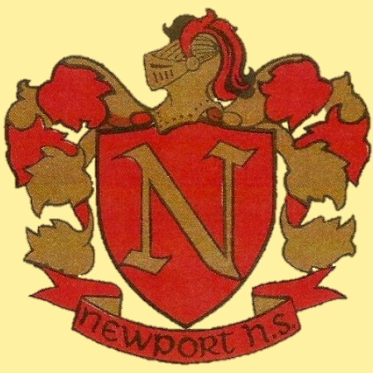




NEWPORT HIGH SCHOOL STUDENT HANDBOOK

2026 - 2027

Newport High School Mission Statement

Our mission is to provide each and every student with an exemplary educational foundation that inspires them to discover their individual passions, achieve their goals, and become capable, contributing members of society.

Bellevue School District Vision Statement

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

Welcome!

Newport High School

4333 Factoria Blvd. SE
Bellevue, WA 98006-1999

Telephone: 425-456-7400
Fax: 425-456-7530

Newport High School would like to welcome its current and incoming Knights to the 2026-2027 school year. We are excited to join you on your path toward academic success, in your readiness for a post-secondary life and career, and in your personal growth as a respectful and engaged member of society. We encourage you to take advantage of the programs and activities that make NHS unique – from the diverse and rigorous college preparatory education to the wide array of award-winning programs and activities that will enrich your personal interests beyond the classroom.

The purpose of this handbook is to acquaint you with the people, guidelines, and processes that will enhance your experience at NHS.

Our students and staff work together to build an atmosphere of collaboration, support, and respect. By understanding and abiding by these guidelines, we can ensure that we all take responsibility in the safety, culture, and climate that make Newport High School such an excellent place to learn and grow!

Sincerely,

The Newport High School Staff

Newport PRIDE

The Newport High School community has identified attributes that enable every student and staff member to thrive. We believe in the concept of Newport PRIDE (Perseverance, Respect, Inclusion, Discovery, Empathy). Our goal is to recognize students and staff who embody these principles:

NEWPORT PRIDE

PERSEVERANCE

We show up ready to participate in learning.

We see mistakes as opportunities for growth.

We reach out if we need help.



RESPECT

We care for our school space.

We value the time, effort, and contributions of others.

We honor others' boundaries.



INCLUSION

We celebrate the unique contributions each brings in terms of race, gender, ability, sexual orientation, religion, class, and culture.

We recognize when we exclude others and seek to be better.



DISCOVERY

We find what we love to learn about and stay curious.

We build skills, connections, and friendships.

We encourage each other to explore our passions.



EMPATHY

We listen closely to others, remain open to new ideas, and assume best intentions even when we disagree.

We choose kindness.

We pause, think, and avoid hurting others. If we cause harm we seek to repair it.



Newport Admin Team

Dion Yahoudy, Principal
James Blanton, Assistant Principal (A – Hof)
Harland Warrior, Assistant Principal (Hog – Pa)
Tom O'Connor, Assistant Principal (Pe – Z)
Brent Brakke, Activities/Athletic Director

Newport Counselors

Chunneath Kravanah A - C
Heather Erickson D -Hun
Sierra Lee Hur - Liu
Tania Maxfield Lo - P
Karen Schulz Q - T
Emilie Bosone U - Z

School Resources

Main Office	425-456-7400	Accountant	425-456-7418
Main Office Fax	425-456-7530	College & Career Center	425-456-7520
Attendance Office	425-456-7406	Parking Monitor	425-456-7415
Activity/Athletic Office	425-456-7417	School Nurse	425-456-7438
Activity/Athletic Hotline	425-456-7522	Registrar	425-456-7521
Counseling Center	425-456-7431		

E-mail Addresses

In most instances, use the person's last name followed by first initial @bsd405.org. A [complete directory](#) is found on the Newport High School website.

Websites

Bellevue District Website	http://www.bsd405.org
Newport Website	http://www.bsd405.org/nhs
Newport PTSA Website	http://www.newportptsa.org/

Community Resources

Crisis Clinic (24-Hour Suicide Hotline)	206-461-3222 or 866-427-4747
Bellevue Safe Rides	1-866-688-LIFT
Children's Protective Services	800-562-5624
Teen Link	206-461-4922
Youth Eastside Services	425-747-4937
Alcohol/Drug 24 Hour Hotline	800-562-1240
Alcohol/Drug Teen Line	206-722-4222
Domestic Violence	
24 Hour Hotline	800-562-6025
Poison Information Center	800-222-1222
Suicide and Crisis Lifeline	988

Additional resources are listed on the back of the Student ID card.
Counseling referral services are also available in the [Counseling Center](#).

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Policy 3207 and Procedure 3207P – Prohibition of harassment, intimidation, and bullying
Policy 3210 and Procedure 3210P – Nondiscrimination
Policy 3205 and Procedure 3205P – Prohibition of sexual harassment: students
Policy 3211 and Procedure 3211P – Gender-inclusive schools
Policy 3241 and Procedure 3241P – Student conduct/discipline
Policy 3122 and Procedure 3122P – Attendance
Policy 4220 and Procedure 4220P – Complaints concerning staff or programs
Policy 2151 and Procedure 2151P – Interscholastic activities
Washington State Governor’s Office of the Education Ombuds (OEO)

STUDENT SCHEDULES & REQUIREMENTS

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Daily Schedule

Newport High School is on a seven-period day Mondays, Tuesdays, and Fridays.

On Wednesdays and Thursdays, there is a modified block schedule with periods 2, 4 and 6 on Wednesdays and periods 1, 3, 5 and 7 on Thursdays.

There is an early release district wide on Wednesdays.

With the exception of Wednesdays, the regular school day includes a daily tutorial. Students may be assigned to tutorial by their teachers, and/or they may choose to go to tutorial for a specific class to get more individualized attention from a specific instructor. Regular tutorial attendance is encouraged for all students.

NEWPORT HIGH SCHOOL DAILY BELL SCHEDULE

Monday, Tuesday, Friday		Wednesday (Blocks 0,2,4,6)	
Zero Period	7:00 – 7:50	Zero Period	7:00 – 7:50
1st Period	8:00 – 8:50	2nd Period	8:00 – 9:30
2nd Period	8:55 – 9:50	4th Period	9:35 – 11:05
3rd Period	9:55 – 10:45	6th Period	11:10 – 12:40
4th Period	10:50 – 11:40	Break	12:45 – 12:55
5a Period 11:45 – 12:35		Thursday (Blocks 1,3,5,7)	
2nd Lunch 12:40 – 1:10		Zero Period	7:00 – 7:50
1st Lunch 11:40 – 12:15		1st Period	8:00 – 9:30
5b Period 12:20 – 1:10		3rd Period	9:35 – 11:15
6th Period	1:15 – 2:05	5a Period 11:20 – 12:50	
7th Period	2:10 – 3:00	2nd Lunch 12:55 – 1:25	
Tutorial	3:00 – 3:30	1st Lunch 11:20 – 11:50	
8th Period	3:35 – 4:35	5b Period 11:55 – 1:25	
		7th Period	1:30 – 3:00
		Tutorial	3:00 – 3:30
		8th Period	3:35 – 4:35

Full Schedule Requirements

All 9th and 10th grade students are required to take seven credit-bearing courses each semester.

All 11th and 12th grade students are encouraged to take seven courses each semester and are required to take six credit-bearing courses.

For 11th and 12th grade students only, an open period may be requested and will be assigned during either first or seventh period. Students are not able to request a certain period.

For reasons of accountability, safety, and per board policy, students must remain supervised while they are on campus.

- Any student who chooses an open period, or attends Running Start, home school, WANIC, private school, etc. may only be present on the NHS campus at the time of their regularly scheduled NHS class.

- **Students must remain off school grounds at any point before or after their NHS class.**

Graduation Requirements

Graduation requirements are listed in the BSD High School Course Catalog and online: <https://www.bsd405.org/course-catalog/high-school-information/graduation-requirements>

Please refer to this page for specifics on graduation credit hour and subject requirements.

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

- Meet the district and state credit hour and subject requirements for their graduating class.
- Earn 40 hours of community service.
- Earn a cumulative 2.0 grade point average (GPA).
 - Activity/Athletic eligibility also requires a minimum 2.0 cumulative GPA.
- Successfully complete a High School and Beyond Plan.
- Pass specific state exams (refer to link above).
- Successfully complete Washington State History/Government.

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

Retaking a Course

A student may attempt to improve the grade of a course previously passed or failed by retaking the course at Newport High School. Students may take the course through another provider provided they receive prior approval through the district by submitting an [Outside Learning Form](#) which is available in the Counseling Center. Although both grades must remain on the transcript, the highest grade earned factors into the student's cumulative GPA. It is the student's responsibility to initiate contact with Newport's registrar to have the grade corrected on the transcript although, on occasion, this transfer will occur without students reporting.

Schedule Corrections

Course schedules are student driven. Specific courses are placed in the master schedule based on course selections of individual students from the previous spring. Throughout the registration process, students are asked to select their courses wisely as they will be held to the classes for which they registered during Spring Registration. Newport

endeavors to build and staff for the next year based on student requests. Any request for a schedule correction will take place at the beginning of the year and meet the communicated timelines. Schedule correction request forms will initiate and secure an appointment with a counselor. Strong consideration will be given to requests that include, but are not limited to, inaccurate level placement and readjustments needed due to summer school or approved online course completion. It is anticipated these changes would be very limited and only for significant extenuating circumstances. Schedule correction requests after the published timelines into the semester must be initiated by meeting with a counselor. Again, only requests that include significant extenuating circumstances will be considered. After the deadline, the withdrawal policy indicates that a student will be withdrawn with an F grade unless there are significant extenuating circumstances.

SCHOOL SERVICES

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College and Career Resource Center

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

Counseling & Guidance Services

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

Newport has two school psychologists on staff who complete psycho-educational evaluations and academic assessments for the purpose of determining special education eligibility.

A Drug/Alcohol Prevention and Intervention Specialist is at Newport on a weekly basis to assist students with substance use and abuse issues and provide prevention information to our community.

Daily Bulletin

Students are responsible for knowing the contents of the Daily Bulletin. The bulletin is read during second period and posted on our website. **If students wish to submit an announcement to the Daily Bulletin, they may request a form from the front office secretary. This signed form should be turned in by 2:00 pm the day before the announcement is to be read.** Announcements must relate to school or district functions and are subject to editing. Students interested in reading the daily bulletin should speak with the front office secretary to audition in June of each school year.

Free and Reduced-Price Lunches

A parent or guardian must complete the application online every year:

<http://www.bsd405.org/departments/nutrition-services/free-reduced/>

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

If your student qualifies for free or reduced-price meals, they may be eligible for decreased fees to participate in other school programs. **The Fee Waiver is included with the online meal application.** One of the questions (#7) asks if you would like assistance with class fees. If you desire this assistance, say yes to this question. This process is required for fee waivers whether or not you intend to use the free and reduced-price lunch option.

Health Services

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

Mentors

VIBES Mentors meet with students during the school day to provide special one-on-one attention. Mentors are adult volunteers from the community who are trained and who enjoy working with high school students. Additional information is available in the College and Career Counseling center in the library or through your school counselor.

ACTIVITIES & ATHLETICS

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Activity/Athletic Information

Newport High School students excel on and off the field. Involvement in extracurricular endeavors is strongly encouraged. For a complete listing of athletic and activity opportunities available at NHS, visit the Newport website and click on Knights (Activities/Clubs, Athletics and College & Career)- <http://www.bsd405.org/nhs/knights/>

Activity/Athletic Eligibility

– PLEASE REFER TO [BSD PROCEDURE 2151P](#) – INTERSCHOLASTIC ACTIVITIES

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

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

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

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

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

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

Academic Eligibility

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

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

KINGCO Sportsmanship Guidelines

Newport High School is a member of the KINGCO Conference and is responsible for following all KINGCO sportsmanship and spectator guidelines. Students are expected to display good sportsmanship, adhere to regular school rules, and follow the regulations listed at all times.

In an effort to support the KINGCO and WIAA guidelines for sportsmanship, Newport High School has established the following behavior expectations for our spectators:

Be Loud...Be Proud...Be Positive

Positively support your own team and do not cheer against your opponents

Failure to adhere to the behavior expectations may result in immediate removal from the event and refused admittance to all home and away contests for the entire school year. Additional school consequences may also occur.

Re-Entry/Outside Beverages/Backpacks

In order to best ensure the safety of students at our athletic events the following guidelines are in place:

- **Once a student leaves an event, that student may not return.**
- **Outside beverages and food and backpacks/bags are not allowed at football and basketball games. Items like purses will be checked at the gate.**
- **Outside beverages and food and backpacks are not allowed in the gym for any sporting events.**

Spectator Regulations for Athletic Contests

1. Fans are to stay off the playing field/floor at all times, including at the conclusion of the games.
2. There shall be no noisemakers, megaphones, or noise amplifiers in any student rooting section during any athletic contest.
3. There shall be no confetti thrown in any student rooting section during any athletic contest.
4. Student tailgating is allowed at home events only and must have Athletic Director pre-approval and staff supervision.
5. No bare chests and/or body painting at KINGCO athletic contests. Face painting is allowed.
6. Only balls used in the athletic contest are allowed into the athletic contest.
7. Only one official school banner for the home team is allowed. Students are not permitted to have signs in the stands.
8. Live mascots (animals or birds) are NOT permitted at the contest.
9. Vulgar, obscene, or suggestive yells or signs are not to be part of any student rooting section.
10. No glass bottles in gyms or stadiums.

WIAA and KINGCO Conference Expectations of Students, Parents, and other fans

1. Realize that a ticket represents a privilege to observe a contest and demonstrate support for high school activities. A ticket is not a license to verbally assault others or be generally obnoxious.
2. Respect decisions made by contest officials.
3. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
4. Respect fans, coaches, officials, and participants.

WIAA and KINGCO Conference Expectations of Student Participants

1. Accept seriously the responsibility and privilege of representing school and community: display positive public action at all times.
2. Demonstrate respect for opponents and officials before, during and after a game.
3. Live up to high standard of sportsmanship established by coach.
4. Treat opponents with respect: applaud for both teams during introductions, shake hands prior to and after contests and assist contestants who are down in getting to their feet.
5. Respect judgment of contest officials, abide by rules of the contest, and display no behavior that could incite fans.

6. Cooperate with officials, coaches, and fellow participants to conduct a fair contest.
7. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.

NHS Gate Policies

For high school athletic events, middle and elementary school students must be accompanied by an adult.

NHS students must show a picture ID for events. No bags/backpacks will be allowed inside the gate.

ATTENDANCE

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Attendance Policy & Guidelines

****Please refer to “SELECT DISTRICT POLICIES” in this document for detailed district policies covering attendance, absences, and truancy****

The staff at Newport High School considers regular attendance essential to learning. Classroom sessions are carefully planned and are a valuable experience that cannot always be duplicated. Absences create difficulty for both students and teachers in maintaining continuity in student progress at school. Regular attendance is necessary if students are to profit fully from the learning experiences offered. Attendance policies and procedures are aligned with [BSD Policy 3122](#) and [BSD Procedure 3122P](#)

- **Student Absences** - All student absences will be classified as excused or unexcused. Absences will be excused if there is timely verification. Verification must be a written, signed note from a parent or doctor within 2 school days upon return. Excusals shall be granted for such reasons provided in the chart below.
Under exceptional circumstances, a parent, guardian, or adult student may meet with their administrator to discuss other options.

In order for an absence to be excused, parent/guardian(s) or adult student must communicate an excuse statement to the school. **NHS accepts only a written note signed by a parent/guardian, OR an email sent by the parent/guardian FROM the parent/guardian email associated with the student’s registration information. NHS does not accept phone calls to excuse student absences.** Emails should be sent to:

nhsattendance@bsd405.org. The written note/email should be **submitted within 2 days of the absence to the Attendance Office** when any absence occurs. Faxes (ex. Doctor's offices) are accepted (425.456.7530) provided a parent/guardian signature appears on the fax. Even if a student does not turn in a note within 2 school days for an excused absence, please send one as soon as possible. A late note in the student file is better than no note at all. If a student is absent for more than 3 days, please call the school (425.456.7406) to arrange a homework/assignment pick up plan.

- **Covid-19 Related Absences** – A critical way to stop the spread of Covid-19 is to stay home when you feel sick. Absences resulting from being told by a health care professional or the school that you must quarantine or isolate at home in response to a positive Covid-19 case or direct exposure to a Covid-19 positive person will be excused. Teachers will supply instructions for how to stay current in your classes while you are on home quarantine/isolation.
- **Unexcused Absences** – Students with unexcused absences may not be allowed to make up assignments or tests missed. Upon determination of an unexcused absence, a student will likely be subject to disciplinary action and could impact extra-curricular activities.

Multiple unexcused absences will result in administrator/parent/student conferences to problem solve attendance concerns and begin the BECCA Truancy Law process.

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

Required court appointments	Babysitting
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- **Students Arriving Late** – ALL STUDENTS ARRIVING AFTER **8:05am** MUST SIGN IN AT THE ATTENDANCE OFFICE. A written note from a parent/guardian must be provided to the Attendance Office in order to excuse a late arrival.

The student may be excused if a note is received within 2 school days as long as he/she signed in with the Attendance Office. If a student is repeatedly tardy to class, progressive classroom and school discipline such as parent contact, conference, attendance and/or behavior workshop, or other discipline may be applied.
- **Unexcused Tardies** – If a student arrives late without a valid tardy excusal from the Attendance Office and misses an essential component or assignment (ex. entry quiz) in the class, the student may miss the opportunity to make up that assignment. Teachers are not obligated to provide the original or an alternative assignment. This may result in a loss of credit for that assignment. Students who are repeatedly tardy can expect that families will be notified and will have interventions with the Assistant Principals or school-based staff. If needed, students will be assigned to after school attendance workshops.
- **Students Leaving Early** – Students leaving early should have a written note/email from a parent/guardian indicating what time the student needs to leave. The student should show the note to their teacher as necessary then bring the note to the attendance office and **sign out** prior to leaving campus. If the student does not have a note, an attempt will be made to call the parent/guardian for verbal permission for the student to leave. However, students will not be excused if a signed note is not provided, and a parent/guardian cannot be reached. The Attendance Office will not disturb classrooms during the school day to notify or retrieve students for appointments, so please make arrangements prior to the beginning of the school day.
- **Pre-Arranged Absences** – Students who know they will be absent prior to an absence must pick up a Pre-Arranged Absence Form from the Attendance Office. Students will need to obtain signatures from each of their teachers and their parent/guardian before returning the form to the Attendance Office. The purpose of teacher signatures is for the student and teacher to communicate the impact of the absence. **To be valid, this form must be completed and returned to the Attendance Office two school days prior to the student absence.** Students

should note that these pre-arranged absences will count towards their attendance allotment. Per Board Policy 3122P – Absence for parental–approved activities – unexcused absences may be counted as excused for purposes agreed to by the principal and the parent/guardian for a maximum of five days. Administrators reserve the right to hold a conference with the student and/or family before the absence or upon return from the absence for the purposes of supporting the student and application of school policies. An absence may not be approved if it causes a serious adverse effect on the student’s educational progress. *Any unexcused absence will count against the five days that an administrator can excuse*

- **Illness During the Day** – A student who becomes ill after having arrived on campus must report to the clinic and/or attendance office. After receiving parental approval via phone, the student will be directed to sign out with the nurse or the attendance office before leaving campus and bring an excuse note upon their return.
- **Activities/Athletics** – Please refer to [BSD PROCEDURE 2151P](#) - Interscholastic Activities
- **Informing Parents/Guardians** – Since absences affect a student's academic progress, parents will be notified by phone or mail no later than after the second unexcused absence from a class within a school semester.
- **Authorized Signatures** – Parents must inform the attendance office of a designated adult who will be responsible for signing notes for student absences when parents are not available.
- **Students Who Are 18 Years Old or Older** – Once a student turns 18, they may obtain a form from an administrator indicating the wish to write their own notes for excused absences. The form requires signatures from the student and the parent/guardian.
- **Forgeries** – If a student forges a signature or falsifies notes or other parental/guardian documentation, progressive discipline will be assigned by the student’s administrator.

- **Truancy** - If a student's unexcused absence from **all or some of class** is confirmed, the following will occur:
 - The student's families will be notified of the concern.
 - Continued concerns will lead to interventions and disciplinary actions.
 - Repeated violations will result in additional interventions including Becca Truancy Law referral or at-risk youth measures.
 - Example:
 - Student arrives to class but then leaves class during instruction and is gone for more than 10 minutes.
 - Student arrives 20 minutes late to class with no note or excuse.

We expect students to be in class during each period and not leave class except to quickly use the restroom, get water or see the nurse.

Truancy Law – The BECCA Bill

The Attendance Office, administrators, and counselors will ensure that Newport High School complies with the Washington State truancy law, RCW 28A 225. The law requires parents to cause their student(s) to attend school regularly and to provide valid justification to the school when their student(s) is absent. *Please refer to [BSD Policy 3122](#) and [BSD Procedure 3122P](#) later in this document for details.*

GENERAL INFORMATION

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Honor Code

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

In a spirited search for knowledge, you:

- make a genuine attempt to do the work independently.
- honestly admit to your teacher or peers that you need assistance.
- attend tutorial, form a study group and/or get a tutor.

In that setting, you:

- build on existing knowledge to deepen understanding.
- guide/seek with questions.
- share/seek ideas, not simply answers.
- share/seek a new or contrasting perspective.
- share personal talents.
- pursue interests with passion.

And above all, you share and seek knowledge for the sake of individual growth, not merely a grade.

Types and Methods of Cheating

Cheating undermines a spirited search for knowledge, hinders your growth, and includes, but is not limited to:

- Copying all or part of another person's homework
- Providing/allowing the copying of homework answers
- Using summaries instead of reading text
- Submission of prewritten assignment when such assignments are to be finished in class
- Receiving credit in two different classes for the same assignment without prior permission

- Receiving help on an assignment designated as only to be done by you
- Possessing or using crib or cheat sheets and body art
- Deliberately missing a class period to avoid an assignment or test
- Misrepresenting lab data
- Attempted cheating
- Copying test answers
- Providing test answers
- Sharing test questions and answers
- Plagiarizing
- Acquiring a test, or removing it from the room when not permitted
- Presenting another person's work as your own
- Using technological devices – including Artificial Intelligence (AI) – for any of the purposes on this list

Disciplinary action for any of the above will involve a teacher and administrator and includes, but is not limited to the following:

First Offense:

- A 0 on the assignment/exam
- Teacher conference with the student
- Teacher contact with the student's parents/guardians
- Disciplinary referral to an administrator

Second Offense:

- A 0 on the assignment/exam
- Teacher/administrator/parent conference with the student
- Disciplinary referral to an administrator

Third Offense and beyond may include but not limited to:

- A 0 on the assignment/exam
- Teacher/administrator/parent conference with the student
- Disciplinary referral to an administrator
- Loss of course credit and/or removal from class

The Honor Code Policy is cumulative over all classes and over all four years of high school.

If an offense is exceptional in nature, any of the above steps may be skipped, regardless of whether a student has committed a first or second offense. Many departments at Newport are utilizing web-based software to file papers and to check for plagiarism. Regardless of the use or non-use of these verification methods, it is the responsibility of the student to appropriately cite sources or text that is not their own. If there are any questions about these or other aspects of this policy, please consult with your teacher prior to turning in the assignment.

Computer Network Access

Newport has a fully functioning computer networking system. Access to this network is a privilege and not a right and is limited to *ACADEMIC* use only. All students who access the Internet must agree to abide by student use guidelines in the Network Use Agreement Form (available in the main office).

Violations of the Network Use Agreement will be dealt with under the applicable board policies.

Delivering Notes/Packages/Etc.

Notes, packages, homework or other correspondence to students from parents, activity advisors, and coaches will **not** be delivered during the school day except in cases of emergency.

App based food services (Uber Eats/DoorDash, etc) are not allowed for use by students during the academic day from 7:30-3:30pm.

Lunch & Tutorial Expectations

Students may eat their lunch in the cafeteria, commons, courtyard, or off campus. Access to the academic wings is restricted during lunch and tutorial in order to minimize disruptions to instructional time. Student conduct in the academic wings during this time should not disrupt the learning environment.

Students who choose to go off campus during lunch are expected to be back in time for their next class. Students who consistently return late from lunch may lose the privilege of going off campus.

Lockers & Personal Property

Please protect your personal property. Avoid leaving valuable possessions (ex. phones, headphones, calculators, clothes, cash, credit cards) in your PE locker, or in the PE locker rooms. BSD and NHS do not assume responsibility for lost or stolen property that you put in any locker. Report thefts or vandalism by filling out a Theft/Vandalism/Lost Property Form in the Main Office. Security will follow up on your report to the best of their ability.

The use of drug dogs on campus may be utilized on an infrequent basis. School administration has access to all lockers in case they need to search them for the purpose of maintaining the integrity of the school environment and to protect the safety of other students.

Metro Bus

All student responsibilities and expectations apply to Metro bus stops and rides. All youth 18 and younger can take transit for free thanks to Move Ahead Washington, a statewide transportation funding package. Visit the site below for more details:

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

Student Parking

Parking a student car on the Newport campus is a privilege. To gain and maintain this privilege, a student must obtain a parking permit and drive safely!

After the initial parking registration in August, parking permits will be available on a first come, first serve basis. Once capacity is reached, a wait list will be established.

Please see the Newport High School website to review additional guidelines and to obtain a Parking Pass Application: <https://bsd405.org/nhs/resources/parking-transportation/>

SYNERGY & OneNote

Teachers post student grades using an online gradebook called "Synergy". Synergy's student portal is called "StudentVUE", and Synergy's parent portal is called "ParentVUE". Parents and students can access student grade and attendance information through these respective systems. This system is not intended to check a student's progress on a daily basis. Students and parents/guardians have the ability to set automated

notifications related to grades and attendance. Directions for student and family access to StudentVUE and ParentVUE can be found on the Bellevue School District website here:

<https://bsd405.org/departments/district-technology/grades-attendance/>

Student and parent IDs and passwords will be required to access StudentVUE/ParentVUE. Please seek the identification number and pass code from the student or come to NHS's main office to obtain this information. A picture ID will be required. Once it is verified that the parent/guardian is listed on the student registration information form, the ID number and pass code will be provided.

Microsoft Teams and OneNote are currently being used by many staff members to allow teachers to communicate class resources, due dates, and to engage students in coursework, discussions, and assessments. Although the OneNote program is accessible to students, teachers may send documents or printouts to parents upon request.

Personal Protection Spray Devices

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

Personal Electronics

Personal electronics can distract students and staff during instruction. Newport High School staff are committed to ensuring all students learn during the school day. Staff agree that personal electronic devices should be put away during instruction unless otherwise communicated by the teacher. Teachers will establish a phone policy to support student engagement and minimize distractions. Failure to comply with classroom and/or general school expectations may result in disciplinary actions that include:

- Staff, parent, or admin conference
- Behavior workshop
- Success plan
- Other restorative practice

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

Tech Office/Student Tech Help Area

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

Poster & Flyer Expectations/Distribution of Materials

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

Flyers – Flyers (8 ½ x 11) may be posted on tack boards or posted with blue tape on geometric boards that are located throughout the building. Groups may post no more than 10 flyers in the building at a time. Flyers may be posted within two weeks of the event and must be removed within two days after the event. Groups are responsible for removing their own flyers.

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

Posters– Space for posters is allotted on a first-come, first-serve basis, following these guidelines:

- **Hallways:** Groups may hang up to four posters in the designated hallways.
- **Commons (railings):** Groups may hang no more than two posters on the railings in the commons using blue tape.
- **Commons (balconies):** For safety and security, posters hung from the 2nd floor balcony by the library, or any other areas must not interfere with the security cameras. Posters may not be longer than 5.5 feet, and the writing on the poster must start at least one foot from the top of the poster to allow it to be seen. The poster may be no wider than the standard width of butcher paper. Club advisors should meet to resolve conflicts if a group is using this space excessively and meet with administration if the conflict is not resolved.
- **Clock Faces:** Student groups wishing to utilize clock faces to share information in classroom and office areas should gain verbal consent from the classroom teacher(s) and office staff prior to posting.

Chalking – The courtyard east of the building can be used to advertise events in chalk. Chalking is limited to horizontal surfaces. A draft of the proposed writing/drawing must be approved by the NHS staff adult advisor of the group prior to drawing.

Approval Signing – ALL flyers and posters must be approved by club advisors, the athletic/activity coordinator, the leadership teacher, or an administrator and be in compliance with BSD policy 4060 as related to “Non School Publications”. All flyers and posters must be dated with the *date that the information should be removed* and legibly signed before being posted.

Poster Quality – Posters should have even edges (if cut from a roll of poster paper), correct spelling, communicate positive messages, and enhance the culture of the building. No glitter.

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

E-Bikes, Bicycles, Hoverboards, Unicycles, Skateboards, and Scooters (includes other electric, motorized, & non-motorized personal transportation devices)

E-Bike Safety Guidance

With the growing popularity of electric bicycles (e-bikes) as a mode of student transportation, and with spring right around the corner, the Bellevue School District Safety and Security Department and the District Safety Team have established recommended secondary student handbook guidance to set clear expectations for e-bike use on school district property. The Safety and Security Department's website page has been updated with e-bike safety guidance and frequently asked questions and can be used as a reference point. In addition, the Communications Department will be posting e-bike safety tips and responsible use reminders on various communications channels to help set expectations for the safe use of e-bikes on our campuses.

If you have questions regarding this topic, please reach out
safetyandsecurity@bsd405.org.

- 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 off 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.

Audio and/or Video Recording during classes

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

Books

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

Library books may be checked out for 3 weeks, though they may be renewed at any time. Students are responsible for keeping books in good shape and will be assessed a replacement cost fee if damaged. A \$5 late fine will be assessed for books that are 3 weeks overdue. Book replacement fees (& late fines) will be assessed for books marked lost, although the replacement fee may be waived upon the book's return to the library. Unpaid library fines may hinder students from obtaining yearbooks and student transcripts.

Visitors on Campus

All visitors to our campus must first sign in at the Main Office and receive a Newport name tag using the Lobby Guard system. "Visitors" include parents and other community members. Visits should be pre-arranged so as not to disrupt the instructional environment. Parents and community members should contact a staff member by phone or email to arrange meetings in advance. Visitors should not arrive on our campus hoping to meet a teacher during class or tutorial time.

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

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

EXPECTATIONS & GUIDELINES

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Dress Code

Student dress will only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate group.
- Damage to school property will result from the student's dress.
- A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

Students should dress appropriately for school. Your attire should not interfere with the learning environment of the school.

Tobacco/E-Cigarettes, Alcohol, and Drugs

The Bellevue School District believes that the use of tobacco, alcohol, drugs, and mind-altering substances by students is not only illegal, but also hinders student learning and is detrimental to student health. The possession of, use of, and/or being under the influence of tobacco (including all e-cigarettes/"vapes"/"vape pens"), alcohol, drugs, or mind-altering substances, and/or possessing drug paraphernalia on or adjacent to school property, or at school sponsored activities is prohibited.

Probable consequences for the possession of, use of, and/or being under the influence of any of the above-mentioned substances or items while at school or at school-related functions are:

- Conference with parent and administrator
- Referral to Substance Abuse Counseling
- Substance Cessation Program
- In-School Suspension
- Police Contact
- Drug assessment
- Emergency Expulsion

Any drug, alcohol, tobacco, or mood-altering substance violation will be subject to all activity and athletic guidelines.

School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent will have the authority to conduct reasonable searches on school property as provided by board policy. See policy and procedure [3230](#) for more information.

Fighting/Physical Assault

Newport staff encourage all students to manage conflicts in a reasonable and mature manner. Often a face-to-face mediation can dispel rumors and dissipate peer pressure that might lead to a fight. Our goal each year is that Newport be a fight-free environment.

If you are aware of a situation that could possibly lead to a physical fight/assault, please let a staff member know. This could include your teacher, a coach, Assistant Principal, paraeducator or any staff member.

If you are a victim of a physical assault, DO:

- Attempt to block any punches – protect yourself.
- Get away from the situation- do not engage!
- Seek adult assistance.

Consequences

A student who strikes another student is subject to an emergency expulsion until it can be determined that the student no longer presents a danger to the learning environment. Striking back constitutes participation in a fight, and therefore, could also incur an emergency expulsion for the non-instigating student. Upon returning to school, the student must participate in a re-entry meeting with an administrator. Any future offenses will result in more severe consequences.

Students who engage as spectators to a physical conflict may also face disciplinary actions or loss of extracurricular activities. Spectator behavior includes video recording fights, posting/commenting about fights, encouraging conflict to occur, or blocking staff from being able to intervene and safely separate students.

Final Exams

Any student who makes official arrangements to leave school before final exams are administered may only take the final exam during summer vacation and no later than the first week of school. The main office will arrange testing and administration during summer.

Gambling

Gambling, or the appearance of such, is prohibited.

Parking Guidelines

Parking a student car on the Newport campus is a privilege. Students must register the car in the office, obtain a parking permit, and drive safely! Parking permits may vary in cost each year.

After the initial parking registration during August Taking Care of Business Day, parking permits will be available on a first come, first serve basis. Once capacity is reached, a wait list will be established. Public transportation is also encouraged.

Student parking areas are open to all students with valid parking permits. During the hours of 6:30 am-4:00 pm all staff and visitor parking areas are off limits to students.

Students who park in these zones will receive a ticket. Additional restrictions in staff areas may occur during school events. Please review the student parking locations as part of the Newport HS Student Parking Agreement.

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

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

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

1. Parking without a valid and visible permit. All parking permits must be clearly displayed inside on the rear-view mirror.
2. Improper parking of vehicle. This includes **not parking properly in the stall** (taking more than one place or blocking accessibility), parking in restricted areas (fire lanes, bus lanes, handicap only, staff or visitor parking areas, the bus turn-around area, grass, etc.), or not parking in an assigned parking area.
3. Moving violation (speeding, unsafe driving, or misuse of vehicle). The speed limit in the parking lots is 5 MPH.
4. Falsification, misrepresentation, reselling, or possession of another student's parking permit. Falsification or forgery of a permit may result in additional discipline.
5. Parking in a handicap space without a valid and visible state handicap parking permit – \$250 ticket and impound from the police department.

Depending upon the severity and or frequency of the infractions, there may be additional penalties including temporary or permanent loss of parking privileges as well as additional disciplinary consequences.

For students with more than two ticket violations, parents may be contacted. Repeat violators may be towed at the owner's expense.

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

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

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

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

Dance Guidelines

We want to make sure that all Newport High events, including dances, are safe and healthy environments for all students. Acknowledgement of the Student Handbook review at the beginning of the school year will count as acceptance of the stated behavior standards, responsibilities, and consequences imposed by Newport High School.

Alcohol, Drugs, and Tobacco/E-Cigarette/Vape

These substances and or devices are not permitted at or on school grounds OR to be consumed prior to arriving at the dance and coming onto school grounds. District policy guidelines and disciplinary actions will take into effect for any drug, alcohol, and tobacco/e-cigarette/ "vape" violations.

No backpacks or outside beverages are allowed inside the dance. Bag checks will occur upon entry and bags may be retrieved when the student leaves the dance.

Dancer's Responsibility

Front-to-back and front-to-front dancing are equally permitted at all Newport Dances unless the following actions are committed:

- A dancer bending 90 degrees
- Any purposeful physical contact that involves thrusting or grinding
- Touching or groping of parts of the body in the "swimsuit areas"
- Hands under clothing
- Removal of clothing or violation of school dress code
- Hands or other body parts besides the feet touching the floor

Enforcement of Behavior Expectations

1. All students entering a dance shall be checked against the guestlist of approved attendees.
2. If a dancer is in violation of the Dance Behavior Guidelines:
 - They will be given a verbal warning that they are in violation.
 - They will be informed of what action(s) led to this warning.Subsequent behavior violations may result in dismissal from the dance.
3. If a student is confronted by staff more than once, they will be dismissed from the remainder of the dance.

Re-entry

Once a student leaves the building during a dance, that student may not re-enter the building or dance area.

Consequences for Behavior Expectations Violations

If a student commits two violations of the Dance Behavior Expectations at a single event, they will be dismissed from the remainder of that dance and suspended from the subsequent school dance. Parent contact will be initiated.

Guests for Dances

Students wishing to bring a guest to a school-sponsored dance must obtain, complete, and return to the Main Office the guest application form on or before the assigned deadline for that dance. The form is available on the NHS activities website a few weeks before each dance. After the application is approved, the NHS student will receive a guest pass which will allow them to purchase a guest dance ticket. Each student is limited to bringing only one guest. The administration reserves the right to refuse access to school-sponsored events to non-Newport students. Individuals attending the dances as a guest must be under the age of 21. In addition, guests must be at least of high school age to attend.

Dance Ticket Sales

Selling Dance Tickets Procedures (same procedures whether it is a Friday or Saturday dance).

- Tickets will be sold on Monday (both lunches), Tuesday (both lunches), Wednesday (after school) and Thursday (both lunches and after school).
Note: Since Prom is an off-school site dance, Prom tickets have their own unique schedule for selling tickets and this will be communicated and promoted to students and parents well in advance of the event.
- Tickets sold are not transferable and not refundable.
- To speed up entry at the dance, students should have both their ticket and picture ID (ASB card or similar) so they will gain immediate entry to the dance. Students who do not have both these items will have to go through a slower line.
- Similar to NHS Athletic Events, once a student enters the dance they may not leave for any reason. Once they choose to leave, they will not be allowed to return.
- For safety reasons, students are expected to be picked up or go off-campus immediately after the dance ends.
- Ticket prices with ASB cards are often less than those purchased without ASB cards. Ticket prices vary throughout the year and are set by ASB or the organization running the dance. Prom prices are significantly higher based on location or whether a meal is served.

Student Grievances & Grade change Requests

If a student feels that their rights have been infringed upon, that he or she has been treated inequitably, and/or has a concern regarding a situation involving a staff member

and/or grade, every effort by the student should be made to resolve the grievance or potential grievance through communication between the student and the other person/staff member.

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

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

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

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

Bellevue School District Policies & Procedures

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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 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 to 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 425-456-4248) 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 five 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 two 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 Disciplinary Appeals Council (DAC).

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 sex, race, ethnicity, creed, religion, color, national origin, age, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, the use of a trained dog guide or service animal, or honorably discharged 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 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 the 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

Director of Compliance and Legal Affairs

phamn@bsd405.org

425-456-4248

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:

Nancy Pham

Director of Compliance and Legal Affairs

phamn@bsd405.org

425-456-4248

Concerns about disability discrimination:

Section 504 Coordinator:

Kerince Bowen

Director of Student Support Services

bowenk@bsd405.org

425-456-4168

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator:

Nancy Pham
Director of Compliance and Legal Affairs
phamn@bsd405.org
425-456-4248

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**.

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent 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
Director of Compliance and Legal Affairs
phamn@bsd405.org
425-456-4248

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 2.

Our School is Committed to Students and State Law

Students have the right to learn in schools that follow state law and protect their rights. Willful noncompliance happens when a school district leader or school board member does something—or fails to do something—that they knew, or reasonably should have known, would violate state law. Under ESHB 1296, OSPI is responsible for investigating complaints about willful noncompliance and working to find fair solutions.

These laws include requirements related to:

- Civil rights and nondiscrimination (RCWs 28A.640 and 28A.642)

- Harassment, intimidation, or bullying (RCW 28A.600.477)
- Curriculum requirements and instructional materials policies (RCWs 28A.150.230, 28A.300.475, 28A.320.170, 28A.320.230, and 28A.320.235)
- Use of restraint or isolation (RCW 28A.600.485)
- Student discipline (chapter 28A.600 RCW)

How do I make a complaint about willful noncompliance with state law?

You must first use available complaint processes to try to resolve your concern. This means the available complaint processes start with your school district, even if the school district superintendent or a school board member is the subject of your complaints. School personnel are not allowed to retaliate for making a formal complaint.

If no available complaint processes are available, you must check OSPI's website for other OSPI complaint procedures at [How to File a Complaint](#), and follow any applicable processes. If none exist, or you have completed all other processes, you must send written notice to the district superintendent at least 30 calendar days before filing a complaint with OSPI.

Complaints to OSPI must be submitted within 30 calendar days after a final decision in the local complaint process, when one applies. The complaint must be in writing and include enough information to describe the concern and the actions or failures to act that may be willful noncompliance. You may send the complaint by mail, email, or hand delivery to OSPI.

When OSPI receives a complaint that meets the requirements for investigation, it will open an investigation. OSPI will send you written notice of the allegations under investigation. After the investigation is complete, OSPI will issue written findings to you and your school. These findings will state whether noncompliance occurred and may require the school to take actions to fix the issue.

Who else can help with HIB, Discrimination, or Willful Noncompliance 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

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 made 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 parties involved should:

- Begin the conversation with the acknowledgement that each is operating with the best of intentions.
- Work collaboratively to understand the other's point of view.
- Work to resolve the concern through conversation before initiating a formal complaint.

When a complaint has not been resolved through informal attempts at resolution, the complainant may initiate a formal complaint, in writing within thirty (30) calendar days of the attempt at informal resolution. Any informal complaint not resolved at the school level is directed to the Office of School Support and must include:

- Detailed statement of the complaint
- Steps taken to address the complaint
- Suggested resolution(s) to be considered

The Office of School Support will assign a person responsible for meeting with the complainant to understand 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 has 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.

