

2025-26 STUDENT & FAMILY HANDBOOK

Our vision is to affirm and inspire each and every student to learn and thrive as creators of their future world.

TAKE RESPONSIBILITY - MAKE GOOD CHOICES - SHOW COMPASSION

TILLICUM MIDDLE SCHOOL
1280 160th Ave SE
BELLEVUE, WA 98008
425-456-6700

WELCOME STUDENTS & FAMILIES!

Tillicum Middle School would like to welcome its current and incoming Tigers to the 2025-2026 school year. We are delighted to have you on campus and are eager to nurture you on your path toward academic success and in your personal growth! We encourage you to take advantage of the programs and activities that make TMS unique. The purpose of this handbook is to acquaint you with the people, guidelines, and processes that will enhance your time at Tillicum Middle School.

For a complete list of BSD Board Policies, please refer to the BSD website

Our students, families, and staff work together to build an atmosphere of collaboration, respect, and support. In doing so, we collectively ensure that Tillicum's legacy of academic and character excellence is upheld.

Welcome to the Tiger CommUNITY!

TABLE OF CONTENTS

TABLE OF CONTENTS ..... - 3 -
CONTACT INFORMATION AND RESOURSES ..... - 6 -
Helpful Websites/Links ..... - 6 -
Community Resources ..... - 7 -
SCHOOL HOURS AND BELL SCHEDULE ..... - 8 -
BELL SCHEDULE ..... - 8 -
TILLICUM SCHOOL MAP ..... - 9 -
..... - 9 -
ACADEMICS ..... - 10 -
REPORT CARDS ..... - 10 -
INTERIM PROGRESS REPORTS ..... - 10 -
SYNERGY FAMILY PORTAL: ..... - 10 -
TUTORIAL ..... - 10 -
SCHEDULE CHANGE REQUESTS ..... - 10 -
WITHDRAWAL FROM SCHOOL ..... - 10 -
ACADEMIC INTEGRITY ..... - 11 -
TILLICUM LIBRARY ..... - 11 -
COMMUNICATION ..... - 12 -
SCHOOL-HOME COMMUNICATION ..... - 12 -
EMERGENCY SCHOOL CLOSURE INFORMATION ..... - 12 -
COMMUNICATING WITH YOUR STUDENT DURING SCHOOL HOURS ..... - 12 -
DELIVERY OF PERSONAL ITEMS TO SCHOOL ..... - 13 -
DELIVERING NOTES TO STUDENTS ..... - 13 -
CLOSED CAMPUS AND STUDENT VISITORS ..... - 13 -
ATTENDANCE ..... - 14 -
EXCUSED ABSENCES ..... - 14 -
UNEXCUSED ABSENCES: ..... - 14 -
PRE-ARRANGED ABSENCES: ..... - 15 -

ARRIVING LATE OR LEAVING BEFORE THE END OF THE SCHOOL DAY - 15 -
TARDIES: - 15 -
STATE-MANDATED ATTENDANCE AND THE BECCA LAW: - 17 -
HEALTH CLINIC AND ILLNESS GUIDELINES - 18 -
MEDICATION AT SCHOOL - 18 -
SCHOOL TRANSPORTATION - 19 -
TAKING A DIFFERENT BUS - 19 -
BUS ROUTES AND STOPS - 19 -
TRANSPORTATION EXPECTATIONS/BUS CONDUCT - 19 -
DROP-OFF AND PICK-UP PROCEDURES - 20 -
AFTER SCHOOL ACTIVITY TRANSPORTATION - 21 -
AFTERSCHOOL ACTIVITY OPTIONS - 21 -
ATHLETICS, CLUBS, AND ACTIVITIES - 22 -
SPORTS - 22 -
ASB CLUBS & ACTIVITIES - 22 -
PERSONAL PROPERTY & ATTIRE - 22 -
CELL PHONES & PERSONAL ELECTRONICS - 22 -
BOOK BAGS & BACKPACKS - 23 -
LOCKERS - 24 -
LOCK OPENING INSTRUCTIONS - 24 -
DRESS POLICY PER BELLEVUE SCHOOL DISTRICT - 25 -
E-BIKES, BICYCLES, HOVERBOARDS, UNICYCLES, SKATEBOARDS, AND SCOOTERS - 25 -
FOOD & DRINKS - 26 -
GUM - 26 -
LASER POINTERS AND AEROSOLS/SPRAYS - 26 -
TEXTBOOKS - 26 -
STUDENT YEARBOOKS - 26 -
BELLEVUE SCHOOL DISTRICT TECHNOLOGY - 27 -
LAPTOPS - 27 -
BSD ISSUED LAPTOP DAMAGE OR MISUSE - 27 -

ONLINE SAFETY ..... - 27 -
BROKEN OR LOST EQUIPMENT ..... - 28 -
TECHNOLOGY SUPPORT ..... - 28 -
STUDENT CITIZENSHIP & CONDUCT EXPECTATIONS ..... - 28 -
TIGERS SHOW COMPASSION ..... - 28 -
GUEST TEACHERS ..... - 29 -
ASSEMBLY EXPECTATIONS: ..... - 29 -
HALL PASSES ..... - 29 -
HALLWAY EXPECTATIONS ..... - 29 -
CAFETERIA EXPECTATIONS ..... - 29 -
DISPLAYS OF AFFECTION ..... - 30 -
POSSESSION OF ALCOHOL, DRUGS, OR TOBACCO PRODUCTS ..... - 30 -
COMPLIANCE ..... - 30 -
OFF LIMITS AREAS ..... - 30 -
BSD POLICIES AND PROCEDURES ..... - 30 -
HARASSMENT, INTIMIDATION AND BULLYING (HIB) POLICIES ..... - 31 -
STUDENTS CONDUCT/DISCIPLINE ..... - 32 -
COMPLAINTS CONCERNING STAFF OR PROGRAMS ..... - 33 -

CONTACT INFORMATION AND RESOURSES

TILLICUM ADMINISTRATION			
Principal	Dusty Steere	SteereD@bsd405.org	425-456-6700
Assistant Principal	Arianna Giaroli	GiaroliA@bsd405.org	425-456-6700
TILLICUM COUNSELORS			
Counselor (A-Le)	Alicia Carey	CareyA@bsd405.org	425-456-6712
Counselor (Li-Z)	Lucas Millar	MillarL@bsd405.org	425-456-6713
TILLICUM OFFICE STAFF			
Office Manager	Suzanne Murphy	MurphyS@bsd405.org	425-456-6700
AP/Office Support	Alison Parish	ParishA@bsd405.org	425-456-6700
Office Support	Jyoti Rasal	RasalJ@bsd405.org	425-456-6700
Attendance Specialist	Molly Schladetzky	TillicumAttendance@bsd405.org	425-456-6708
Registrar	Leslie Astudillo	AstudilloLe@bsd405.org	425-456-6707
Nurse	Peggy Ruehr	RuehrP@bsd405.org	425-456-6714

Helpful Websites/Links

Bellevue School District	www.bsd405.org
Tillicum Middle School	https://tillicum.bsd405.org/
Tillicum PTA	www.tillicumpta.org
Student Portal	Student Portal (sharepoint.com)
BSD Welcome Center	BSD Welcome Center
Technology Help Desk	BSD Tech support
Synergy Grade and Attendance Viewer	ParentVue and StudentVue

Community Resources

Need help? The Counseling Office has a complete listing of community resources and private practice professionals. Please contact your student's school counselor for any needed support. The following community resources are provided for your reference:

King County Crisis Services	988 or 206-461-3222
Child Protective Services	1-800-562-5624
Crisis Clinic Teen Link	1-866-833-6546
Dept. of Social & Health Services	1-877-KIDS-NOW
Eastside Domestic Violence Program (LIFEWIRE)	1-425-562-8840
Friends of Youth	1-425-869-6490
King Co. Sexual Assault Resource Center	1-888-998-6423
Runaway Teen Crisis Line	1-800-RUN-AWAY
Youth Eastside Serves (YES)	1-425-747-4937
Crisis Connections	1-866-4-CRISIS

SCHOOL HOURS AND BELL SCHEDULE

School Day	7:45 am – 2:35 pm	M, T, Th, F
	7:45 am – 1:25 pm	W
Tutorial:	2:35 pm – 3:05 pm	M, T, Th, F
Activity:	3:05 pm – 4:00 pm	M, T, Th, F
Office Hours:	7:15 am – 3:30 pm	Daily

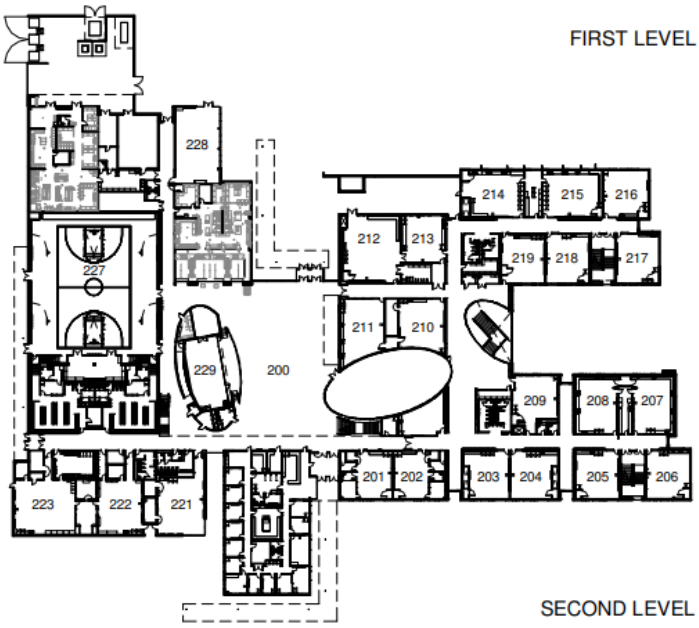
BELL SCHEDULE

Periods	Monday, Tuesday, Thursday, Friday	Wednesday
1	7:45 – 8:35	7:45 – 8:25
2	8:39 – 9:31 Includes 2 minutes for Announcements	8:29 – 9:11 Includes 2 minutes for Announcements
3	9:35 – 10:25	9:15 – 9:55
4	10:30 – 11:20	10:00 – 10:40
1st lunch	**11:20 – 11:50**	**10:40 – 11:10**
5b	11:55 – 12:45	11:15 – 11:55
5a	11:25 – 12:15	10:45 – 11:25
2nd lunch	**12:15 – 12:45**	**11:25 – 11:55**
6	12:50 – 1:40	12:00 – 12:40
7	1:45 – 2:35	12:45 – 1:25
Tutorial	2:35 – 3:05	None
Activities	3:05 – 4:00	None

TILLICUM SCHOOL MAP

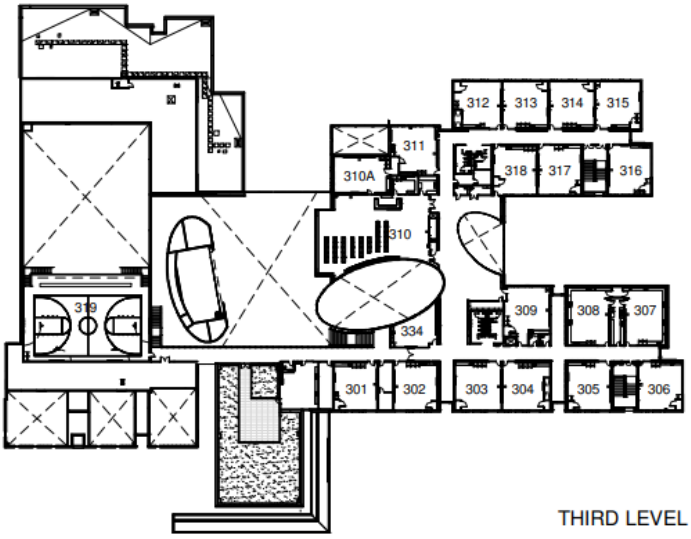
Tillicum Middle School
1280 160th Ave SE
Bellevue, WA 98008-5098
425-456-6700





FIRST LEVEL

SECOND LEVEL



THIRD LEVEL

ACADEMICS

REPORT CARDS are issued four times during the school year. Report cards are posted to and may be printed directly from ParentVUE/StudentVUE ParentVUE (edupoint.com) Report cards are mailed home by request approximately one week after the last day of each quarter.

INTERIM PROGRESS REPORTS are issued twice each year at mid second and fourth quarter for students who are struggling academically. Progress reports are mailed home.

SYNERGY FAMILY PORTAL: Students and families will have access to a portal page to see student information, including teachers' grade books and attendance. This system is intended to serve as a communication tool between the school, student, and parent, not to check a student's progress daily. Families will also be able to access district forms. ParentVUE (edupoint.com)

TUTORIAL is a 30-minute period for extended instruction, make-up work, or quiet work time on Monday, Tuesday, Thursday, and Friday from 2:35-3:05 pm. A student is expected to stay in one teacher's tutorial for the duration of the tutorial period. All rules apply in tutorial as they do in the regular classroom. For example, you must arrive on time, there are no electronic devices used, and the student will be released at 3:05 pm. Attendance at a tutorial can be initiated by a student, teacher, or parent. Failure to comply with a teacher's request to attend tutorial may result in disciplinary action.

SCHEDULE CHANGE REQUESTS

We work to provide student schedules based on requested courses and maximum use of our resources. If a student has requested a specific course, he/she will remain in that course, as Tillicum's schedule was built by student requests. If an error has been made in a student's schedule such as an incomplete schedule or a repeated course, the student should fill out a Schedule Correction Request Form, available in the main office. **Schedules will not be changed for reasons such as changing your mind about a course request, teacher preference, or wanting another lunch period.** If students wish to request a schedule change, they should either stop by the counseling office during their lunch period, or e-mail their counselor requesting a time to check-in.

WITHDRAWAL FROM SCHOOL

To withdraw a student from school, parents/guardians must contact the school registrar, Leslie Astudillo, at astudillole@bsd405.org or at 425-456-6707. The student must have the Secondary Withdrawal Slip signed by all their teachers and office staff and return their laptop and books. A locker check will be completed to make sure no personal items are left behind. Any fees or fines must be paid before the student withdrawal is completed.

ACADEMIC INTEGRITY

All students are expected to be honest in completing their assignments, tests, and projects, etc., and to not take credit for any work that does not reflect their own effort and learning. The compliance procedures can be found in the following link: Board Policy 2025

Forms of Academic Dishonesty include (but are not limited to):

Cheating on tests – Giving or receiving any assistance on a test or quiz without the teacher's permission.

Unauthorized Collaboration – Working with another student on an individual assignment, copying another student's work, or allowing a student to copy one's own work without the permission of the teacher.

Plagiarism – Using another person's ideas, words, or work and taking credit for it as your own. This includes copying published materials, internet sources, and the work of other students. It is the responsibility of the student to cite sources of text that do not represent his/her own work.

Consequences of Academic Dishonesty may include (but are not limited to):

a) Parent Contact

b) Loss of credit on test, assignment, or project

c) Referral to Administrator

d) Required completion of an Academic Integrity Course

TILLICUM LIBRARY

All BSD School Libraries are now accessible 24/7 through a web browser. Select the Tillicum link.

You may also access Tillicum Library on our HOME page, where you will find links for our library catalog Destiny Discover, how to access research resources and many other features. To log into Destiny Discover, students will use the same username and password used for the school computers. Please note our students have access to databases through their King County Library System (KCLS) **student account** KCLS LOG IN HELP and with a KCLS library card.

COMMUNICATION

SCHOOL-HOME COMMUNICATION

Tillicum administration & staff will communicate to students and families through a variety of methods including TalkingPoints (text messaging), Synergy Email, Outlook Email and Messenger. We also encourage you to sign up for the Tillicum PTSA email newsletter at Tillicum PTSA. In addition, most questions can be answered by going to the BSD website.

BSD uses the SchoolMessenger communication notification system to send districtwide messages and urgent alerts such as school delays and closures. Families may receive SchoolMessenger communication via phone call, text message and email. You do not need to create an account to receive notifications, as you will automatically receive them to the phone number and email address listed in your student's record. However, if you choose to **set up a SchoolMessenger App account**, you may adjust how you prefer to be notified. You may also view messages from the last 30 days online website or by setting up the app on your IOS or Android smartphone.

EMERGENCY SCHOOL CLOSURE INFORMATION

In unplanned cases when the school must close due to weather conditions or for other reasons, announcements will be made on local radio and television stations and information will be sent out by the school district or individual school. Please make sure your information and delivery preferences are updated. Students and/or parents or guardians should refrain from calling the school in these cases. For up to date information, 24 hours a day, call the School News Line at (425) 456-4111 or check the BSD website: www.bsd405.org.

COMMUNICATING WITH YOUR STUDENT DURING SCHOOL HOURS

Please remember that students are expected to have cell phones off and away during the school day, except for lunch time. To communicate with your student, please use one of the following options:

- Record and note your students lunch time and communicate with them via cell phone then.
- If you need to contact your student in a case of an emergency, please contact the school or attendance office and we will get the information to your student.
- During the day, students may request to contact their parents if the need arises.

DELIVERY OF PERSONAL ITEMS TO SCHOOL

Dropped off items will be placed in the front office for students to retrieve during passing periods or after school. These items will generally ***not*** be delivered to students in classrooms (except for prescription glasses and BSD issued laptops). Students are prohibited to order takeout food and have it delivered to school. Parents are strongly discouraged to order take out/delivery to school. However, in special circumstances, like birthday celebrations, etc, you may contact the office staff to determine if an exception may be made for deliveries ordered by a parent. Balloons, flowers, cakes, and gifts ***will not*** be available to students during the school day. These items create distractions to the learning environment and will be held in the main office until the end of the school day.

DELIVERING NOTES TO STUDENTS

To minimize the number of disruptions to the classroom learning environment, notes, or other correspondence to students from parents will generally **not** be delivered during the school day except in cases of emergency. Emergencies do **not** include reminders to stay for tutorial or activities, reminders for appointments, reminders to bring instruments home, or arrangements for rides. Please communicate this information to your child before they come to school. Students may use the office phones to check in with parents if they do not have a cellphone.

CLOSED CAMPUS AND STUDENT VISITORS

Like all BSD schools, Tillicum is a closed campus. This means that once students arrive, they must remain on campus until they leave at the end of the school day. This also means that our campus is closed to all non-Tillicum students while school activities and classes are in session – from 7:15 a.m. to 4:05 p.m. Due to our large student population and potential distraction to the learning environment, we are unable to accommodate student guests (i.e., family friends or relatives).

All visitors including parents must ***sign in*** at the Main Office immediately upon arriving on campus. We welcome prearranged visits by outside individuals for educational purposes.

Parents who wish to visit teachers should first make ***appointments*** with the teachers and sign in at the office before proceeding to the classroom.

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

ATTENDANCE

If it is necessary for a student to be absent, the parent or guardian should call the Tillicum **Attendance Specialist, at 425-456-6708** in advance of the absence**.** Parents or guardians may also email or text the office through Talking Points regarding a student absence. Please direct email correspondence regarding absences to Tillicum's attendance specialist, Molly Schladetzky, at tillicumattendance@bsd405.org.

A written excuse, email or phone call **must** be received for each absence, tardy or class missed when the student is off campus. If no reason for the absence is received, the absence will be deemed unexcused. Reasons for absences must fall within the excused absence reasons listed below. Written communication must include the student's first and last name, date, reason for absence, and signature of parent/guardian. **Student absences will be considered unexcused unless an excuse note or communication via phone or email is received within two days of the absence.**

If a student is absent for three or more days due to illness, a doctor's note may be required. Please note that school administrators determine whether an absence is excused. Decisions like these will be based on the reason for the absence and the student's attendance and academic status.

EXCUSED ABSENCES**:** To be considered excused, an absence must fit into one of the following categories:

- Illness, mental health, or medical emergency,
- family emergency (death or illness in family or another significant emergency),
- established special days on a religious calendar,
- pre-arranged medical or dental appointment,
- legal proceeding or
- pre-arranged school sponsored activity (i.e., fieldtrip).

A limited number of absences for vacations, travel, family events, sporting competitions or similar reasons not listed in the above list of excused absences may be excused if the student follows the PreArranged Absence procedure below.

Students with excused absences are responsible for talking with their teacher about and completing any missed work or tests. Students who are seriously ill should not come to school. As a Bellevue School District guideline, students with fevers over 100 degrees, diarrhea, or vomiting should remain at home for at least 24 hours after the illness has resolved.

UNEXCUSED ABSENCES: An absence is considered unexcused if it is not set out in the list of excused reasons above. Examples of unexcused absences or tardies include but are not limited to:

Oversleeping, missing the bus, not having a ride to school, tardiness, taking care of siblings, family events that are not prearranged, vacations that are not prearranged, prearranged absences exceeding 5 days per year, parent, or sibling appointments, etc. Unexcused absences are subject to WA State Truancy Laws.

PRE-ARRANGED ABSENCES:

In order for an absence for reasons not set out in the excused absence section above, such as, absences for travel, vacation, family events, sports tournaments, music or dance events not school sponsored, etc. to be considered excused, a pre-arranged absence form must be completed at least three school days prior to the absence and turned in to the attendance office. Families are expected to schedule their vacations to coincide with the school calendar. For absences that cannot be prevented, please contact the attendance secretary to arrange for a pre-arranged absence form. Students must arrange with their teachers to complete work missed during their absence. District policies limit prearranged absences to 5 days per school year. Any absences for the reasons listed in this section over 5 days in a year are considered unexcused and subject to state Truancy Laws.

ARRIVING LATE OR LEAVING BEFORE THE END OF THE SCHOOL DAY

Students must check in at the Attendance Office upon arriving at school if they are late. To be considered an excused late arrival, the reason must fit into the excused categories listed above. A written excuse, a phone call, or an email from the parent or guardian is required to excuse a late arrival.

Parents/guardians are encouraged to make appointments for doctor's visits and other personal or professional appointments during non-school hours. If it is necessary for a student to leave for an appointment during the school day, parents or guardians should call, email or send in a note early in the day so that students can be called out of class prior to the parent arriving for pick up. Parents and guardians must sign their students out with the Office when leaving campus, and sign students back in if they return before the end of the school day.

Only persons listed as Guardians or Emergency Contacts over the age of 18 can pick up a student for Early Release. These individuals must show valid ID when picking up a student. Early Release is not available in the last 15 minutes of the school day.

TARDIES:

At Tillicum, we believe that arriving on time sets the tone for a successful day of learning. This policy outlines expectations and supports students who arrive late to school or class.

Late Arrivals to School (Period 1)

Entering the Building After 7:45 AM

At 7:45 AM, the inner cafe doors are locked. Students arriving late must enter through the front door, check in at the Main Office (to the left), and proceed to the Attendance Office window to receive a tardy pass for Period 1.

What Counts as an Excused Tardy?

A tardy is only excused if the student provides a signed note from a parent or doctor for illness or medical/dental appointment. The following are NOT considered excused: oversleeping, helping a friend or parent, parent meetings, missing the bus, personal issues, traffic

These are the same criteria that apply to excused absences as outlined in BSD Policy 3122: Absences and Tardies.

How Should Parents Report a Tardy?

To excuse a tardy, parents must contact the Attendance Office within one day via

- Phone call: 425-456-6708
- Email: tillicumattendance@bsd405.org
- Signed note from a parent or doctor

Please include the student's full name and reason for the tardy. BSD Policy 3122 outlines the criteria for excused absences/tardies.

Response to Repeated Tardies to 1st Period

# of unexcused tardies (per quarter)	**Response**
5	School email to student and family identifying tardy pattern, reiterating on time expectations, and offering support.
10	Counselor meeting with student/family to identify root causes and develop On Time Arrival Plan (OTAP)
15	Parent/Student/Administrator conference

Late Arrivals to Class (Periods 2 – 7)

What Does "On Time" Mean?

Students are considered on time when they are in the classroom and ready to learn by the bell. Teachers take attendance at the start of each class.Students not on time should be marked Tardy Unexcused (TU).A student entering late with an orange pass should be marked Tardy Excused (TE)

Response to Repeated Tardies (Periods 2–7)

# of unexcused tardies (per quarter)	**Response**
5	School email to student and family identifying tardy pattern, reiterating on time expectations, and offering support.
10	Referral to lunchtime attendance meeting (ROLO: reflecting on the learning opportunity) and development of On Time Arrival Plan (OTAP)
15	ROLO + administrator conference to review and adjust OTAP
20+	Parent/Student/Administrator conference

Learn More

Visit the BSD website and review BSD Policy 3122: Absences and Tardies for full details on district attendance guidelines.

STATE-MANDATED ATTENDANCE AND THE BECCA LAW:

Schools are required by law to follow state laws regarding Truancy. This includes sending letters of warning after 3 unexcused absences, meeting with parents to develop attendance plans, and filing petitions with the juvenile court when a student has demonstrated a pattern of truancy. Truancy is determined based on a specific number of unexcused absences or based on an excessive number of excused absences coupled with a detrimental effect on student learning. Schools must report to the courts unexcused absences totaling 7 days in any month or 15 unexcused absences during the school year. Parents will receive notification of unexcused absences and can correct any errors in the attendance record.

HEALTH CLINIC AND ILLNESS GUIDELINES

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

Students who are seriously ill ***should not come to school***. As a Bellevue School District guideline, students with fevers over 100.4 degrees, diarrhea, or vomiting should remain at home. Please refer to the ***Too Sick for School Info webpage*** to determine if your student can be sent to school.

MEDICATION AT SCHOOL:

If medication (including over-the-counter medicine) is to be taken while at school, written instructions from the prescribing physician and parental permission must be obtained for **EACH** medication. A medication authorization form is available in the main office or can be downloaded here Authorization form. The form must be completed by a physician and returned/faxed to the school nurse. If more than one medication is to be taken, an authorization form must be submitted for each medication.

All medications will be kept and dispensed (as ordered by the physician) by a designated school employee unless the paperwork for 'self-administering' is completed. Prescription and non-prescription medication must be sent in the original pharmacy container. Non-prescription (over the counter) medications must be clearly labeled with the child's name, dosage, and time to be given. NO MEDICATION (prescription or non-prescription) MAY BE GIVEN WITHOUT A PHYSICIAN'S ORDER. There is to be NO sharing of medications of any kind. Sharing medication is grounds for immediate suspension. Medication policy can be found in the following link: BSD Policy 3416

SCHOOL TRANSPORTATION

Students living over 1 mile from the school are provided bus service by the school district. For more information, please contact the district transportation department: (425) 456-4512 or http://www.bsd405.org/departments/transportation/

TAKING A DIFFERENT BUS - If your student needs to ride a different bus for a day, they must bring a note from parent to the main office or attendance office by lunch time. The office will stamp the note or will write a bus pass to be able to ride the different bus for a day. Please note: if the bus is full, only regular passengers will be allowed to ride. Students should be prepared for alternative transportation in this event.

IF YOU NEED TO MAKE A PERMANENT CHANGE, please see the link to the Alternate Bus Stop Request.

BUS ROUTES AND STOPS are available on the District website and can be found below. The School Bus Stop Map is an interactive viewer that allows the input of a student's address to find the AM/PM and Activity Bus routes available to the individual student. Please remember to choose Tillicum in the top right corner of the map and to toggle the bottom left to AM/PM/Activity depending on the bus information you would like to see:

- Daily Routes (PDF)
- Activity Routes (PDF)
- School Bus Stop Map
- NEW! StopFinder App with the Bellevue School District for all schools.

TRANSPORTATION EXPECTATIONS/BUS CONDUCT

Violation of school bus rules can create an immediate danger to the health and safety of others. Student conduct on the buses and at the bus stops must reflect good judgment and meet all expectations for Tillicum Middle School students. **Students are expected to:**

- Cooperate with the driver and comply with all requests and directions.
- Be courteous. Do not use obscene/profane language. Talk quietly.
- Always stay in their seats.
- Keep their head, hands, and feet inside the bus.
- Keep the bus clean. Throw away all litter.
- Cross the street in front of the bus--never behind it.

Students should know that the school bus drivers can assign seats on the bus at any time. If a student misbehaves at the bus stop or on the bus, she/he may be issued a Student Conduct Citation or a bus ticket by the bus driver. If this happens, the following will occur:

- **First Citation**: The student will have a conference with an Administrator and the consequences of any further student citations will be explained.
- **Second Citation:** Automatic loss of riding privileges for five (5) school days.
- **Third Citation:** Automatic loss of riding privileges for thirty (30) school days.
- **Fourth Citation**: Automatic loss of riding privileges for the remainder of the school year.
- **Serious Bus Rule Violation**: Any major infraction of the rules or severe inappropriate behavior (insubordination or endangering another passenger) shall result in the immediate suspension of bus riding privileges for the balance of the semester or school year, as determined by the Transportation Department. Link: https://www.bsd405.org/programs-and-services/transportation

DROP-OFF AND PICK-UP PROCEDURES

The right lane (curb) will always be drop-off and pick-up. The left lane is "thru" traffic.

- Cars may drop off utilizing the full length of the drop-off zone.
- Please continue to pull forward to allow as many cars as possible to unload.
- If this is not adhered to, it causes back-up, confusion, and compromises the safety of our students.
- If you need to get out of the car, pull into a parking spot for continued traffic flow.
- DO NOT drop off or pick up students on 160th Ave SE

AM Drop-Off

Please pull forward, do not stop in the middle of the drop-off zone. Students may be dropped off starting at 7:15 AM.

PM Pick Up

Please watch for students crossing. Students need to be pick up no later than:

- 2:35 p.m. for After School pickup
- 3:05 p.m. for After Tutorial pickup
- 4:00 p.m. for After Activities pickup



AFTER SCHOOL ACTIVITY TRANSPORTATION

Tillicum provides an activity bus Mondays, Tuesdays, Thursdays, and Fridays, leaving the school at approximately 4:10 pm. The activity bus makes a general run, not following regular bus routes, through Tillicum's attendance area. Students may have an alternate bus stop and arrive home later than expected. **Students must obtain an activity pass from the supervisor of their afterschool activity to ride the bus.** Activity bus route information is available in the main office, and the district website – see transportation section above. If the school bus map is used, please remember to choose Tillicum and to toggle the map to ACTIVITY in the bottom left corner.

AFTERSCHOOL ACTIVITY OPTIONS

Time	At School Options	Departure Options
2:35 (not staying for tutorial or activities)	Students must select one of the departure options and leave campus as soon as possible. Students are not permitted back on campus after leaving. **No students should be waiting outside between 2:45-3:05 pm*	School Bus (leaves at 2:40pm) Walk Home (leave by 2:40pm) Parent Pickup (2:35 – 2:45)
2:35 – 3:05 pm	Tutorial (2:35-3:05 pm)	Walk Home (leave by 3:05pm) Parent Pickup (3:05 – 3:15)
3:05 – 4:00 pm	Sports (Jubilee Sports & Tillicum Sports) Homework Club (Library) Clubs and other seasonal activities ***Students should not be on campus after school hours. School staff, security, or Bellevue Police may issue "No Trespass" citations*	Activity Bus (leaves at 4:10 pm) Walk Home (leave by 4:05pm) Parent Pickup (by 4:10 pm)

ATHLETICS, CLUBS, AND ACTIVITIES

For more information of how to register as well as sports offerings and registration dates for 2025-26 school year, go to: the Activities Page and the Sports Page on the Tillicum Website.

SPORTS

Middle School athletics are run through either Jubilee REACH or BSD.

- Participation in student clubs and sports requires an annual ASB membership, which can be purchased **online** or in the Office.
- All Jubilee REACH programs are registered through a MS Forms registration. Jubilee coordinators then load all selected participants into the **FinalForms** roster for that sport.

ASB CLUBS & ACTIVITIES

- Participation in student clubs and sports requires an annual ASB membership, which can be purchased **online** or in the Office.
- To be eligible for activities, **students must attend tutorial 2:35-3:05pm.**
- Clubs are formed in the first few weeks of school and throughout the school year. Interested students and faculty advisors will come together to form the clubs, then they must be approved through the ASB.
- ASB approved clubs will be loaded into FinalForms. **If you would like to join a club or activity, your parent/guardian must register you in FinalForms.**

PERSONAL PROPERTY & ATTIRE

CELL PHONES & PERSONAL ELECTRONICS

The safest place for electronic equipment is at home. Students who choose to bring I-Pads, digital book readers, cameras, Air Pods, smart watches, etc. to school should keep them turned off, out of sight, and on their person. Tillicum is not responsible for recovery of lost or stolen property. Please report the stolen property to the nearest local police. A case number is required for BSD to clear any possible laptop replacement fines.

The intent of the Cell Phone, Smart watches and Electronics policy is to protect instructional time, preserve privacy and teach responsible use of these items. Students are allowed to have personal cell phones and electronics at school under the following conditions:

- Cell Phones. Smart watches, and Electronics must remain turned **OFF, and OUT of SIGHT** during the school day. This includes passing time between classes.

- Students may appropriately use Cell Phones, Smart watches, and Electronics before school, after school, and during lunch in the commons. ***Appropriate use includes not taking any pictures or videos at school.***
- With the permission of the teacher and for educational purposes, students may use Cell Phones, Smart watches, and Electronics at the teacher's discretion.
- Students should assume that these devices should not be used unless clearly directed by the teacher in that class period for a specific learning activity.
- Students who do not comply with the Cell Phone, Smart watches, and Electronics policy will have the item confiscated.
- Students are strongly discouraged from bringing expensive models of cell phones, Smart watches, or electronics to school. The only secure place for a cell phone is on the owner's person, NOT kept in lockers or backpacks.
- **All state and local laws, district policies, and school policies apply to the use of cell phones, Smart watches, and electronics. This includes policies on Harassment, Intimidation, and Bullying both inside and outside of the school day.** Students who violate policy will be subject to disciplinary action including suspension or expulsion.
- All related Bellevue School District Policies and Procedures can be accessed through the Bellevue School District website at *www.bsd405.org* under the 'About Us' tab then under 'Board Policy & Procedures.'

We value preserving the integrity of our learning spaces by upholding our phone procedures in BSD. Students who have personal cell phones, Smart watches, or electronics on or in sight will be subject to disciplinary action. The following will occur for technology violations:

- **First Violation:** Phone or Smart watches or music device will be delivered to the main office. Students may pick up the item at the end of the school day from an Administrator/Secretary.
- **Second Violation**: Phone or Smart watches or music device will be delivered to the main office. **Parents** will need to pick up the phone/device.
- **Third Violation:** Phone or Smart watches or music device will be delivered to the main office. Conference set up with Administrator and Parent for the device to be picked up and disciplinary consequences assigned such as limited access of phone/personal electronic devices at school.

BOOK BAGS & BACKPACKS

All book bags are to be stored in students' lockers. Backpacks, messenger bags and any other book bags are not allowed in class. This includes the PE locker room.

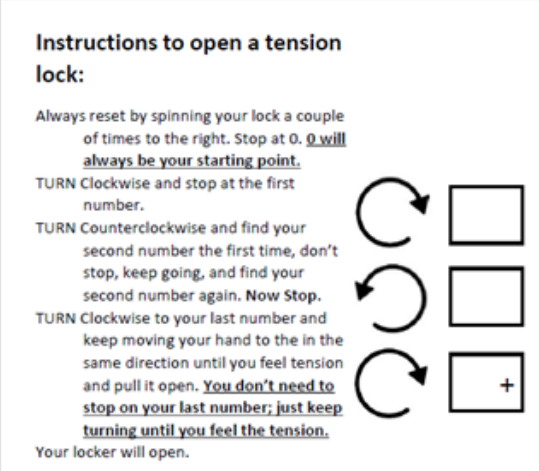
LOCKERS

Students will be assigned to a locker each year. Since the lockers are a part of the building, they are subject to inspection by school administrators at any time per district policy 3230. Please report any problems concerning locks or lockers to the main office promptly. Any changes in locker assignments will be managed by the main office only. It is the student's responsibility to see their locker is always locked and in order. Students should not share their combination or locker with any other students. ***Personal items cannot be stored in the main office***.

Students are expected to use their lockers in a manner that is safe and appropriate by keeping them closed and always locked when not in use. Tampering with the lock of your assigned locker or of any locker at school is strictly prohibited and subject to discipline. Thank you.

LOCK OPENING INSTRUCTIONS

TENSION LOCKS ON LOCKERS: School lockers use tension locks which work differently than the locks most students are accustomed to. The primary difference is that the tension releases opening the lock as the student turns past the final number in the combination.



OTHER COMBINATION LOCKS: Instructions for other combination locks, including those used for gym lockers.

1. Beginning at 0, turn right two complete turns, and stop at your first combination number.
2. Turn left, one whole turn past your first number, and stop at your middle number.
3. Turn right and stop at your last number. Lift the locker handle to open the locker.
4. Please be sure to keep the dial moving in only one direction for each step.
5. ***If you accidentally move the dial in the wrong direction (even a little), you will need to start over at step one.***

DRESS POLICY PER BELLEVUE SCHOOL DISTRICT

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

E-BIKES, BICYCLES, HOVERBOARDS, UNICYCLES, SKATEBOARDS, AND SCOOTERS

(includes other electric, motorized, & non-motorized personal transportation devices)

- Detached vehicle batteries are not allowed in school buildings at any time.
- E-bikes, skateboards, scooters, hoverboards, and bicycles must be ridden in a safe manner, i.e. no speeding, no riding between vehicles/pedestrians, no jumping of curbs, etc.
- No riding on sidewalks, grass, athletic fields and courts, and plazas.
- Helmets are required for all operators of personal transportation devices while on district campuses.
- Skateboards and non-motorized scooters should be stored in your locker during the school day.
- Bicycles, e-bikes, and other personal transportation devices must be parked and locked in designated bike racks during school hours.
- E-motorcycles are not permitted on campus unless properly licensed and registered and operators have an associated motorcycle endorsement.
- E-scooters are not permitted on campus unless the rider is over 16 years of age. For riders over 16, e-scooters are permitted only in parking lots and roadways, and riders must follow all other applicable laws.
- District is not responsible for loss, theft, or damage of personal transportation devices.

Additional Rules for E-Bikes and Bicycles:

- Do not ride on sidewalks while on campus.
- Always use bike racks—do not leave bikes or e-bikes in other areas.
- Bicycles, e-bikes, and associated batteries are not allowed inside buildings.
- Unsafe riding will result in disciplinary action up to and including revocation of riding privileges on campus.

Important: If your e-bike can go faster than 28 mph, it is classified as an e-motorcycle. Different rules and laws apply, and e-motorcycles are not allowed on campuses unless properly licensed, registered, and operators have an associated motorcycle endorsement.

FOOD & DRINKS

Plain water, unflavored and uncolored, may be consumed in class unless directed otherwise by the teacher. Food, coffee and sports drinks and other non-water beverages are not allowed outside of the cafeteria unless specific student accommodation is permitted.

GUM

Chewing gum is not allowed at Tillicum Middle School due to damage to furniture, carpeting, and equipment. Thank you for helping keep our campus clean and looking great! Students that choose to chew gum will receive a warning on first offense. Additional gum chewing may result in detention, classroom clean-up, or other appropriate consequences. *Students should not bring gum to school unless it is a specific accommodation within a personalized education plan.*

LASER POINTERS AND AEROSOLS/SPRAYS

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

TEXTBOOKS

In some classes, textbooks are provided for all students in the district at no cost. Students are obligated to keep their textbooks in good condition. PLEASE be sure names are written in ink inside the book in case it is misplaced. A fine will be assessed for lost or damaged books. Students with unpaid fines at the end of the school year will not receive their yearbook until their fines are paid.

STUDENT YEARBOOKS

The Tillicum Middle School Yearbook is issued at the end of the school year. The yearbook features student pictures and highlights of activities over the school year. Student yearbooks can be purchased from the main office through January. After January, yearbooks can only be purchased on a first come basis at the end of the school year. **Please note that yearbooks of students with unpaid fines at the end of the year will be held until fines are paid in full.**

BELLEVUE SCHOOL DISTRICT TECHNOLOGY

LAPTOPS

Students are expected to carry laptops in the district issued laptop bag when not in use. Students are expected to fully charge their computer every night, power off the computer through the Windows icon when leaving school and home and use the computer responsibly for educational purposes. The laptops are a valuable tool to the classroom learning environment and students are expected to bring them every day ready to be used, just like textbooks and writing materials. Misuse of the computers and coming unprepared with an uncharged laptop may result in disciplinary consequences.

All students are expected to align technology/laptop use online. For additional questions, see our District Acceptable Use Procedures and Laptop and Accessory Damage Guidelines.

Links: Technology-Responsible-Use-Pledge-English.pdf

Technology Laptop Replacement Guidelines.pdf

BSD ISSUED LAPTOP DAMAGE OR MISUSE

Students should keep laptops in good working order. Accidental damage will be covered by the district (unless repeated), negligent accidents may result in a fine, and gross negligence may result in students/families paying for all repairs/replacement. Damage or loss should be reported within 2 days.

- Food and liquid must stay at least 3 feet away from school computers.
- Never put items, even paper, between the screen and the keyboard
- Always keep computers in their case, or other container specifically designed for laptop protection from damage, when not in use.
- Students must follow the acceptable use policy when using the laptop or any school provided technology (including software resources).
- District resources are to be used for academic purposes, especially at school.
- Intentionally bypassing or altering the basic operating procedures of district technology or safety/restrictions is prohibited.
- Installation of unapproved software or apps is prohibited.
- Using district technology to send negative messages in any form can be considered Harassment, Intimidation or Bullying.

ONLINE SAFETY

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

- Personal information, such as address and telephone numbers, should remain confidential when communicating electronically. Students should never reveal such information without permission from their teacher or other adults.
- Students should never make appointments to meet people in person that they have contacted online without teacher or parent permission.
- Students should notify their teacher or other adults whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- For more information on Online Safety please visit the BSD Technology Safety page.

BROKEN OR LOST EQUIPMENT

If your computer, stylus or power adapter is lost or damaged, please contact the Tillicum Tech Specialist, at 425-456-6734 for repair or replacement. Students are financially responsible for lost or damaged items. Applicable charges will be applied to students' accounts to replace lost or damaged items.

TECHNOLOGY SUPPORT

Students and families can get technology support by phone, email, or in-person. All students have access to the district's **Student How-To Guides** online. Sometimes, restarting a device can solve basic issues.

- Phone: Monday through Friday: 7 a.m. to 4:30 p.m. (425) 456-4321
- Email: Monday through Friday: 7 a.m. to 4:30 p.m. Parents email parenthelp@bsd405.org
  Students email studenthelp@bsd405.org

STUDENT CITIZENSHIP & CONDUCT EXPECTATIONS

TAKE RESPONSIBILITY - MAKE GOOD CHOICES - SHOW COMPASSION

Tillicum Middle School rules and district policies always apply while a student is:

- On school premises (or any Bellevue School District school).
- Using school transportation.
- Participating in school-sponsored activities, both at school and while away from the school grounds.
- Away from school grounds, if conduct would directly affect the school.

TIGERS SHOW COMPASSION: At TMS we treat each other with kindness and respect. We appreciate that we are not all the same and treat others how you would like to be treated. Show compassion and concern when others may be experiencing hardship and reach out to those who may need a little extra help or friendship. Respect everyone's right to learn in a safe and calm environment!

GUEST TEACHERS: Guest/Substitute Teachers are to be treated with respect. Consider how you would treat a guest in your home – this is how guest teachers at Tillicum should be treated. Students are expected to comply and cooperate with the requests and directions of guest teachers as they would with any staff member or trusted adult.

ASSEMBLY EXPECTATIONS: Assemblies are scheduled at specific times during the school year. Some are more formal in nature (Veteran's Day Assembly, Dr. Martin Luther King Jr. Assembly, music performances, etc.) while others are more informal. Students are expected to display appropriate behaviors for each of these assemblies with formal assemblies requiring a dignified and silent atmosphere. Students are expected to enter and leave the gym with their teacher and are expected to sit with their assigned class. Students are expected to walk in an orderly manner when entering and exiting the gym.

HALL PASSES Each student must have a hall pass if he/she is out of the classroom at any time during a class period. If a student needs to leave a classroom for any reason, the student must first have permission from the teacher.

Students are expected to take care of restroom and locker needs during passing times. Students will not be allowed to leave classes during the first 10 minutes or the last 10 minutes of any class period. Please plan and organize your passing times so that you are ready for each of your classes.

HALLWAY EXPECTATIONS: Students should ***stay to the right*** when in the hallways, when entering and exiting the building, and when using the stairs. Any student involved in inappropriate hallway behavior such as roughhousing, pushing, shoving, kicking, yelling, or binder-checking ***will be subject to disciplinary action*** by the nearest teacher and/or referred to an administrator.

CAFETERIA EXPECTATIONS

Cooperation in the cafeteria is essential to allow everyone to be served his or her lunch quickly and to maintain a positive lunchtime environment. Every student will benefit if the following courtesies are observed:

- **Walk at all times**.
- Wait patiently in line – one person per dot.
- Select only what you are going to eat.
- Do not make purchases for others.
- Have your money ready when you reach the cashier and know your lunch code number.
- Remain seated while you are eating.
- **Clean your table area before leaving your table.**

- **Throw away all trash, stack your trays, and recycle cans, bottles, and milk cartons.**
- When you have finished eating, stay in the cafeteria commons area or go to the basketball courts/field. Limited library passes are available. Food and drinks are **NOT** allowed on the field.
- Throwing rocks, dirt, berries, pinecones, snowballs, etc. or anything that could potentially harm another student is prohibited.

DISPLAYS OF AFFECTION

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

POSSESSION OF ALCOHOL, DRUGS, OR TOBACCO PRODUCTS

Drugs, drug paraphernalia, alcohol, cigarettes, or tobacco products are not allowed at Tillicum Middle School or any other school. The use, sale, or exchange of these items is illegal and is prohibited at Tillicum Middle School. Unauthorized use, sale, or exchange of medical prescriptions is also prohibited. Students who violate this policy are subject to disciplinary action up to and including expulsion from the Bellevue School District and/or Bellevue Police Department. Bellevue School District Policies and Procedures related to Drug and Alcohol use and possession can be accessed through the Bellevue School District website at *www.bsd405.org* under the 'About Us' tab then under 'Board Policy & Procedures.'

COMPLIANCE

All students are expected to comply in a timely manner with the directions and requests of any Tillicum staff member. Failure to comply with requests and directions is a sign of disrespect and will be taken very seriously. Consequences for student non-compliance range from a warning to a suspension.

OFF LIMITS AREAS

All wooded areas of the school grounds, tennis courts and parking lots in front, sides and back of the main building are off limits during the school day unless students are involved in a class activity. The gym and locker rooms are also off limits unless a supervisor is present. Phantom Lake Elementary is off limits from 7:30am to 4 pm, any school day.

BSD POLICIES AND PROCEDURES

In addition to the Policies and Procedures linked previously in this document, the following links contain information about BSD policies pertinent to our students at Tillicum:

HARASSMENT, INTIMIDATION AND BULLYING (HIB) POLICIES

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. Please refer to the BSD Website HIB page for more information about What is considered HIB, how to make a report, and what happens after a HIB report is filed.

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.

For more information, review the District's Nondiscrimination Policy 3210 and Procedure 3210P

Our School prohibits 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.

For more information, review the district's Sexual Harassment Policy 3205 and Procedure 3205P

Our School is Gender-Inclusive

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

For more information, review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P

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*** .

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

STUDENTS CONDUCT/DISCIPLINE

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

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

For more information, review the district's Student Conduct **Policy 3241** **and** **Procedure 3241P**

COMPLAINTS CONCERNING STAFF OR PROGRAMS

The District's complaints process is based upon the principle that most issues can and should be resolved at the level the decisions were made. Every effort shall be to resolve concerns and complaints through informal communication. If informal resolution attempts fail to provide an acceptable outcome for the student, 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.

For more information, review the district's Complaints ***Policy 4220*** ***And*** ***Procedure 4220p***.