the transcript.

SYNERGY

Parents and students can access student grades and attendance information through Synergy, the BSD student information system. This system is not intended to check a student's progress on a daily basis. Instead, it serves as a communication tool between the school, student and parent regarding the student's progress. Synergy can be accessed via this link: https://wa-bsd405-psv.edupoint.com/PXP2_Login.aspx

Transportation

STUDENT PARKING

Students must complete a form that requires a copy of a driver's license and insurance and pay as additional fee for the right to park on the school lot. Parking permits are available for \$100 for the school year. Students must register the car in the office, obtain a parking permit, and drive safely!

Students may park in the south parking lot (next to the gym) and in the Lake Hills Baptist Church parking lot, just south of campus. Students may **not** park in staff parking spaces. Parking in staff or guest spots, or without a pass, will result in a \$20 ticket. If a student continues to park in the wrong areas or without a pass after earning \$100 in tickets, the owner risks having their car towed.

By issuance of a permit, the Bellevue School District and/or Sammamish High School does not assume liability for any property damage to any private automobile parked on its property. The owner-operator(s) of all private vehicles accepts responsibility for their own property and agrees they are parking at their own risk.

Vehicles must be operated in a safe and legal manner at all times on the Sammamish campus. Because it is necessary to maintain emergency and business access to the campus, cars blocking fire lanes, emergency exits, delivery areas, bus, handicap or motorcycle zone, etc., will be towed and/or driver fined, and parking privileges removed.

Parking citations carry a minimum \$20 fine. Depending upon the severity and/or frequency, parking citations could result in the temporary or permanent loss of parking privileges. Citations will be issued for the following:

- Parking without a valid and visible permit. All parking permits must be clearly displayed inside on the rear-view mirror.
- Improper parking of vehicle. This includes **not parking properly in the stall** (taking more than one place or blocking accessibility), parking in restricted areas (fire lanes, bus lanes, handicap only, staff or visitor parking areas, the bus turnaround area, grass, etc.) or not parking in an assigned parking area.
- Moving violation (speeding, unsafe driving, or misuse of vehicle). The speed limit in the parking lots is 10 MPH.
- Falsification, misrepresentation, reselling, or possession of another student's parking permit. Falsification or forgery of a permit may result in additional discipline.
- Parking in a handicap space without a valid and visible state handicap parking permit- and risk a \$250 ticket and impound from the police department.

Depending upon the severity and or frequency of the infractions, there may be additional penalties including temporary or permanent loss of parking privileges as well as additional disciplinary consequences. For students with more than two ticket violations, parents may be contacted. Repeat violators may be towed at the owner's expense.

If you wish to dispute a parking ticket you receive, you must do so with the parking supervisor within five (5) days. No changes will be made for tickets older than five school days. Disputing a parking ticket does not necessarily result in a reduction or elimination of the fine imposed.

Parking fines must be paid by the end of each quarter, or the parking permit may be revoked until the parking fines are paid. No reimbursement will be given if the parking permit is revoked.

Stolen or lost parking permits. Students will be allowed to replace a lost or stolen parking permit once at a cost of \$20.00. **This procedure also includes WaNIC passes.** The original permit will be voided, and a new permit issued. If your permit is stolen, submit a report of the theft to the school accountant immediately.

Students may not borrow, loan or resell parking permits to other students. Parking privileges may be suspended or revoked for these acts and additional fees and disciplinary action may be imposed.

METRO

All student responsibilities and expectations apply to Metro bus stops and rides. All students 18 and under can ride public transit for free. Riders age 13 and older are encouraged to show a Youth ORCA Card, or a current middle or high school student ID upon boarding a Metro bus. More information is available here:

<https://info.myorca.com/youth-ride-free/>

SKATEBOARDS, SCOOTERS, ROLLERBLADES AND BICYCLES

Skateboards, scooters, rollerblades, and hoverboards may not be ridden or carried on campus. They should be kept in a school locker during the day. Bicycles must be parked and locked during school hours.

General Information

POSTER AND FLYER PROCEDURE/DISTRIBUTION OF MATERIALS

Student groups are encouraged to share information with the Sammamish community in a manner that represents pride in and respect for our community. We ask that all groups understand and abide by the following guidelines:

- **APPROVAL SIGNING-** ALL flyers and posters must be approved by the athletic/activity coordinator, or an administrator and be in compliance with BSD policy 4060 as related to “Non School Publications”. All flyers and posters must be dated with the date that the information should be removed and legibly signed before being posted.
- **FLYERS-** Flyers (8 ½ x11) may be posted on tack boards or posted with blue tape on geometric boards that are located throughout the building. Groups may post no more than 10 flyers in the building at a time. Flyers may be posted within two weeks of the event and must be removed within two days after the event. Groups are responsible for removing their own flyers.

Students may also post flyers on the community bulletin board (located in the Commons) and on the bulletin board and two tack boards outside the theater if the Fine Arts department is not using the boards.

- **POSTERS-**Space for posters is allotted on a first come, first-serve basis, following these guidelines:
 - **HALLWAYS:** Groups may hang up to four posters in the designated hallways.
 - **COMMONS (RAILINGS):** Groups may hang no more than two posters on the railings in the commons using blue tape.
 - **COMMONS (BALCONIES):** For safety and security, posters hung from the 2nd floor balcony by the library, or any other area must not interfere with security cameras. Posters may not be longer than 5.5 feet, and writing on the poster must start at least one foot from the top of the poster to allow it to be seen. The poster may be no wider than the standard width of butcher paper. Club advisors should meet to resolve conflicts if a group is using this space excessively and meet with administration if the conflict is not resolved.
 - **CLOCK FACES:** Student groups wishing to utilize clock faces to share information in classroom and office area should gain verbal consent from the classroom teacher(s) and office staff prior to posting.
- **CHALKING-**Chalking is limited to horizontal surfaces. A draft of the purposed writing/drawing must be approved by the SHS staff adult advisor of the group prior to posting.
- **POSTER QUALITY-** Posters should have even edges (if cut from a roll of poster paper), correct spelling, communicate positive messages and mean to enhance the culture of the building. Glitter cannot be used.

Groups who do not follow the proper procedures for posting items, including not removing items in a timely manner (within two days following the event), not displaying proper approval, or improperly hanging items, may have privileges revoked.

Sammamish High School Cell Phone Expectation and Procedure

Our Why: We believe that use of cell phones and wearing of earbuds are a significant distraction to learning, which is our number one priority. Our cell phone and earbud policy allows us to focus, connect, and engage with each other.

Expectations

When you can use your cell phone/earbuds: passing period, lunch, before and after school

When you can NOT use your cell phone/earbuds: Cell phones are never to be used during class without the explicit, direct permission of the teacher.

Protocol for Cell Phones

- Upon entering the classroom place your cell phone and earbuds in a designated location (backpack, box, or other teacher-allocated space).
- Only retrieve your cell phone or earbuds with explicit, direct permission from your teacher.
- Just prior to the end of class your teacher will designate enough time to retrieve cell phones from their designated storage location.

When Expectations Are Not Met

Teacher Procedures	
1st Violation-	<ul style="list-style-type: none">• Restate the goal of creating a learning environment and revisit expectation.• Ask student to place phone or earbuds in lockbox to be returned to student at the end of the period.• Log the violation for tracking purposes.
2nd Violation-	<ul style="list-style-type: none">• Restate the goal of creating a learning environment and revisit expectation.• Ask student to place phone or earbuds in the lockbox where it will remain until it is delivered to the office. Student may pick up the phone from the office at the end of the day.• Email parent/guardian to communicate the expectation and procedure so that they have awareness that they will need to pick up the phone if additional violation.• Log the violation for tracking purposes.
3rd Violation-	<ul style="list-style-type: none">• Restate the goal of creating a learning environment and revisit expectation.• Ask student to place phone or earbuds in lockbox where it will remain until it is delivered to the office. Arrangements will be made for a parent/guardian to pick the phone up.• Log the violation in Synergy as an incident.
4th Violation-	<ul style="list-style-type: none">• Restate the goal of creating a learning environment and revisit expectation.• Ask student to place phone or earbuds in lockbox where it will remain until it is delivered to the office. Arrangements will be made for a parent/guardian to pick the phone up. Student will be assigned to in-school suspension.• Log the violation in Synergy as an incident.

Administrative Procedures (When student refuses to place phone in lockbox)	
Student will be sent to the office to surrender their phone to their administrator for the remainder of the day.	
If the student refuses to surrender their phone or earbuds to their administrator	
<ol style="list-style-type: none">1. Parent/guardian will be called to help facilitate surrender of the phone. If unsuccessful, then2. Parent/guardian will be asked to come to the school and pick up the phone. If unsuccessful, then3. Parent/guardian will take the student home or give the student permission to leave campus. This step will require and re-entry meeting with the student and parent/guardian and administrator the next school day.	
*If the student surrenders their phone or earbuds to administrator or the parent/guardian the student will be allowed to return to class.	
*If the student fails to report to the office when sent by a teacher the student will be assigned to ISS for failure to follow directions and truancy.	

AUDIO AND/OR VIDEO RECORDING DURING CLASSES

The use of audio or video recording devices to record teachers, students, or the classroom environment during class time is not permitted by law unless advanced permission is obtained by the classroom teacher. The library and other instructional spaces are also included. Permission is also required by administration as student privacy rights must be honored.

BOOKS

Textbooks may be checked out to students. Students are responsible for maintaining the textbook and returning it at the end of the course. Failure to return a book will result in a replacement cost fine being issued. No refunds on fines will be given after one year of the issuance of the fine. Also, no refunds on fines will be given if a book is returned and no longer in use by a course.

Library books are checked out for three weeks, though they may be renewed at any time. Students are responsible for keeping books in good condition and will be assessed a replacement cost fee if damaged. A \$5 late fine will be assessed for books that are three weeks overdue. Book replacement fees (and late fines) will be assessed for books marked lost, although the replacement fee may be waived upon the book's return to the library. Unpaid library fines may hinder students from obtaining yearbooks and student transcripts.

DRESS CODE

Students should dress appropriately for school. Attire should not interfere with the learning environment of the school. While the following is not a comprehensive list, here are a few examples of things that should not be worn:

- Clothing that has vulgar, harassing, or sexually explicit language on it
- Clothing that has any drug or alcohol references
- Clothing that is gang affiliated
- Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, profanity, or that is disparaging to gender, ethnicity, religion, or that has a sexual connotation
- Clothing must not advocate unhealthy behavior, dangerous practices, or create a safety problem (including graphics/text containing sexual connotations, controlled substances or violence).

HONOR CODE

The Sammamish community—faculty, students, and parents—strive for a spirited search for knowledge and expect all work to be a true and honest reflection of that search. To ensure the integrity of the honor code, we will not cheat, plagiarize, lie, steal, or condone these unethical acts.

In a spirited search for knowledge, you:

- make a genuine attempt to do the work independently, first.
- honestly admit to your teacher or peers that you need assistance;
- attend tutorial, form a study group and/or get a tutor. In that setting, you:
- build on existing knowledge to deepen understanding;
- guide/seek with questions;
- share/seek ideas, not simply answers;
- share/seek a new or contrasting perspective;
- share personal talents;
- pursue interests with passion.

And above all, you seek knowledge for the sake of individual growth, not merely credit.

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.

Family Connection allows you to:

- Get involved in the planning and advising process – 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
- Research colleges – Compare GPA, standardized test scores, and other statistics; explore majors; compare student activities and athletics offered on campus
- Research careers – Research hundreds of careers and career clusters, and take career assessments; find out what college major is connected to your career choice
- Create plans for the future – Create goals and to-dos, and complete tasks assigned to you by the school to prepare for future college and career goals
- **Family Connection** web address is: <https://bsd405.org/about/initiatives/college/naviance/access-naviance/>

Family Connection also lets us share information with you about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information. You can also use the site to stay in communication with the counseling office. We hope that you will find this resource helpful. If you have questions about Family Connection, please contact the counseling office.

DANCES

Dances sponsored by Sammamish High School are intended for students enrolled at Sammamish in a safe and healthy environment. Students are expected to participate in dance behaviors that are appropriate for the public-school environment.

- **Guests:** A student from another school may only attend a Sammamish dance if they are sponsored by a Sammamish student and a guest pass is required. The Sammamish student may only have one guest. The Sammamish student must obtain and turn in the completed guest pass before they will be allowed to purchase tickets to the dance. An administrator must approve the guest by signing the pass. Guest passes will be available Monday through Thursday the week of the dance. Guests must not be serving a suspension or expulsion from another school. Guests may not be older than 20 years of age (guests older than 20 years of age must be preapproved through the principal prior to purchasing tickets to the event). Guests must present photo identification at the door. A parent/guardian of the guest must authorize the guest to attend the dance.
- **Alcohol and Drugs:** These substances are not permitted at or on school grounds OR permitted to be consumed prior to arriving at the dance and coming onto school grounds. District policy guidelines and disciplinary actions will take into effect for any drug and alcohol violations.
- **Dance Guidelines:** No backpacks or outside beverages are allowed inside the dance. Bag checks will occur upon entry and bags may be retrieved when the student leaves the dance.
- **Re-entry:** Once a student leaves the building during a dance that student may not re-enter the building or dance area.
- **Dancer's Responsibility:** Front-to-back and front-to-front dancing are equally permitted at all Sammamish dances unless the following actions are committed:

- A dancer bending 90 degrees
- Any purposeful physical contact that involves thrusting or grinding
- Touching or groping of parts of the body in the “swimsuit areas”
- Hands under clothing
- Removal of clothing or violation of school dress code
- **Consequences for Behavior Expectation Violations:** If a student commits two violations at a single event, they will be dismissed from the remainder of that dance and suspended from the subsequent school dance. Parent contact may be initiated.
- **Dance Ticket Sales:** Selling Dance Tickets Procedures (same procedures whether it is a Friday or Saturday dance)
 - Tickets will be sold Monday (both lunches), Tuesday (both lunches), Wednesday (after school) and Thursday (both lunches and after school). **Tickets will not be sold on Fridays or at the dance.** Note: Since Prom is an off-school site dance, Prom tickets have their own unique schedule for selling tickets and this will be communicated and promoted to students and parents well in advance of the event.
 - Tickets sold are not transferable and non-refundable.
 - At dances where professional pictures are offered students must purchase a dance ticket to also have their pictures taken.
 - To speed up entry at the dance if a student has both their ticket and picture ID (ASB card or similar) they will gain immediate entry to the dance. Students who do not have both these items will have to go through a slower line.
 - Similar to SHS Athletic Events, once a student enters the dance they may not leave for any reason. Once they choose to leave, they will not be allowed to return.
 - For safety reasons, students are expected to be picked up or off-campus immediately after the dance ends.
 - Ticket prices with ASB cards are often less than those purchased without ASB cards. Ticket prices vary throughout the year and are set by ASB or the organization running the dance. Prom prices are significantly higher based on location or whether a meal is served.

STATE TESTING

In order to meet Washington State graduation requirements, high school students must: pass specific state exams, earn all required state and local credits, and complete a High School and Beyond Plan. Students must pass state exams in reading and writing, one math and the Washington Comprehensive Assessment of Science (Class of 2021 and beyond) or state-approved alternatives or assessments for students receiving special education services. This link provides more complete information about Washington State graduation requirements: <https://www.k12.wa.us/student-success/graduation/graduation-requirements>

Each spring, the State requires that we assess students in core subject areas. Along with students in 12 other states, Washington students in grades 3-8 (plus high school) will participate in the online Smarter Balanced assessments in English Language Arts (ELA) and Math. Students in grades 5, 8, and 11 will also take Washington Comprehensive Assessment of Science (WCAS) test. Test-related graduation requirements are explained below. Each school determines a workable testing schedule within state parameters, mid-March into June. The assessments are aligned with the Common Core State Standards, which are designed to prepare students to be college- and career- ready by the time they graduate from high school.

- All testing will be done online, and some parts are adaptive. This means that to a certain extent, the test questions will become more difficult- or easier- depending on how each student responds.
- All state tests are untimed.

- Each subject test- ELA or math- will take multiple sessions to complete; students will not need to finish a test in a single day. Estimated testing time per subject is 3-4 hours.
- Each test has a computer adaptive section (multiple choice, fill in the blank, etc.) plus a performance task section that will better measure a student's depth of understanding, research and analysis skills, etc.

We encourage parents and students to check out the practice and training tests, plus the many resources available to the public: https://login3.cambiumtds.com/student_core/V93/Pages/LoginShell.aspx?c=Washington_PT&a=student. Students will also have practice sessions during the school day before actual testing begins.

The Washington Comprehensive Assessment of Science (WCAS) test will be taken by students in grades 5, 8 and 11 to fulfill federal requirements. The WCAS is aligned to the Next Generation Science Standards and replaces two previous state science tests (Measurements of Student Progress and End-of-Course Biology). The WCAS test is taken online. For more information: <http://www.k12.wa.us/Science/Assessments.aspx>.

HIGH SCHOOL TESTING

- **Grade 9-** No Smarter Balanced or state science testing in 9th grade.
- **Grade 10-** All students will take the Smarter Balanced ELA and Math tests in the spring, to meet the State requirements to earn a high school diploma.
- **Grade 11-** If not previously passed, students will retake the Smarter Balanced ELA and/or Math tests (diploma requirement). In addition, to comply with federal accountability rules, 11th graders will take the new WCAS science test.
- **Grade 12-** Students will retake the Smarter Balanced ELA or Math test, if diploma requirements have not yet been met. Taking a course that is at the college level, either an AP course or College in the High School can be used for meeting the requirement.
- **High School students receiving special education services:**
 - **Grade 10-** All students will take the high-school level Smarter Balanced ELA and Math tests (except for those assessing with the alternate Wa-AIM test)
 - **Grade 11-12-** Depending on IEP instructions, as needed to meet diploma requirements, students may take off-grade-level Smarter Balanced tests or alternate assessments.
- **Connecting Smarter Balanced results to college course placement:** Higher education institutions in Washington State, both community colleges and all 4-year public universities, have agreed to use Smarter Balanced scores in determining college course placement. High school graduates who score at level 3 or 4 on high school level tests will be placed directly into credit-bearing courses.

PERSONAL PROTECTION SPRAY DEVICES

State law requires that students ages 14-17 have parent permission to carry PPSDs to school. Permission forms are available in the main office and must be completed and filed prior to possessing the item.

EMERGENCY CLOSURE PROCEDURES

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](#).

SELECT 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.

A continuación, se presentan resúmenes de las políticas y los procedimientos de políticas del distrito escolar de Bellevue (BSD) en los que se requiere o se alienta la publicación o la notificación. Puede encontrar las políticas y los procedimientos completos en el [manual digital de políticas y procedimientos \(digital policy and procedure manual\)](#) del BSD que se encuentra en el sitio web del distrito. El título de cada política y procedimiento contiene un hipervínculo a la política y el procedimiento específicos.

以下是学区要求或鼓励发布/告知学生和家庭的Bellevue 学区政策和政策程序的概要。完整的政策和程序，见Bellevue 学区《政策和程序手册数码版》（[digital policy and procedure manual](#)），在学区网站上。点击每项政策和程序的标题，可以链接到该项政策和程序。

<https://bsd405.org/about/policies-procedures/>

[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.

POLÍTICA 2151 Y PROCEDIMIENTO 2151P: ACTIVIDADES INTERESCOLARES

El distrito escolar de Bellevue ofrece un programa de actividades interescolares. Es importante recordar que, si bien la participación en programas extracurriculares no es un derecho, el distrito está comprometido con el acceso equitativo a estas actividades para todos y cada uno de los participantes interesados.

En la política y el procedimiento cuyos enlaces aparecen anteriormente, se incluye información detallada para los interesados en participar en estas actividades.

La política y el procedimiento cuyos enlaces aparecen anteriormente proporcionan información detallada para los interesados en participar en estas actividades.

I. Código de conducta para actividades/deportes: Detalla las medidas correctivas aplicadas a los participantes que exhiben cualquiera de los comportamientos que se elevan al nivel de mala conducta excepcional definida en la Política y el Procedimiento 3241 (gestión del aula, disciplina y medidas correctivas), incluido el consumo ilegal de drogas y de alcohol. En este código, se incluye información específica sobre cómo se aplica la disposición a los participantes, incluidos los derechos de apelación.

II. Requisito de asistencia: Detalla las expectativas para los estudiantes deportistas y la asistencia a la escuela en los días de prácticas y de competiciones. A los entrenadores se les proporciona una lista de asistencia diaria impresa para garantizar que sus deportistas sean elegibles para practicar o competir. En circunstancias excepcionales, extremas y atenuantes fuera del control del estudiante, la elegibilidad para practicar o competir puede ser concedida por adelantado según cada caso.

III. Requisito de calificaciones: Detalla el requisito de promedio de calificaciones del distrito para la participación en deportes de la escuela secundaria.

IV. Cumplimiento y entrenadores de la WIAA: Explica que los programas deportivos de las escuelas secundarias deben adherirse a las reglas y los procedimientos de la Junta Directiva del distrito escolar de Bellevue y de la Asociación de Actividades Interescolares de

Washington (WIAA). Cada escuela debe contar con procedimientos para seleccionar asesores o entrenadores adultos; notificar cada año a los padres y los participantes sobre las reglas, los reglamentos y las expectativas de cada deporte o actividad; y supervisar y evaluar a los entrenadores o los asesores, y los programas. Esta disposición incluye información sobre cómo denunciar una posible violación de las reglas del distrito o de la WIAA.

V. Deportes no pertenecientes a la WIAA: La Junta Directiva del distrito escolar de Bellevue ha autorizado deportes de club en waterpolo, *lacrosse*, y bádminton femenino como "deportes no pertenecientes a la WIAA" dentro del marco de la Política 2151. Los estudiantes que participan en deportes aprobados no pertenecientes a la WIAA deben ser residentes del distrito escolar de Bellevue. La junta no autorizará un deporte de club para una escuela secundaria donde la escuela secundaria tenga un deporte o una actividad sancionada por la WIAA.

VI. Elegibilidad deportiva para Big Picture School e International School: Los estudiantes que asistan a una de las escuelas de "elección" del distrito escolar de Bellevue que atienden a estudiantes entre los grados 9 y 12 mantendrán la elegibilidad deportiva en la escuela secundaria integral que atiende el vecindario en el que residen. Los estudiantes que asisten a Big Picture School y no residen en el distrito escolar de Bellevue son elegibles para competir por Sammamish High School. Los estudiantes que asisten a International School y no residen en el distrito escolar de Bellevue son elegibles para competir por Bellevue High School.

8

VII. Prácticas y competencias dominicales: Todas las actividades deportivas interescolares deben tener lugar entre el lunes y el sábado; por lo tanto, las prácticas y las competencias dominicales están prohibidas. Los directores deportivos pueden solicitar una excepción a la prohibición de competencia haciendo una solicitud por escrito al director de Deportes y Actividades del distrito antes de la competencia.

VIII. Evaluación del programa: El distrito realiza una revisión anual de cada programa para garantizar que cumpla con las metas del distrito y con las necesidades de los estudiantes. Dichas revisiones deben incluir un amplio aporte de los participantes y de sus familias. Cada programa deportivo llevará a cabo una encuesta entre los estudiantes deportistas y los padres que servirá como fuente de datos para informar a los directores y los administradores deportivos en su revisión anual, y para proporcionar devoluciones informativas al personal de entrenamiento.

2151 号政策和 2151P 号程序：校际活动

Bellevue 学区提供校际活动项目。虽然参加课外项目不是一项应得的权利，明确这一点很重要，但是学区致力于每一位感兴趣的参加者提供平等地进入和开展这些活动的机会。

上文链接的政策和程序包括面向有兴趣参加这些活动的同学的详细信息。

上文链接的政策和程序为有兴趣参加这些活动的同学提供详细的信息。

I. 体育/活动行为准则：详细介绍了对显示达到3241号政策和程序（教室管理、纪律处分和纠正行动）定义的非法使用药物和酒精等格外不当行为水平的任何行为的参加者适用的纠正行动。这项规定包括该规定对参加者如何适用的具体信息，包括申诉权利。

II. 出勤要求：详细介绍在练习日和比赛日对学生运动员和到校出勤的预期。学区向教练提供每日出勤情况表，确保教练负责的运动员有资格练习或比赛。在超出学生控制的罕见、极端和可减轻处罚的情形，可以提前授予练习或比赛的资格，具体情况具体分析决定。

III. 分数要求：详细介绍学区对参加高中体育项目的GPA分数要求。

IV. 华盛顿州校际活动协会合规和教练：解释高中体育项目必须遵守Bellevue学区董事会和华盛顿州校际活动协会的规则和程序。对选择成年顾问/教练；每年通知家长和参加者各项体育/活动的规则、管理规定和预期；以及监督和评估教练/顾问和项目，每所学校都要制定好程序。这项规定包括如何报告对学区或华盛顿州校际活动协会规则潜在违

反的信息。

V. 非华盛顿州校际活动协会体育项目：Bellevue学区董事会已经授权水球、长曲棍球和女子羽毛球等俱乐部体育项目作为2151号政策定义下的“非华盛顿州校际活动协会体育项目”。参加经批准的非华盛顿州校际活动协会体育项目的学生，必须是Bellevue学区居民。如果一所高中有华盛顿州校际活动协会批准的体育项目或活动，学区董事会就不会为该高中授权俱乐部体育项目。

VI. Big Picture 学校和国际学校的体育比赛资格 在Bellevue学区服务9到12年级学生的“精选”学校之一就读的学生，将保留在服务该学生居住所在地社区的全面高中的体育比赛资格。在Big Picture学校就读，但是不在Bellevue学区居住的学生，有资格代表Sammamish高中参赛。在国际学校就读，但是不在Bellevue学区居住的学生，有资格代表Bellevue高中参赛。

VII. 周日练习和比赛：所有的校际体育活动必须在周一到周六进行，所以，禁止周日练习和比赛。在比赛前，体育主任以书面形式向学区体育和活动主任提出申请，可以要求对禁止周日比赛予以例外。

VIII. 项目评估：要求学区对每个项目开展年度审查，确保每个项目满足学区的目标和同学们的需要。这样的审查必须包括来自参加者及其家庭的广泛的意见建议。每个体育项目都将对学生运动员和家长开展调查，作为数据来源，在年度审查中提示体育主任和学校管理者应该怎样做，并向教练工作人员提供信息量大的反馈。

Web: <http://www.oeo.wa.gov/en> Email: oeoinfo@gov.wa.gov

Toll-free: 1-866-297-2597 Fax: 844-886-5196

We listen. We inform. We help solve problems.

Washington State Governor's Office of the Education Ombuds • We listen. We inform. We help solve problems.

www.facebook.com/WAEducationOmbuds (English) www.facebook.com/OmbudsdeEducacion/ (Spanish)

www.twitter.com/EdOmbuds www.youtube.com/TheWAEducationOmbudsman

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 (interpretation available). (English)

华盛顿州州长 Office of the Education Ombuds (OEO, 教育监察员办公室) 是一个独立的州级机构，通过支持家庭、学生、教育工作者和华盛顿州各社区的其他利益相关者了解 K-12 学校系统并合作解决相关问题的方式，以此来帮助缩小教育机会的差距。OEO 所提供的服务均为免费且保密性的服务。任何人都可以就有关学校的相关问题或疑虑联系 OEO。OEO 会认真倾听、分享信息以及提供转介服务，并与各家庭、社区和学校开展非正式合作，以共同解决问题，以便每名学生均能充分就读本州的公立学校并在其中茁壮成长。OEO 可以提供多种语言的支持服务以及电话口译服务。如欲获得帮助或了解有关 OEO 的更多信息，请访问我们的网站： <https://www.oeo.wa.gov/en>；发送电子邮件至：

oeoinfo@gov.wa.gov，或致电：

1-866-297-2597（可提供口译服务）。

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

POLÍTICA 3122 Y PROCEDIMIENTO 3122P (ASISTENCIA)

El distrito escolar de Bellevue cree que la asistencia regular a la escuela y el compromiso son esenciales para el éxito del estudiante. Se espera que los estudiantes asistan a todas las clases asignadas todos los días. En ocasiones, los estudiantes pueden ausentarse de clase por motivos justificados. En la política y el procedimiento completos, cuyos enlaces aparecen más arriba, encontrará más información sobre:

1. cómo informar una ausencia;
2. definiciones de "ausencia" para el aprendizaje presencial, sincrónico y asincrónico;
3. ausencias consideradas excusables según la ley del estado de Washington;
4. deberes de los distritos respecto al ausentismo crónico y a las ausencias injustificadas.

3122 号政策和3122P 号程序（出勤）

Bellevue 学区认为，规律的到校出勤和身心投入学习对学生取得成功必不可少。学区期待同学们每天到校参加安排的课程。有时候，学生可以有适当理由地缺席课程。在以上链接的完整政策和程序中，您会找到关于以下方面的更多信息：

1. 如何报告缺勤
2. 对面对面、同步和非同步学习缺勤的定义
3. 根据华盛顿州法律视为可以原谅的缺勤
4. 学区对长期旷课和无理由缺勤的义务

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 | **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](http://www.wa.gov), 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](http://ocr.ed.gov)

<i>Washington</i>	<i>State</i>	<i>Human</i>	<i>Rights</i>	<i>Commission</i>
1-800-233-3247 TTY: 1-800-300-7525 Human Rights Commission Website				

POLÍTICA 3205 Y PROCEDIMIENTO 3205P (PROHIBICIÓN DEL ACOSO SEXUAL, ESTUDIANTES)

Los estudiantes y el personal están protegidos contra el acoso sexual por parte de cualquier persona en cualquier programa o actividad escolar, incluso en el campus de la escuela, en el autobús escolar o fuera del campus durante una actividad patrocinada por la escuela.

El acoso sexual consiste en un comportamiento o una comunicación no deseados de naturaleza sexual cuando:

- se hace creer a un estudiante o a un empleado que debe someterse a conductas o comunicaciones sexuales no deseadas para obtener algo a cambio, como una calificación, un ascenso, un cupo en un equipo deportivo o cualquier decisión educativa o laboral;
- la conducta interfiere sustancialmente en el desempeño educativo del estudiante o crea un entorno educativo o laboral intimidatorio u hostil.

Ejemplos de acoso sexual:

- Presionar a una persona para obtener favores sexuales.
- Tocamientos no deseados de naturaleza sexual.
- Pintar grafitis de naturaleza sexual.
- Distribuir mensajes de texto, correos electrónicos o imágenes de contenido sexual explícito.
- Hacer bromas o rumores sexuales, o comentarios sugerentes.
- Violencia física, incluidas violaciones y agresiones sexuales.

Puede denunciar casos de acoso sexual a cualquier miembro del personal de la escuela o al oficial del Título IX del distrito, indicado más arriba. También tiene derecho a presentar una denuncia (vea abajo). Para obtener una copia de la política y el procedimiento de acoso sexual de su distrito, comuníquese con la oficina de su escuela o distrito, o véala en línea aquí:

Política 3205 (prohibición de acoso sexual, estudiantes):

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

Procedimiento 3205P (prohibición de acoso sexual, estudiantes):

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

Política 5011 (prohibición de acoso sexual, personal):

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

Procedimiento 5011P (prohibición de acoso sexual, personal):

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

OPCIONES DE DENUNCIA: DISCRIMINACIÓN Y ACOSO SEXUAL

Si cree que usted o su hijo han sufrido discriminación ilegal, acoso discriminatorio o acoso sexual en la escuela, tiene derecho a presentar una denuncia.

Antes de presentar una denuncia, puede hablar de sus inquietudes con el director de su hijo o con el coordinador de la Sección 504, el oficial del Título IX o el coordinador de derechos civiles del distrito escolar, que han sido indicados más arriba. Esta suele ser la forma más rápida de resolver sus inquietudes.

Denuncia ante el distrito escolar

Paso 1: Escriba su denuncia.

En la mayoría de los casos, las denuncias deben presentarse antes de que transcurra un año desde la fecha del incidente o de la conducta objeto de la denuncia. La denuncia debe presentarse por escrito. Asegúrese de describir la conducta o el incidente; explique por qué cree que se ha producido la discriminación, el acoso discriminatorio o el acoso sexual; y describa qué medidas cree que debería tomar el distrito para resolver el problema. Envíe su denuncia por escrito (por correo, fax, correo electrónico o en persona) al superintendente del distrito o al coordinador de cumplimiento de derechos civiles.

Paso 2: El distrito escolar investiga su denuncia.

Una vez que el distrito reciba su denuncia por escrito, el coordinador le entregará una copia del procedimiento de denuncia y se asegurará de que se realice una investigación rápida y exhaustiva. El superintendente o la persona designada le responderá por escrito en un plazo de treinta (30) días calendario, a menos que usted haya aceptado un plazo diferente. Si su denuncia involucra circunstancias excepcionales que exigen una investigación más prolongada, el distrito lo notificará por escrito para explicarle por qué el personal necesita ampliar el plazo y para indicarle la nueva fecha para su respuesta por escrito.

Paso 3: El distrito escolar responde a su denuncia.

En su respuesta por escrito, el distrito incluirá un resumen de los resultados de la investigación, la decisión de si el distrito incumplió o no las leyes de derechos civiles, la notificación de que usted puede apelar esta decisión, y las medidas necesarias para que el distrito cumpla con las leyes de derechos civiles. Las medidas correctivas se aplicarán dentro de los treinta (30) días calendario posteriores a esta respuesta por escrito, a menos que usted haya aceptado un plazo diferente.

Apelación ante el distrito escolar

Si no está de acuerdo con la decisión del distrito escolar, puede apelar ante el Consejo Disciplinario de Apelaciones (DAC). Debe presentar una notificación de apelación por escrito al secretario de la junta escolar dentro de los diez (10) días calendario posteriores a haber recibido la respuesta del distrito escolar a su denuncia. El DAC programará una audiencia dentro de los veinte (20) días calendario posteriores a la recepción de su apelación, a menos que usted haya aceptado un plazo diferente. El DAC le enviará una decisión por escrito dentro de los treinta (30) días calendario posteriores a que el distrito haya recibido su notificación de apelación. La decisión del DAC incluirá información sobre cómo presentar una denuncia ante la Oficina del Superintendente de Instrucción Pública (OSPI).

Denuncia ante la OSPI

Si no está de acuerdo con la decisión de apelación del distrito escolar, la ley estatal ofrece la opción de presentar una denuncia formal ante la Oficina del Superintendente de Instrucción Pública (OSPI). Este es un proceso de denuncia independiente que puede llevarse a cabo si se ha dado una de las siguientes condiciones: (1) usted ha completado el proceso de denuncia y apelación del distrito, o (2) el distrito no ha seguido correctamente el proceso de denuncia y apelación.

Tiene veinte (20) días calendario para presentar una denuncia ante la OSPI a partir del día en que recibió la decisión sobre su apelación. Puede enviar su denuncia por escrito a la Oficina de Equidad y Derechos Civiles de la OSPI:

Correo electrónico: Equity@k12.wa.us | **Fax:** 360-664-2967

Correo postal o entrega en persona: PO Box 47200, 600 Washington St. S.E., Olympia, WA, 98504-7200

Para obtener más información, visite nuestro [sitio web](#) o comuníquese con la Oficina de Equidad y Derechos Civiles de la OSPI llamando al 360-725-6162 (teléfono de texto: 360-664-3631) o por correo electrónico a equity@k12.wa.us.

Otras opciones de denuncia por discriminación

Oficina de Derechos Civiles, Departamento de Educación de los Estados Unidos.

206-607-1600 | Dispositivo de telecomunicaciones para sordos: 1-800-877-8339 |

OCR.Seattle@ed.gov | [Página web de la OCR](#)

Comisión de Derechos Humanos del Estado de Washington

1-800-233-3247 | Teléfono de texto: 1-800-300-7525 | [Página web de la Comisión de Derechos Humanos](#)

3205 号政策和3205P 号程序（禁止性骚扰：学生版）

在所有学校项目和活动中，保护学生和工作人员不受任何人的性骚扰，包括在学校校园、校车，以及在学校举办活动期间的校园外。

性骚扰是以下情况中不受欢迎的性性质的行为或沟通：

- 一名学生或员工被引导着认为他或她必须屈从于不受欢迎的性举动或沟通，才能获得什么作为回报，比如分数、升级/晋升，体育队名额，或者任何教育或就业决定，或者
- 该行为显著干扰一名学生的教育表现，或者形成恐吓或敌意的教育或就业环境。

性骚扰的例子：

- 向一个人施加压力要求获得性方面的好处
- 不受欢迎的性性质的触摸
- 性性质的涂鸦
- 发送性意思明显的文字短信、电子邮件、照片图片
- 开性方面的玩笑、幽默，或说暗示性的话语
- 肢体暴力，包括强奸和性侵犯

您可以向任何一位学校工作人员或以上列出的学区Title IX 干事报告性骚扰。您也有权提交投诉指控（见下文）。要获得一份学区的禁止歧视政策和程序，请联系您的学校、学区办公室，或者点击

这里在线查看：

3205 号政策（禁止性骚扰——学生版）：

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

3205P 号程序（禁止性骚扰——学生版）：

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

5011 号政策（禁止性骚扰——职员版）：

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

5011P 号程序（禁止性骚扰——职员版）：

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

提交投诉指控的可选方案：歧视和性骚扰

如果您认为您或您家孩子在学校受到了非法歧视、歧视性的骚扰或性骚扰，您有权提交投诉或指控。

在提交投诉指控前，您可以与您家孩子的校长、学区504 条协调员、Title IX 干事，或民权协调员，

讨论您的关切。他们的联系方式见上文。这常常是解决您的关切的 fastest 方式。

向学区提交投诉指控

第一步：把您的投诉指控写在纸面上。

在大多数情况下，对投诉指控涉及的事件或行为，必须在投诉指控发生之日起一年内提交。投诉指控必须以书面形式。一定描述行为或事件，解释为什么您认为发生了歧视、歧视性的骚扰或性骚扰，并描述您认为学区为解决该问题应采取哪些行动。（使用邮寄、传真、电子邮件或亲手交付的方式）向学区学监或民权合规协调员发送您的书面投诉指控。

第二步：学区调查您的投诉指控

学区收到您的书面投诉指控后，协调员将提供给您一份投诉指控程序，并确保迅速开展彻底调查。

学监或其指定专员将在三十（30）天内以书面形式回复您，除非您同意不同的时间期限。如果您的投诉指控涉及需要开展更长时间调查的特殊情形，学区将以书面形式通知您，解释为什么工作人员需要延长时间，以及提供书面回复的新日期。

第三步：学区对您的投诉指控做出回复

在书面回复中，学区将包括对调查结果的概述，确定学区是否未能遵守民权法律，告知您可以对这一决定提出申诉，以及使学区遵守民权法律的任何必要措施。在提供这一书面回复后，学区将在三十（30）天内实施纠正措施，除非您同意不同的时间期限。

向学区申诉

如果您不同意学区的决定，您可以向纪律处分申诉委员会申诉。您必须在收到学区对您投诉指控回复后十（10）天内，以书面形式向学区董事会秘书提交申诉通知。纪律处分申诉委员会在收到您的申诉通知后，会在二十（20）天内安排一次听证，除非您同意不同的时间表。纪律处分申诉委员会将在学区收到您的申诉通知后三十（30）天内，向您发送书面决定。纪律处分申诉委员会的决定将包括如何向州教育局提交投诉指控的信息。

向教育局提交投诉指控

如果您不同意学区对您申诉的决定，州法律规定，您可以选择向州教育局提交正式的投诉指控。如果以下两种情况之一发生，就可以进行这一单独的投诉指控流程：1）您已经完成了学区的投诉指控和申诉流程，或者2）学区没有正确地遵守投诉指控和申诉流程。

在收到对您申诉的决定之日起，您有二十（20）天时间向州教育局提交投诉指控。您可以用以下

方式向州教育局平等与民权办公室（Equity and Civil Rights Office）发送您的书面投诉指控：

电子邮件：Equity@k12.wa.us | 传真：360-664-2967

邮寄或亲手交付：PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

要获得更多信息，请访问[网站](#)，或联系州教育局平等与民权办公室，电话：360-725-6162/电传打字：360-664-3631，或电子邮件：equity@k12.wa.us。

提交对歧视的投诉指控的其他可选方式

美国教育部民权办公室

206-607-1600 | 听力障碍专用号码：1-800-877-8339 | OCR.Seattle@ed.gov | [OCR Website](#)

华盛顿州人权委员会

1-800-233-3247 | 电传打字：1-800-300-7525 | [人权委员会网站](#)__

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.

POLÍTICA 3207 Y PROCEDIMIENTO 3207P (PROHIBICIÓN DEL ACOSO, LA INTIMIDACIÓN Y EL ACOSO ESCOLAR)

El distrito se compromete a crear un entorno educativo seguro y civil, libre de acoso, intimidación o acoso escolar, para todos los estudiantes, los empleados, los padres o los tutores legales, los voluntarios, los y miembros de la comunidad. Se entiende por "acoso, intimidación o acoso escolar" todo acto intencionado por medios electrónicos, escritos, verbales o físicos, incluidos, entre otros, los que se muestran motivados por la raza; el color; la religión; la ascendencia; el origen nacional; el sexo; la orientación sexual, incluida la expresión o la identidad de género; la discapacidad mental o física; u otras características distintivas, cuando un acto:

- A. daña físicamente a un estudiante o daña la propiedad del estudiante;
- B. tiene el efecto de interferir sustancialmente en la educación de un estudiante;
- C. es tan severo, persistente o generalizado que crea un entorno educativo intimidatorio o amenazante;
- D. tiene el efecto de interrumpir sustancialmente el funcionamiento ordenado de la escuela.

El procedimiento se aplica al acoso, la intimidación y el acoso escolar dirigidos a los estudiantes y llevados a cabo por otros estudiantes, empleados o terceros implicados en las actividades del distrito escolar.

Debido a que los estudiantes pueden experimentar los efectos continuos del acoso, la intimidación y el acoso escolar fuera del campus en el entorno educativo, el distrito considerará los efectos de la conducta fuera del campus al evaluar si existe un ambiente hostil en el campus.

Otra información importante incluida en el procedimiento completo (enlace más arriba):

1. Cómo presentar una denuncia en virtud de la Política 3207/Procedimiento 3207P.
2. La responsabilidad del distrito de comunicarse con las personas que presentan la denuncia en un plazo de dos días para confirmar la recepción e informar al denunciante sobre los pasos que se deben seguir.
3. Información detallada sobre los procesos de resolución formales e informales del distrito.

El distrito escolar de Bellevue pone a disposición *Vector Alert*, un sistema de denuncia que permite a los estudiantes, el personal y los padres enviar inquietudes sobre la seguridad a nuestra administración de cuatro maneras diferentes: por mensaje de texto, correo electrónico, teléfono y el sitio web. Denuncie el acoso, la intimidación o el acoso escolar con **Vector Alert**.

Nancy Pham es la responsable de cumplimiento en materia de acoso, intimidación y acoso escolar del distrito.

Teléfono: (425) 456-4040
 Correo electrónico: phamn@bsd405.org
 Dirección de correo postal: 12111 NE 1st Street, Bellevue, WA 98005

3207 号政策和3207P 号程序（禁止骚扰、恐吓和欺凌）

学区致力于为所有学生、员工、家长/法定监护人、志愿者和社区成员提供安全文明的教育环境，

没有骚扰、恐吓或欺凌。“骚扰、恐吓或欺凌”指的是任何蓄意的电子、书面、口头或肢体行为，包括但不限于表现为基于种族、肤色、宗教、祖籍、原国籍、性别、性别表达或性别认同等性倾向、智力或身体残疾或其他区别性特点做出的行为，该行为：

- A. 从身体上伤害一名学生或损坏该学生的物品；
- B. 有显著干扰一名学生的教育的影响；
- C. 如此严重、持久或广泛，以至于形成一种恐吓或威胁性教育环境；或者
- D. 有显著干扰学校有序运行的影响。

该程序适用于其他学生、员工或参与学区活动的第三方对学生的骚扰、恐吓和欺凌。因为学生在教育环境会感受到校外骚扰、恐吓和欺凌的持续影响，所以学区在评估在校内是否存在敌意环境时，会考虑校外行为的影响。

完整的程序（见以上链接）包括的其他重要信息：

- 1. 如何根据3207号政策/3207P号程序提交报告
- 2. 学区在两天内联系报告者的责任，确认收到报告和告知报告者下一步步骤
- 3. 关于学区非正式和正式解决流程的详细信息

Bellevue 学区提供**Vector Alert**，这是一个举报系统，使学生、工作人员和家长能使用文字短信、电子邮件、电话和网站等四种不同方式，向管理部门提交安全关切。要报告骚扰、恐吓或欺凌，请使用**Vector Alert**。

Nancy Pham 是学区骚扰、恐吓和欺凌合规干事。

电话：425-456-4040

电子邮件：phamn@bsd405.org

邮寄地址：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>

POLÍTICA 3210 Y PROCEDIMIENTO 3210P (NO DISCRIMINACIÓN)

El distrito escolar de Bellevue no discrimina en ningún programa o actividad por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano o militar, orientación sexual, expresión de género, identidad de género, discapacidad, o el uso de un perro guía entrenado o de un animal de servicio; y brinda igualdad de acceso a niños exploradores y a otros grupos de jóvenes designados. Los siguientes empleados han sido designados para atender consultas y denuncias de presunta discriminación:

Derechos civiles, discriminación racial y discriminación por expresión o identidad de género:

Coordinadora de cumplimiento de derechos civiles y no discriminación: Nancy Pham, (425) 456-4040 phamn@bsd405.org.

Discriminación basada en el sexo, incluido el acoso sexual: Coordinador del Título IX: Jeff Lowell, (425) 456-4010 lowellj@bsd405.org.

Discriminación por discapacidad:

Coordinadora de la Sección 504/ADA: Heather Edlund, (425) 456-4156 edlundh@bsd405.org.

Dirección de correo postal para los tres: 12111 NE 1st Street, Bellevue, WA 98005.

Puede denunciar casos de discriminación y acoso discriminatorio a cualquier miembro del personal de la escuela o a la coordinadora de derechos civiles del distrito, indicada más arriba. También tiene derecho a presentar una denuncia (vea abajo). Para obtener una copia de la política y el procedimiento de no discriminación del distrito escolar de Bellevue, comuníquese con su escuela, con la oficina del distrito o véala en línea aquí:

Política 3210 (no discriminación, estudiantes): <https://bsd405.org/wp-content/pdf/policy/3210.pdf>

Procedimiento 3210P (no discriminación, estudiantes): <https://bsd405.org/wp-content/pdf/policy/3210P.pdf>

Política 5010 (no discriminación, personal): <https://bsd405.org/wp-content/pdf/policy/3210.pdf>

Procedimiento 5010P (no discriminación, personal): <https://bsd405.org/wp-content/pdf/policy/3210P.pdf>

3210 号政策和3210P 号程序（禁止歧视）

在任何项目或活动中，Bellevue 学区不因性别、种族、信仰、宗教、肤色、原国籍、年龄、退役或现役军人身份、性倾向、性别表达、性别认同、残疾，或使用经培训的导盲犬或服务动物歧视任何人，为男童子军和其他命名的青少年群体提供同等机会。学区指定以下员工处理对声称存在歧视的疑问和投诉指控：

针对民权、种族歧视、性别表达或性别认同的歧视：

民权/ 禁止歧视合规协调员Nancy Pham， 电话：(425) 456-4040， 电子邮件：phamn@bsd405.org

基于性的歧视，包括性骚扰：Title IX 协调员Jeff Lowell， 电话：(425) 456-4010， 电子邮件：lowellj@bsd405.org

残疾歧视：

504 条/《美国残疾人法案》协调员：Heather Edlund， 电话：(425) 456-4156， 电子邮件：edlundh@bsd405.org

这三个人的邮寄地址都是：12111 NE 1st Street, Bellevue, WA 98005

您可以向任何一位学校工作人员或以上列出的学区民权协调员报告歧视和歧视性的骚扰。您也有权提交投诉指控（见下文）。要获得一份Bellevue 学区的禁止歧视政策和程序，请联系您的学校、学区办公室，或者[点击这里](#)在线查看：

3210 号政策（禁止歧视——学生版）：<https://bsd405.org/wp-content/pdf/policy/3210.pdf>

3210P 号程序（禁止歧视——学生版）：<https://bsd405.org/wp-content/pdf/policy/3210P.pdf>

5010 号政策（禁止歧视——工作人员）：<https://bsd405.org/wp-content/pdf/policy/5010.pdf>

5010P 号程序（禁止歧视——工作人员）：<https://bsd405.org/wp-content/pdf/policy/5010P.pdf>

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

POLÍTICA 3241 Y PROCEDIMIENTO 3241P (CONDUCTA/DISCIPLINA DEL ESTUDIANTE)

El distrito se compromete a garantizar un entorno de aprendizaje seguro y productivo en el que los estudiantes tengan todas las oportunidades para aprender. Para asegurar que todos y cada uno de los estudiantes tengan un acceso equitativo a los servicios educativos y que el comportamiento del estudiante no ocasione una pérdida de los servicios educativos, el distrito ha eliminado las suspensiones de corta duración y proporciona acceso a los servicios educativos durante las suspensiones de larga duración y durante las expulsiones de emergencia. El distrito también se compromete a reducir el impacto desproporcionado de las suspensiones y las expulsiones fuera de la escuela en cualquier grupo identificable de estudiantes, incluidos aquellos con discapacidades. El distrito cumplirá sus objetivos mediante la aplicación de apoyos y principios de comportamiento positivo, reconociendo al mismo tiempo que habrá ocasiones en las que será necesaria la aplicación de medidas correctivas.

Otra información importante indicada en cada procedimiento (enlace más arriba):

1. [Lista de infracciones de conducta](#)
2. Requisitos de la escuela para determinar y aplicar medidas correctivas, incluidas las **exclusiones del aula, las suspensiones dentro de la escuela, las suspensiones de larga duración, las expulsiones, las expulsiones de emergencia y la reincorporación.**
3. Quejas de padres y estudiantes/derechos de apelación y procesos/plazos

3241 号政策和3241P 号程序（学生行为/纪律处分）

学区致力于确保一个安全、高效的学习环境，向同学们提供在这样的环境学习的每一个机会。为了确保每一位同学都有获得教育服务的平等机会，并且学生行为不导致丧失教育服务，学区已经取消了短期暂停学业纪律处分，并且在给予长期暂停学业和紧急驱逐出校纪律处分时，提供获得教育服务的机会。学区也致力于减轻对残疾学生群体等任何可识别的学生群体给予校外暂停学业和驱逐出校带来的格外严重的影响。学区认识到，有时候采用纠正行动是必要的，同时，将采用积极的行为支持和原则，实现学区的承诺。

每项程序（见以上链接）规定的其他重要信息：

1. [行为违反列表](#)
2. 对学校确定和实施纠正行动的要求，包括：驱逐出教室，[在校暂停学业](#)，[长期暂停学业](#)，[驱逐出校](#)，[紧急驱逐出校](#)，以及重新衔接。
3. 家长和学生委屈/申诉权利和流程/时间表

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:

- A. Begin the conversation with the acknowledgement that each is operating with the best of intentions.
- B. Work collaboratively to understand the other's point of view.
- C. 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:

- A. Detailed statement of the complaint
- B. Steps taken to address the complaint
- C. 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.

POLÍTICA 4220 Y PROCEDIMIENTO 4220P (DENUNCIAS RELATIVAS AL PERSONAL O A LOS PROGRAMAS)

El proceso de presentación de denuncias del distrito se basa en el principio de que la mayoría de los problemas pueden y deben resolverse en el nivel en que se tomaron las decisiones. Se hará todo lo posible por resolver las inquietudes y las denuncias a través de la comunicación informal. Si los intentos de resolverlas de manera informal no logran un resultado aceptable para el estudiante, entonces se puede recurrir al proceso de denuncia formal. El distrito se compromete a resolver las inquietudes y las denuncias sobre programas, políticas, procedimientos, acciones y decisiones de los empleados de la escuela y del distrito de manera eficaz, eficiente y oportuna al iniciar la denuncia con las personas responsables del programa, el evento, la acción o la decisión.

Al abordar las denuncias informales, las partes implicadas deberán:

- A. comenzar la conversación reconociendo que cada una actúa con la mejor de las intenciones,
- B. colaborar para comprender el punto de vista de la otra parte,
- C. tratar de resolver el problema durante la conversación antes de iniciar una denuncia formal.

Cuando una denuncia no se ha resuelto a través de intentos informales de resolución, el denunciante puede iniciar una denuncia formal por escrito dentro de los treinta (30) días calendario siguientes al intento de resolución informal. Toda denuncia informal no resuelta a nivel escolar se dirige a la Oficina de Apoyo Escolar y debe incluir:

- A. una explicación detallada de la denuncia,
- B. medidas adoptadas para abordar la denuncia,
- C. propuestas de resolución para considerar.

La Oficina de Apoyo Escolar asignará a una persona responsable para que se reúna con el demandante a fin de comprender la denuncia y las propuestas de resolución que se hayan considerado. Esta persona proporcionará una decisión por escrito sobre la denuncia en un plazo de diez (10) días calendario a partir

de la recepción de la denuncia. Las decisiones de resolución son definitivas, excepto en el caso de apelaciones ante el superintendente de Instrucción Pública, otros organismos o los tribunales, según lo dispuesto por la ley.

4220 号政策和4220P 号程序（对工作人员或项目的投诉指控）

学区处理投诉指控的流程按照大多数问题可以并且应该在做出决定的层面解决的原则。应尽一切努力，通过非正式沟通解决关切和投诉指控。如果试图非正式地解决未能为学生带来可接受的结果，那么可采用正式的投诉指控流程。学区从负责项目、活动、行动或决定的人启动投诉指控处理，致力于有效、高效、及时地解决对学校 and 学区项目、政策、程序、行动和员工决定的关切和投诉指控。

在解决非正式的投诉指控时，涉及的各方应：

- A. 对话开始时，先表明每一方是抱着最好的意图开展工作的。
- B. 协作，以便理解对方的观点。
- C. 在启动正式的投诉指控前，努力通过对话解决关切。

在试图非正式地解决没能解决投诉指控时，投诉指控方可以在试图非正式解决开始三十（30）天内，以书面形式启动正式的投诉指控。在学校层面没有解决的任何非正式的投诉指控，将交给学区的学校支持办公室，并且必须包括：

- A. 对投诉指控的详细表述
- B. 为解决投诉指控采取的步骤
- C. 建议考虑的解决方案

学校支持办公室将安排一位负责人与投诉指控方见面，了解投诉指控，以及已经考虑了哪些解决方案。在收到投诉指控十（10）天内，这位负责人将提供解决投诉指控的书面决定。解决方案的决定是最终的，但是根据法律规定，可向州教育局、其他机构或法院申诉的除外。



Web: <http://www.oeo.wa.gov/en>

Toll-free: 1-866-297-2597

We listen.

We inform.

Email: oeoinfo@gov.wa.gov

Fax: 844-886-5196

We help solve problems.



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)

Washington State Governor's Office of the Education Ombuds • We listen. We inform. We help solve problems.
www.facebook.com/WAEducationOmbuds (English) www.facebook.com/OmbudsdeEducacion/ (Spanish)
www.twitter.com/EdOmbuds www.youtube.com/TheWAEducationOmbudsman

Technology

PERSONAL ELECTRONIC TECHNOLOGY: PHONES: TABLETS AND MP3 PLAYERS

Cellular phones, pages, and MP3 players may not be used during class, assemblies, ceremonial events, or in the library. Students may also be asked to leave their cell phones in the classroom prior to using a restroom pass. Failure to comply with these guidelines will result in the following consequences:

- First offense- warning
- Second offense- confiscation by teacher; phone may be retrieved by the end of period
- Third offense- confiscation by teacher; picked up by student from main office after school ends
- Third offense- confiscation by teacher and sent to an administrator with discipline referral
- Fourth offense- phone is confiscated by teacher and sent to an administrator with discipline referral; parent contact will be required to retrieve phone; detention may be assigned
- Fifth offense- discipline referral to an administrator for non-compliance; consequences may include detention or Saturday School

The school will provide a laptop, stylus, laptop bag, and cord each year to every student who takes a class on campus. Students are responsible for maintaining the laptop in good shape. Purposeful or accidental damage to any of these items may result in a fine at the end of the school year.

TECH OFFICE AND STUDENT TECH HELP AREAS

If a laptop or other tech item is malfunctioning, a student can bring the device to the tech office/Student Tech Help area in the library in case.

You may notice errors that say Updating failed. Sophos Endpoint Security and Control has failed to download updates. This error can be ignored.

Something is broken (e.g., broken screen, keys fall off, battery won't stay charged). Bring to the school office. The school's Technology Specialist will review/repair the unit.

During any lock-down drill or emergency events, all ringers/sounds must be turned off, and no verbal communication will be allowed.



ONE-TO-ONE AT SAMMAMISH

A laptop/touchscreen tablet called a Lenovo Yoga will be distributed to every student at Sammamish. Starting with the class of 2022, students will be provided with new Dell laptops. This will allow students to learn and collaborate in new exciting ways. Each student is responsible for maintaining their device and returning it at the end of the academic year. The chart below shows the cost to replace the accessories. Please note that prices are different due to the students having two different types of computers. These are subject to change based on the cost of the accessories.

Accessory	Replacement Cost
Lenovo Yoga (S1, 11, 12) Pen	\$13
Lenovo Yoga 260/370 Pen	\$27
Lenovo ThinkPad 65W Power Adapter	\$19
Laptop Case	\$25
Dell Power Adapter 65 Watt	\$34
Dell Active Pen PN557W	\$28

Laptop Usage

ACCEPTABLE USE EXPECTATIONS

Computing at Sammamish is to be used for educational purposes that serve the school's mission. Students and faculty are expected to use good judgment when working in gray areas not covered explicitly by the rules. Never provide personal information while online. You should assume that everything you do online can be seen by the entire world. All community members are expected to contribute to a stable and productive computing environment.

WEB CAMS

- Purpose- Each student laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills. Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:
 - Recording videos or taking pictures to include in a project
 - Recording a student giving a speech and playing it back for rehearsal and improvement.
 - Listening to Music
- At School- Listening to music on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.
- At Home- Listening to music on your laptop (for example, from a streaming website) is allowed at home with permission from parents/guardians.

WATCHING MOVIES

- At School- Watching movies on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment
- At Home- Watching movies on your laptop is allowed at home with permission from parents/guardians.

GAMING

- At School- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.
- At Home- Online gaming is allowed at home if all of the following conditions are met:
 - The content of the game is school appropriate
 - You have permission from your parent/guardian
 - The game is in support of education
 - All schoolwork is complete
 - No download of any kind is needed

You are not allowed to load personal software onto your computer.

PRINTING

- **Printing at School-** Any documents that require printing should be printed at school. This means there should be no school-required reason for printing at home. If a student chooses to print schoolwork at home, we suggest using the following options:
 - Save the file on a thumb/flash drive and use the home computer to print.
 - Email the file to the student's Outlook email account. Use the home computer to access the web-based Outlook and print from the home computer.
- **Printing at Home-** Printer drivers can be installed on the school laptop. BSD Service Center provides limited support for personal/home equipment

CARE OF LAPTOPS

- **Care of Laptops at School**
 - Lock the computer before walking away from it
 - Follow all directions given by the teacher
- **Care of Laptops at Home**
 - Laptops should be stored in their case
 - Charge the laptop fully each night, after use so that it is ready for classroom use
 - Use the laptop in a common room of the house
 - Store the laptop on a desk or table; never on the floor
 - Protect the laptop from extreme heat or cold, food and drinks, small children, pets
 - Keep the laptop clean and free of stickers or other decorations

(Clean laptops with a soft damp cloth when the laptop is powered off)

- **Traveling with the Laptop**
 - Completely shut down the laptop before traveling
 - Do not leave the laptop unattended in a vehicle
 - If you are ever in a situation when someone threatens you for your laptop, give it to them and tell a District staff member as soon as you get to school.

PROHIBITED ACTIONS

Students are prohibited from:

- Students may not loan laptop components to other students for any reason. Students who do so are responsible for any loss of components
- Putting stickers or additional markings on the laptops, cases, batteries or power cord/chargers
- Defacing the laptop or case in any way; including, but not limited to, marking, drawing, stitching, or marring the surface
- Installing software. Student laptops will not allow student to install software on them
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students

LAPTOP DAMAGE/THEFT/LOSS

Normal wear and tear of the equipment is covered by a 4-year warranty. Accidental damage and theft of the device is covered by Bellevue School District's self-insuring of the student devices.

- **Repairs** -Occasionally, unexpected problems do occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The Technology Specialist and the library will assist students with having these fixed. These issues will be remedied at no cost.
- **Loaner Laptops – “Swaps”** -Temporary replacements, known as “swaps”, are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the swap while issued to them. The same rules and regulations apply to swaps. Students are required to make frequent backups to their H: drive in case they need to be issued a swap.
- **Accidental Damage vs. Negligence-** Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the technology staff or authorized repair company, if the laptop is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement. Students must report damage to their school within two school days of the damage being done.

Negligence repairs will be subject to a \$100 deductible to be paid for by the parent/guardian. Gross negligence (e.g., student throwing the laptop, gauging with a screwdriver, etc.) will not qualify for the deductible. Parents/guardians will be charged the full cost of repair/replacement. If assistance is needed, please discuss with your school’s administrator.

LOST EQUIPMENT

- **Reporting Process** -If any equipment is lost, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.
- **Financial Responsibility** -The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed a \$250 deductible for lost equipment.

STOLEN EQUIPMENT

- **Reporting Process-** If equipment is stolen, a police report must be filed, and a copy of the report must be provided to the school by the student or parent in a timely manner (within five school days). If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).

Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

- **Financial Responsibility** -Laptops are covered by the district’s insurance policy. After investigation, if a laptop is deemed stolen, the district will cover its replacement via insurance. The student will be issued a replacement computer.

Behaviors and Discipline Related to Student Computer Use

Tech-related Behavior Violations	Equivalent “traditional” Classroom Violations
Email, instant messaging, internet surfing, computer games (off-task behavior)	Passing notes, looking at magazines, games (off-task behavior)
Missing case	No binder/missing supplies
Cutting and pasting without citing sources (Plagiarism)	Plagiarism

Cyber-bullying	Bullying, harassment
Damaging, defacing, or endangering laptop or accessories	Vandalism, property damage
Using profanity, obscenity, racist terms	Inappropriate language
Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network	Bringing pornographic or other inappropriate content to school in print form
Using an electronic resources account authorized for another person	Breaking into or using some else's locker
Technology Specific Violations <i>Behavior unique to the digital environment without a "traditional" behavioral equivalent</i>	
Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use	
Making use of the electronic resources in a manner that serves to disrupt the use of the network by others	
Unauthorized downloading or installing software	
Attempts to defeat or bypass the district's Internet filter	
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity	

INTERNET SAFETY RESOURCES

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

RULES OF THE ROAD FOR STUDENTS

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