



Phantom Lake Elementary School

Phantom Lake Community Handbook

Phantom Lake Promise

I promise to be a responsible student of Phantom Lake School.
I will treat all people, including myself, with respect.
I promise to work hard so I can be proud of my achievements.
I know how to solve problems and make good decisions.
I promise to do my best at all times and NEVER GIVE UP!
I will strive to do right to make my future look bright.

Phantom Lake Elementary School
1050 160th Avenue SE
Bellevue, WA 98008

<http://www.bsd405.org/phantomlake>
<http://www.phantomlakepta.org>

Heather Snookal, Principal

Debbie Gordon, Office Manager

Welcome to Phantom Lake Elementary School!

Phantom Lake is one of 16 elementary schools in the Bellevue School District. Our school currently serves approximately 400 students pre-school through fifth grade. The Phantom Lake staff is committed to working together to provide the best possible education for each of our students. We value working collaboratively with our students' families and believe that the connection between home and school plays an important role in the success of our students and our educational program at Phantom Lake. Thank you for sharing your children with us!

Phantom Lake Elementary	456-5600
Phantom Lake Attendance Hotline	456-5609
Transportation Office	456-4512
Bellevue School District Public Information	456-4000

Bellevue School District Newslne 456-4111 (Call this number for school closures/weather-related changes)



Phantom Lake Elementary School Community Handbook 2025-26

The policies and procedures in this handbook will be reviewed by the Phantom Lake staff and will be revised and amended as necessary.

It is our intent that the information contained in this document is useful, clear and easy to understand. Please discuss the material in this handbook with your child. As always, your written comments and suggestions for improvement of future editions of the Phantom Lake Community Handbook are welcome in the school office. Thanks!

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Letter from the Principal

Welcome to Phantom Lake Elementary School for the 2024-25 School Year! We are thrilled to welcome all of you back to a new school year of learning and growing. I want to take this opportunity to emphasize to students how much our staff look forward to your return and how much we care about your success and well-being. The partnerships that exist between the dedicated staff and community are evident and play a pivotal role in responding to the needs of every child who attends Phantom Lake Elementary School. I am dedicated to preserving this positive school culture and forging strong connections to ensure the best education possible for our students. You are encouraged to share in this very special partnership by visiting the school, getting to know your child's teacher, joining the Phantom Lake PTA, and becoming familiar with the school's staff and programs.

Phantom Lake Elementary is a school that works to create a positive and challenging academic experience for your child. Our focus is always to provide each child with new challenges that will result in a rewarding school experience. Academic emphasis on the core content areas of reading, language arts, science, social studies, and math will remain a priority as well as instruction in the arts, music and physical education, providing each student with the opportunity to develop skills in these areas.

Phantom Lake is one of 16 elementary schools in the Bellevue School District. Our school currently serves approximately 400 students in preschool through fifth grade. We have a variety of programs to serve the needs of our diverse student population. These programs include: a Learning Assistance Program (LAP) state funded reading support program for children struggling in reading; Multi-Language Learner support for beginning to advanced level second language learners; a Special Education program for children with special learning needs; and an Integrated Preschool program for both typically developing children and children aged three through five who have special learning needs; and district sponsored before and after school child care options. Additionally, Phantom Lake is host to a number of community-based programs and services that enrich the learning environment for our students. These include the Boys and Girls Club & Right at School after-school program and Youth Eastside Services connections.

Taking a few minutes to read through this handbook will provide you important information to assist in ensuring a positive year for you and your child at Phantom Lake Elementary. This handbook contains information that pertains to the safety of all of our children and policies that help Phantom Lake run smoothly. I would encourage you to visit our school website, <https://bsd405.org/phantomlake/>, throughout the year to stay informed regarding activities and resources that are available at Phantom Lake Elementary. In addition, we will be utilizing a weekly newsletter to keep you informed.

As your Principal, it is important to me that everyone who steps through our doors - teachers, students and parents - are excited to be here! This attitude enables us to meet the challenges of academic excellence in a fun, positive and nurturing environment. My door is always open and I welcome your input. Please feel free to call or email me to discuss any concerns you might have throughout the school year.

Sincerely,
Heather Snookal
Principal, Phantom Lake Elementary

School Website

Our school, and each school across the district, has a school website (<https://phantomlake.bsd405.org>) where you will find information related specifically to Phantom Lake as well as information related to the Bellevue School District's services provided at the school and at the district level. Here you can find the bell schedule, information on happenings around Phantom Lake, weekly updates (community newsletter) and other important information to keep you linked into the amazing work here at Phantom Lake.

Bellevue School District Website: www.bsd405.org

Staff Goals and Commitments

Phantom Lake Elementary's Mission Statement:

The mission of our Phantom Lake community is to provide an exceptional education for the whole child in a nurturing and joyful environment in order to prepare our students to be creators of their future world.

2025-2026 School Year

This year we will continue to support each student, every day, in every classroom. We do this through using the Common Core Standards, using data to drive our instruction, differentiating our lessons to meet students where they are, using multiple forms of assessment to track progress, and infuse 21st century learning into our classrooms. Along with a strong commitment to academics, we are also committed to ensuring each child grows socially and emotionally. Our curriculum and focus on providing a strong foundation of social/emotional learning for students will support our high expectations and growth academically.

2025-2026 District Calendar

[Link to Bellevue School District Calendar](#)

Phantom Lake 2025-26 Daily Schedule

Do not drop students off prior to 9:00 AM unless your child is participating in a before-school program or will be eating breakfast.

There is no supervision of students until 9 AM.

Kindergarten – 5th Grade Schedule

8:40-9:00	Breakfast
9:00	First Bell Rings—Classroom Doors Open
9:05	Second Bell Rings—School Begins
3:35	Dismissal*

***3:35 PM is the dismissal time every Monday, Tuesday, Thursday, and Friday. Wednesday Dismissal is at 1:20 PM.**

Preschool Program

8:40 a.m. School begins

3:10 p.m. Preschool dismissal

Wednesday School day dismissal at 1:10 pm



Attendance

Prompt and regular school attendance by students is important. Regular attendance is necessary if students are to profit fully from learning experiences offered in school. Because students miss significant instruction when they are absent from school, any absence may affect their learning. **In order to set your family up for success, plan to be at school by the first bell, giving students adequate time to reach their classrooms and be prepared for the start of class at 9:05.**

Frequent absences and tardies will be addressed by the principal. The school is required to take a variety of actions to help improve a student's attendance and timeliness. *(Please see the link [BSD Attendance Policy](#) for the full text of the Bellevue School District Student Attendance Policy 3122).*

Absences and Tardies (late arrival or early leave)

If your child will be absent or late, please email (phantomlakeattendance@bsd405.org) or call the school at 425-456-5609. We value your child's safety and need to know where he/she is if not in school. Please refer to Bellevue School District Policy 3222 for more details on what constitutes an excused absence/tardy or an unexcused absence/tardy.

Excused/Unexcused Absences

For an absence to be considered as an excused absence (see policy 3122), you first **MUST** fill out a "Request for Excused Absence" for and return it to the office. Filling out the form does not guarantee that the absence will be accepted as excused. You may obtain a form in the office or on our website.

We strongly discourage families from taking vacations during school days. Every absence has an impact on your child and their classroom, and extended absences have been shown to have a negative impact on a student's education.

If your student has two **unexcused absences in one month**, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular

attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after **five excused absences in any month, or ten or more excused absences in the school year**, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has **seven unexcused absences in any month or ten unexcused absences within the school year**, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

Late Arrival and Early Pick Up (Tardies)

Students must be in their seats at 9:05 am. If your child arrives late, they need to check in at the front office and will be tardy for school.

If it is necessary for you to pick your child up early from school, please come to the office to sign them out. ***Do not go to the classroom to pick your child up as that can cause disruption in the classroom's learning. They will be called to the office to meet you.*** When you follow these procedures, you help keep all children at Phantom Lake safe and learning.

If your child's tardy falls in the "excused" category (see policy 3122) a parent must verify this in writing, email, or person with our office staff. It is highly recommended that you share this information with the office and teacher before the event.

In order for you child to be considered present for the school day, they must attend 50% or more of the school day, marked at 11:55 a.m. If a student is picked up early after attending for less than 50% of the school day, they will be marked absent for the day (excused, unexcused, depending on the reason).

Transportation, Drop-Off & Pick-Up

Students are to arrive at school between 8:55 and 9:00 a.m. and line up outside their classrooms. Prompt arrival at school is expected of all students. Students who arrive at or after 9:05 a.m. are considered tardy and must report to the Office.

Unless students are involved in a supervised after-school activity, students must leave campus at the end of the school day (3:35 p.m., or 1:20 p.m. on Wednesdays.) In order to avoid interrupting instruction at the end of the day, parents are asked to wait outside the building at a family designated area (covered area by the office or the courtyard area by the parking lot is suggested) to meet their children at dismissal.

If you are using the designated pick up area, please remain in your car at all times, pull forward in order to keep the traffic flow moving, and follow the directives of staff members. In order to help ease student pick up congestion, you may consider either arriving to school five minutes after dismissal when the parking lot is typically cleared out or parking your car on a side street and meeting your child by foot. Staff will remain outside with students for 10 minutes. In order to ensure student safety, any student picked up after 3:40 p.m. will need to be picked up in the main office and signed out by a parent/guardian. **Frequent late pick-ups may result in the need for a plan to be made between the administration and family in order to rectify the situation. On-going late pick-ups could result in a referral to Child Protective Services.**

Students will be walked in grade level groups to the appropriate dismissal area after school. The bus loading area is located before the chain link fence in the parking lot, the car drop off/pick up is located in the north parking lot in front of the gym/café, and parents who are picking up children by foot can meet them in the designated area located outside of the building.

Please note: The Boys and Girls Club and district childcare leases our playground for their after school program and due to liability issues the program may not share the playground with other children. When the club and the childcare are using this space, please choose another area for your child(ren) to play.

If you reside outside the walking perimeter and require transportation, you will be notified by the Transportation Department the week prior to the start of school. You will be told your designated pick-up and drop-off point and time. Transportation will also send you information regarding policies and procedures for bus riders. We expect all Phantom Lake students to follow Phantom Lake rules and expectations, whether on campus, in the classroom, on a field trip, on the bus, or waiting for the bus. If you are in doubt about whether your student may ride the bus, please call Transportation at (425)456-4512.

We encourage you to have your child ride the bus or walk to school with a group of other children. You can also carpool with neighbors. **Traffic around Phantom Lake is very congested during pick-up and drop-off times. Fewer vehicles make the transition easier for everyone!** Please see the following page for a map and more details about arrival and dismissal.

If you need to drive to school to drop your child(ren) off, please follow these guidelines:

1. Supervision before school begins at 9:00 a.m. inside the building only. Therefore, please ensure your child remains safe by dropping them off any time after 9:00 a.m. but not beforehand. The school opens at 8:55 a.m. and classrooms open at 9:00 a.m.
2. **Please refrain from dropping off your child on 160th Ave SE. There is a high amount of traffic on this street before and after school, making the street a dangerous place to exit the vehicle.**
3. Use the designated drop-off/pick-up area to drop your child/children off at school.
4. When using one of the drop off / pick-up areas:
 - a. Pull as far forward as possible in the drop-off/pick-up lane. Drop off/pick up your child(ren) and pull ahead to exit.
 - b. Remain in your car at all times.
 - c. Please keep the line moving! If you need to talk with another parent or a teacher, park your vehicle in a parking space.
5. If you choose to park your car, PARK ONLY IN DESIGNATED PARKING SPACES. DO NOT PARK IN OR BLOCK THE FIRE LANE. DO NOT PARK IN NEIGHBOR DRIVEWAYS or blocking other parked vehicles.
6. Have patience! Plan for a few extra minutes in your morning or afternoon routine if you drop your child(ren) off or pick them up!

7. Please refrain from talking/texting on handheld devices during drop off and pick up.
8. **The south staff parking lot is CLOSED before and after school. It will not be available for student drop-off/pick-up.**
9. **DO NOT** allow your children to walk across the parking lot areas unless they use a crosswalk. Crossing anywhere else and in front of cars or buses creates a dangerous situation..
10. Remember that at high-traffic times of day, ***right turns in and out of the school parking lot will help traffic flow more smoothly.***
11. **Have patience!** Plan for a few extra minutes in your morning or afternoon routine if you drop your child(ren) off or pick them up!

By following these guidelines and driving safely we will be keeping everyone safe! Thank you!

Bus Riders: Students riding the bus will be dropped-off and picked-up in the bus lane in front of the building. All students riding the bus are expected to follow Phantom Lake's behavioral expectations, as well as the district's policies around riding the bus.

K-5 Walkers: Walkers can use the walkways and enter the front of the building. Adults who are walking and and picking up their students can wait in the designated pick-up area for their student(s).

BICYCLES, SCOOTERS, SKATEBOARDS, OTHER

Students in grades 3 through 5 are permitted to ride bicycles and scooters to school. Bikes must be parked and locked at the bike rack near the school flag. Scooters must be stored in classroom cubbies. Helmets are required whenever your child is riding a bike or scooter to and from school. Bikes and scooters must be walked on school property during school hours and may not be ridden on the sidewalks. No mini-bikes, go-carts, skateboards, roller blades, motorized scooters, or roller shoes are permitted on school property.

After School Plans

After-school plans need to be made at home—not during the school day. **Should your child wish to go home with a friend or anywhere else other than the normal after-school destination, those plans should be made in advance. Students may only use the telephone after school to contact parent or guardian. Students may not use the office phone to make other arrangements with friends.**

Children who do not typically ride the bus will be allowed to ride the school bus home with a regular rider by showing the bus driver a permission note signed by the office. Students should bring these notes (with a parent signature) to the office in the morning before school starts to have them stamped. Then they can show them to their classroom teacher.

Students will not be dismissed early or released to anyone other than their parent or guardian without prior arrangement with school office personnel. These measures are taken in a partnership between home and school to ensure your child's safety.

Please avoid calls or emails to school regarding changes in after-school plans. Each time you call or email school regarding changes in after-school plans, valuable teaching time is interrupted to get the message to your

child. Please make sure all after-school plans are set before your child comes to school in the morning. In the event of a change of plans, you need to contact the front office, not the classroom teacher. The message will then get to your child before the end of the day.

Please know that we are not able to interrupt classes to send reminders to students about after school activities.



Weather & School Closures or Late Starts

Snow can create confusion for all of us when it affects the school schedule. Since our school buses serve several schools in the district, decisions to close or delay school are made at the district level. Sometimes the conditions are dry and clear in other areas of the district, but icy in our neighborhood. For this reason, it is important to listen to your radio or television for announcements regarding school closures or late starts. ***The easiest way to find out about possible closures or delayed starts is to call the District 24-hour recorded School News Hotline at (425) 456-4111, or you can access the Public School Emergency Communication Systems' website at <http://www.schoolreport.org>***

Student Behavior Expectations and Discipline Policy

Phantom Lake Guidelines for Success

As Phantom Lake Eagles we soar to achievement by following our 4 stars! Phantom Lake Eagles achieve by being:

1. Be Safe
2. Be Kind
3. Be Responsible
4. Be Respectful



School discipline has two main goals:

- 1) To ensure the physical and emotional safety of students and staff
- 2) To create and maintain an environment conducive to learning

At Phantom Lake Elementary School, we use a *proactive and equitable* approach to discipline:

- We teach children about our behavior expectations, and we review these expectations regularly.
- We explain to children what behavior is okay and what behavior is not tolerated.
- We teach children how to identify and prevent bullying behavior.

- We teach children how to solve problems and how to use conflict resolution strategies.
- We positively reinforce our expectations.

Common Expectations and Virtues help provide a common language for our school community. The steps of conflict resolution (listed below) also provide children with a common language for how to solve problems:

- Identify the problem.
- Think about different solutions.
- Agree on a solution.
- Follow through on the agreement.

Specific Commitment to Equitable Discipline Practices

Phantom Lake Elementary is committed to

- high expectations;
- varied and challenging experiences relevant to each student;
- positive and proactive discipline practices; and
- educational equity for all students

We are committed to identifying strengths and addressing improvements in the operations of our school through the efforts of our Equity team and continuous use of data as an effort to honor each component of our school's mission: *"The mission of our Phantom Lake Elementary school community is to provide an exceptional education for the whole child in a nurturing and joyful environment in order to prepare our students to be successful in college, career and life. YES WE CAN!"*

1. Family partnerships in policy development

One of our primary goals at Phantom Lake Elementary is to ensure that parents and community members have opportunities to assist and support the educational process through participation in decision making, school governance, and volunteer activities. It is our desire to include parents and community members as an integral part of our students' learning process. With that goal, Phantom Lake Elementary has jointly developed with parents, teachers, and members of our community an Action Team for Partnerships (ATP) which works together to ensure our school maintains a connection to the community and a welcoming and positive learning environment that promotes student success. ATP Mission Statement: *We believe in engaging every family in meaningful opportunities to create a learning community where students will thrive.*

2. Focus on implementing positive, proactive behavior support practices

Phantom Lake Elementary will maintain a positive environment by providing ongoing instruction using the Second Steps curriculum to teach and improve the emotional intelligence of our students, and provide reinforcement of appropriate social and behavior interactions within the school community. As a school, behavior expectations will be systematically taught in classrooms and in the common areas (e.g., cafeteria, gym, hallways) during the first two weeks of school, and again in January when students return from winter break. Throughout the school year, students will receive positive reinforcement for displaying expected behaviors and by re-teaching appropriate behaviors when those expectations are not met.

3. Clear, objective discipline procedures

The teachers and administrators at Phantom Lake Elementary have procedures for identifying and responding to behavior incidents in our building and review them formally on a regular basis. Our orientation materials as well as our school and district websites include definitions for the most common problem behaviors we see in schools, as well as examples of how these behaviors can range from minor, staff-managed behaviors to major, office managed behaviors. Here is one example (from our data management system):

- Disruption (Minor; classroom managed): “Student engages in low-intensity, but inappropriate disruption, such as chatting with a peer in class during instruction”
- Disruption (Major; office managed): “Student engages in behavior causing an interruption in a class activity. Disruption includes sustained loud yelling, or screaming; horseplay or roughhousing; and/or unsafe behavior.”

4. Removal or reduction of exclusionary practices

For serious behavior incidents that do not require mandatory expulsion, Phantom Lake Elementary’s *Multi-Tiered Systems of Support Team (MTSS)* will determine appropriate interventions in lieu of out-of-school suspension. Students who are involved in behavior incidents in this category are required to participate in activities designed to support development of prosocial skills.

5. Graduated discipline systems with instructional alternatives to exclusion

Our Positive Behavior Intervention & Supports (PBIS) system and proactive teaching approach minimizes the overall number of behavior incidents and reduce the need for further intervention.

For less serious behavior incidents (see list of minor problem behaviors), staff will use strategies to prompt prosocial behavior and increase student engagement, such as:

- Positive recognition of prosocial behaviors for near-by students
- Brief redirection
- Pre-correction (reminder about expected behavior)
- Goal setting, problem solving and performance feedback
- Restatement of expectations and invitation to self-correct
- Reteach classroom expectations and agreements
- Teacher proximity or visual prompt
- Provide additional support for task
- Provide a break to provide space to refocus
- Assess possible miscommunication between staff and student
- Identify potential cultural mismatches between expected and exhibited behavior
- Utilization of restorative practices (i.e., relationship repair)

If at least two of these strategies are ineffective for improving student behavior, the immediate staff determines the response. Responses may include one or more of the following:

- Mini-conference with the student
- Additional teaching and practice in the skill
- Reassigned seat
- Reflection sheet
- Brief time-out
- Loss of privileges

- Contact home

For more serious behavior incidents (see list of office managed behaviors), the student may receive an Office Discipline Referral, and a school administrator determines the response. Responses may include one or more of the following:

- Conference with student and administrator; problem analysis
- Contact home
- Skill practice during student's free time. This time will be utilized to review problem solving strategies [e.g., Thunder's Choices] and self-management skills [e.g., taking a "Hot Minute"]
- Time in office to reflect, regulate, and refocus
- School Community service (job that benefits the classroom and/or school building)
- Loss of privileges
- Restorative practices
- Restitution
- In-School suspension*
- Emergency Expulsion*

*Phantom Lake Elementary school reserves in-school suspensions and expulsions for serious behavior incidents, typically those that threaten the safety and well-being of the student, other students, or school staff. These options may also be used to address repeated major disciplinary infractions.

6. Procedures with accountability for equitable student outcomes

In alignment with our school's mission and district equity policy, staff will be provided with: (1) training opportunities for staff related to culturally responsive behavior support practices, (2) continuously work to increase the percentage of students who have positive perceptions of our school climate to 80% across all racial/ethnic groups as measured by annual Spring Panorama survey, (3) increase family and community involvement in targeted school activities, (4) provide students with access to enriching activities, such as field trips, assemblies, and guest speakers; and (5) monitor disaggregated rates of discipline incidents at least quarterly to monitor for disproportionality in referrals by race.

Discipline

Harassment, Intimidation, and Bullying (HIB)

Harassment, intimidation, and bullying are **not tolerated** at Phantom Lake Elementary School (or on school buses, etc.). According to Bellevue School District School Board Policy [3207](#), "Prohibition of harassment, intimidation, or bullying" means any intentional written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.35.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms any person or damages the person's property; or
- Has the effect of substantially interfering with a person's ability to participate in the educational process of the district; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Students and adults in the Phantom Lake Elementary School community are encouraged to report any incident of harassment, intimidation, or bullying to a teacher, the counselor/psychologist, Assistant Principal or the Principal. All reports will be promptly and thoroughly investigated. *(Please see the Bellevue School District Sexual Harassment Policy 1600 and the Harassment, Intimidation and Bullying Policy 1601).*

See the “Policies, Procedures, and Official Notices” at the end of this document for BSD policies and procedures specific to behavior, HIB, and complaints.

Items from Home

Students come to school to learn. Toys, trading cards, electronic games, stuffed animals, money, cell phones, smart watches, and other personal items of value should remain at home so they are not misplaced, lost, or broken. If a child wishes to bring a special item to share with the class, he or she must first get permission from the teacher.

Please help us by leaving your pets at home when you come to school to volunteer or pick up your child. If you have your dog with you when you pick your students up from school, please make sure your pet is on a leash, under control, and on the sidewalk. Dogs are not permitted on school campuses, per district policy.



General Information

Classroom/Birthday Treats

Teachers may have specific requests regarding birthday treats and celebrations. However, in general, classroom treats may be provided for birthday celebrations or class parties, but please keep the following in mind:

- If a birthday is celebrated at school, plan on a short duration (5 minutes).
- Please consult your child’s teacher for their policy regarding birthday celebrations during the school day.

****** An idea for celebrating a child’s birthday or special accomplishment is to donate a favorite book to the school library or classroom in the child’s name. Ask the teacher or librarian for title suggestions.

Cell Phones

We discourage students from bringing cell phones to school. However, we understand that many families rely on them for communicating with each other after school. Therefore, if **cell phones** are brought to school, they **must remain OFF and in backpacks during the school day**. If a child needs to call a parent during the school day, they can use a phone in the office or classroom.

Students who are seen using cell phones during the school day will have their phone taken away. They may collect their phone at the end of the day in the office. For any subsequent infractions, parents/guardians must collect the phone from the office.

Please remember that cell phones brought to school are brought at the owner’s own risk and families need to understand that the phones are easily stolen. If a loss occurs at school, it is not the responsibility of the school.

Emergency Contact Numbers

Call or send a note to the office promptly with changes in home address, home and work phone, or names and phone numbers of emergency contact persons. This information is vital in the event of an accident, illness, early school closure or other emergency while the child is at school. Information can be updated online. To access the Online Student Data Verification system, visit the Verification tab in ParentVUE or the Enrollment and Verification page on the District website: www.bsd405.org.

Phantom Lake PTA

Phantom Lake PTA is a major program facilitator and economic resource for Phantom Lake Elementary students and staff. Some educational programs, most financial classroom support, all social activities and before or after-school programs would not exist without the support of Phantom Lake PTA. Membership in Phantom Lake PTA shows your support for Phantom Lake Elementary and our students. You can join Phantom Lake's PTA in the front office of the school or check out Phantom Lake's PTSA website for PTSA events, membership and additional information at <https://phantomlakepta.givebacks.com/>

Student Placement

One of the most important responsibilities of the staff each year is to assign students to classes for the next school year. The goal of student placement is that each student be placed in a positive learning environment in a balanced classroom. Many factors are considered when placing students. Academic strengths and needs, social and emotional characteristics, as well as parental input are thoughtfully considered. Should a parent feel that a child's placement is inappropriate, a request in writing should be made to the Principal. Unless considered a safety concern, no change of placement will happen during the first two weeks of school and a change of placement during the school year is rare.

Student Progress Reports

The chief purpose of reporting student progress to parents is to provide the information necessary for a solid working relationship between school and the home in guidance of the student. Parents will be kept informed about the growth and progress of their children in all aspects of school curriculum, including observed student behaviors in the intellectual, emotional, physical and social development areas. Written progress reports will be sent out twice during the school year: at the end of January, beginning of February, and on or close to the last day of school.

Field Trips

Teachers plan field trips throughout the school year to enrich and enhance the classroom curriculum. Volunteers are needed for each field trip, and teachers will alert their classroom families when field trips are in the planning stages. If you elect to drive and/or chaperone on a field trip, please remember the following:

- Phantom Lake students, staff, and chaperones represent our school when on field trips. It is very important we demonstrate to others in our surrounding communities the value we place on appropriate behavior while on field trips. All members of the Phantom Lake community are expected to follow Thunder's «Four Stars» during field trips.

- Teachers will provide chaperones with any additional expectations for student behavior during the field trip. Classroom teachers will support you for reinforcing safe, respectful, responsible, and kind behavior within your small group of students.
- Children may not be seated in a front-seat passenger seat with an airbag. All vehicle passengers must wear a seatbelt.
- Use of cellular phones while driving is illegal. Phone use on trips should be limited to emergency use only.

To chaperone on a field trip with your child's class, you must have filled out a volunteer application and been approved (cleared) prior to the day of the field trip. To start the volunteer process visit the District website at www.bsd405.org/get-involved/volunteer/. Approvals are good for three consecutive years.

Thank you in advance for supporting the many field trips your children will experience during their years at Phantom Lake. We appreciate your understanding and cooperation in helping to reinforce safe, respectful, responsible, and kind behavior away from school.

Human Services/Family Connections Coordinator

Phantom Lake has a Family Connections Coordinator who assists family in connecting to the school and getting needed services. This team supports families who need assistance in meeting their basic needs. Resources may be provided by the Phantom Lake Family Connections Coordinator, Judy Hunsberger, to any parent who requests help. hunsbergerju@bsd405.org

Health Information

Students who become ill at school are sent to the health clinic for observation. Your child will need to be picked up immediately if an elevated temperature is present, or if your child vomits at school. If the school is unable to contact parents, the person designated by parents as an emergency contact will be called to arrange care until a parent is available. It is recommended that if a child has vomited in the last 12 hours, or had a fever, he/she stay home until he/she has not vomited or had a fever for 24 hours.

Injuries are handled in a similar manner. The school will administer basic first aid, but if there is any question as to the seriousness of the injury, parents will be notified immediately.

Keep in mind Public Health rules designed to safeguard children:

1. Stay at home with a severe cold for several days.
2. Do not come to school with a fever.
3. Do not come to school if unable to participate in both indoor and outdoor activities, including PE and recess.

Administering Medication At School

School personnel are not allowed to administer medication without written authorization from a physician. If medications are to be given at school, the school nurse must be notified and an Authorization to Administer Medication form must be filled out and on file in the school office. All medications must come to the school office in the original container, labeled by the pharmacy or physician with the medication name, amount to be taken, frequency of administration and name of physician. The form may be downloaded from <https://bsd405.org/wp-content/pdf/policy/3416P%20Exh.%20A.pdf>.

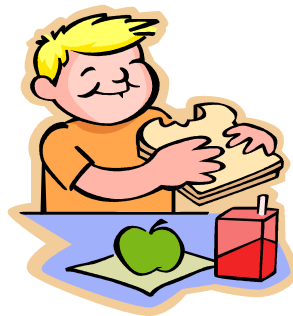
The State of Washington Code requires that schools maintain up-to-date immunization records for measles, mumps, rubella (MMR), diphtheria, and polio for all students unless there are medical or religious objections. Additionally, all students are required to complete a series of three Hepatitis B inoculations and kindergarten-4th grade students need a second MMR. Should the school be missing any of these immunization records, your child may be asked to stay home until the information has been received in the office.

Library

The library is open to students during the school day. Full day students in grades K-4 visit the library each week to meet with the librarian, listen to stories, engage in research projects, and check out books. Students in fifth grade visit the library as needed for book borrowing and research. Checking out library books for home use is encouraged. Please help students become responsible for returning library books on time. Be mindful of the books your child brings home so that they may be returned when due for use by others.

Lost And Found

All articles found on the playground and school premises are turned in to the Lost & Found. Each year, numerous jackets, sweatshirts, lunch boxes, and other items are never claimed. Multiple times a year items from the Lost & Found will be donated to charity, so please claim missing items promptly. Please label all lunch boxes, coats, etc., with the student's name. This always assists those who find the items to return them to the appropriate person.



Lunch Program

(Please see the appendix for the full text of the Bellevue School District Nutrition Policy 8400).

Phantom Lake provides hot breakfast and lunch selections every day. We use a computerized lunch accounting system. Each student is issued a student number that will be used when purchasing meals. Lunch menus are shared monthly and your child will have a choice of the items listed. Menus are also available on the district website. This year breakfast and lunch is free for all students.

Snack

Many students choose to bring a snack from home to eat during the designated snack time in their classroom or outside. These snacks should be healthful choices such as crackers, cheese, granola bars, or fruit. *Candy, gum, energy drinks and soda should not be brought to school for snack or lunch.* Some teachers appreciate donations of boxes of graham crackers, saltines, fish crackers, pretzels, or other non-perishable snacks that can be kept in the classroom and shared with students who may have forgotten their snack. Check with your child's teacher to see if they would appreciate a donation and to ensure the donation would not interfere with a child's food allergy.

Parent Volunteers

Phantom Lake has a positive reputation for the number of volunteers that assist staff and students each day, week, and month! Phantom Lake continues to need volunteers to help provide quality educational and enrichment activities for its students. If you have one hour per month, one hour per week, or several each week, whether at home or at school, contact your child's teacher or one of the PTA officers. Every contribution, big or small, makes a difference in our children's education and is vital to the success of our school.

Some of the areas of need are classroom assistant (helping the teacher in a variety of ways with students and/or office type work), library assistant (shelving and repairing books, helping students at check-out times), work with students, field trips, fund-raisers, school programs and assemblies, leading art appreciation lessons, sharing special talents or skills with classes, or helping in the office with copying, collating, and clerical tasks. If you are interested in volunteering at recess, please contact the front office to learn about our Eagle Eye Volunteer program!

If you have time to give, we will make every effort to find you a task that you will find interesting and rewarding. Parents new to volunteering, visit the District website at www.bsd405.org/get-involved/volunteer/. Approvals are good for three consecutive years.

Visitor Badges

We are fortunate at Phantom Lake to have the strong commitment by parents and other volunteers who assist in the school. In keeping with state laws, Bellevue School District policy, and as a safety measure, we require that all visitors and volunteers sign in at the office when arriving at the school. If you come to volunteer, bring something to your child or meet with a teacher during the school day, stop by the office and sign in before going to a classroom. We will ask you to wear a badge identifying you as a visitor or volunteer. If you are not wearing a badge, a staff member will direct you to the office to get one. We truly appreciate your support of Phantom Lake and want you to feel welcome here. Thank you for realizing that the safety of all students is a high priority.



Photographs And/Or Videotapes

Except as expressly set forth below, photographing and videotaping of students at school are not allowed without permission from the parent/guardian.

Occasionally, your student might be included on videotapes and/or in photographs used for appropriate district-authorized purposes possibly outside the district. Examples of such uses are:

- show the Bellevue community what we do in our school

- use for broadcast media and newspaper articles
- Bellevue Schools Foundation programs
- make presentations to other audiences at workshops
- other appropriate district-authorized purposes

Permission forms have been sent home and are available in the office for you to sign only if you do not want your child included in these videotapes or photographs.

Emergency Information

Please keep your emergency contact information current and up to date. We print out a copy and keep it on file in the office and in our emergency supply storage room. The form will be used when your child is sick or if there is an emergency at school. In either of these cases, we will first call the parents/guardians listed at their home/work numbers. If we are unable to reach them directly, we will leave a message whenever possible and proceed down the emergency contact list in the order given. We often face the dilemma of not being able to contact anyone because the phone numbers have changed or are no longer in use, or we simply don't have any other numbers to call. We would appreciate your listing as many alternative emergency contacts as possible. To access the Online Student Data Verification system, visit the Verification tab in ParentVUE or the Enrollment and Verification page on the District website: www.bsd405.org.

Emergency Plan

In the event of an emergency, we have an emergency/disaster plan. Students and staff are instructed on emergency procedures. We practice monthly safety drills such as fire, earthquake, and lockdown drills. We have an emergency supply storage room on campus that contains supplies to provide food, water, and shelter for the students and staff. We also have a number of staff trained in First Aid and CPR. In the event of an emergency, our power may be lost and we may not be able to contact you. For that reason it is even more essential for you to have updated contact information at all times.

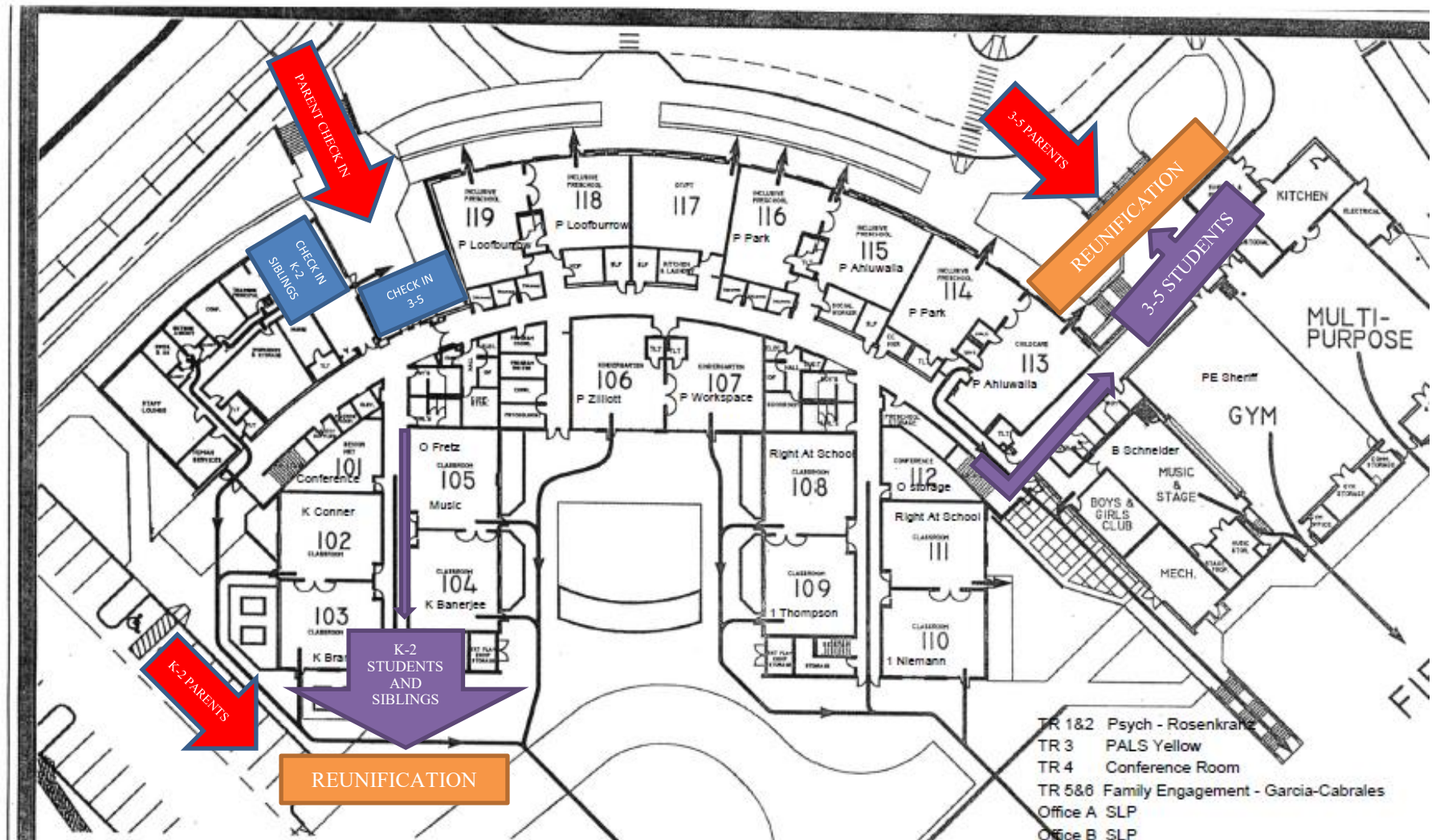
Reunification Plan

Some emergency events will not require a full reunification process. For smaller events (i.e. power outage), site administrative staff should use their best judgment for student release.

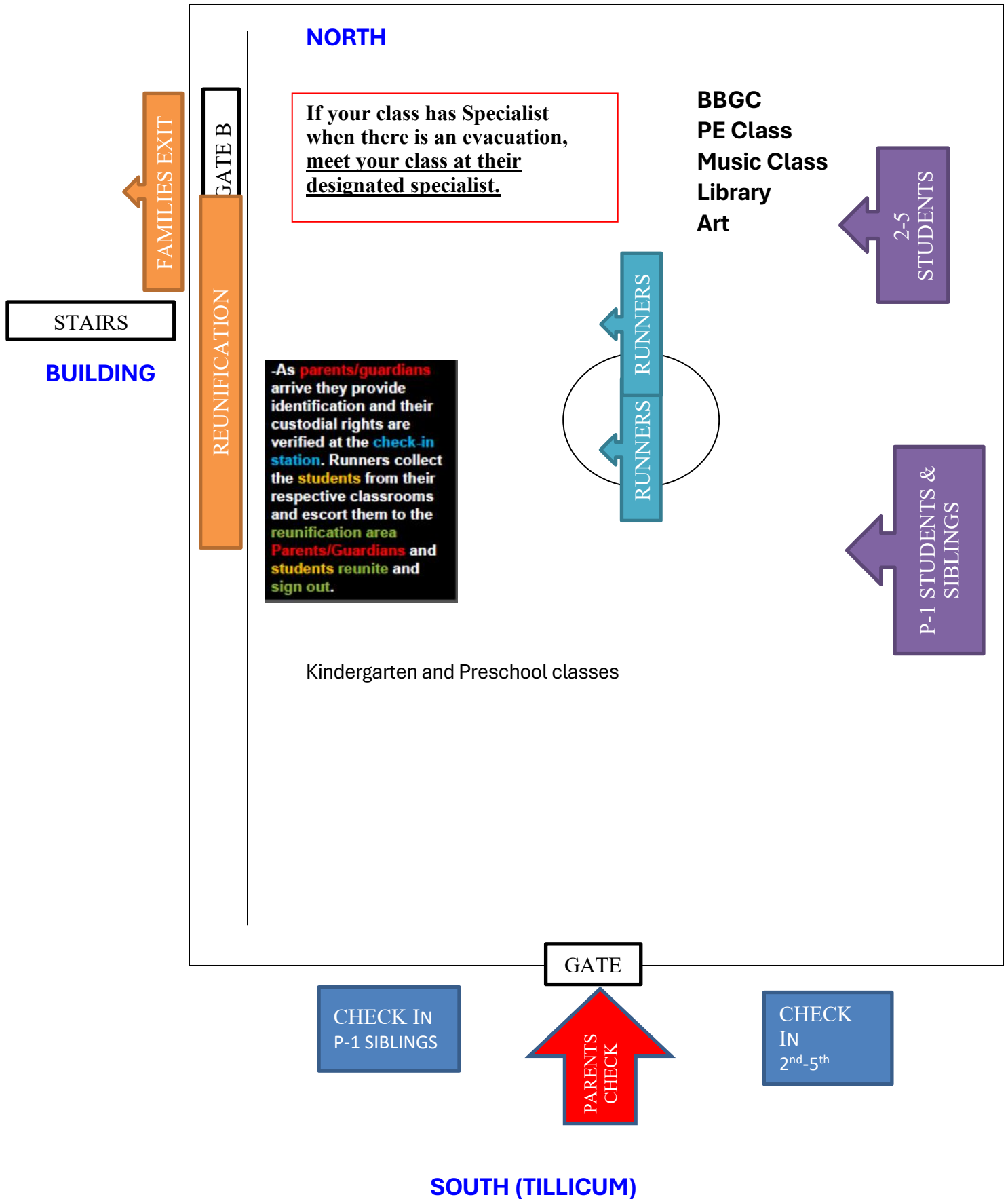
For events that necessitate a reunification process, utilize a two-gate reunification process.

- Secure the student assembly area against unauthorized access
- Establish a request gate.
- Establish a release gate some distance from the request gate.
- Parents/guardians/authorized emergency contacts (Requestors) are directed to request gate.
- Identity of Requestor is verified by picture ID and authorization is checked against emergency release paperwork.
- Requestor signs for student(s) and runner is directed to retrieve student.
 - Please review chart below for personnel and radio channels.
- Requestor is sent to release gate to await student.
- If student is available, they are escorted to release gate. Disposition is noted by release gate personnel
- If student is present, but injured, Requestor is escorted to the treatment area. Disposition is noted by release gate personnel
- If whereabouts of student are unknown, or if student is deceased, Requestor is escorted by staff to a separate, private area for notification and counseling.

Communication with parents/guardians is critical to the efficient and orderly release of students. In consultation with the BSD Communications Department, staff should utilize established avenues of communication to inform parents/guardians of current status and provide scheduled updates if possible. Coordinate with public safety agencies on site if available to support safety related efforts such as traffic control, etc.



Field Line Up for Building Evacuations



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.

Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property.
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Nancy Pham, phamn@bsd405.org or 425-456-4040) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB do not experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days unless you agree to a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

[What are the next steps if I disagree with the outcome?](#)

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the District’s [HIB webpage](#) and the district’s [HIB Policy 3207](#) and [Procedure 3207P](#).

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

[What is discriminatory harassment?](#)

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

For more information, review the District’s Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#)

[What is sexual harassment?](#)

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

For more information, review the district’s Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I am concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator:

Nancy Pham

Legal Affairs Officer - Compliance, Policy, and Employment

phamn@bsd405.org

425-456-4040

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:

Jeff Lowell

Director of Athletics and Activities

lowellj@bsd405.org

425-456-4010

Concerns about disability discrimination:

Section 504 Coordinator:

Kerince Bowen

Section 504 Coordinator

bowenk@bsd405.org

425-456-4168

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:

Nancy Pham

Legal Affairs Officer - Compliance, Policy, and Employment

phamn@bsd405.org

425-456-4040

Mailing address for all Compliance Coordinators: 12111 NE 1st Street, Bellevue, WA 98005.

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your

complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective measures or remedies needed.
- Notice about how you can appeal the decision.

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Disciplinary Appeals Council (DAC) and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it is related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

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

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistently with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change.
- Change a student's gender designation and have their gender accurately reflected in school records.
- Allow students to use restrooms and locker rooms that align with their gender identity.
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity.
- Keep health and education information confidential and private.
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender.
- Protect students from teasing, bullying, or harassment based on their gender or gender identity.

For more information, review the district's Gender-Inclusive Schools [Policy 3211](#) and Procedure [3211P](#)
If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Nancy Pham
Legal Affairs Officer - Compliance, Policy, and Employment
phamn@bsd405.org
425-456-4040

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 4.

Online Reporting Option

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

Students Conduct/Discipline ([Policy 3241](#) and [Procedure 3241P](#))

The District is committed to ensuring a safe and productive learning environment in which students are provided with 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

Student Attendance (Policy 3122 and Procedure 3122P)

The Bellevue School District believes that regular school attendance and engagement are 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

Complaints Concerning Staff or Programs (Policy 4220 and Procedure 4220P)

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, 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.

Interscholastic Activities (Policy 2151 and Procedure 2151P)

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 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 (Washington Interscholastic Activities Association) 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 writing to the District Athletics and Activities Director before the competition.
- VIII. **Program Evaluation:** The district conducts an annual review of each program and is required to ensure that each program meets 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.