

Highland

Middle School



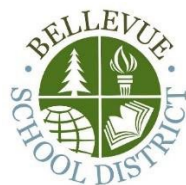
15027 NE Bel Red Rd
Bellevue, WA 98007

Telephone: 425-456-6400

Fax: 425-456-6499

Bellevue School District Vision Statement

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



Welcome Eagles!

Welcome to Highland Middle School, the World's Greatest Middle School (WGMS)! We are so glad you are here.

Middle school is a time to learn, grow, try new things, discover your strengths, and build meaningful relationships. At Highland, we are committed to supporting you both academically and personally as you become a confident, respectful, and engaged member of our community.

We encourage you to get involved and take advantage of all that Highland has to offer. Join a club, play a sport, participate in an activity, connect with your teachers, and make the most of your time here.

This handbook will help you get to know our school, understand our expectations, and find the information you need to have a successful school year. For a complete list of [BSD Board Policies](#), please visit the BSD website.

At Highland, students, staff, and families all play an important role in creating a school community where everyone feels welcome, supported, respected, and safe. By working together and taking responsibility for our choices, we can continue to make Highland a place where everyone can learn, grow, and thrive.

Welcome to Highland, Eagles—it's going to be a great year!

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At-A-Glance Resources

Highland Admin Team

Anissa Bashey, Principal

Chris Thomas, Assistant Principal

Matt Sheffield, Dean of Students

Highland Counselors & PBIS

Karne Helgason (A – K)

Natalie Crow (L – Z)

Evelyn Campos (PBIS)

School Resources

Main Office 425-456-6400

Registrar 425-456-6469 Or yamamotoj@bsd405.org

Attendance Office 425-456-6401 Or highlandattendance@bsd405.org

Nurse 425-456-6568 Or womackb@bsd405.org

Main Office Fax 425-456-6499

Family Connections Center 425-446-6414

Staff Email Addresses

In most instances, use the staff member's last name followed by first initial followed by @bsd405.org. A [complete directory](#) can be found on the Middle School website.

Useful Websites

Bellevue School District <http://www.bsd405.org>

Highland Middle School <http://www.bsd405.org/highland>

Highland PTSA <http://highlandptsa.org>

Student Account Access (Synergy) [StudentVUE \(edupoint.com\)](#)

Parent Account Access (Synergy) [ParentVUE \(edupoint.com\)](#)

District Transportation [Transportation website](#)

Community Resources

Alcohol/Drug 24-Hour Help Line	206-722-3700
<u>Child Protective Services</u>	1-800-609-8764
<u>Children of Alcoholics (COA)</u>	888-676-0153
<u>Dept. of Social & Health Services</u> (Statewide Community Resources)	211
<u>Eastside Domestic Violence Program</u> (Lifewire)	425-746-1940
<u>Friends of Youth</u>	425-869-6490
<u>King Co. Sexual Assault Resource Center</u>	888-998-6423
National Suicide Prevention Hotline	988
<u>Runaway Teen Crisis Line</u>	1-800-RUN-AWAY
<u>Youth Eastside Serves (YES)</u>	425-747-4937

Student Schedules and Course Requirements

Daily Schedule

Highland Middle School is on a seven-period day Monday – Friday. There is an early release district-wide on Wednesdays. Except for Wednesdays, the regular school day includes a daily tutorial.

Period	Monday, Tuesday, Thursday, Friday	Wednesday
1	7:45 – 8:35	7:45 – 8:25
2	8:40 – 9:30	8:30 – 9:10
3	9:35 – 10:25	9:15 – 9:55
1st Lunch	10:25 – 10:55	9:55 – 10:25
4b	11:00 – 11:50	10:30 – 11:10
5b	11:55 – 12:45	11:15 – 11:55
4a	10:30 – 11:20	10:00 – 10:40
2nd Lunch	11:20 – 11:50	10:40 – 11:10
5b	11:55 – 12:45	11:15 – 11:55
4a	10:30 – 11:20	10:00 – 10:40
5a	11:25 – 12:15	10:45 – 11:25
3rd 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	
Activities	3:10 – 4:00	

Middle School Course Requirements

Middle school students are required to take the following in 6th, 7th and 8th grade

- ✓ Three years of Language Arts
- ✓ Three years of Social Studies
- ✓ Three years of Mathematics
- ✓ Three years of Science
- ✓ Three semesters of Physical Education, one semester taken in 6th, 7th and 8th grade
- ✓ One semester of Health taken in 7th grade
- ✓ One semester of Career and Technical Education taken in 6th, 7th or 8th grade
- ✓ One semester of Performing/Visual Arts taken each year in 6th, 7th and 8th grade

Course descriptions can be viewed in the [2026 – 2027](#) Course Catalog for BSD.

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 they registered for during Spring Registration.

School Services

Emergency Information

It is important that the school has the most current address, phone numbers, and emergency contact information available on all students. When personal student information needs to be changed, please login to [ParentVue](#) to make changes, or contact the Registrar at yamamotoj@bsd405.org to make updates.

Daily Announcements

Announcements are read by your students' 2nd period teacher.

Counseling Center

School counselors assist students in developing self-understanding and a positive self-concept. They help students establish goals, make useful decisions, and relate effectively with others. Their primary concerns are the educational, social, and personal needs of all students. They also work with students to register for courses aligned with academic goals and interests.

Students are assigned counselors alphabetically by the student's last name. Students wishing to visit the counselor should send an e-mail requesting an appointment or visit the Main Office outside of class time.

Student Last Name	Counselor	Email
A – K	Karne Helgason	helgasonk@bsd405.org
L – Z	Natalie Crow	crown@bsd405.org

Free and Reduced Lunches

ALL students at Highland receive 1 free breakfast and lunch per day, and we still ask all parents to complete the application on-line every year: [Online Application](#). By doing so, you may qualify for additional resources. If your student qualifies for free or reduced-price meals, they may be eligible for decreased fees to participate in other school programs. Complete Section 4 of the application (Information Sharing) to give permission to Nutrition Services to share school meal eligibility information with other school programs.

Health Services

The student health clinic is located in the office. When the nurse is not available, a first aid certified person supervises the clinic. Students that become ill or injured should check-in with their teacher to obtain a pass to the clinic. Students requesting to visit the clinic for non-emergency matters need to wait for the first 10 minutes of class. This provides time for students to hear the introductory instructions for the class lesson. If a student is too ill to attend class, a parent/guardian will be contacted for pickup. Otherwise, the student will be sent back to class when appropriate.

Medication at School

No medication (Prescription or Non-Prescription) can be given without a physician's order. We only accept as needed medications for conditions under the ongoing care of a physician (e.g. inhalers for asthma, pain relievers for migraine headaches...). ***Please do not send without authorization from the school nurse.**

A medication authorization form is available in the main office or on the BSD website under health services (<https://www.bsd405.org/programs-and-services/health-services>). It must be completed and signed by a physician and returned/faxed to the school nurse at 425-456-6499. If more than one medication is to be taken, additional authorization forms must be obtained.

All medications will be kept and dispensed (as ordered by the physician) by a designated school employee. Prescription and non-prescription (over the counter) medication must be sent in the original, labeled pharmacy or retail container. Please check the expiration date of containers. All medications must be clearly labeled with the child's name, dosage, and time to be given.

Attendance

Attendance Policy and Guidelines

Consistent attendance is essential to student success. Absences create difficulty for both students and teachers in maintaining continuity in student learning. Attendance protocols and guidelines are aligned with [BSD Policy 3122](#) and [Procedure 3122P](#).

Excused Absences – For an absence to be excused, parent/guardian(s) must communicate a reason(s) for the absence within 2 days to the Attendance Office (425-456-6401) or highlandattendance@bsd405.org.

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

After the second unexcused absence and before the seventh unexcused absence the school will take data-informed steps to eliminate or reduce the child's absences. In middle and high school, these

steps must include offering the application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by a school district's designee under RCW 28A.225.026

Pre-Arranged Absences – Students are to provide at least two days of advance notification to their teachers of the upcoming absence and arrange missed assignments to be completed prior to, during, or following the absence. A Principal or Assistant Principal's approval is required to excuse the absence. The pre-arranged absence form can be found [here](#). Pre-arranged Absences may be excused a maximum of five days across the school year. Any pre-arranged absences beyond five days will be marked as unexcused.

Examples of Absences	
Excused	Unexcused
Illness	Oversleeping
Medical or dental appointments	Transportation issues (missing the bus)
Family Emergencies (ex. Funeral)	Skipping class
Religious Observances	Leaving campus without approval
BSD Athletic/Activity events	Pre-arranged absences beyond the 5-day pre-approval limit.

Truancy Law – The Becca Bill

The Attendance Office, administrators, and counselors will ensure that Highland Middle 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 [Procedure 3122P](#) later in this document for details.*

Picking Students Up Early

If you are picking up your student early from school, please contact the Highland Attendance Office at highlandattendance@bsd405.org or 425-456-6401.

Tardies

Late arrivals can disrupt the continuity of instructional. Students are expected to be in class on time. This means that students are expected to be in their classroom seats by the bell. When tardies become

frequent or disruptive, the student may be referred to administration, and may be subject to corrective actions.

Tardies and Corrective Action (per week)	
1-3 Tardies	Classroom-level intervention, teacher conference
4+	Alternative lunch, community service, conference with an administrator, or other additional corrective action assigned.

Arrival and Dismissal

For safety reasons students are required to use sidewalks and crosswalks while on campus.

Before School

If a parent/guardian is dropping off a student before school, please use the designated drop-off area in front of the main entrance. For student safety, do not use the designated bus zones. For safe drop-offs please use curbside only. Please do not drop-off your student before 7:15 a.m., as the building is not unlocked, and no supervision is provided.

Dismissal

If a parent/guardian is picking up a student after school, please use the designated pick-up area in the front of the main entrance. For student safety, do not use the designated bus zones. Students waiting to be picked up by a parent/guardian are to wait in the pick-up zone only. *For supervision and safety, these students are not to be waiting in the bus zone.

Please be proactive with transportation plans so students know ahead of time what to expect after school. Students may use the designated phones in the main office to call parents/guardians or arrange transportation.

After buses leave, students remaining at Highland need to be in a supervised activity. Students who are not attending an after-school activity must be picked up by 2:50 pm. If a parent/guardian cannot pick-up their student by that time, the student must report to the office, tutorial, chill room, or supervised activities. Tutorial dismisses at 3:05pm. Activities dismiss at 4:00pm.

Wednesdays: Students must be picked up by 1:40pm.

***Parents/Guardians will be notified if students remain on campus unsupervised.**

Emergency School Closures

When the school is closed due to weather conditions (or other reasons), announcements will be made on local radio and television stations. 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 one of the following websites: www.bsd405.org or SchoolReport.org. Visit <https://www.bsd405.org/help/stayconnected/> to ensure you receive all BSD and Highland electronic messages.

School Bus Information

Bellevue School District provides free transportation for students who reside within the school attendance area but outside the school's walk boundary.

All students are expected to behave appropriately and follow all school rules while waiting at bus stops or riding the bus. While on the bus, students should remain seated, respect others, refrain from eating and follow the directions of the bus driver. Students who choose to harass other students or

who choose to violate other rules will receive appropriate consequences which may include assigned seating or loss of bus riding privileges.

Students wanting to go with another student on a different bus must submit a written note from their parent/guardian to the attendance office during that school day (and before 6th period). Once verified, the student will receive a bus pass from the attendance office, authorizing them to ride the different bus. Only regular passengers will be allowed to ride if the bus is full.

Bus route information can be found on the BSD website:

<https://www.bsd405.org/programs-and-services/transportation/bus-routes>



The image shows a "BUS PASS" form from Highland Middle School. At the top left is the school's logo, which features a stylized 'H' with a bird in flight. To the right of the logo, the text "Highland Middle School" is printed in a large, bold, serif font. Below this, the words "BUS PASS" are printed in a bold, sans-serif font. The form contains several fields for information: "Student Name:" followed by a horizontal line, "Date:" followed by a horizontal line, and "Bus #:" followed by a horizontal line. Below these fields is a horizontal line for a "Staff Signature". At the bottom of the form, there is a note that reads: "*This pass is only for 1 student". Below this note is a paragraph of text that says: "Bus Driver: The student above has been granted permission to ride a different bus today by a parent/guardian. Please see our Attendance office if you prefer a copy of the parent letter."

Highland Middle School

BUS PASS

Student Name: _____

Date: _____

Bus #: _____

Staff Signature

***This pass is only for 1 student**

Bus Driver: The student above has been granted permission to ride a different bus today by a parent/guardian. Please see our Attendance office if you prefer a copy of the parent letter.

Student Activities and Recognition

Activities, Clubs, and Sports

A wide array of extracurricular activities is offered to students with ASB membership. Activities offered are based on student interest. Some activities such as team sports and yearbook club, require students to commit to attending on a regular basis. Associated Student Body (ASB) membership is required to participate in clubs and sports at Highland. Fees can be paid through this website:

<https://wa-bellevue.intouchrecepting.com/> .

Some activities or clubs meet only once a week while others meet daily. Most activities meet from 3:10pm to 4:00pm. Information will be distributed about the various sports and non-sport activities available for each of the activity sessions throughout the year. Activities & Club schedules can be found on the Highland website.

The following are examples of sports and clubs that have been offered: Badminton, Basketball, Soccer, Cross Country Running, Flag Football, Volleyball, Yearbook Club, Minecraft Club.

An Activity Bus pass is available at 4:10pm on Monday, Tuesday, Thursday, and Friday for those who normally ride the school bus. Students will need a bus pass from their activity supervisor to ride. Only students who have attended a supervised activity from 3:10pm to 4:00pm will receive an Activity Bus pass.

Field Trips and School Events

Throughout the year, students may be involved in school activities or field trips that cause them to be absent from their regular classes. These students are responsible for talking with their teachers prior to the absence to determine requirements for missed work or tests. This could include submitting an assignment or taking a test before the date of the absence.

All field trips are coordinated through [Final Forms](#). Health accommodations, such as medicine, may be required to be carried on the field trip. This will be organized by the School Nurse and the Field Trip Coordinator (teacher, coach, or staff).

Student Recognition

Our school community strives to recognize students who are meeting and exceeding expectations for respecting themselves and others. A few examples of how we recognize students are “Students of the Quarter” and “Eagle Points.”

Student Leadership and ASB

The Associated Student Body (ASB) is led by 8th grade cabinet members. The ASB works to create a positive school climate and to support appropriate student involvement in activities including community service, school beautification, school assemblies and spirit activities. Students interested in participating in student government can run for office the spring of their 7th grade year, or sign-up for the Leadership elective during open registration each spring. ASB membership funds go to supporting events throughout the year, like socials, celebrations, and a variety of other student activities.

Student Success Guidelines and Expectations

Emergency Drills and Protocols

Emergency drills are scheduled monthly throughout the school year (e.g. fire, earthquake, and lockdown...). To ensure efficiency and safety, students need to treat each drill as if it was a real emergency. During drills students will be expected to listen and follow directions.

Academic Integrity & Artificial Intelligence

Students are expected to demonstrate the highest standards of academic, personal, and social integrity. Classroom grades should be an accurate indication of a student's own work and knowledge. Cheating and other instances of academic dishonesty undermine authentic learning and the reputations of individuals and schools. **Students should assume that all class work and homework is individual work unless clearly stated as otherwise by the teacher.**

Regarding plagiarism: If a student is uncertain if his/her work is appropriate, he or she should discuss it with the teacher before anything is turned in. This will allow for any necessary clarification. In addition, students and families often have questions about plagiarism and how to cite sources that are used by students (including information from websites).

Consequences for not meeting Academic Integrity standards may include, but are not limited to, the following:

- Parent/Guardians contacted by a teacher and instance is recorded in Synergy
- Loss of credit on the assignment/test for all students involved
- Student(s) required to re-complete the assignment, or an alternative assignment demonstrating their learning. The Teacher will determine and communicate whether this is for partial or full credit
- Disciplinary Referral to Administrator
 - Violations may result in progressive corrective action up to and including in-school suspension

Artificial Intelligence

The following statement was crafted and reviewed by the EdTech Advisory committee consisting of Students, Families, Staff, and Community members for schools and teachers to utilize as sample language for inclusion in school handbooks, course syllabi, community charters etc.

Generative AI such as ChatGPT represents a powerful tool for learning. We value the creativity, backgrounds, and original thinking of our students over any product produced by AI. To ensure students continue to hone their critical thinking skills and embrace innovation and tools we will be clear on each major assignment how AI is to be used or not used. In general, AI should be used to make our own ideas stronger and clearer, not substitute original thought.

Here are some examples of helpful and unhelpful use:

Helpful to Learning	Unhelpful to Learning
Use as a research tool	Using as a substitute to original thought where this is required
Use to edit original writing	Being dishonest with how AI was used.
Use in generating discussion prompts	Generating fake or misinformation.
Use to critique an idea or piece of writing	Delegating effort and critical thinking exclusively to the AI
Use to differentiate assignments	Failing to critique or examine for bias work produced by AI
Use to appropriate level a text	Failing to fact check data or information from AI
Use to help students with specific learning needs (MLL, Special Education services, etc.)	Only collaborating with AI rather than other humans
Use to engage in a debate	
Help craft communication (e.g. an email)	
Use to provide formative feedback	
Create review and study materials	
Use to aggregate large data sets such as free response survey response	

Tutorial

Tutorial is considered part of our regular school day, and it begins following the end of 7th period on Monday, Tuesday, Thursday, and Friday. The Tutorial period runs from 2:40 – 3:05 p.m. Regular Tutorial attendance is encouraged.

Students may be assigned to a Tutorial by their teachers or may choose to go to a Tutorial of their choice. For students who cannot attend Tutorial, Teachers will work collaboratively with student, families, and school counselors or administrators to develop remedies or alternatives.

Tutorials are used for academic support, test, quiz or assignment make-up. Unless pre-approved by staff, students may only attend one after school tutorial per day. At the end of tutorial, a blue pass is provided to students who would like to attend after school activities. They must keep and use this pass to enter the chosen activity.

Students must follow our Tutorial protocols to participate in their activity or sport. Multiple violations, or exceptional misconduct, will result in a student being dismissed from further participation in after-school activities and sports the remainder of the season.

Academic Progress Monitoring

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 over the web through these respective systems. This system is not intended to check a student's daily progress. Students and parents/guardians can 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/>

Students should contact teachers concerning any questions about their grading system or how to interpret the information found in Synergy.

Progress Reports

School-wide Progress Reports are mailed home for students earning a D or F at mid-quarter, twice a year (during 2nd and 4th quarters). Students may be required to attend mandatory tutorials until they have raised their grade.

Parents/guardians may contact their student's teacher(s) at any time if they are concerned about their child's progress. The most direct form of communication is for parents to personally call or e-mail teachers. Teacher e-mails can be found on Highland's website on the [Highland Staff page](#).

Homework

Highland Middle School prioritizes the use of class time for high-quality teaching and learning. Sometimes students need to engage in learning outside of the school day. This can be for several reasons, the student may need more time than class allowed, they may have been sick or otherwise absent, or the teacher may have assigned them homework. Assigned homework is defined as schoolwork assigned to complete outside of the school day. The purpose(s) of homework may be to review key instruction taught in class, practice or reinforce skills, prepare for class or test the next day, or to finish incomplete classwork. **Homework is a shared responsibility among students, teachers, and parents/guardians.**

Lockers and Personal Property

Students may request a hallway locker to store backpacks and other large belongings (such as instruments, sports equipment, lunches, and bulky jackets) throughout the day.

Hallway lockers come with a combination spinner installed. Students in Physical Education (PE) courses are issued a detachable combination lock & locker to safely store belongings after changing clothes. It's critical that students not share combinations with any other students. Lockers should be used at appropriate times (i.e. passing periods, and before or after school). Refusal to follow these rules will result in a disciplinary referral.

Please protect your personal property.

Protect your valuables by...

- Avoid calling attention to your valuables (e.g. flashing money)
- Keeping items with them
- Securing locker
- Keep locker combination private

Students who choose to bring valuables to school must remember that it is *“at their own risk”* and the school is not responsible for lost or stolen items such as personal electronics or cash. The locker is the property of the school district and under certain circumstances may be inspected by school authorities. This shall serve as notification to our school community that this type of activity could occur at any time.

TO OPEN YOUR COMBINATION LOCK:

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.

Please be sure to keep the dial moving in only one direction for each step. If you accidentally move the dial in the wrong direction(even a little), you will need to start over at step one.

Cell Phones and Personal Electronic Devices

Research shows that access to cell phones at school has a negative academic and social impact on students. When students do not have the freedom of accessing their phones during school hours, they are more engaged socially and academically.

Per BSD Policy, Telecommunication devices will be turned on and operated only before and after the regular school day and during the student’s lunch break.

Parents/guardians that need to send an emergency message to their students may contact the Highland office at 425-456-6400.

Our technology protocol requires that students keep their personal technology devices (including phones/headphones) in their own backpacks. Students may use these devices before school (7:15-7:40) and during their own lunch. Violations will also include:

- Parent notification and potential pick up
- Depending on the number of violations, students may receive a range of device restriction days (5, 10, 20, 40, or year)

Hallway Expectations

It is important students are in class as much as possible to minimize disruptions to learning and ensure students are safely supervised.

Hallway breaks may be provided to students with explicit teacher permission. Students are to sign out with the date and time. Hallway breaks are not permitted during the first and last 10 minutes of class. The “10/10 rule” is established to ensure students are present in classrooms during the most critical part of lessons. Teachers may limit the number of students permitted out of the classroom at a given time.

When students are outside the classroom, they are to carry a hall pass and remain quiet as they walk to authorized destination. Students are to promptly walk to their destination and immediately return to the classroom. Students may be released to use the restroom, water fountain, or access hallway lockers: Typically, these should take no more than 5 minutes.

Lunch is a great time for students to connect, eat, play and use technology devices. After the first 10 minutes of lunchtime, students may go outside or to the library. All hallways are closed to students during lunch. Disciplinary action will be taken for students not following established hallway expectations.

Student Discipline

Each person at Highland Middle School has a responsibility to help develop and maintain an effective and positive learning environment. We can do this by having consistency with rules and expectations throughout our school. We call these our “Non-negotiables,” and students are taught and retaught these throughout each school year. With that, we understand that all humans make mistakes, it’s just part of learning. The purpose of the behavior and discipline at Highland is to hold students accountable, teach appropriate behavior, and ensure that all members of Highland are safe and treated with respect.

Deliveries/Drop-offs

To minimize disruptions to the classroom learning environment, personal items or correspondence to students from parents/guardians will not be accepted or delivered during the school day, except in cases of emergency. Emergencies may include student medication, coats/jackets, or essential safety items such as house keys.

Deliveries should not be common for things like missing homework, laptops, musical instruments, athletic clothes, lunches, phones, birthday celebrations etc.

Dress and Clothing

BSD Policy 3224: The student and parent/guardian(s) may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

- A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.

- B. Create a health or other hazard to the student's safety or to the safety of others.

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

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

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

- A. Will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives; or
- B. Creates a hazard to the student's safety or to the safety of others
- C. If the student's dress or grooming is objectionable under these provisions, the principal, teacher, advisor, coach, or other person(s) will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal may take appropriate corrective action.

Additional Information and Guidelines

Highland “Non-negotiables”

These are universal expectations held by all staff and students at Highland.

 HIGHLAND NON-NEGOTIABLES	 HIGHLAND NO NEGOCIABLES
 BE READY At Highland, come to school each day with a charged laptop, a pencil, and a binder. For each class, be in your seat by the bell with the materials required by the teacher.	 ESTAR PREPARADO En Highland, ven a la escuela todos los días con tu laptop cargada, un lápiz y tu carpeta. En cada clase, ya debes estar en tu asiento cuando suene la campana, con los materiales que pida tu maestro.
 OFF AND AWAY At Highland, keep phones, headphones, and all personal technology off and away during the school day. Technology is allowed before school until 7:40 or at lunch.	 APAGADO Y GUARDADO En Highland, mantén tu teléfono, tus audífonos y toda la tecnología personal apagados y guardados durante el día escolar. Solo se permiten antes de clases hasta las 7:40 o durante el almuerzo.
 KEEP EACH OTHER SAFE At Highland, causing harm is never okay, no exceptions. Keep your hands to yourself and be kind in what you say and do.	 CUIDÉMONOS UNOS A OTROS En Highland, causar daño nunca está bien, sin excepciones. Mantén tus manos quietas y sé amable en lo que dices y haces.
 MAKE CLASS TIME COUNT At Highland, stay in class during the first and last 10 minutes. If you need to leave, carry a visible pass, go straight there, and come straight back.	 APROVECHA EL TIEMPO DE CLASE En Highland, quédate en clase durante los primeros y los últimos 10 minutos. Si necesitas salir, lleva tu pase visible, ve directo a donde vas y regresa de inmediato.
 BE IN THE RIGHT PLACE At Highland, before school, at lunch, during passing, and after school, be only in spaces open to students.	 ESTAR EN EL LUGAR CORRECTO En Highland, antes de clases, en el almuerzo, en los cambios de clase y después de la escuela, quédate solo en los espacios abiertos para estudiantes.
 HAVE AN AFTER SCHOOL PLAN At Highland, by the 2:40 bell, be and stay in one tutorial until 3:05, or leave campus for the day.	 TEN UN PLAN PARA DESPUÉS DE LA ESCUELA En Highland, a la campana de las 2:40, ya debes estar en una tutoría y quedarte hasta las 3:05, o salir de la escuela por el resto del día.
 REPRESENT HIGHLAND WELL At Highland, protect our school's reputation. Clean up after yourself, respect our shared spaces, use materials wisely, and give guest teachers your best.	 REPRESENTA BIEN A HIGHLAND En Highland, protege la reputación de nuestra escuela. Limpia lo que ensucies, respeta nuestros espacios compartidos, usa los materiales con cuidado y da lo mejor de ti con los maestros invitados.

Closed Campus

Highland 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. Also, our campus is closed to all non-Highland students while school activities and classes are in session – from 7:15 a.m. to 4 p.m.

Parents and Other Visitors on Campus

The Highland campus is closed during the school day. All visitors, including parents/guardians, must sign in at the Main Office immediately upon arriving on campus and get a visitor badge. We welcome prearranged visits by outside individuals for educational purposes.

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

To help us maintain the highest level of security, we ask that all students, staff and families immediately report unidentified or unknown person on our campus.

*****NEW***** E-Bicycles, Skateboards, Scooters, etc.

A bicycle rack is provided and must be used for those who wish to ride a transportation device to school. Bike racks are the only place students can store these items. Students must bring their own locks to secure transportation devices.

All transportation devices must be walked on and off campus. **E-bikes without pedals and e-scooters are not allowed at Highland.** Highland is not responsible for damaged or stolen transportation devices. Any violations of the below will require conversations and interventions.

 Wheels at School: What's the rule?	 Ruedas en el colegio: ¿Cuál es la norma?
 Walk It Once you are on school grounds, you must walk your wheels.	 Camina Una vez que estés dentro del colegio, tendrás que moverte con tu silla de ruedas.
 Lock It All bikes and scooters must be locked at the bike rack. No bikes or scooters in the building.	 Ciérralo Todas las bicicletas y patinetes tienen que estar estacionados en el aparcamiento para bicicletas. No se permiten bicicletas ni patinetes dentro del edificio.
 Helmet Wearing a helmet is the LAW in Bellevue.	 Casco En Bellevue, es OBLIGATORIO POR LEY usar casco.
 Pedals Required Only bikes with pedals are allowed. If it has any motor, it can't go faster than 20 mph. Faster than that is 16 or older ONLY, by state law.	 Se necesitan pedales. Solo se permiten bicicletas que tengan pedales. Si tiene motor, no puede superar los 32 km/h. Según la ley estatal, la edad mínima para ser considerada mayor es ÚNICAMENTE 16 años.
 One Rider Only Only one person should be on the bike or scooter at a time.	 Un único viajero Solo debe ir una persona en la bicicleta o patinete a la vez.
 No E-Scooters Scooters with motors are not allowed on school grounds. E-scooters are 16 or older ONLY, by state law.	 No se pueden usar patinetes eléctricos. No está permitido usar patinetes eléctricos dentro del recinto escolar. Según la ley estatal, los patinetes eléctricos solo pueden ser usados por personas que tengan al menos 16 años.

Personal Protective Spray

Students are not permitted to carry personal protection spray devices (mace, pepper spray, etc.) at school, on school buses, or at any school-sponsored activity.

Laser Pointers and Aerosols/Sprays

Due to health and safety concerns, laser pointers and aerosols/sprays are not allowed on campus. Students may not bring or apply body-sprays (Axe sprays, etc.), colognes, or perfumes anywhere at school, including the locker rooms. Students choosing to bring any of these prohibited items to school will have the item confiscated and will only be returned to a parent or guardian.

Lost and Found

Valuable items such as wallets, jewelry, phones, headphones/earbuds, will be kept in the Main Office. Books, notebooks, and all items with names in them are returned to the student.

Lost clothing items, bags, and water bottles are kept in the Lost and Found bin located at the café near the Jubilee office. Lost and found items will be kept for a limited time only. Highland donates unclaimed lost and found items to a non-profit clothing bank about every month.

District Policies

BELLEVUE SCHOOL DISTRICT POLICIES AND PROCEDURES

What follows are summaries from Bellevue School District (BSD) policies and procedures of policies where publication/notification is either required or encouraged. Complete policies and procedures can be found in the BSD [digital policy and procedure manual](#) found on the district website. The title of each policy and procedure is hyperlinked to the specific policy and procedure.

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

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

What is HIB?

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

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

HIB 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. District's 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:

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

When a complaint has not been resolved through informal attempts at resolution, the complainant may initiate a formal complaint, in writing within thirty (30) calendar days of the attempt at informal

resolution. Any informal complaint not resolved at the school level is directed to the Office of School Support and must include:

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

The Office of School Support will assign a person responsible 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.



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

The Washington State Governor's Office of the Education Ombuds (OEO) is an independent state agency that helps to reduce educational opportunity gaps by supporting families, students, educators, and other stakeholders in communities across WA in understanding the K-12 school system and resolving concerns collaboratively. OEO services are free and confidential. Anyone can contact OEO with a question or concern about school.

OEO listens, shares information and referrals, and works informally with families, communities, and schools to address concerns so that every student can fully participate and thrive in our state's public schools. OEO provides support in multiple languages and has telephone interpretation available. To get help or learn more about what OEO does, please visit our website: <https://www.oeo.wa.gov/en>; email oeoinfo@gov.wa.gov, or call: [1-866-297-2597](tel:1-866-297-2597) (interpretation available). (English)