



BELLEVUE HIGH SCHOOL

Established in 1949

Home of the Wolverines!

BELLEVUE HIGH SCHOOL

10416 SE WOLVERINE WAY

BELLEVUE, WA 98004

425-456-7000

Main Office FAX 425-456-7005

Athletics FAX 425-456-7042

Faculty FAX 425-456-7110

PRINCIPAL

Vic Anderson 425-456-7010

ASSISTANT PRINCIPAL

Jocelyn Alexander 425-456-7036

ASSISTANT PRINCIPAL

Cathy Wellington 425-456-7001

ASSISTANT PRINCIPAL

Matt Stokes 425-456-7003

Athletic Director

John Hill 425-456-7038

Activities Coordinator

Lynda Hurley 425-456-7091

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THE WOLVERINE WAY, IT'S WORTH THE CLIMB.

*We hold high standards. We embrace the challenge together
and support one another along the way.*

OUR MISSION: WE ARE BELLEVUE

We are a community dedicated to learning. We are students, teachers, parents, staff, family, alumni and neighbors. Together we strive for excellence in all we do. We educate our minds and strengthen our hearts. **We are preparing for college and for life.**

WE VALUE ...

Thoughtful Action. Accountable Excellence. Shared Success. Respect for All.

We embrace challenges and aspire to excellence for ourselves and for our community. We respect others and ourselves. We're in it together.

WE ARE ...

Motivated. Prepared. Confident. Curious. Kind.

We recognize that excellence is never finished, and may not be within reach right from the start. So we are motivated and prepared—not just for the goals, but for the effort we'll put into them. We act with confidence not because we know the answers, but because we're ready to explore and discover new solutions. We are curious about what's beyond the textbooks and the tests. We take pride in our involvement with our school and our community.

A WOLVERINE ASKS ...

What can I do to make a difference? Where can I find a solution? How can I help others succeed?

A WOLVERINE STRIVES TO ...

Learn about other people, places, and cultures. Recognize, support, and celebrate individuals. Participate in the community. Create a better world.

A WOLVERINE IS ...

Honest. Accepting. Respectful. Kind.



BEHAVIOR EXPECTATIONS

	All Areas	Commons & Hallways	Classroom	Events, Activities, & Assemblies
HONESTY	<ul style="list-style-type: none"> Do the right thing Take responsibility for your actions 	<ul style="list-style-type: none"> Collaborate with integrity 	<ul style="list-style-type: none"> Submit original work Credit others for their work Ask for help 	<ul style="list-style-type: none"> Play fair, play hard
ACCEPTANCE	<ul style="list-style-type: none"> Honor differences Listen 	<ul style="list-style-type: none"> Say hello Invite others to speak 	<ul style="list-style-type: none"> Work with everyone Discuss respectfully 	<ul style="list-style-type: none"> Give it a try Participate
RESPECT	<ul style="list-style-type: none"> Treat everyone with dignity Clean up after yourself 	<ul style="list-style-type: none"> Recycle/dispose of trash after eating Follow traffic patterns Keep hallways clear 	<ul style="list-style-type: none"> Arrive on time Be prepared Try and try again 	<ul style="list-style-type: none"> Be a good sport Be engaged
KINDNESS	<ul style="list-style-type: none"> Include others Use encouraging words 	<ul style="list-style-type: none"> Welcome others to your table/area Ensure no one is left out 	<ul style="list-style-type: none"> Offer to help Celebrate success 	<ul style="list-style-type: none"> Invite others to join you Cheer



Bellevue High School



Supporting Student & Staff Well-Being



Be Clear, Be Near

Let your teacher know why you need the break and use the facilities near your classroom.

Check Out/Check In

Check out with your teacher before you leave, return as soon as possible, and let your teacher know once you are back.

5/10 Rule

Limit time out of class to 5 minutes and remain in class during the last 10 minutes of class.

SCHOOL RESOURCES

Accountant 456-7040

- *Pay fines and fees*

Activities/Athletics Office 456-7039 or mayerk@bsd405.org

- *Athletic Information: sports registration, building use, game and practice information*

Attendance Office 456-7006

- *Excused & prearranged absences/principal approved absences*
- *Lost and found*

Clinic/Nurse 456-7143

College & Career Center 456-7028

- *College planning & scholarships*
- *WANIC/CTE jobs and internships*

Counseling Center 456-7031

- *Individual, academic, personal counseling, class scheduling, college & career planning*
- *Community service and Wolverine Guard*
- *Financial Assistance: Invest Ed Scholarship Program*
- *Transcripts and scholarships*
- *Naviance (college and career readiness software) access*

Library 456-7029

- *Return lost/overdue textbooks*
- *Student laptop help desk*

Main Office 456-7000

- *General information*
- *Parking*
- *Lockers*
- *PIV Passwords*
- *ORCA card pick up*

Registrar 456-7037

- *Enrollment of new students*
- *Transcripts, new students, & transfers*

Website Links:

- *Bellevue High School: <https://bsd405.org/bhs/>*
- *Bellevue School District: <https://bsd405.org/>*
- *BHS to pay fines and fees: [Intouch Receipts](#)*
- *Bellevue High PTSA: <http://www.bellevuehighptsa.com/wp/>*
- *BHS Athletic Calendar: <http://www.kingcoathletics.com/>*

BHS ADMINISTRATION COMMITMENTS

You will be SAFE –physically, emotionally and mentally.

This is a shared right and responsibility. Protect your rights. Do not be a passive victim to any form of verbal or physical intimidation. Let administration know if something is happening that infringes upon your safety.

You will be RESPECTED as an individual for your uniqueness.

This is a shared right and responsibility. You make friends by being a friend and you gain respect by being respectful. Please use appropriate language – profanity reduces respect.

You will be SUCCESSFUL and CHALLENGED in every classroom, all activities and athletics.

We want you to be excited about coming to school each day and motivated to work hard because you know you will be challenged. If you are not being challenged let us or your counselor know right away.

You will have access to us whenever you need us – We are here to SUPPORT YOU.

If you need any help, or just want to talk, please visit us before or after school, or during lunch. If we are unavailable, please make an appointment with the secretary; we will be happy to meet with you.

We STAND UNITED AGAINST any form of Harassment, Intimidation, and Bullying.

Do not victimize others. **If you see something, say something.** If you experience any type of harassment please let us know so that we can help.

We STAND UNITED AGAINST any form of Sexual Harassment and Assault.

The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

We STAND UNITED AGAINST use of Profanity, Lewd or Vulgar behavior and clothing.

These do not belong anywhere at school or at any school-sponsored events.

We STAND UNITED AGAINST any form of Fighting or Assault.

We will solve problems and end conflicts with our minds, not our fists. Please report any concerns directly to an adult for intervention.

We have a ZERO TOLERANCE for Weapons. *Do not bring any to our campus.*

If you see one or even hear a rumor that someone has a weapon, PLEASE report it to us immediately.

This is a TOBACCO, DRUG and ALCOHOL FREE campus.

The use, possession, or transaction of such substances is illegal.



COMMUNITY RESOURCES

Drug 24 Hour Help Line 206-722-3700

Children's Protective Services 1-800-609-8764

Crisis Clinic 24 Hour Help Line 1-866-427-4747

Eastgate Public Health 206-477-8000

ICHS Bellevue Medical & Dental 425-373-3000

Eastgate Public Clinic:

206-296-4920 or 1-800-244-4512

Care Solace: 1-888-515-0595 (Confidential Mental Health Referral Organization)

Domestic Violence Hotline 1-800-799-7233

LifeWire Domestic Violence:

425-746-1940 or 1-800-827-8840

Eastside Mental Health 425-502-3030

Poison Information Center 1-800-222-1222

National Sexual Assault Hotline 1-800-656-4673

Youth Eastside Services 425-747-4937

SCHOOL SERVICES

FREE AND REDUCED LUNCH AND INVESTED FINANCIAL ASSISTANCE

Students are encouraged to take advantage of the financial assistance available to them, including receiving school lunch meals at a free or reduced rate, as well as most class and activity-related fees such as lab fees, SAT/ACT fee waivers or reductions, and other school-related costs. Income guidelines for reduced price meals are established by the federal government and are on the application. Free & reduced lunch applications forms are available on the district website at

COUNSELOR SUPPORT

Each student is assigned a school counselor. School counselors are available by appointment or on a drop in basis to help students with academic, social or personal concerns. Counselors also work with students in the classroom on course selection and post-secondary planning. Mental health counseling and drug/alcohol interventionists are available upon request. Students are encouraged to meet with their school counselor to discuss receiving confidential help and guidance. Parents with concerns are welcome to contact the school counselor via email.

SCHEDULE CORRECTIONS

Students are expected to select their courses carefully, as they will be held to the classes they registered for during Spring Registration. To request a schedule correction, you must complete the online schedule correction form that is e-mailed to all students and families. To be fair to all students, email and voicemail schedule correction requests will not be considered. Schedule correction requests will not be considered after the 10th school day. Schedule change requests are typically approved only when a student is placed in a class or level that is clearly an error or not appropriate.

SCHOOL RECORDS

Our Registrar is responsible for maintaining Permanent Academic Records and all official school records such as report cards and test scores.

HEALTH SERVICES

The Nurse's Office is located in the Counseling Center. 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 report directly to the Nurse's Office for assistance. You must sign out in the Attendance Office before leaving school due to an illness.

LOST AND FOUND

Personal belongings found on campus will be turned in to the Attendance Office. At the end of each month, unclaimed items will be donated to a local charity.

SCHOOL INSURANCE

Student accident insurance may be purchased through the district. Enrollment forms are available in the Activities Office.

ACADEMIC RESOURCES

ONLINE TUTORIALS FOR [TURNITIN.COM](https://www.turnitin.com) & ONENOTE

Students will use frequently use www.turnitin.com in their classes. Turnitin is an academic plagiarism detector program utilized by teachers and students to avoid plagiarism and ensure academic integrity. You can access a tutorial at the following website: <https://help.turnitin.com/feedback-studio/turnitin-website/student/quickstart.htm>

OneNote Class Notebook is an app that BSD teachers in One to One classrooms use to set up digital notebooks in their classes. Teachers use Class Notebook to deliver curriculum, review and grade students' assignments, and manage student collaboration. Information about OneNote can be found here: <https://www.bsd405.org/programs-and-services/technology-services/onenote>

TUTORIAL

Tutorial is an important part of the bell schedule, from 3:00 pm – 3:30 pm, where students are expected to return to one or more of their classes to speak with their teacher and clarify any concerns or questions they have. Teachers may also require that students attend tutorial. Tutorial runs Monday, Tuesday, Thursday, and Friday.

COLLEGE & CAREER CENTER

Bellevue's Career Center is located in the library and is staffed by the school College & Career Specialist. The College & Career Specialist makes classroom presentations and meets with individual or groups of students to assist them with the college search and application process, job-search skills, resume writing and explaining post-high school options. Students are encouraged to visit the College & Career Center to meet with the College & Career Specialist. Throughout the year, colleges are invited to BHS and will present and/or meet with students. The College & Career Specialist keeps this schedule.

WEB SUPPORT

District Website: <http://www.bsd405.org> Bellevue High School Website: <https://bsd405.org/bhs/>

The Bellevue website is full of information. Links available include grades and attendance, the BHS academic and activities calendar, directory information, college planning checklists and much more. Stay current with updated information!

CLASS CONCERNS:

Students who are experiencing concerns in or with one of their classes need to follow these steps:

1. Meet with your teacher individually to discuss your concern, either before, during, or after class, or in tutorial.
2. Attend tutorial to discuss and problem solve academic or other concerns directly with your teacher.
3. If still unresolved, schedule an appointment to meet with your school counselor.
4. If your concern is not resolved after meeting with your school counselor, stop by the Main Office to schedule an appointment to meet with your administrator.

[NAVIANCE: A COLLEGE PLANNING TOOL FOR BHS STUDENTS](#)

Naviance Family Connection is a comprehensive website that students use to plan for college and a career. All returning BSD students have been introduced to Naviance. This coming year, students will engage in grade-level, post secondary planning using Naviance during counselor-led classroom guidance activities.

Naviance allows students 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 tied to your career choice
- Create plans for the future – Create goals and to-dos, and complete tasks assigned to you by the school to better prepare yourself for your future college and career goals
- Prepare for standardized tests – PREPME is a free, online SAT prep course available to all students

Naviance lets Bellevue High School share information with students and their families about upcoming meetings and events, local scholarship opportunities, and other resources for college and career information.

Naviance Login and Password

Students new to the school can receive their login information from the Counseling Secretary.

Students who forget their password can ask the Counseling Secretary to reset their password.

ASB CLUBS AND ACTIVITIES

Bellevue High School is a member of the Washington Interscholastic Activities Association (WIAA). Bellevue is proud to offer students the opportunity to participate in a number of clubs and activities. If you are interested in participating in one or more of the following clubs and activities register for Clubs at BHS [Final Forms](#)

The BHS website [Clubs and Activities](#) contains updated information about current ASB clubs. You can review them by going to to ‘Wolverines’ on the main page and selecting on ‘Activities & Clubs’. There is also a posting of all the current clubs with locations and meeting times posted by the Athletic & Activities office. These are updated in October each year after the club fair.

ASSOCIATED STUDENT BODY (ASB)

The ASB takes on a tremendous responsibility not only to serve their fellow students, but also to represent BHS. The work of an ASB Officer is an essential part of the wellbeing of the entire BHS community and they accept significant responsibility for the direction our school will take in the coming year. Serving as an ASB Officer may be challenging, but it’s extremely rewarding and the leadership skills learned and used are essential skills everyone needs. Elections are held each spring and are open to all grade levels.

CLASS OFFICERS

Class Officers are elected to serve their peers. From running class meetings to sponsoring class events, the officers are dedicated to making everyone feel welcome at BHS. Class officers, like ASB Officers, are called to service and while the position is sometimes challenging, the skills learned are valuable and the work is rewarding. Elections are held each spring and an officer serves for one year.

STARTING A NEW CLUB

Starting a club is easy and a great way to get involved and develop your leadership skills.

Get a club charter form from the activities office. To start a new club, complete the charter and turn into the Athletic & Activities Office. New charters need to be completed for new clubs. For the club’s second year, students must complete a renewal form. The charter forms are due the last Friday of September and must be approved by ASB board. The Club Constitution form is due 10 days after ASB approval. Students are allowed to participate in the Club Fair after their constitution is turned in. Club Fair is the Tuesday before October 31st. The ASB officers have a board meeting every Monday to discuss and approve or decline club charters. Clubs need to have a teacher advisor, at least 8 members and a clear mission that fits within our school mission and goals. We have four main areas clubs fall under:

- Athletic (groups like Water Polo and Lacrosse) – *these need administrative approval*
- Academic (groups like Math Club, Japanese Club, etc.)
- Educational (groups like DECA, Barque, Beacon, GSA, etc.)

- Service (groups like National Honor Society, Key Club, Peer Mediation, etc.)

GETTING INVOLVED AT BELLEVUE HIGH

Most students at Bellevue are involved in sports and/or clubs. They help build our school community and allow students to explore their interests while developing their leadership skills. We encourage all students to find something that they are interested in and then stay with it for multiple years. Bellevue High School offers many after school activities and clubs. Most clubs meet weekly, although some are much more active than others. Any student can start a club by recruiting an advisor and other members. All clubs must complete a charter each year and get approval from ASB. See the ASB Club Wall in the Commons to find out which clubs are meeting when and/or visit the club advisor listed below to find out more information about the club and how to join. Also, make sure to visit the Activities Fair in the Commons during lunch at the end of October. Get involved at BHS and make a difference in our school and community. Service clubs are a great way to earn your 40 volunteer hours required for graduation.

BELLEVUE HIGH SCHOOL SPORTS

NEW ATHLETES

1. Register for Athletics or Clubs at BHS [Final Forms](#)
2. Have a current Physical on file with the Athletic & Activities Office. Physicals are good for 24 months.
3. Have completed the ImPACT testing for required contact sports. ImPACT testing is good for 24 months.
4. ASB cards must be purchased to try out for all sports.
5. For non-cut sports: pay the sport fee and transportation fee by season, two weeks prior to first practice. Students who drop from their sport before the first game/meet are eligible for refunds if the request is made prior to the first Game/Meet. Scholarships available; see the School Accountant. Golf – for tryouts only, green fees are the responsibility of the golfer. [Intouch Receipts](#)
6. For cut sports, fees are due by the 2nd Tuesday of the season. DO NOT PRE- PAY. [Intouch Receipts](#)
7. All fines must clear before the first tryout/practice.
8. Coaches Meeting: Family attends the meeting with Athletic Director and Coaches
9. Students not currently attending the Bellevue School District must establish residency in the Bellevue High School attendance area. Non-BSD or part time BSD students must provide a transcript from their other school. Please see the district website for requirements: [Bellevue School District Enrollment](#)

RETURNING ATHLETES WITHIN CURRENT SCHOOL YEAR

1. Register for Athletics or Clubs at BHS Final Forms
2. Check with the Athletic & Activities Office to be sure your physical & ImPACT testing are complete.
3. Check with the Coach or the Activities Office to be sure your student is on the roster for the sport they wish to participate in & has a current physical. Please email Athletic & Activities Office with questions (mayerk@bsd405.org) Students who drop from their sport before the first game/meet are eligible for refunds if the request is made prior to the first Game/Meet. Scholarships are available; see BHS ASB Accountant in the Accounting Office. If you have reached the “Family Max” described on the “Pay to Play” sheet, please notify BHS ASB Accountant. Golf – for tryouts only, green fees are the responsibility of the golfer. To pay fines and fees: [Intouch Receipts](#)
4. For cut sports, fees are due by the 2nd Tuesday of the season. DO NOT PRE-PAY To pay fines and fees: [Intouch Receipts](#)
5. All fines must be cleared before the first tryout/practice.
6. Parent attends the meeting with Athletic Director and Coaches on the 2nd Tuesday of the season and may pay fees at that meeting if they have not been paid previously.
7. Non-BSD or part time BSD students must provide a transcript from their other school.

BHS Athletic Events Gate Policy

- For high school athletic events, middle and elementary school students must be accompanied by a parent/guardian or supervising adult.
- No bags/backpacks will be allowed inside the gate.

FINES & FEES

Fines and fees can be paid online at [Intouch Receipts](#). Your username is your student id number, and your initial password is your last name (including capitalized letters). If you forget your password, please email: posalerts@bsd405.org

To pay in person, visit the School Accountant's office near the Commons. Hours are during lunch and after school. Credit Card is the preferred method of payment.

BHS Athletic Website: <https://bellevuehigh.bsd405.org/student-life/athletics>

BHS Athletic Calendar Website: <http://www.kingcoathletics.com/>

Athletic Director, John Hill – hillj@bsd405.org, 425-456-7038

Athletic Trainer, McKinley Rennison-Busse, rennisonm@bsd405.org , 425-456-7144

Athletic & Activities Asst., Kelli Mayer – mayerk@bsd405.org, 425-456-7039

Contact the coach or check the website for details on practice/games and email distribution.

KINGCO GUIDELINES TO STUDENTS, PARENTS, and OTHER FANS

STUDENTS, PARENTS AND OTHER FANS:

1. Realize that a ticket represents a privilege to observe a contest and demonstrate support for high school activities. A ticket is not a license to verbally assault others or be generally obnoxious.
2. Respect decisions made by contest officials.
3. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
4. Respect fans, coaches, officials, and participants.
5. The privilege and right of free speech has limits. Words (or actions) that attack a person's race, ethnicity, gender, or sexual orientation will not be tolerated and will result in immediate expulsion from the venue. Offender will lose the privilege of attending future contests.

ATHLETIC/ACTIVITY CODE

INTERSCHOLASTIC ACTIVITIES: ATHLETICS/ACTIVITIES CODE

([Policy 2151](#) and [Procedure 2151P](#))

The Athletics/Activities Code is in effect from the time a student enrolls in any one of the district's high schools until the student graduates from any one of the district's high schools. Sanctions issued under this procedure will be implemented by the school principal or assistant principal in consultation with other staff as appropriate. If a student commits an infraction of this Code but is not currently involved in a sport/activity, the sanction will be applied in the next consecutive sports season in which the student participates. The complete Athletic/Activity Code Policy (Policy 2151 and Procedure 2151P) is included in the Policies and Procedures section of this handbook. Please reference this section for the full policy.

POLICIES, PROCEDURES AND SCHOOL GUIDELINES

STUDENT BEHAVIOR: RIGHTS, REGULATIONS, AND CONSEQUENCES

Students who are unable to meet the expectations of Bellevue High School will be given assistance to change their behavior. Treating people fairly does not mean treating everyone the same. This allows for flexibility in applying consequences in order to best meet the needs and individual situations of each person.

In some cases, state and local laws or Bellevue School District policies specifically mandate consequences. Specific policies, as well as the Statement of Student Rights and Responsibilities are included in this handbook.

CLASSROOM EXPECTATIONS AND MANAGEMENT

All teachers will distribute “Class Expectations” at the beginning of the year/semester and review them with students. When students do not meet expectations and/or display misconduct, teachers will employ various interventions to correct behavior. These interventions may include the following:

- Consult with student’s counselor, case manager, MLL facilitator, and/or other teachers
- Re-teach/clarify expectations
- Move closer to the student (proximity)
- Reinforce positive behavior
- Ignore behavior
- Signal or redirect student
- Strategic seating assignments
- Parent contact
- Conference/impromptu conversation with student

If, after at least 3 teacher level interventions, including at least one parent contact, the student’s behavior has not improved, the student may be issued a referral to an administrator.

In the event of [Exceptional Misconduct- 3241.1P](#), immediate referral to the administration and/or removal from class may occur.

ACADEMIC HONESTY

Bellevue High School places high expectations and great emphasis on academic excellence. True achievement and advancement can only be made when students are honest and follow high ethical values, not only when testing, but in writing, presenting ideas, and any aspect of education occurring on or off campus. Grades must be a veritable indication and measure of students’ own work and knowledge.

Academic dishonesty falls under two categories: Cheating and Plagiarism.

CHEATING includes, but is not limited to:

- Copying test answers OR providing test answers
- Sharing test questions and answers
- Possessing or using crib or cheat sheets and body art
- Deliberately missing a class period to avoid an assignment or test
- Acquiring a test, or removing it from the room when not permitted
- Copying all or part of another person’s homework
- Presenting another person’s work as your own
- Providing/allowing the copying of homework
- Using Cliff/Spark Notes instead of reading text
- Receiving help on an assignment designated as only to be done by you
- Using electronic devices- including Artificial Intelligence (AI) -for any of the purposes listed here

PLAGIARISM includes, but is not limited to:

- Using another writer’s words and/or without proper citation. If you use another writer’s words and/or ideas, you must place quotation marks around the quoted material and include a footnote or other indication of the source of the quotation. This includes works generated through AI.
- Citing your source but reproducing the exact words of a printed source without quotation marks. You must use quotation marks when using or incorporating the exact words from a printed text.
- Borrowing all or part of another student’s paper or outline to be used for your own.
- Using a paper-writing “service” or having a friend write the paper for you.

Cheating and Plagiarism will result in disciplinary action.

Please see the BSD board policy [3241P exhibit B](#) for more information.

Disciplinary action for cheating or plagiarism may include the following:

- First Offense: Student receives a failing grade on the test or assignment and an administrator and parents/guardians are notified.
- Second Offense: Student receives a failing grade on the test or assignment and is referred to an administrator for school-based disciplinary action.
- Third Offense: Student receives a failing grade for the test or assignment, school-based disciplinary action assigned, and the students may be required to meet with the counselor and an administrator before returning to the class.

ASSEMBLY CONDUCT EXPECTATIONS

The purposes of BHS assemblies are to generate positive school spirit and to recognize students' contributions to our program. Therefore, please remember the following:

- Leave all books and materials in the class from which you are dismissed.
- Report directly to the gym so the assembly can start on time.
- No food or drinks are allowed in the gym during an assembly.
- Classes sit, by grade, in designated sections.
- Listen respectfully when the emcee is introducing people or making a presentation.
- Cheer when the cheerleaders prompt you to do so. Enjoy yourselves but NOT at someone else's expense. Negative chants are not appropriate and will not be tolerated.
- Stay seated in the bleachers until the emcee dismisses your section.

ATTENDANCE POLICY & GUIDELINES (Policy 3122 and Procedure 3122P)

Please email all attendance communication to bhsattendance@bsd405.org or call 425-456-7006

Attendance is crucial because consistent participation directly impacts academic performance and understanding of materials. Regular attendance helps students develop essential habits and skills for future success, including time management and responsibility. Moreover, being present in class fosters a sense of community and collaboration, which is vital for personal growth and building lasting relationships with peers and teachers.

Excused Absences

All student absences will be classified as excused or unexcused. Absences for the following reasons will be excused if there is timely verification (within 2 school days upon return) of such reasons provided to the school:

1. Illness or medical emergency.
2. Family emergencies.
3. Observances of established special days of a religious calendar.
4. Pre-arranged medical and dental appointments.
5. Pre-arranged school-sponsored activities, such as field trips.
6. Principal Approved Absences or PAA can be requested for up to five days of vacation per school year. In order to pre-arrange this type of absences and get pre-approval, the student must complete the pre-arranged absence form and return it to the principal or other administrative designee no later than 2 days before the intended absence or start of absences. Per district policy, the approval of these types of absences can only be granted by a certificated administrator.

Failure to Follow Procedure (FFP): This designation means the guardian is aware their student was absent, but they did not follow procedure to excuse. This could also mean the student did not fill out a PAA form for a principal approved absence (PAA), they have been absent beyond the original five days approved or, the parent excused later than the two-day threshold. FFP is unexcused.

For an absence to be excused, parent/guardian(s) or adult student must communicate the reason for the absence to the school.

Excused absences: WAC 392-401-020

Unexcused Absences

Bellevue High School students need to be in class and ready to learn at the bell. **Students who are absent more than 50% of a class period, anytime during the class period, will be marked absent.**

In accordance with RCW 28A.225.010, after **three unexcused absences** within any month a conference will be held between the parent, student and principal or designee for remediation/problem solving.

No later than the student's **fifth unexcused absence** in a month, the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements. After **seven unexcused absences in a month and/or 10 for the school year, the district will file a petition and affidavit with the juvenile court** alleging a violation of RCW 28A.225.010.

If the above action fails to correct the attendance problem, the following truancy petition procedure will apply only to students under the age of eighteen.

Twenty consecutive excused or unexcused absences may result in unenrollment of your student according to BSD Board Policy.

Unexcused absences: WAC 392-401-030

Early Release

Students are expected to remain in class until the end of the class. This means that students are expected to be in their classrooms, engaged in the learning, until the students are dismissed by the teacher. When a student leaves class or school early without permission or it becomes frequent or disruptive, the student may be referred to the principal or counselor and may be subject to corrective action. Students are absent when they miss 50% of a class period.

The BECCA Bill: Washington State Truancy Law

The Attendance office, administrators and counselors will ensure that Bellevue High School complies with the state truancy law, RCW 28A 225. The law requires student to attend school regularly and for parents to provide valid justification to the school when their student(s) is absent. Bellevue High School will notify parents/guardians of unexcused absences within 24 hours. Once a student has an active truancy petition, this law also requires schools to provide additional supports and interventions.

BHS STUDENT'S RESPONSIBILITIES FOR ATTENDANCE

- 1. Returning to school after an absence:** Parents/guardians shall notify the Attendance Office within two school days with the dates and reason for the absence by phone, e-mail, or written note. Unexcused absences, including skipping any classes, may result in school discipline.
- 2. Make-up Work:** Students have the right to make up work after an excused absence. It must be done in a timely manner and students may be assigned to tutorial to make up missed work. Teachers determine the amount of time given to complete make-up work. Teachers are not required to give you the opportunity to make up work for unexcused absences.
- 3. Principal Approved Absence(s):** All other absences must be pre-arranged and there is a maximum of five days per school year. The principal approved absence form can be obtained from the Attendance Office. The form requires signatures from teachers, and a parent/guardian but can only be approved by a certificated administrator.par
- 4. Family Vacations During School Sessions:** Families should not schedule vacations to occur while school is still in session. Please refer to the section regarding Principal Approved Absences.
- 5. Students who are 18 years old or older:** Once you turn 18, you may obtain a form from the Attendance Office indicating you wish to write your own notes for excused absences. The form requires signatures from your parent/guardian and you. The privilege of signing notes may be rescinded by the administration for just cause.
- 6. Signing out of school:** If you have an appointment and must leave during the school day, you need to bring a note from home to the Attendance Office before school. You will then receive a note excusing you from class for your appointment, which you will then present to your teacher in order to be let out of class.

BHS ATTENDANCE WORKSHOP

If a student is late to **any class period** 2 or more times in one week or has 7 or more tardies overall in a week, they will be assigned an Attendance Workshop for the following Wednesday. This workshop will last from 1:00pm to 2:00pm and is **mandatory**.

The purpose of this is to examine any external/internal factors preventing students from on-time attendance and to determine a plan to improve on time arrival to class. Students who repeatedly fail to attend an assigned workshop will be assigned a 4-hour Saturday School and/or subject to 1 day of in-school suspension.

COMPUTER NETWORK ACCESS

Bellevue High has a fully functioning computer networking system. Access to this network, or BSDNET, is a privilege, not a right. Access is limited to ACADEMIC use only. Students are assumed to have parent permission to access the Internet unless parents sign and return the appropriate form. All students who access the Internet must agree to abide by student use guidelines. Students may not access their own personal accounts from private Internet providers via BSDNET.

Violations of student access rules will be dealt with under the provisions of [Policy 3241](#). Penalties may include suspension or revocation of network access and related privileges.

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

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

SCHOOL DANCES: EXPECTATIONS AND CONTRACT

We want to ensure that every student has a fun and safe dance. Please remember that when entering the dance...

- ✓ All students need to have attended at least 75% of the school day preceding the dance. This is in accordance with athletic/activity guidelines.
- ✓ All students and guests must have current photo ID.
- ✓ Backpacks are not allowed.
- ✓ Attire and appearance must be consistent with the BSD Dress Code. Students may be required to change their attire or appearance, or be denied entry into the dance.
- ✓ Only students who were the original purchaser of a ticket may enter the dance. Tickets cannot be resold, traded, or given away. Ticket numbers and student ID must match at the door.

We want our guests to feel welcome. It's also important that we know about our guests. Please remember that...

- ✓ Guest permission forms need to be submitted to the Activities Office 2 schools days prior to purchasing tickets. You may not bring a guest without a permission slip. They may not buy tickets at the door.
- ✓ Guest ticket numbers must match the guest name on the guest register at the door. Photo ID is required.
- ✓ Guest must be school-aged between 14 and 20 years old to attend.
- ✓ You are responsible for your and your guest's behavior and conduct at the dance. Please help to make Bellevue's dances safe and enjoyable for all students who attend.

Your safety during the dance is very important to us. Please be aware that...

- ✓ All school rules and sanctions apply to the event.
- ✓ Students may enter the dance up until one hour after the official start time of the event.
- ✓ Students who appear to be under the influence of alcohol and/or a controlled substance will be subject to an evaluation that may include police involvement. Police will be present at the dance. Parents of students found to have used or have in their possession, and/or be under the influence of alcohol and/or a controlled substance will be called to come to the dance to take charge of their student(s). In some instances, students may be turned over to police custody.
- ✓ Two Strikes Rule: After reading and signing the BHS Dance Policy, created by BHS Student Leadership, any student dancing inappropriately will be given 1 warning. If the student is found dancing inappropriately a second time, their parent/guardian will be contacted, they will be removed from the dance and may not be allowed to attend the next school dance.

Your promise to support the BHS Dance Policy is very important. Please read the policy, by attending the dance you are agreeing to the guidelines.

"In order to contribute to a positive environment at BHS during dances, I will do what I can to be a role model to other students by promoting appropriate behavior. I will not participate in inappropriate dancing, which can lead to an unsafe and/or uncomfortable environment. Inappropriate dancing is defined as any dancing that simulates sex. This includes excessive bending at the waist and any

purposeful contact in areas normally covered by a swimsuit. This involves thrusting, grinding and inappropriate touching. By agreeing to this policy, I will be ensuring a fun and safe event for everyone at Bellevue High."

These dance expectations are expected to be followed by anyone attending our BHS dances. Non-BHS guests must be accompanied by a BHS student (1:1) and also must follow these guidelines.

STUDENT DRESS CODE ([Procedure 3224P](#))

The student and parent/guardian(s) may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
- B. Create a health or other hazard to the student's safety or to the safety of others

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

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

The principal, as well as the teacher, advisor, coach, or other person(s) in charge of a curricular, co-curricular or extracurricular activity, may regulate the dress and grooming of students who participate in the curricular, co-curricular, or extra-curricular activity if the principal, teacher, advisor, coach, or other person(s) in charge reasonably believes that the student's dress or grooming:

- A. Will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives; or
- B. Creates a hazard to the student's safety or to the safety of others

If the student's dress or grooming is objectionable under these provisions, the principal, teacher, advisor, coach, or other person(s) will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal may take appropriate corrective action.

LOCKERS

You have the privilege of the use of a locker to store school-related materials and supplies during the school year. The locker assigned to you is for your convenience only; it is not required that you have a locker. Lockers are available on first come, first served basis with priority given to freshmen and sophomores.

The Bellevue School District and Bellevue High School assume no responsibility for lost or stolen property that you put in your locker. Report thefts or vandalism to main office and an administrator will follow up on your report.

Lockers may be inspected or searched by school officials at any time without prior notice. Law enforcement, including narcotics/explosives detection police dogs, may also inspect or search lockers. Misuse, abuse, or damage to your locker may result in the loss of privilege to use it. The locker must be cleared at the end of the school year or if a student withdraws during the school year. The contents left in the locker will be donated to charity.

To assure the safety and security of any items in your locker:

- Be sure the locker is locked after each use (Spin it!). Do not pre-set the combination for a quick opening.
- Do not give the combination to anyone.
- Do not let anyone use or share the locker.
- Do not trade or exchange lockers without informing the Main Office.
- ONLY the official occupant can request repairs.

We recommend that you avoid leaving valuable possessions, cash, or credit cards in your locker.

BE SURE TO KEEP YOUR BELONGINGS IN YOUR ASSIGNED LOCKER ONLY.

If you have a problem with your locker, report this immediately to the Main Office.

If necessary, we will change the locker combination for you.

HOW TO OPERATE YOUR LOCKER:

1. Turn the dial 3 times to the right and stop on the first number of the sequence.
2. Turn the dial to the left, pass the first number of the sequence and stop on the second number.

3. Turn the dial to the right and stop on the third number of the sequence.
4. Pull up the shackle. If the locker door does not open, try again being very accurate. After third attempt, see locker manager for help.

MEAL DELIVERY SERVICES:

We can no longer accept food deliveries during the school day for students from Door Dash or other similar delivery services. Last year deliveries increased dramatically throughout the day and became a distraction to the learning environment. [Both breakfast and lunch are available for purchase.](#)

ORCA INFORMATION & PRIVILEGES

ORCA Passes are issued to students who are eligible.

For answers to questions about transportation, call Bellevue High School (425-456-7000) or the District Transportation Office (425-456-4512).

STUDENT PARKING POLICY

Bellevue High School has specific policies and guidelines for student parking on campus. The full policy is available using the above link.

PERSONAL PROTECTION SPRAY DEVICES

State law requires that students ages 14-17 have parent permission to carry PPSDs to school. Contact the Bellevue School District for more information and approval.

PHONES AND ELECTRONIC DEVICES

PERSONAL ELECTRONIC DEVICES: EXPECTATIONS

Over the last several years we have observed increased levels of distraction, disruption, and conflict in the classroom environment caused by personal electronic devices (i.e. cell phones, smart watches, ear buds, headphones, electronic games). Many schools and districts, locally, and across our state and nation, are adopting policies to suspend access in classrooms during instructional time.

Personal electronics distract from the educational environment. Therefore, use of personal electronic devices during instructional time is prohibited (i.e. cell phones, smart watches, ear buds, headphones, electronic games). Instructional time is defined as those hours students are engaging in educational activities planned by and under the direction of school district staff, including breaks during class periods. Personal devices may be used during passing periods, lunch, before, and after school.

Each classroom is equipped with storage units for cell phones during class. The school expectations for cell phones and personal devices are:

- i. Students will turn off electronic devices during instructional time.
- ii. Students will place cell phones in designated storage areas as they enter the classroom and will retrieve them at the end of each class period.
- iii. Teachers may exercise their professional judgement to allow electronic use for *specific* academic activities.

Link to [District Policy 3245](#):

Procedure for non-compliance with electronics expectations:

- i. **First offense:** Teacher will confiscate the device, and it will be held secure for the rest of the school day. The student may pick up their device from the teacher or in the office (as determined by the teacher) at the end of tutorial.
- ii. **Second offense:** Teacher will confiscate the device, and it will be held secure in the main office. The student's parent/guardian will be required to pick to the device.
- iii. **Third offense:** The third offense constitutes "Failure to comply" behavior violation. Failure to comply is subject to disciplinary measures per District Procedure 3241P. Teacher will confiscate device, and it will be held secure in the office. The student's parent/guardian will be required to pick up device and to meet with an administrator.

[Behavior Matrix per Procedure 3241.1P](#)

POSTING AND DISTRIBUTION OF MATERIALS

Administration must sign off on all distributions or postings on campus (BSD Policy 4060). Once approved, materials posted on walls must be secured with tape provided by the Activities Office. Materials are not to be posted on windows or display cases. Materials that are posted in undesignated areas or that are not in compliance with district policy will be removed. Display cases are to be used for classroom or club displays with teacher or advisor approval only.

[Link to Policy 4060:](#)

SKATEBOARDS, SCOOTERS, AND BICYCLES (Including electric and motorized)

Skateboards, scooter, and bicycles (including electric or motorized) may not be ridden or carried on campus. They should be kept in your school locker during the day. Bicycles must be parked and locked during school hours.

VISITORS ON CAMPUS

Bellevue High does not allow students to bring non-BHS students onto campus for the purpose of attending classes. If a non-student is meeting you or picking you up, have him/her remain in their car and wait for you in the front load/unload zone.

ALL VISITORS MUST SIGN IN AT THE MAIN OFFICE.