
Sammamish High School

Student Handbook — General Information

2026–2027 School Year

100 140th Ave SE, Bellevue, WA 98005 | 425-456-7600 | bsd405.org/sammamish/

Welcome, Redhawks! Your guide to day-to-day life at SHS — all in one place.

Whether you're looking up a contact, checking the bell schedule, or figuring out what to do with a library book — this handbook has you covered. We're glad you're here.

Who We Are

Our Vision: A welcoming and accepting school that holds students accountable to be the best version of themselves

Our Pillars

- **Community:** We know and value each other, and we work as a team
- **Accountability:** We hold high standards and push each other to greatness
- **Leadership:** We step up to make things better

Table of Contents

<u>General Information</u>	3
Contact Information	
Main Office Staff & Counseling Staff	
College, Career & Family Center	
Useful Websites & Community Resources	
Daily Schedules	
Posters & Distribution of Materials	
Visitors on Campus	
Books: Checking Out & Fines	
School Activities	
Activity Eligibility	
Daily Bulletin	
Clubs, Athletics & Final Forms	
Dances	
<u>School Expectations</u>	17
Attendance Expectations	
Late Work & Retake Expectations	
Academic Integrity Expectations	
Phones and Personal Devices	
School-Issued Technology	
Dress Code	
<u>Academic Planning</u>	34
Grades	
Graduation Requirements	
Earning College Credit	
Schoollinks	
State Testing	
<u>Services</u>	40
Transportation & Parking	
Emergency Closure Information	
College & Career Center	
Family Connections Center	
Free and Reduced-Price Meals	
School Clinic	
Counseling and Guidance Services	
<u>Bellevue School District Policies & Procedures</u>	48
• Our School Protects Students from Harassment, Intimidation, and Bullying (HIB)	
• Our School Stands Against Discrimination	
• Our School is Gender-Inclusive	
• Student Conduct/Discipline (Policy 3241 and Procedure 3241P)	
• Student Attendance (Policy 3122 and Procedure 3122P)	
• Complaints Concerning Staff or Programs (Policy 4220 and Procedure 4220P)	
• Interscholastic Activities (Policy 2151 and Procedure 2151P)	

General Information

Contact Information

Main Office Numbers

Department	Phone
Main Office	425-456-7600
Counseling Center	456-7621
Activity / Athletic Office	456-7613
Attendance Office / Absence Line	456-7606 shsattendance@bsd405.org
Main Office Fax	456-7665

Office Staff

Name	Role	Extension
Drew Thomas	Principal	456-7604
Devin Barrett	Assistant Principal	456-7628
Miguel Gutierrez	Assistant Principal	456-7605
Kelly Peterson	Dean of Students	456-7748
Wes Newton	Activity / Athletic Director	456-7611
Jessica Soto	Office Manager	456-7603
Andrea Olsen	Accountant	456-7612
Andi Tomlinson	Athletics & Facilities Secretary	456-7613
Amy McDonald	Nurse	456-7609
Karen Chubb	Attendance Specialist	456-7602
Karina Aguilar	Registrar	456-7618

Counseling Staff

Counselor	Role (assigned by student last name)	Extension
Alicia Williams	Counselor (A-Car)	456-7697
Mary Beth Smith	Counselor (Cas-He)	456-7620
Jannely Quintana	Counselor (Hi-Mc)	456-7617
Steven Ono	Counselor (Me-R)	456-7608
Melinda Breeze	Counselor (S-Z)	456-7720
Piper Sangston	Mental Health Assistance Team (MHAT) Counselor	456-7623
Rita Gemmell	Counseling Secretary	456-7621

College, Career & Family Center

Name	Role	Extension
Vanessa Lopez-Kopp	College & Career Advisor	456-7637
Ana Soto-Sosa	Family Engagement Specialist	456-7610

Useful Websites

Resource	Web Address
Sammamish High School	www.bsd405.org/sammamish/5
Bellevue School District	www.bsd405.org
Synergy (Grades & Attendance)	www.wa-bsd405-psv.edupoint.com
Counseling Center	www.bsd405.org/sammamish/counseling/5
Sammamish PTSA	www.sammamishptsa.weebly.com

Community Resources

Resource	Phone
Bellevue Safe Rides	425-688-5438

Resource	Phone
Teen Link	206-461-4922
Youth Eastside Services	425-747-4937
Crisis Clinic (24-Hr. Suicide Hotline)	206-461-3222 or 866-427-4747
Domestic Violence Hotline	800-562-6025
Children's Protective Services	800-562-5624
Poison Information Center	800-222-1222

Daily Schedules

Sammamish runs on a **seven-period day** on Mondays, Tuesdays, and Fridays. Wednesdays and Thursdays follow a modified block schedule.

Day	Periods	Notes
Monday, Tuesday, Friday	All 7 periods	Full day; tutorial at end of day
Wednesday	Periods 2, 4, and 6	Early Release — district-wide; no tutorial
Thursday	Periods 1, 3, 5, and 7	Tutorial at end of day

Mondays, Tuesdays, & Fridays Periods 1 – 7			Wednesdays Periods 2, 4, 6			Thursdays Periods 1, 3, 5, & 7		
Class Period	Start	End	Class Period	Start	End	Class Period	Start	End
Period 0	7:00am	7:50am	Period 0	7:00am	7:50am	Period 0	7:00am	7:50am
Period 1	8:00am	8:50am	Period 2	8:00am	9:30am	Period 1	8:00am	9:30am
Period 2	8:55am	9:50am	Period 4	9:35am	11:05am	Period 3	9:35am	11:15am
Period 3	9:55am	10:45am	Period 6	11:10am	12:40pm	Period 5a	11:20am	12:50pm
Period 4	10:50am	11:40am	Snack Break: 12:40pm – 12:55pm			1 st Lunch	11:20am	11:50am
Period 5a	11:45am	12:35pm				Period 5b	11:55am	1:25pm
1 st Lunch	11:45am	12:15pm				2 nd Lunch	12:55pm	1:25pm
Period 5b	12:20pm	1:10pm				Period 7	1:30pm	3:00pm
2 nd Lunch	12:40pm	1:10pm				Tutorial	3:00pm	3:30pm
Period 6	1:15pm	2:05pm						
Period 7	2:10pm	3:00pm						
Tutorial	3:00pm	3:30pm						

A **tutorial period** ends the school day on all days except Wednesdays. Teachers may assign students to tutorial, or students can choose to attend in a class where they want extra support. Regular attendance at tutorial is strongly encouraged.

Full Schedule Requirements

Grade Level	Requirement
9 th and 10 th Grade	7 credit-bearing courses per semester (required)
11 th and 12 th Grade	7 courses strongly encouraged; minimum 6 required

Open Periods — Juniors & Seniors

Open periods may only be scheduled during 1st or 7th period. During an open period, students must be either off campus or in the library for quiet study.

Posters & Distribution of Materials

Student groups are encouraged to share information in ways that show pride in and respect for the Sammamish community. All groups must follow the guidelines below.

Approval Required

- All posters and flyers must be **approved and signed** by the Athletic/Activities Coordinator or an administrator before being posted.
- Materials must follow BSD Policy 4060 (Non-School Publications).
- Each item must include a **removal date** and must be taken down on time.

Flyers (8.5" × 11")

- May be posted on tack boards or geometric boards using **blue tape only**.
- Groups may post up to **10 flyers** at a time.
- Post within two weeks of an event; remove within **two days after** the event.
- Groups are responsible for removing their own flyers.

Additional flyer locations (when available):

- Community bulletin board in the Commons
- Bulletin board and two tack boards outside the theater (when not in use by Fine Arts)

Posters

Poster space is available on a **first-come, first-served** basis.

Location	Rules
Hallways	Up to 4 posters in designated areas
Commons Railings	Up to 2 posters; blue tape only
Commons Balconies	Must not block security cameras; max length 5.5 ft; writing must start at least 1 ft from the top; width cannot exceed standard butcher paper
Clock Faces	Verbal permission must be obtained from classroom teachers or office staff before posting

Advisors should help resolve conflicts before involving administration.

Chalking

- Allowed on **horizontal surfaces only**.
- A draft must be approved by your group's staff advisor before it goes up.

Poster Quality Standards

- Neat, clearly written, and free of spelling errors
- Messages should be positive and contribute to a welcoming school culture
- **Glitter is not permitted**

Heads Up

Failure to follow posting guidelines — including not removing materials on time — may result in loss of posting privileges.

Visitors on Campus

We take campus safety seriously. All visitors — including parents and community members — must follow our check-in procedures before going anywhere on campus.

When You Visit Sammamish

- Sign in at the **Main Office** and receive a Sammamish Visitor Tag before proceeding anywhere on campus.
- Visits should be **pre-arranged** — please contact a staff member by phone or email before arriving.
- Please do not arrive hoping to meet a teacher during class or tutorial time; classrooms will not be interrupted.

Student Guests

Friends who do not attend Sammamish may **not** visit campus during school hours, regardless of where they live.

Safety Reminder

If you notice an unidentified or unfamiliar person on campus, please report it to a staff member immediately.

Books: Checking Out & Fines

Textbooks

- Textbooks are checked out to students at the start of a course.
- Students are responsible for keeping textbooks in good condition and returning them at the end of the course.

- **Lost or damaged books:** A replacement cost fine will be issued.
- Refunds on fines will not be given after one year of issuance, or if a returned book is no longer in use.

Library Books

- Library books are checked out for **three weeks** and may be renewed at any time.
- Students are responsible for keeping books in good condition.
- **Late fee:** \$5 for books overdue by three weeks.
- **Lost or damaged books:** A replacement fee will be charged (the fee may be waived if the book is returned).

⚠ Important

Unpaid library fines may prevent you from receiving your yearbook or student transcripts.

Take care of fines early!

School Activities

Getting involved is one of the best parts of high school! Sammamish offers a wide range of activities to help you find your place in the Redhawk community.

For a complete listing of all activity and athletic opportunities at SHS, visit:

<https://sammamishhigh.bsd405.org/student-life/athletics>

Activity Eligibility

To participate in school-sponsored activities or athletics that receive ASB funding:

- Students must have a current **ASB card** (purchased from the school accountant).
- Fall sport athletes: purchase your ASB card in August during Back-to-School Days.

- Students must attend a minimum of **five classes** (on a 7-period day) or **four classes** (on a 6-period day) on the day of an event. On block schedule days, students must attend all but one period.
- All fines and fees must be paid before eligibility is approved.

DAILY BULLETIN

Students are responsible for knowing the contents of the Daily Bulletin, which will be emailed to their school email daily. The bulletin is also posted on our website: <https://sammamishhigh.bsd405.org/resources/news>.

If students wish to submit an announcement to the Daily Bulletin, they may request a form from the assistant principal secretary in the front office. This signed form should be turned in 24 hours before the announcement is to be read. Announcements must relate to school or district functions and are subject to editing.

Clubs

Sammamish has a wide range of student clubs covering academics, the arts, culture, community service, and more. Clubs are a great way to explore your passions, make new friends, and build your high school experience.

Find Your Club

For a current list of clubs and their advisors, visit the Sammamish High School website or check the Daily Bulletin for interest meeting dates and sign-up info.

Starting a New Club

Interested in launching something new? Here's how:

- Connect with a staff member who is willing to serve as your club **advisor**.
- Submit a **club proposal** to the Activities Office.

- All clubs must operate under ASB guidelines and school policies.

Contact the **Activity/Athletic Office at 456-7613** or stop by for more information.

Athletics

Sammamish Redhawks compete in the **KingCo Athletic Conference** and offer a wide variety of sports across fall, winter, and spring seasons.

Explore all athletic programs at: bsd405.org/sammamish/redhawks/athletics/

Athletic Eligibility Checklist

Before you can practice or compete, make sure you've completed everything on this list:

- Complete all **Final Forms** (physical exam, insurance information, code of conduct)
- Purchase an **ASB card**
- Pay all outstanding **finances and fees**
- Meet the **GPA requirement** (cumulative 2.0 or above)
- Be passing a minimum of **six credit-bearing classes**
- Be cleared by the **Athletic Office**

Academic Standards

- Students must have passed at least **6 credit-bearing classes** the previous semester (WIAA requirement).
- Bellevue School District requires a cumulative GPA above **2.0**. Students who fall below this standard are ineligible during the defined suspension period.

Transportation & Fees

- Any sport or activity using ASB transportation requires a transportation and participation fee per season per student.
- Band, choir, and orchestra participants are charged an annual transportation fee.

KingCo Sportsmanship

All student athletes are expected to uphold KingCo sportsmanship standards. Details can be found through the KingCo Athletic Handbook. Represent Sammamish with pride — on and off the field.

Important Reminders

- Students must attend the required number of classes **on the day of** an event or practice.
- **Sunday practices and competitions are prohibited** per district policy
- For eligibility questions, contact the Athletic Office at **456-7613**.

Final Forms

Athletes — Read This First

All Final Forms paperwork must be completed and approved before you can practice or compete. All fines and fees must also be paid before eligibility is approved. Questions? Call the Activity/Athletic Office at **456-7613**.

Sammamish uses [Final Forms](#) — a secure online platform — for all required student and athletic registration paperwork. Every student and family needs to complete Final Forms each year.

What You'll Do in Final Forms

- Update emergency contacts and medical information
- Review and sign student/parent acknowledgment forms
- Complete athletic participation forms (physical exam records, insurance info, code of conduct)
- Submit required district forms and waivers

How to Access Final Forms

Visit the Sammamish High School website and click the [Final Forms](#) link, or go directly to finalforms.com.

Dances

School dances are a Sammamish tradition — and we want everyone to have a great time in a safe, inclusive environment. Here's what you need to know before you go.

Tickets

- Tickets are sold **Monday through Thursday** the week of the dance (both lunches and/or after school).
- **No tickets are sold on Fridays or at the door.**
- Tickets are **non-transferable and non-refundable.**
- If professional photos are offered, you must have a dance ticket to participate.
- **Pro tip:** Bring both your ticket and a photo ID (ASB card) for fast entry.
- Prom ticket sales follow a separate schedule, communicated well in advance.

Bringing a Guest

- A Sammamish student may bring **one guest** from another school.
- Guest passes must be completed, approved by an administrator, and submitted **before** the Sammamish student can purchase tickets.
- Guest passes are available Monday–Thursday the week of the dance.

Guests must:

- Present **photo identification** at the door
- Have parent/guardian authorization to attend
- Not be serving a suspension or expulsion at another school
- Be **20 years of age or younger** (guests over 20 require advance principal approval)

Behavior Expectations

- No backpacks or outside beverages are allowed inside the dance.
- Bag checks will occur upon entry.
- **Once you leave, you may not re-enter.**
- Front-to-back and front-to-front dancing are both permitted, unless the following behaviors occur:
 - Bending 90 degrees
 - Purposeful grinding or thrusting
 - Touching in swimsuit areas or hands under clothing
 - Removing clothing or violating dress code

Alcohol & Drugs

Alcohol and drugs are **strictly prohibited** — at the dance, on school grounds, and prior to arrival. District disciplinary policies will be enforced for any violations.

Consequences

- Two violations at a single event = dismissed from the dance and **suspended from the next school dance.**
- Parent contact may be initiated.
- For safety reasons, students must be picked up or off campus immediately after the dance ends.

Remember

Dance privileges are a shared responsibility. Help us keep Sammamish dances a fun, safe tradition for everyone.

School Expectations

Attendance Expectations

Overview: The staff at Sammamish High School consider regular attendance essential to learning. Classroom lessons are carefully planned and are a valuable experience that cannot be duplicated. Absences create difficulty for both students and teachers in maintaining continuity in student progress at school.

Hall Passes: 10/10 Rule- No passes will be handed out or approved the first or last 10 minutes of class.

Student Absences: All excuses are due in the attendance office within two (2) school days of absence. Even if a student does not turn a note in within two school days, parents or guardians must call or send one as soon as possible. A late note in the student file is preferable to no note at all.

There are five ways to excuse an absence:

1. Parents may call the attendance office at (425) 456-7606 to excuse an absence for illness or emergencies. Include the reason for the absence when leaving a message.
2. Parents may write an email to the attendance office at shsattendance@bsd405.org. The email must include the date and reason for the absence.
3. The student may bring a written/signed note from a parent/guardian to the Attendance Office
4. Faxes are also accepted (425-456-7630) if the parent/guardian signature appears on the fax.
5. Planned Absences for vacation, medical/legal appointments, or other scheduled reasons must be prearranged to be excused. The parents should contact the school to request a Pre-Arranged Absence Form. The note must include the dates(s) and reason for the requested absence. All planned absences must be approved by administration.

Late Arrivals & Early Dismissals: Students arriving late for any reason should have an excuse from a parent/guardian. The student is expected to go immediately to the Attendance Office upon arrival to sign in when they arrive to school. Students leaving early should have an excuse from a parent/guardian indicating what time the student needs to leave. The student should sign out at the Attendance Office prior to leaving campus. If the student does not have an excuse, an attempt will be made to call the parent/guardian for verbal permission for the student to leave. However, students will not be excused in this situation if a parent/guardian cannot be reached.

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's absence. Students should note that these pre-arranged absences will count towards their attendance allotment. Per Board Policy 3122P, an absence for parental-approved activities may be counted as excused for purposes agreed to by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational process.

Informing Parents/Guardians: Since absences affect a student's academic performance, 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 18 years and 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 oral excuses or other attendance documents, consequences will occur as determined by the student's admin.

Illness: A student who becomes ill after having arrived on campus must report to the clinic and/or attendance office. The student needs parent permission to leave the campus due to illness.

If You Become Ill at School

1. Inform your teacher that you are not feeling well.
2. Report directly to the clinic for assistance.
3. You must be excused from the health clinic AND sign out in the Attendance Office before leaving school due to an illness.
4. Parents/guardians should email the attendance office if you will continue to be absent due to illness. If you will be gone more than five days, you need to bring a doctor's note to the Attendance Office within two days, upon your return.

Excusing an Illness Absence

- Parents/guardians need to email the attendance office (shsattendance@bsd405.org) if you will continue to be absent due to illness.
- If you will be gone more than five days, you need to bring a doctor's note to the Attendance Office within two days, upon your return.

Unexcused Absences: Students with unexcused absences may not be allowed to make up assignments or missed tests. Per District requirements, students must attend a minimum of five classes for a seven-period schedule and four classes for a six-period schedule that day or the preceding day if the activity/dance/event/practice occurs on a non- school day. On a block schedule day, students must attend all but one period.

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

Tardy Procedure

- If a student misses more than half the period, it will be counted as an unexcused absence.
- Tardies for every period will be tracked weekly and will reset after a four-week cycle.
 - Each week students will start at zero. Students who accumulate 4 tardies in a week will be assigned to a 30-minute detention
 - Students who skip, show up late or are asked to leave the 30-minute detention will automatically be assigned two consecutive lunch detentions.
 - Students who accumulate 4 + tardies/week, two or more times in a month, will be assigned two consecutive lunch detentions and a student/parent meeting will be held
 - Students who continue to accumulate 4+ tardies/week may be assigned In School Suspension (ISS)

Student Responsibility	Teacher Responsibility	Admin Responsibility
• Arrive to class/school on time • Accept responsibility/ownership of consequences	• Ensure that attendance is accurate • Communicate plan to students (optional)	• Communicate plan to students and families • Track weekly tardy reports • Assign student consequences • Track attendance at lunch detention, after-school detention, and In School Suspension • Enter data into synergy • Inform parents of assigned consequences

Skipping

Skipping is defined as being out of class without permission for ten minutes or longer. Skipping will result in detention. Multiple occurrences will result in additional consequences.

Truancy Procedure

Students must have a hall pass to be out of class. Truancy will be defined as being out of class without a hall pass. Students skipping class (never attended or missing for significant time) will also be considered truant.

- **1st offense – 30-minute Detention**
- **2nd offense – Two consecutive 30-minute Detentions**
- **3rd offense – Student/parent conference**
- **4 or more offenses- In School Suspension and Truancy Petition**

Student Responsibility	Teacher Responsibility	Admin Responsibility
• Attend class • Ensure that you have a pass to be out in the hall • Be considerate of others (do not take the pass and disappear for 15 minutes, other students may be	• Only allow students out of class with a pass • Keep track of who takes your pass • Keep students in class the first 10 and last 10 minutes of class	• Monitor the halls checking for passes • Assign consequences for truant students

prevented from leaving because you have the pass). • Be good friends, teammates, club members- encourage your friends, teammates, club members to attend class. • Accept responsibility/ownership of consequences.	• Dismiss students on the bell only • Supervise classroom breaks (if students are in the halls, teacher should be out there with them) • Supervise students who are working outside your classroom (your door should be open, and students should be in your line of sight).	• Track attendance at tutorial, after-school detention, and In School Suspension • Enter data into synergy • Inform parents of assigned consequences
--	--	--

Truancy Law: The BECCA Bill The Attendance Office, administrators, and counselors will ensure that Sammamish 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.

Late Work & Retake Expectations

Late work

To promote responsibility, time management, and academic accountability, **all late work will be subject to a grading cap equivalent to a teacher-assigned “B” level of proficiency** as consistent with districtwide guidance. While students are encouraged to complete and revise work to demonstrate learning, grades earned after the original due date will not qualify for the highest level of achievement. To receive any credit, **late work must be turned in before the late work deadline assigned by the teacher.**

This policy reflects the expectation that exceeding standards includes demonstrating responsibility by meeting established deadlines. Submitting work late or completing a reassessment indicates the standard was ultimately met, but not exceeded within the original learning timeline.

IEP & 504 extended time accommodations will be added on to the general education deadlines.

Retakes & Reassessments

Students will be provided with up to two opportunities to demonstrate proficiency on most assessments. The original assessment date will serve as Opportunity 1. A designated reassessment or retake opportunity, as determined by the teacher, will serve as Opportunity 2. If a student is absent for

Opportunity 1, the retake becomes their final opportunity.

Second attempts on an assessment will **be subject to a grading cap equivalent to a teacher-assigned “B” level of proficiency** as consistent with districtwide guidance. While teachers may choose to provide additional opportunities in certain circumstances, they are not required to offer more than two opportunities for any assessment or assignment. This policy is intended to balance student growth and mastery with accountability, instructional pacing, and equitable classroom practices.

Academic Integrity Expectations

PURPOSE

Academic integrity is essential to meaningful learning. When students submit work that accurately reflects their own thinking and effort, teachers can better support growth, and students develop skills they will rely on beyond school. This policy aims to protect the learning process, build trust, and provide fair, consistent responses when academic dishonesty occurs.

WHAT COUNTS AS ACADEMIC DISHONESTY?

Plagiarism: Using someone else’s words, ideas, structure, or work – whether intentionally or unintentionally – and presenting it as your own. This includes, but may not be limited to:

- Copying text without proper citation and claiming it as your own
- Using AI-generated writing as your own
- Letting someone else write or revise substantial portions of your work
- Failing to credit sources of information
- Turning in someone else’s project/paper

Plagiarism breaks trust, undermines learning, and is unethical. When in doubt, ask your teacher.

Cheating: Cheating includes, but may not be limited to:

- Using or giving unauthorized help during assessments
- Copying work or allowing someone else to copy
- Skipping class to avoid a test or submitting an assessment
- Turning in someone else’s work (paper, project, program, lab, etc.)
- Using AI tools, such as ChatGPT and other Large Language Models, to generate or outline work unless permitted
- Using unapproved online tools, paper-writing services, or paid help
- Sharing or receiving test questions or answer keys

RESPONSIBILITIES

Students	Teachers/Staff	Parents/Guardians
• Complete work honestly and ask	• Teach expectations for integrity	• Encourage integrity and academic honesty

questions when uncertain • Protect your own work and materials • Use AI tools only when permitted and within assignment guidelines • Report technical or academic concerns early	• Clearly communicate what types of help are allowed • Document incidents reliably in Synergy • Provide opportunities (when appropriate) for learning-focused redo work • Follow the district consequence matrix consistently	• Discuss school expectations with your student • Partner with the school and teachers when concerns arise
---	--	---

CUMULATIVE POLICY

Incidents of academic dishonesty are cumulative within a single school year **across all classes**.

CONSEQUENCE MATRIX

	Gradebook	Classroom Consequences	School Consequences	Follow up and Support
Level 1 <i>(This is the student's first offense across all classes for the given school year)</i>	Student to redo the assignment for up to <i>partial</i> or <i>full</i> credit based on teacher discretion. <i>Partial credit</i> is defined as a 2 or a C, depending on the teacher's grading scale. <i>Full credit</i> is defined as the max points available to be earned on said assignment. Should the infraction be on a retake, the original grade will stand. The retake opportunity is lost.	Teacher to notify parent via Phone Call, Email, or Talking Points	Teacher documents as Admin Referred Incident (formerly Major).	Teacher check in – one week from incident (Example, "How are you doing on (current assignment)?" Do you have questions about ____?) Review of academic honesty guidelines and /or practices TBD based on nature of offense. Teacher assigns required tutorial if appropriate.
Level 2 <i>(This is the student's second offense across all classes for the</i>	Student to redo the assignment – for <i>partial</i> or <i>full</i> credit based on teacher discretion. <i>Partial credit</i> is defined as a 2 or a C, depending on the teacher's grading scale.	Teacher to coordinate with Assistant Principal (AP) to hold Parent Conference	Teacher documents as Admin Referred Incident (formerly Major).	Teacher and/or Counselor schedule check in with student two weeks from incident.

<i>given school year)</i>	<i>Full credit</i> is defined as the max points available to be earned on said assignment. Should the infraction be on a retake, the original grade will stand. The retake opportunity is lost.		AP to coordinate with teacher re: Parent Conference, AP assigns detention.	Review of academic honesty guidelines and /or practices TBD based on nature of offense. Teacher assigns required Tutorial if appropriate.
Level 3 <i>(Multiple Level 1 and 2 offenses, or offense involves assessment or project with significant impact on grade.)</i>	Student to redo the assignment for <i>partial credit</i> . <i>Partial credit</i> is defined as a 2 or a C, depending on the teacher's grading scale. Incomplete is entered for test/project/lab and final grade will not be determined until complete) Should the infraction be on a retake, the original grade will stand. The retake opportunity is lost.	Teacher to attend portion of Parent Conference not related to discipline consequence. ie. Teacher will attend front end of meeting to discuss student's presence in class. Teacher will not be responsible for assigning consequence.	Teacher documents as Admin Referred Incident (formerly Major). AP schedules Parent Conference AP assigns one day In-School Suspension	Counselor and Assistant Principal – weekly Academic Check-ins for a month Review of academic honesty guidelines and /or practices TBD based on nature of offense. Teacher assigns required Tutorial if appropriate.
Level 4 <i>(Additional offenses after level 3 consequences have been assigned, or the offense involves stealing or providing test answers to other students.)</i>	Student receives zero credit for the assignment. <i>Zero credit</i> may differ by teacher. Some teachers may set the grading floor at 50% while others may choose to set it at 0%. This is up to the teacher's discretion.	Role in Parent Conference at this level to be determined by AP	Teacher documents as Admin Referred Incident (formerly Major). AP schedules Parent Conference AP assigns two day In-School Suspension	Counselors and Assistant Principal check ins during subsequent semester or school year. Frequency TBD. Review of academic honesty guidelines and /or practices TBD based on nature of offense.

Phones and Personal Devices

Purpose: To promote student engagement, academic focus, respectful learning environments, and meaningful in-person interactions, personal electronic devices will not be permitted for use during instructional time unless specifically authorized by school staff for instructional or accommodation purposes.

Devices Included: This policy applies to all personal electronic devices, including but not limited to the following:

- Cell phones and smartphones
- Smart watches
- Earbuds and headphones
- Personal laptops or tablets that are not school-issued
- Gaming devices
- Meta/AI glasses or wearable technology
- Any other personal electronic communication or entertainment device

***This policy does not apply to students with documented accommodations, modifications, or health plans that require access to a device as outlined in their IEPs or 504s.

Classroom Expectations: At the beginning of each class period, students are expected to place all personal devices in their assigned classroom pouch.

- Devices must remain stored for the entire class period.
- Devices may only be retrieved when dismissed by the teacher at the end of class.
- Students may use personal devices during passing periods and lunch unless otherwise directed by staff.
- Students are responsible for ensuring their assigned pouch contains only their own device(s).

***Refusal to place a device in the assigned storage area will be treated as noncompliance with classroom expectations and will result in a referral to administration.

Unauthorized Device Use: A device is considered in use if it is visible, in a student's hand, pocket, lap, desk area, earbuds are worn, or if the student is accessing or interacting with the device during instructional time. This includes:

- Texting or calling
- Listening to music
- Watching videos
- Gaming

- Social media use
- AI/chat applications
- Wearing earbuds or headphones
- Using smartwatch for anything other than checking the time
- Using smart glasses or wearable technology

Consequences for Policy Violations: The following progressive interventions may be used when students do not comply with the personal device policy.

Behavior	Teacher Response	Administrative Response
First offense: Device visible or in use during instruction	Redirect student to place device in pouch and document Educator Handled Incident.	None typically required
Second Offense: student did not place phone in pouch and had it out during instructional time	Teacher confiscates phone and takes it to the office. Teacher completes Admin Handled Incident.	Student will turn in phone to office for the remainder of the week, dropping off each AM and picking up each PM.
Repeated offenses	Teacher documentation. Teacher takes phone to office. Teacher completes Admin Handled Incident.	Progressive discipline/intervention Parent will have to pick up the phone at the end of the day And/or Student will have to turn phone into office every AM and pick up at the EOD for a designated amount of time
Refusal to place device in pouch	Teacher documents incident and sends student to the office to turn in their device. Teacher emails SHSsaftey to let them know to expect the student. Teacher completes Admin Handled Incident.	Phone will be taken for the remainder of the day.
Repeated refusal/noncompliance	Office referral. Teacher completes Admin Handled Incident.	Conference, detention, loss of privileges, or additional consequences as determined by Admin.

Unauthorized recording/photo/video	Immediate office referral. Teacher completes Admin Handled Incident.	Investigation and disciplinary action.
------------------------------------	--	--

Emergency Communication: In the event of an emergency, parents/guardians should contact the school office to relay messages to students. Students may request permission from a teacher or administrator to use a personal device for urgent or necessary communication. Parents may also send emails to their student's school email with necessary communication.

Teacher Discretion: Teachers may authorize temporary device use for specific instructional activities when aligned to learning objectives.

Commitment to Learning: Our goal is not punishment, but the creation of classrooms where students are fully present, engaged, and connected to learning and to one another. We appreciate the partnership of students, staff, and families in supporting focused and respectful learning environments.

School-Issued Technology

TECH OFFICE: If a laptop or other tech item is malfunctioning, a student can bring the device to the Tech Office outside of the library. If something is broken (e.g., broken screen, keys fall off, battery won't stay charged), bring it to the Tech Office. The school's Technology Specialist will review/repair the unit.

During any lock-down drill or emergency events, all ringers/sounds must be turned off, and no verbal communication will be allowed.

Common Errors

- You may notice errors that say "Updating failed. Sophos Endpoint Security and Control has failed to download updates." This error can be ignored.
- If you see "Unlock this PC," please restart your device to log in.

ONE-TO-ONE AT SAMMAMISH A laptop, stylus, and charger will be distributed to every student at Sammamish. Each student is responsible for maintaining their device and accessories. We offer 1 replacement stylus and charger per academic year.

LAPTOP USAGE: Computing at Sammamish is to be used for educational purposes that serve the school's mission. Students and faculty are expected to use good judgment when working in gray areas not covered explicitly by the rules. Never provide personal information while online. You should assume that everything you do online can be seen by the entire world. All community members are expected to contribute to a stable and productive computing environment.

WEB CAMS: Purpose- Each student laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills. Web cams are to be used for educational purposes only, under the direction of a teacher. Appropriate examples of webcam use includes: Recording videos or taking pictures to include in a project & Recording a student giving a speech and playing it back for rehearsal and improvement.

LISTENING TO MUSIC:

At School- Listening to music on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

At Home- Listening to music on your laptop (for example, from a streaming website) is allowed at home with permission from parents/guardians.

WATCHING MOVIES:

At School- Watching movies on your laptop is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

At Home- Watching movies on your laptop is allowed at home with permission from parents/guardians.

GAMING:

At School- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

At Home- Online gaming is allowed at home if all the following conditions are met: The content of the game is school appropriate, You have permission from your parent/guardian, The game is in support of education, All schoolwork is complete, No download of any kind is needed (You are not allowed to load personal software onto your computer.)

PRINTING:

Printing at School- Any documents that require printing can be printed at school. This means there should be no school-required reason for printing at home. If a student chooses to print schoolwork at home, we suggest using the following options:

1. Email the file to the student's Outlook email account. Use the home computer to access the web-based Outlook and print from the home computer.
2. Save the file on a thumb/flash drive and use the home computer to print.

Printing at Home- Printer drivers can be installed on the school laptop. BSD Service Center provides limited support for personal/home equipment

CARE OF LAPTOPS:

Care of Laptops at School

- Lock the computer before walking away from it
- Follow all directions given by the teacher

Care of Laptops at Home

- Laptops should be stored in their case
- Charge the laptop fully each night, after use so that it is ready for classroom use
- Use the laptop in a common room of the house
- Store the laptop on a desk or table; never on the floor
- Protect the laptop from extreme heat or cold, food and drinks, small children, pets
- Keep the laptop clean and free of stickers or other decorations (Clean laptops with a soft damp cloth when the laptop is powered off)

Traveling with the Laptop

- Completely shut down the laptop before traveling
- Do not leave the laptop unattended in a vehicle
- If you are ever in a situation when someone threatens you for your laptop, give it to them and tell a District staff member as soon as you get to school.

LAPTOP PROHIBITED ACTIONS:

Students are prohibited from:

- Students may not loan laptop components to other students for any reason. Students who do so are responsible for any loss of components
- Putting stickers or additional markings on the laptops, cases, batteries or power cord/chargers
- Defacing the laptop or case in any way; including, but not limited to, marking, drawing, stitching, or marring the surface
- Installing software. Student laptops will not allow students to install software on them
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students

LAPTOP DAMAGE/THEFT/LOSS: Normal wear and tear of the equipment is covered by a 4-year warranty. Accidental damage and theft of the device is covered by Bellevue School District's self-insuring of the student devices.

Repairs -Occasionally, unexpected problems do occur with laptops that are not the fault of the user (computer crashes, software errors, etc.). The Technology Specialist and the library will assist students with having these fixed. These issues will be remedied at no cost.

Loaner Laptops – “Loaners” - Temporary replacements, known as “loaners”, are available at each school so that learning is not disrupted by the repair process. Students are responsible for the care of the loaner while issued to them. The same rules and regulations apply to loaners. Students are required to make frequent backups to their OneDrive in case they need to be issued a loaner. If a student already

has two devices checked out to them, a daily loaner will not be given.

Accidental Damage vs. Negligence- Accidents do happen. There is a difference, however, between accidents and negligence. After investigation by school administration and determination by the technology staff or authorized repair company, if the laptop is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement. Students must report damage to their school within two school days of the damage being done. Negligence repairs, as determined by school administrators, will be subject to a \$100 deductible to be paid for by the parent/guardian. Gross negligence (e.g., student throwing the laptop, gauging with a screwdriver, etc.) will not qualify for the deductible. Parents/guardians will be charged the full cost of repair/replacement. If assistance is needed, please discuss with your school's administrator.

LOST EQUIPMENT

Reporting Process- If any equipment is lost, the student or parent must report it to the Tech Specialist immediately. Students can let a teacher or administrator know, and the staff member will assist him/her.

Financial Responsibility- The circumstances of each situation involving lost equipment will be investigated individually. Students/families may be billed the \$250 deductible for lost equipment.

STOLEN EQUIPMENT

Reporting Process- If equipment is stolen, a police report must be filed, and a copy of the report must be provided to the school by the student or parent in a timely manner (within five school days). If there is no clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s). Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

Financial Responsibility -Laptops are covered by the district's insurance policy. After investigation, if a laptop is deemed stolen, the district will cover its replacement via insurance. The student will be issued a replacement computer.

TECH VIOLATIONS

Tech-Related Behavior Violations	Equivalent "traditional" Classroom Violations

• Email, instant messaging, internet surfing, computer games (off-task behavior) • Cutting and pasting without citing sources (Plagiarism) • Cyber-bullying • Damaging, defacing, or endangering laptop or accessories • Using profanity, obscenity, racist terms • Accessing pornographic material, inappropriate files, or files dangerous to the integrity of the network • Using an electronic resources account authorized for another person	• Passing notes, looking at magazines, games (off-task behavior) • Plagiarism • Bullying, harassment • Vandalism, property damage • Inappropriate language • Bringing pornographic or other inappropriate content to school in print form • Breaking into or using some else's locker
Technology Specific Violations: <i>Behavior unique to the digital environment without a "traditional" behavioral equivalent</i>	
• Using electronic resources for individual profit or gain; for product advertisement; for political action or political activities; or for excessive personal use • Making use of electronic resources in a manner that serves to disrupt the use of the network by others • Unauthorized downloading or installing software • Attempts to defeat or bypass the district's Internet filter • Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity	

INTERNET SAFETY RESOURCES

Common Sense Media offers a wide range of resources for students, parents and educators to help them navigate our modern media safely. Their website is <http://www.common sense media.org/>

RULES OF THE ROAD FOR STUDENTS

- Guard your privacy. What people know about you is up to you.
- Protect your reputation. Self-reflect before your self-reveal. What's funny or edgy today could cost you tomorrow.
- Nothing is private online. Anything you say or do can be copied and sent to gazillions of people without your permission.
- Assume everyone is watching. There's a huge, vast audience out there. If someone is your friend's friend, they can see everything.
- Apply the Golden Rule. If you don't want it done to you, don't do it to someone else.
- Choose wisely. Not all content is appropriate. You know what we mean.
- Don't hide. Using anonymity to cloak your actions doesn't turn you into a trustworthy, responsible human being.
- Think about what you see. Just because it's online doesn't make it true.
- Be smart, be safe. Not everyone is who they say they are.

Dress Code

Students should dress appropriately for school. Attire should not interfere with the learning environment of the school. While the following is not a comprehensive list, here are a few examples of things that should not be worn:

- Clothing that has vulgar, harassing, or sexually explicit language on it
- Clothing that has any drug or alcohol references
- Clothing that is gang affiliated
- Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, profanity, or that is disparaging to gender, ethnicity, religion, or that has a sexual connotation
- Clothing must not advocate unhealthy behavior, dangerous practices, or create a safety problem (including graphics/text containing sexual connotations, controlled substances or violence).

Academic Planning

Grades

Grading Scale

Your teacher has the option of choosing one of two scales for their class. Grade scales have been built to ensure rigor and high expectations are brought to each student.

0-100 Percentage Scale

Letter Grade	Percent High	Percent Low
A	100.00	90.00
B	89.99	80.00
C	79.99	70.00
D	69.99	60.00
F	59.99	0.00

0-4 Rubric Scale

Letter Grade	Rubric High	Rubric Low
A	4.00	3.50
B	3.49	2.75
C	2.74	2.00
D	1.99	1.50
F	1.50	0.00

Note

AP and honors courses may carry weighted GPA values. Check with your counselor for details.

Minimum GPA Requirements

- A cumulative **2.0 GPA** is required to receive a diploma.
- A cumulative **2.0 GPA** is also required for athletic and activity eligibility.
- Per WIAA standards, students must have passed at least **six credit-bearing classes** the previous semester and be passing a minimum of six credit-bearing classes in the current semester.

Viewing Your Grades — Synergy

Students and parents can check grades and attendance anytime through **Synergy**, the BSD student information system.

- Access at: <https://wa-bsd405-psv.edupoint.com>
- Synergy is a progress communication tool — it is not intended as a daily tracking system.

StudentVUE

Synergy StudentVUE provides students with easy access to assignments, grades and attendance.

ParentVUE

Synergy ParentVUE provides parents and guardians the ability to view their student's assignments, grades and attendance, as well as the ability to update crucial student information.

Withdrawal Grades

Situation	What Appears on Transcript
Course dropped after Day 10 but before Day 30 of semester	"W" posted to transcript
Course dropped at the quarter	0.25 credit and grade posted
Level change within the same subject area	0.5 credit and grade at end of semester
Change from one subject area to another	"W" or 0.25 credit depending on drop date

Grade Change Requests

If you have a concern about a grade, follow these steps in order:

1. Talk directly with your **teacher**.
2. If unresolved, contact your **counselor**.
3. If still unresolved, request a meeting with your **assistant principal**.

4. Formal grievance requests must be submitted within **30 days** of the event. Students may request a formal hearing with the principal. If they are dissatisfied with the outcome, they may appeal to district-level administration. For additional information, see the **Bellevue School District Policies & Procedures** section regarding complaints and grievance procedures.

Graduation Requirements

To graduate from Bellevue School District, students must meet all of the following:

- Complete all district and state credit hour and subject requirements (each semester class = **0.5 credits**)
- Earn **40 hours of community service**
- Maintain a cumulative **2.0 GPA** to receive a diploma
- Successfully complete a **High School and Beyond Plan**
- Pass all required state exams

For the full list of graduation requirements, visit: bsd405.org/about/resources/graduation-requirements/

Earning College Credit

Running Start

Washington State allows eligible juniors and seniors to earn both **high school and college credits** at Bellevue College — with no tuition fees (within the allowed credit limit).

To participate, students must:

- Have junior or senior standing
- Apply to Bellevue College during the **March enrollment period**
- Sign a Running Start contract with a parent/guardian
- Work with their counselor to ensure graduation requirements are on track
- Maintain full-time enrollment (minimum 15 credits)

- Be responsible for transportation, lab fees, and books

Contact your counselor for more information.

AP Credit

We offer a number of AP courses that prepare students for the rigorous CollegeBoard AP Test.

Students may be eligible for college credit based on their AP test score and college of choice.

Talk to your counselor for more information.

College in the High School

We offer a number of College in the High School courses through which students can earn both high school credit and college credit for courses taken at Sammamish High School. Credit is earned through a partnership with either Bellevue College or Edmonds College (depending on the course). Talk to your counselor for more information.

SchoolLinks

Schoollinks is Washington's state-wide college and career readiness platform. We use Schoollinks for college and career planning, which includes compiling college application materials and completing the High School and Beyond Plan requirements. Students can access Schoollinks through their Clever account. See more information at <https://www.bsd405.org/programs-and-services/counseling/schoollinks>.

State Testing

Students must pass state exams in reading and writing, one math and the Washington Comprehensive Assessment of Science or state-approved alternatives or assessments for students receiving special education services. This link provides more complete information about Washington State graduation requirements: <https://www.k12.wa.us/student-success/graduation/graduation-requirements>

HIGH SCHOOL TESTING SCHEDULE

- **Grade 9-** No Smarter Balanced or state science testing in 9th grade.

- **Grade 10-** All students will take the Smarter Balanced ELA and Math tests in the spring, to meet the State requirements to earn a high school diploma.
- **Grade 11-** If not previously passed, students will retake the Smarter Balanced ELA and/or Math tests (diploma requirement). In addition, to comply with federal accountability rules, 11th graders will take the WCAS science test.
- **Grade 12-** Students will retake the Smarter Balanced ELA or Math test, if diploma requirements have not yet been met. Taking a course that is at the college level, either an AP course or College in the High School can be used for meeting the requirement.

High School students receiving special education services:

- **Grade 10-** All students will take the high-school level Smarter Balanced ELA and Math tests (except for those assessing with the alternate Wa-AIM test)
- **Grade 11-12-** Depending on IEP instructions, as needed to meet diploma requirements, students may take off-grade-level Smarter Balanced tests or alternate assessments.

Connecting Smarter Balanced results to college course placement: Higher education institutions in Washington State, both community colleges and all 4-year public universities, have agreed to use Smarter Balanced scores in determining college course placement. High school graduates who score at level 3 or 4 on high school level tests will be placed directly into credit-bearing courses.

Services

Transportation & Parking

Parking Information

Parking a vehicle on campus is a privilege. To gain and maintain this privilege, students must apply for a parking permit, receive approval, and drive safely.

Applying for a Parking Permit

- The online application for the school year opens in August.
- Applications are processed on a first-come, first-served basis.
- Eligible students must have:
 - A valid driver's license
 - Current proof of insurance

Once your application has been approved, the parking fee will be added to your student account and can be paid online or at the Accounting Office window.

Please note: The student parking lot will be open during the first two weeks of school to give students time to apply for and pick up their permits.

Who Needs a Permit?

A parking permit is required for all students parking on campus, including students participating in:

- WANIC
- Running Start

Permit Costs

- **Full school year:** \$100
- **Second semester only:** \$50

WANIC Students

- Students who already have a parking permit at their home school will not be charged.
- Students without a permit at their home school will pay **\$20 per period**.

Running Start Students

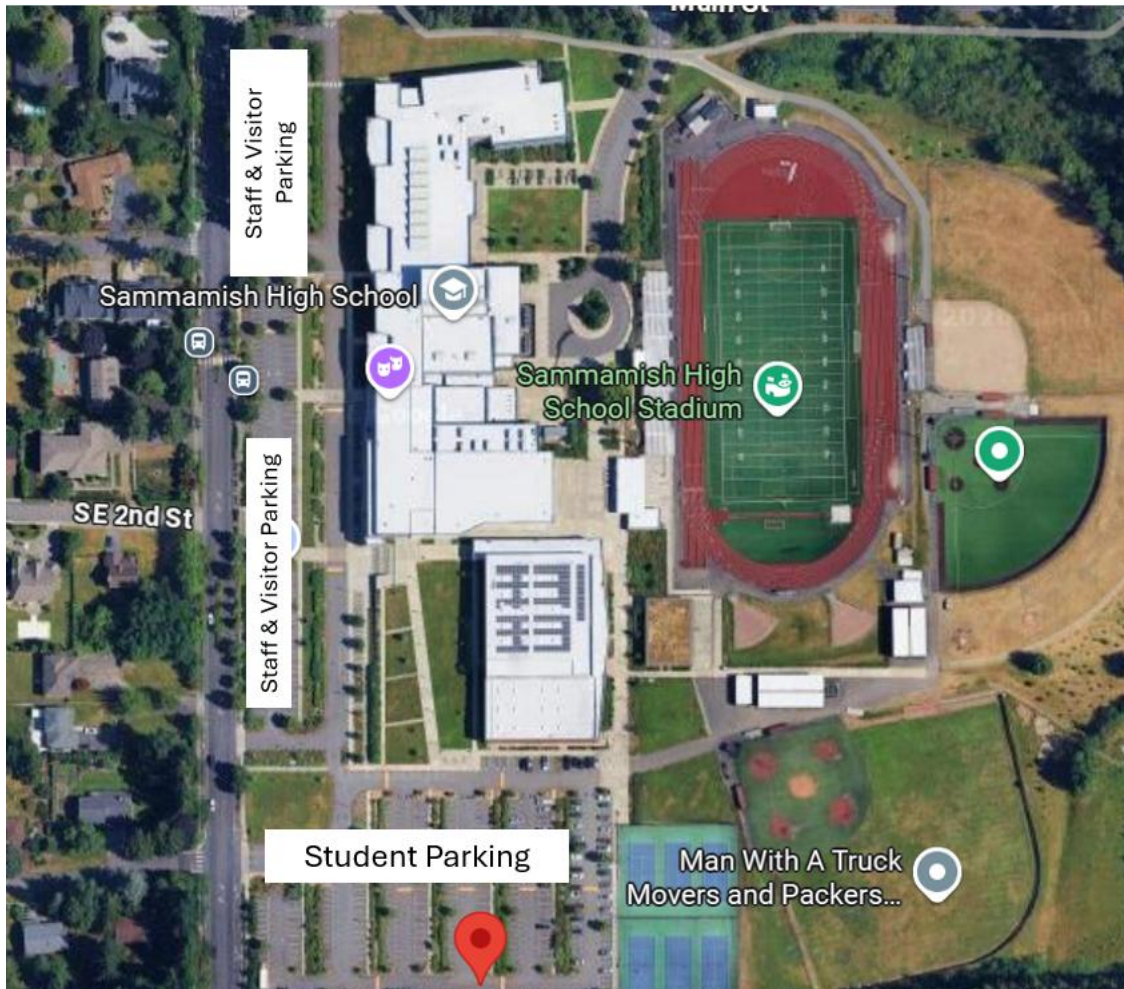
- Running Start students will pay **\$20 per period**.

Drive safely and follow all parking regulations to help maintain your parking privileges.

Where Students May Park

Students may park in:

- The **south parking lot** (see map for location)



Students may **not** park in:

- Staff parking spaces
- Visitor parking spaces
- Fire lanes
- Bus lanes or bus turnaround areas
- Handicap spaces (unless legally authorized)
- Delivery areas
- Motorcycle zones
- Grass or other restricted areas

Parking Violations and Consequences

Parking violations result in a **minimum \$20 fine**. Consequences may increase depending on the severity or number of violations.

Violations include:

- Parking without a valid permit
- Failing to display a permit
- Parking outside designated student areas
- Taking up multiple spaces
- Blocking access or accessibility areas
- Speeding or unsafe driving
- Using, selling, borrowing, lending, or altering parking permits
- Parking in a handicap space without a valid permit

Students who accumulate repeated violations may face:

- Loss of parking privileges
- Parent contact
- Additional school discipline
- Vehicle towing at the owner's expense

Students who continue parking without authorization after receiving **\$100 in parking tickets** risk having their vehicle towed.

Parking Tickets and Appeals

If you receive a parking ticket and believe it was issued in error, you must appeal it with the parking supervisor within **5 school days**.

Appealing a ticket does not guarantee the fine will be reduced or removed.

Parking fines must be paid by the end of each quarter. Unpaid fines may result in suspension of parking privileges. Parking permit fees are non-refundable.

Lost or Stolen Permits

- One replacement permit may be issued for **\$20**.
- The original permit will be canceled.
- If your permit is stolen, report the theft to the school accountant immediately.

Important Reminder

The Bellevue School District and Sammamish High School are not responsible for damage to or theft from vehicles parked on school property. Students park at their own risk.

Metro Transportation

All students age 18 and under can ride public transit for free. Students age 13 and older are encouraged to show either:

- A Youth ORCA Card, or
- A current middle school or high school student ID

For more information, visit the Youth Ride Free program

(<https://info.myorca.com/youth-ride-free/>)

Student behavior expectations apply at Metro bus stops and while riding public transit

Students are expected to follow school behavior rules while waiting at Metro bus stops and while riding buses, trains, or other public transportation.

This includes treating others respectfully, following safety rules, and representing the school appropriately.

Bicycles, Skateboards, Scooters, and Similar Devices

Bicycles

- Bicycles must be parked and locked in approved areas during school hours.
- Approved areas you can lock your bicycle include the bike racks near the PAC and by the south entrance of the gym.

Skateboards, Scooters, Rollerblades, and Hoverboards

- May not be ridden on campus.
- May not be carried around campus during the school day.
- Must be stored in a school locker while at school.

Emergency Closures

Emergency Closure Procedures

If school must close unexpectedly due to severe weather or other emergencies, closure information will be shared through local radio stations and district communication channels.

To receive the most up-to-date information, families are asked not to call the school. Instead, use one of the following resources, available 24 hours a day:

- **School News Line:** (425) 456-4111
- [FlashAlert](#): Bellevue School District Emergency Communications website
- [Bellevue School District website](#)

These resources provide timely updates on school closures, delays, and other emergency information.

College & Career Center

The [Sammamish High School College & Career Center](#) provides a variety of services to support students as they plan for life after high school. Services include:

- Registration assistance for WANIC CTE courses
- Résumé workshops
- College application assistance
- Financial aid application support
- Scholarship information and resources

We are committed to helping students explore their options and make informed decisions about their future.

Disclaimer

The Career Specialist does not endorse any specific organization, event, or opportunity. Information and resources are provided solely as a service to students and families. Students and their parents or guardians are strongly encouraged to thoroughly research any organization or opportunity before participating to ensure it is an appropriate fit.

Family Connections Center

The mission of the Family Connections Centers is to support all Bellevue School District families by providing access to school and community resources that help students succeed in college, career, and life.

All families are encouraged to complete the [Family Connections Welcome Form](#) each year. Completing the form helps the district identify student and family needs and connect families with available programs and services. Please note that services and programs are subject to change and availability.

Family Connections Centers are open to all Bellevue School District students and families. Centers offer regularly donated items and basic necessities, including:

- Nonperishable food and fresh produce
- Hygiene and cleaning supplies
- Clothing and shoes
- Masks and other essential items

Families needing in-person assistance are welcome to visit our Family Engagement Specialist.

The Family Engagement Specialist (FES) helps families access services and resources that support student success. Assistance may include:

- Information and referrals to school counselors and community agencies
- Emergency food assistance
- Clothing and basic necessities
- Utility and financial assistance resources
- Information about free or reduced-cost health care programs
- English language classes and other family support services

Support is available by phone or email, and families can be connected with additional resources as needed.

Free and Reduced-Price Meals

Free and reduced-price meals are a federally assisted program that provides low-cost or free breakfasts and lunches to eligible students in public and non-profit private schools

Parents or guardians must complete the **Free and Reduced-Price Meals Application online each school year.**

For more information and to apply, visit:

www.bsd405.org/departments/nutrition-services/free-reduced/

Income eligibility guidelines for reduced-price meals are established by the federal government and are included in the application.

Students who qualify for free or reduced-price meals may also be eligible for reduced fees for other school programs and activities. Fee waiver requests are included as part of the online meal application.

On the application, **Question #6** asks whether you would like assistance with class fees. If you would like to be considered for fee waivers, select **"Yes."**

Families must complete this process to receive fee waivers, even if they do not plan to use the free or reduced-price meal program.

School Clinic

The school clinic is located in the **Main Office**. Health services include care for students who become ill or injured during the school day, health counseling, and information about community health resources.

Counseling and Guidance Services

School counselors are available to support students with academic planning, college and career readiness, and social-emotional well-being. Counselors work collaboratively with students, families, teachers, and administrators to identify barriers to success and develop plans to help students achieve their goals.

Counselors assist students in planning for high school and life after graduation, including college and career exploration. They provide support during times of crisis and help connect students and families with outside resources when needed.

In addition, counselors assist with college applications, admissions processes, and letters of recommendation upon request. Counseling services are available to all Sammamish High School students.

Bellevue School District Policies & Procedures

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**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov

- Phone: 1-866-297-2597

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

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

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

Our School is Gender-Inclusive

In Washington, all students have the right to be treated 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 4.

Online Reporting Option

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

Student 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.