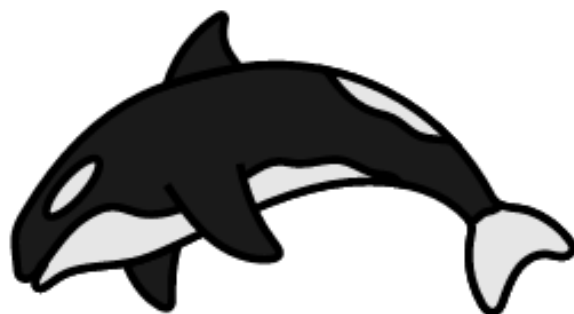


FAMILY HANDBOOK



Spiritridge

O R C A S

2026-2027 School Year

Principal

May Peltó

Office Manager

Linda Porter

School Contact

16401 SE 24th St

Bellevue,

WA 98008

425-456-5900

Welcome to Spiritridge Elementary!

"Orca Pride, Ocean Wide"

Spiritridge is the proud home of the Orcas! At Spiritridge we empower student voice, identity, and values to create an inclusive learning environment. Spiritridge is a thoughtful community that strives to grow students academically, socially and emotionally through innovative and engaging learning. We accomplish this in an inclusive, supportive environment that models respect and kindness. The Spiritridge staff is committed to working together to provide the best possible education for each of our students. We value working collaboratively with our students' families and believe that the connection between home and school plays an important role in the success of our students and our educational program at Spiritridge. Thank you for sharing your children with us!

Spiritridge Elementary School
16401 SE 24th St.
Bellevue, WA 98008

Spiritridge Elementary
425-456-5900

Spiritridge Attendance Hotline
Spiritridge Attendance Email

425-456-5901

spiritridgeattendance@bsd405.org

Transportation Office
Bellevue School District Public Information

425-456-4512

425-456-4000

Bellevue School District Newsline 425-456-4111
(Call this number for school closures/weather-related changes)



Bellevue School District's website is www.bsd405.org

Information about district-wide events, workshops, partnerships, the district calendar, etc.

Spiritridge Elementary school's website: <https://spiritridge.bsd405.org/>

Information related specifically to Spiritridge and BSD services provided at the school.

PTA website: <https://spiritridge.givebacks.com/>

Information regarding PTSA (Parent Teacher Student Association). This includes a mailing list you can sign up for to receive important updates as well as a variety of activities occurring at the school and ways in which you can provide support.

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

It is our intent that the information contained in this document is useful, clear, and easy to understand. Please discuss the material in this handbook with your child.

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SPIRITRIDGE STAFF CONTACTS

Classroom Teachers	Grade	Email
Kyle Reimergartin	Kindergarten	reimergartink@bsd405.org
Michelle Richardson	Kindergarten	richardsonm@bsd405.org
Julia Robillard	Kindergarten	robillardj@bsd405.org
Kelly Sauve	Kindergarten	sauvek@bsd405.org
Tanya Avilez	1st Grade	avilezt@bsd405.org
Nicole Holley	1st Grade	HolleyN@bsd405.org
Dana Lowy	1st Grade	lowyd@bsd405.org
Linda Teng	1st Grade	Tengl@bsd405.org
Carrie Hong	2nd Grade	Hongc@bsd405.org
Sara Lockwood	2nd Grade	lockwoods@bsd405.org
Lauren Stillwell	2nd Grade	stillwelll@bsd405.org
Francesca Terry	2 nd /3 rd Blended	terryf@bsd405.org
Inna Bobick	3rd Grade	bobicki@bsd405.org
Karla Schaefer	3rd Grade	schaeferk@bsd405.org
Angela Wulbert	3rd Grade	wulberta@bsd405.org
Shanna McCoy	4th Grade	mccoys@bsd405.org
Alex Rea	4th Grade	reaa@bsd405.org
Jenny Rosenthal	4th Grade	rosenthalj@bsd405.org
Shail Azhar	4 th /5 th Blended	azhars@bsd405.org
Lyanne Kurtz	5th (AM)	kurtzl@bsd405.org
Sarah Holthaus	5th (PM)	holthaus@bsd405.org
Emma Van Ryn	5th Grade	vanryne@bsd405.org
Christine Whipple	5th Grade	whipplec@bsd405.org
Specialists		
Pam Faletto	Music / Band	falettop@bsd405.org
Sabrina Scruggs	Orchestra	ScruggsS@bsd405.org
Annie Vanderkolk	Art	vanderkolka@bsd405.org
Erin Gehrke	Librarian	gehrkee@bsd405.org
David Flaherty	PE	flahertyd@bsd405.org

Eileen Crispin	Nurse (.6)	Crispinc@bsd405.org
Hailey Weed	Counselor	weedh@bsd405.org
Ammie Matalka	Psychologist (.6)	Matalkaa@bsd405.org
Allie Bigelow	Psychologist (.1)	bigelowa@bsd405.org
Sabrina Carter	ITCL	carters@bsd405.org
Emilia D'Angelo	Dean (.5) / Admin Intern	Dangeloe@bsd405.org
Christine Choi	MLL	choic@bsd405.org
Kakoli Banerjee	MLL (.2)	Banerjeek@bsd405.org
Gabrielle White	Resource/Olympic	whiteg@bsd405.org

Gia Tomihama	Resource Room	tomihamag@bsd405.org
Kalli Willis	Olympic Program	willisk@bsd405.org
Terri Hillier	Olympic Program	hilliert@bsd405.org
Molly Cook	SLP	cookm@bsd405.org
Katelyn Foxworth	SLP (.8)	FoxworthK@bsd405.org
Jim Mellon	PT	Mellonj@bsd405.org
Katherine Legros	OT	legrosk@bsd405.org
Marie Robert	OT	Robertm@bsd405.org
Christina Kwon	OT	robertm@bsd405.org
Elle Roberts	Behavior Specialist	RobertsA@bsd405.org
Sheri Byther	LAP (.8)	bythers@bsd405.org

Classified Support Staff	
	Office Manager
Catherine Baars	Attendance Secretary
James Morris	Tech Assistant
Mrudani Childre	General School Asst
Deanna Ly	General School Asst
Cini Chola Poovathingal	General School Asst
Arleen Nieman	General School Asst
Jeanne Parish	General School Asst
Angela Anderson	Para-Professional
Kristyn Ayres	Para-Professional
Alia Burch	Para-Professional
Shebrre Dubre	Para-Professional
Tauseef Fatima	Para-Professional
Lindsey Garces	Para-Professional
Richa Khanna	Para-Professional
Katherine Kuiken	Para-Professional
Loretta Lahofer	Para-Professional
Jihyun Park	Para-Professional
Shelby Pillo	Para-Professional
Devika Poudel	Para-Professional
Ryan Pratt	Para-Professional
Elena Thayer	Para-Professional
Yuri Tei	Para-Professional
Leng Wan	Para-Professional
Helen Wang	Para-Professional
Mingyuan Yin	Para-Professional
Marivic Eiene	Kitchen Lead
Court Olsen	Kitchen Assistant
Jenny Wu	Head Day Custodian
Charlie Gundersen	Night Custodian

DAILY SCHEDULE

Mondays, Tuesdays, Thursdays and Fridays: 9:05 AM-3:35 PM

Wednesdays: 9:05 AM – 1:20 PM

Building Doors open: 8:50 AM

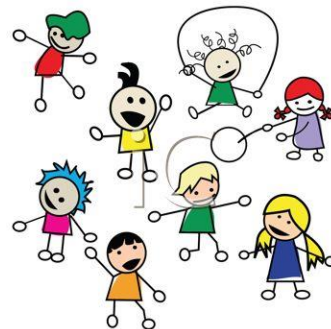
1st Bell: 9:00 AM

Tardy Bell/Instruction begins: 9:05 AM

Office Hours:

M, T, TH, F 8:30 AM – 3:45 PM

Wednesdays 8:30 AM - 1:40 PM



LUNCH AND RECESS SCHEDULES

Grade	Recess	Lunch
5 th Grade	10:45 - 11:05	11:05 - 11:30
4 th Grade	10:50 - 11:10	11:10 - 11:35
Kindergarten	11:15 - 11:35	11:35 - 12:00
1 st Grade	11:25 - 11:45	11:45 - 12:10
2 nd Grade	11:45-12:05	12:05 - 12:30
3 rd Grade	12:00 - 12:20	12:20 - 12:40

AFTERNOON RECESS

4 th /5 th	1 st	K	2 nd /3 rd
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1:10-1:30	1:40 - 2:00	2:00 - 2:20	2:20-2:40
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FAMILY SERVICES

Family Service Specialists help families find and receive the services they need to send their children to school ready to learn. These services range based on the needs of the family. The Family Service Specialist goals are to ensure that families have basic needs; foster supportive relationships; meaningful community networks, health care assistance; encourage family participation in school; and access to development of personal skills. All families are welcome to utilize the support of Family Services Specialists.

Spiritridge Family Services Specialist: Judy Hunsberger

You can contact Judy at her BSD email: HUNSBERGERJU@bsd405.org

Support includes:

- School (lunch forms, culture, programs, etc.)
- Camp (summer/school breaks)
- Health services (medical, dental, mental)
- Legal and immigration issues
- Transportation issues
- Interpreters (Scheduled and on-call)
- Domestic Violence
- Rent and Utilities Assistance
- Emergency Food and Food Banks
- Community Programs
(Jubilee REACH, HopeLink, Kindering, Etc.)
- Skill development classes (parenting and English)
- Holiday/Break assistant programs

Student & Parent support includes:

- Connection to all City of Bellevue services, programs, departments, events, and activities.
- Connection to out of school time programs
- Connection to mentoring programs such as Big Brothers Big Sisters
- Connection to Adult Education Classes at Stevenson such as parent skill development and computer classes

Staff support includes:

- Connection to all City of Bellevue services, programs, events, and activities.
- Information about out of school time programming, family and community events
- Connection to sponsors, funders, and grant providers
- Connection to funders for field trips and co-curricular activities
- Coordination and collaboration with PTA, parents, and partners for school and community volunteers for field trips, FCC, events, activities, and out of the classroom teacher projects.
- Support & collaborate in Academic & Social Emotional Initiatives

DISTRICT CALENDAR

Please refer to the district website calendar for the most updated district information

www.bsd405.org/calendar. Additional information pertinent to Spiritridge families will be sent or emailed home and displayed on the Spiritridge website <https://spiritridge.bsd405.org/>.

Bellevue School District Academic Year Calendar

2026-2027

August 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					0

September 2026						
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13	14	15	16	17	18	19
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27	28	29	30			
						20

October 2026						
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25	26	27	28	29	30	31
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November 2026						
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29	30					
						18

December 2026						
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						14

January 2027						
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24	25	26	27	28	29	30
31						18

February 2027						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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28						
						15

March 2027						
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28	29	30	31			
						22

April 2027						
S	M	T	W	T	F	S
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						17

May 2027						
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23	24	25	26	27	28	29
30	31					20

June 2027						
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20	21	22	23	24	25	26
27	28	29	30			
						15

July 2027						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31
						0

ATTENDANCE

Prompt and regular school attendance by students is important. Regular attendance is necessary if students are to profit fully from learning experiences offered in school. Because students miss significant instruction when they are absent from school, any absence may affect their learning. In order to set your family up for success, plan to be at school before the 9:00 bell, giving students adequate time to reach their classrooms and be prepared for the start of class at 9:05.

Please notify us before if your child is going to be absent so that we know they are safe. You can submit a child absence or an excuse for an absence using the following communication vehicles.

- 24-hour attendance hotline: (425) 456-5901
- You may also send an e-mail message to spiritridgeattendance@bsd405.org and your child's teacher

We value your child's safety and need to know where he/she is if not in school. The following are the criteria used to excuse absences, early dismissals, or tardiness to school:

1. Illness or medical emergency
2. Family emergencies
3. Observances of established special days of a religious calendar
4. Pre-arranged medical and dental appointments (Please provide a note from medical office to excuse the absence/tardy/early release.)
5. Pre-arranged school-sponsored activities, such as field trips
6. Absences which, according to the discretion of the principal, or his/her designee, after consulting with the parent, guardian, or adult student, may be deemed appropriate but not covered in the above-stated instances for a maximum of five days.

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

Absences and Tardies (late arrival or early leave)

If your child will be absent, late, or picked up early, please email spiritridgeattendance@bsd405.org or text the school's attendance number from the attendance text you received on the first day of school. We value your child's safety and need to know where he/she is if not in school. Please refer to Bellevue School District Policy 3222 for more details on what constitutes an excused absence/tardy or an unexcused absence/tardy.

Long Term Absences

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

We strongly discourage families from taking excessive vacations during school days. Research shows every absence has an impact on your child and his/her classroom, and extended absences have been shown to have a negative impact on a student's education.

***Teachers are not required to provide students with work to complete during their pre-arranged absences.**

ARRIVAL/DISMISSAL PROCEDURES

Our goal is to ensure that students are safely and efficiently dropped off in the morning and picked up in the afternoon through a systematic process. For the safety of our students and staff, please do the following:

- Drive SLOWLY
- Manage technology (no cell phones)
- Demonstrate respect and patience towards all

The **right lane** (curb) will always be drop-off and pick-up. The **left lane** is “through” traffic. Please follow the guidance of the traffic attendants.

AM CAR DROP-OFF

Please pull forward and only have children unload in the drop-off zone.

Students may be dropped off starting at 8:50 daily (no supervision is provided prior to 8:50).

- Cars may drop off utilizing the full length of the drop-off zone.
- Please continue to **pull forward** as directed by attendants to allow as many cars as possible to unload.
- If you need to get out of the car, please pull into a parking spot for continued traffic flow. Unless you have a disabled parking pass, please do NOT block these spots. They are reserved for individuals with disabilities.



PM CAR PICK-UP

All pick-up students will wait north of the flag pole ONLY.

- Students are expected to be alert and waiting for their rides.
- Please pull forward and follow the direction of traffic attendants.
- If this system is not adhered to, it causes back up, confusion, and compromises the safety of our students.
- Unless you have a disabled parking pass, please do NOT block these spots. They are reserved for individuals with disabilities.

When waiting to pick up your child, **you must remain in your vehicle at all times.** It is imperative that you pull forward and follow the directives of the staff members directing traffic. Do not stop your car to wave at your child or allow your child in the car before you have pulled all the way forward. This disrupts the efficiency of the traffic flow.

- A staff member will help you to get your child safely to the car. If your child needs assistance getting situated in a booster seat, please park your car rather than using the drop-off/pick-up lane.

PARENT/FAMILY WALKING

For parents meeting students to walk home, please wait in one of the two Walk/Bike Areas. Students will meet Parents/Family/Adults in those waiting areas. Students are expected to follow school wide expectations keeping hands, feet, and objects to themselves and will show respect to staff, students, parents, and school property while waiting to be picked up. Please review these expectations with your child. Remember, no dogs may be brought onto school property (see *Pets* section of this handbook).

1st – 5th Grades: Purple or Pink Zones

Kindergarten Pink Zone Only

- Staff will walk Kindergarten to **Pink Zone** to meet families



Bicycles and Scooters

Students may ride their bicycles and scooters independently to school with parent permission. A bicycle helmet is required. Bicycles and scooters must be walked on and off the school grounds and riders must obey the school crossing guards at all times. Students are required to lock their bikes up on the bike racks which are located near the MPR and at the end of the classroom wing. Scooters may be stored in the office. Bikes and personal items on bikes are brought at the students' own risk. Unsafe behaviors may result in the loss of this privilege. No mini-bikes, go-carts, skateboards, roller blades, motorized scooters, or roller shoes are permitted on school property.

BUSES - BSD Transportation

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

Bellevue School District provides free transportation for students who reside within their school attendance area but outside their school's no transportation zone. If you have a question about a bus stop, please contact **District Transportation at (425) 456-4512** or <https://www.bsd405.org/programs-and-services/transportation>.

AFTER SCHOOL PLANS

After-school plans need to be made at home—not during the school day. Should your child wish to go home with a friend or anywhere else other than the normal after-school destination, those plans should be made in advance. Students will not be allowed to make phone calls from school to arrange after-school plans.

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

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

Please avoid calls or emails to school regarding last-minute changes in after-school plans. Please make sure all after-school plans are set before your child comes to school in the morning. In the event of a change of plan during the school day, you need to contact the front office, AND the classroom teacher. The message will then get to your child before the end of the day. The office is extremely busy during the last 30 minutes of the day and likely will miss the change. Last-minute changes for bus travel are hard to accommodate.

Playground Supervision after school hours:

Students should not remain after school to use the playground without parent supervision. Unsupervised students should be dismissed following the school process and can return after the campus is cleared at 4:00 pm. Please note that the school grounds are open for the community but priority groups (Right at School and groups approved by BSD building use) have access to the field and playground.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)

Our school-wide behavior expectations are called:

Our BIG 3
Show Respect
Solve Problems
Make Good Choices

At Spiritridge Elementary School, we use a PBIS as a *proactive* approach to discipline:

- We teach children about our behavior expectations, and we review these expectations regularly.
- We explain to children what behavior is okay and what behavior is not tolerated.
- We teach children how to identify and prevent bullying behavior.
- We teach children how to solve problems and how to use conflict resolution strategies.
- We positively reinforce our expectations.

Spiritridge Common Area Behavior Expectations				
BIG 3	Lunchroom	Playground	Undercover Area	Hallway
<i>Show Respect</i>	• Level 2 voice—talking quietly • Stay in seat • Clean up after yourself • Follow directions	• Level 3 voice • Play fairly • Invite others to play • Be a good friend to everyone	• Level 3 voice—talking • Follow directions • Sit, squat or kneel • Stay seated until your teacher signals you to stand up	• Level 0 voice in hallways during instructional time • Follow directions
<i>Solve Problems</i>	• Try 2 Kelso's Choices if you have a problem	• Try 2 Kelso's Choices if you have a problem	• Try 2 Kelso's Choices if you have a problem	• Raise hand for help

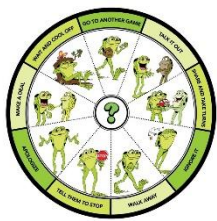
	• Raise hand for help	• Ask a PEACE Ambassador for help • Ask a recess supervisor for help before the bell rings	• Ask a recess supervisor for help before the bell rings • Ask your teacher for help after the bell rings	
Make Good Choices	• Eat your lunch • Do not share food • Dispose of waste properly • Recycle and compost leftovers • Keep your hands and feet to self • Wait to be excused	• Play safely • Return the recess equipment that you borrow • Keep track of your belongings • Get a clip to go inside	• When the bell rings, stop playing and come line up • Keep hands, feet and body to self	• Walk slowly • Walk to the right in hallways and on stairs whenever possible • Follow directions from the teacher • When walking outside, be aware of cars

Spiritridge Common Area Behavior Expectations			
BIG 3	Bathroom	Bus	Assembly
Show Respect	• Level 1 voice—whispering • Respect privacy of other students in the bathroom	• Level 2 voice—talking quietly • Sit still and face forward at all times • Follow directions of the bus driver	• Level 0 voice • Sit on pockets • SLANT • Respect personal space
Solve Problems	• Report problems to nearest adult	• Raise hand for help • Report problems to the bus driver	• Raise hand for help
Make Good Choices	• Go • Flush • Wash hands • Keep bathroom neat and clean • Walk straight back to class	• Stay in seat at all times • Keep hands and feet to yourself • Keep hands and objects inside the bus	• Walk in and sit down quietly • Keep hands and feet to self • Make room for others • Exit in an orderly manner

Problem Solving and Conflict Resolution Strategies

Conflicts are a natural part of growing up and learning how to relate to others in a community. Kids will make mistakes. As an educational institution, we work with children to learn skills on pro-social behavior, manage impulsiveness, identify feelings, and learn perspective taking strategies. Kids develop these skills at different times with varying levels of success. Our goal is to provide a learning environment that allows students to be problem solvers, seek resolution, and minimize unkind and unsafe behaviors.

Restorative Practices provide our students opportunities for individuals to share their feelings, build relationships, and solve problems; and when there is wrongdoing, to play an active role in addressing the harm and making things right. For more information, please visit: <http://www.iirp.edu/what-we-do/what-is-restorative-practices>



When problems occur, we coach students to use Kelso's Choice. This conflict-management curriculum for elementary students is based on the premise that every child is capable of becoming a peacemaker. Students learn nine options (verbal and nonverbal) they can choose from to resolve minor conflicts on their own. Students will be able to determine the difference between minor problems they can handle and serious problems that require an adult's help.

Students may work with our General School Assistants (GSAs) and other school staff, classroom teachers, the school counselor, and/or school principals through the restorative process to solve conflicts that arise on the playground, in the café, or classroom. It is our practice to inform parents of the situation when students miss more than ten minutes of class time to resolve a conflict utilizing the support of the counselor or principals.

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

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

Students and adults in the Spiritridge Elementary School community are encouraged to report any incident of harassment, intimidation, or bullying to a teacher, the counselor/psychologist, or the principal. All reports will be promptly and thoroughly investigated. Please see the Bellevue School District Harassment, Intimidation and Bullying Policy 3207 for further information.

GENERAL INFORMATION

STUDENT PLACEMENT

One of the most important responsibilities of the school staff is to assign students to classes for the next year. The ultimate goal of student placement is that each child be placed in the best possible learning environment, taking into account academic strengths and areas for growth, work habits, interpersonal relationships, and social/emotional development in establishing balanced classes.

Placement Process:

1. The current teacher evaluates each student's academic skills, work habits, behavior, leadership, etc. on a placement profile form. Each spring, parents or guardians are asked to complete a similar profile form, the "Parent/Guardian Input for Class Placement" form, providing more information to be used by the Placement Team.

2. Placement Teams are established for each grade level. Each Placement Team includes all teachers from the present grade level and other staff members as appropriate including: special education teacher, psychologist, counselor, ESL staff, facilitators, and principal.
3. Based upon projected enrollment for the next school year, the Placement Team uses the teacher and parent profile forms to make tentative class lists without teacher assignments before the end of the school year. The team's ultimate goal is to create a balanced and highly functional learning environment for each classroom, based on the skills, needs, and attributes of the students.
4. In late August, newly enrolled students are added to tentative class lists. This process is overseen by the principal who consults with grade level Placement Teams and school support staff as needed.
5. Principal assigns staff to balanced class lists. Final approval of student placement and assignment of teachers rests with the principal.
6. When enrollment and staffing are judged to be stable by principal, class lists are finalized and students are notified about their assignments via postcard mailing in late August.

Other Placements:

As additional students move into the Spiritridge attendance area during the school year, these students are placed in classes by the principal. In making these placement decisions, the principal gathers as much information as possible about each new student. Input from receiving teachers about their classes will also be used, and the above placement criteria is applied.

Placement Criteria:

1. Classes should be balanced by gender and ethnicity.
2. Classes should be balanced by academic abilities, leadership qualities, and other specific behaviors as identified on the profile forms.
3. Classes should contain students who have a positive influence on each other academically and socially.
4. Classes should have a similar distribution of children with special needs or programs (i.e., Special Education, ESL, etc.)
5. Whenever possible, students who have had a history of negative influence on each other should be placed in separate classes.
6. Newly enrolled students will be placed by the principal using information provided by family and previous school.
7. Parent input form information is considered.

Request For Change in Placement:

The Spiritridge Teams work judiciously to ensure the best placement for all students. Input from staff and families regarding a child's academic and social/emotional development are considered in the creation of classrooms balanced by gender, cultural diversity, academic abilities, interpersonal skills, special needs and class size. Every effort is made to ensure that your child has positive peer models enrolled in their classroom community. For that reason, we require that students remain in the assigned classroom for the first two weeks of school and encourage families to communicate concerns directly with the classroom teacher as soon as possible. Changes in student placement will be addressed beginning the third week of school. The new school year signifies a time of change and transition. Like any adult, students may need the gift of time in order to integrate into their new classroom community.

Parental appeals for change of placement, clearly indicating why the placement of the child is inappropriate, are to be directed in writing to the principal. Upon receipt of a written request for a change of placement, the following process will be used:

1. The principal will communicate placement concerns to the student's classroom teacher with the families.
2. The principal will discuss the request with the parent(s) following the second week of school;
3. The principal, classroom teacher and family will collaboratively develop a plan to best meet the needs of the student. These stakeholders will schedule to meet within two weeks to assess the success of a support plan:
4. Should placement concerns remain following implementation of the support plan, the principal will ultimately decide on the best course of action:
 - Keep the original placement;
 - Determine a second trial period for the original placement, and establish criteria for further review after the trial period, or
 - Grant a change of placement.
 - Note - Any and all changes take into consideration balanced classes and class dynamics as a whole.

STUDENT PROGRESS REPORTS

The chief purpose of reporting student progress to parents is to provide the information necessary for a solid working relationship between school and the home in guidance of the student. Parents will be kept informed about the growth and progress of their children in all aspects of school curriculum, including observed student behaviors in the intellectual, emotional, physical and social development areas. Written progress reports will be sent during two reporting periods: January and June. ***District Policy 2420 is adhered to through procedure 2420P (shown below).***

[Policy 2420 Grading](#) and [Procedure 2420 Reporting](#)

CONFERENCES

Parent-Teacher Conferences provide the opportunity to share valuable information about student progress in school. Parents may request a conference with the child's teacher or the principal or assistant principal at any time during the school year. Formal conferences are held in the fall for all students. Spring conferences are held at teacher/parent discretion. **All conferences must be prearranged with the teacher in advance.**

HOMEWORK

Homework will have a purpose and connection to the classroom program. Complete and detailed information regarding grade-level homework expectations will be delivered by your child's classroom teacher.

HEALTH INFORMATION

Students who become ill at school are sent to the health clinic for observation. Your child will need to be picked up immediately if an elevated temperature is present, or if your child vomits due to illness at school. If

the school is unable to contact parents, the person designated by parents as an emergency contact will be called to arrange care until a parent is available. It is recommended that if a child has vomited in the last 12 hours, or had a fever, he/she stay home until he/she has not vomited or had a fever for 24 hours.

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

Keep in mind Public Health rules designed to safeguard children:

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

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

MEDICATION AT SCHOOL

Whenever possible, parents and physicians are urged to design a schedule for administering medication before or after school hours. If this is not possible, parents must come to the office to complete an **Authorization to Administer Medication Form**. This authorization is good for the current school year only. Unused medication must be collected from the school at the end of the prescribed period or end of the school year, whichever is sooner. Bellevue School District policy states that all medications must come to the office, not to the classroom or student's backpack, in the original container labeled by the pharmacy or physician with the medication name, the dosage to be taken, frequency of administration, and name of physician. Forms and directions are located at <http://www.bsd405.org/departments/health/>.

MEALS/LUNCH PROGRAM – [BSD Nutrition Services](https://www.bsd405.org/programs-and-services/nutrition-services)

<https://www.bsd405.org/programs-and-services/nutrition-services>

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

Spiritridge provides Breakfast and Hot Lunch selections every day. The cost of school lunches and milk are:

- | | |
|--------------------------|--------|
| • Breakfast | \$2.50 |
| • Lunch (including milk) | \$4.25 |
| • Milk | \$0.75 |

For more information and applications for Free and Reduced Lunch, please visit,

<https://www.bsd405.org/programs-and-services/nutrition-services/free-and-reduced-price-meals>

We use a computerized lunch accounting system. Each student is issued a Personal Identification Number (PIN) which is used to purchase lunch or milk. Students who purchase lunch key in their PIN and their account is debited accordingly. Students who purchase milk write their PIN and name on a sheet of paper and their

account is debited accordingly. We encourage you to send a check for several lunches at a time, if possible, made payable to the Bellevue School District.

When sending a check for lunch payment, make sure you include your child's first and last name on the check. If you have more than one child, you may use one check, but please indicate the amount of money to deposit into each child's account. If you pay with cash, place it in an envelope, clearly labeled with your child's name and teacher. All lunch money must be delivered to the office in the morning before your child will be permitted to purchase lunch that day. **You may now also make prepayments to your student's account using a credit card.** Call (425) 456-4507 or visit <https://paypams.com/HomePage.aspx> to use this option.

Breakfast

We serve breakfast before school everyday from 8:45 to 9:00. You can find the breakfast menu at <https://www.bsd405.org/programs-and-services/nutrition-services/menus-and-nutritional-information>.

Lunch Menu

Lunch menus are posted on the district website each month <https://www.bsd405.org/programs-and-services/nutrition-services/menus-and-nutritional-information>. Your child will have a choice of the items listed.

Free and Reduced Meals:

Free and reduced (F/R) price lunches are available to children whose family incomes fall within eligibility guidelines. You can download an application for F/R lunch at the Nutrition Services website (see link above). This information is kept confidential. <https://www.bsd405.org/programs-and-services/nutrition-services>

SNACKS AT SCHOOL

Some teachers allow students to eat a mid-morning and/or mid-afternoon snacks. If snacks are permitted, parent/guardians may provide their child with an individual snack(s). *Candy, gum, and soda should not be brought to school for snack or lunch.* If snacks are provided by the teacher, consultation with the school nurse prior to any snack distribution must occur. No snacks will be provided to students with life threatening allergies unless parents/guardians provide authorization for specific food items. Your child's classroom teacher can give you more information about snack time, community snack donations, etc. as each classroom handles snack a little differently. Check with your child's teacher to see if he/she would appreciate a donation and to ensure the donation would not interfere with a child's food allergy. Please make sure your child has enough food packed for both snack and lunch.

BIRTHDAY CELEBRATIONS

Teachers may have specific requests regarding birthday celebrations. Please keep the following in mind:

- If a birthday is celebrated at school, plan on a short duration (5-10 minutes).
- To be fully inclusive of students with food allergies, food is not a part of our classroom celebrations. Any cupcakes, cookies or other food treats will be shared with adults only or sent back home.
- Birthday invitations for outside of school celebrations cannot be handed out at school. This ensures that there are no hurt feelings among those students who may not be invited to a party.

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

VOLUNTEERS

Volunteers must complete and submit a volunteer application at least 2 weeks in advance of the trip. The application is available online at <http://www.bsd405.org/get-involved/volunteer/>. (Under *Be a Bellevue School District Volunteer: Parents/Legal Guardians*)

Please complete and return the application to your child's school at least 2 weeks in advance of volunteer efforts so that we can ensure student safety. All applicants must provide a copy of valid photo identification when returning the application. All volunteers must pass the screening process BEFORE volunteering in our school and/or attending any field trips. Volunteer trainings happen twice in the fall and as needed throughout the year. Classroom teachers may have additional volunteer requirements.

Field Trips

Field trip volunteers must complete and submit a volunteer application at least 2 weeks in advance of the trip. The application is available online at <http://www.bsd405.org/get-involved/volunteer/>. (Under *Be a Bellevue School District Volunteer: Parents/Legal Guardians*)

It is extremely helpful if all volunteers adhere to the guidelines outlined below:

1. Strictly follow the field trip schedule. No unapproved stops or deviations.
2. Remain close to your assigned group of students to prevent unsafe, impolite, or inappropriate behavior.
3. Report problems with student behavior to the teacher immediately. Do not accept disrespectful behavior of any kind from students.

For safety reasons, younger siblings cannot participate in or attend field trips.

VISITORS/OBSERVATIONS

Parents are welcome to visit their child's classroom or any other activity on the school grounds, such as special programs and assemblies. Please contact the teacher and/or principal in advance if you wish to observe or visit a class. On-going observations of a classroom can cause disruption to the regular school day, therefore the principal reserves the right to limit the number of observations requested by a parent, as necessary. Observations require coordination and some additional paperwork that is available in the main office.

As an added measure of safety, we have implemented a sign-in system for all visitors and volunteers. If you come to the school to visit or volunteer, please stop by the office first and sign in. We will ask you to wear a badge that identifies you as a visitor or volunteer. We truly appreciate your support at Newport Heights and want you to feel welcome here while realizing that the safety of our students is a high priority for us.

If you are bringing an item to school for your child, please leave it in the Office and your child will be called to the Office to pick it up. Do not deliver it to the classroom. If you are a PTSA member who volunteers on a regular basis, you will be given a permanent badge to wear while on campus but will still need to sign in/out at the main office.

PARKING

Space is limited in our parking lot. If you need to park on a side street, please use the designated crosswalks and adhere to all safety rules. We would also ask you to use kindness and discretion and adhere to standard parking laws to help us maintain our positive relationship with the neighborhood community. See Arrival/Dismissal or Drop-Off/Pick-Up sections for more information.

PHOTOGRAPHS AND/OR VIDEO

For liability and privacy purposes, photographing and videotaping of students at school during school hours or school sponsored events is not allowed without permission from the parent/guardian as well as the Principal.

Occasionally, your student might be included on videotapes and/or in photographs used for appropriate district-authorized purposes possibly outside the district. Permission forms have been sent home and are available in the office for you to sign only if you do not want your child to be included in these videotapes or photographs. Examples of uses are:

- Show the Bellevue community what we do in our school
- Use for broadcast media and newspaper articles
- Include in the Annual School Performance Report
- Bellevue Schools Foundation programs
- Televisе through the City of Bellevue Cable TV station
- Make presentations to other audiences at workshops
- Other appropriate district-authorized purposes

To protect the safety and identity of every child, we ask staff, students, and parents to honor the permissions granted per our photo policy.

ITEMS FROM HOME

Students come to school to learn and therefore should leave any items which may distract learning at home. Toys, trading cards, electronic games, stuffed animals, money, and other personal items of value need to remain at home so they are not misplaced, lost, or broken. These items should not be brought on the bus either. If a child wishes to bring a special item to share with the class, he or she must first get permission from the teacher. Items brought to school without permission will be dealt with by the classroom teacher.

LOST AND FOUND

Lost and Found is located in the hallway by the gym. Unclaimed items from the Lost and Found are donated to charity at the end of each trimester. Please help us by labeling jackets and hats with your child's name.

PETS

Students are not allowed to bring pets to school or onto school grounds unless specific prearranged educational reasons are determined and permissions are signed in advance of the visit. If a pet does follow a student to school, every effort will be made to contact the owner, if known.

CELL PHONES/SMART WATCHES (Digital Devices)

While we do not encourage students to bring cell phones or Smart watches to school, we understand that

many families rely on them for communicating with each other after school. If a student is bringing a cell phone to school, it is for after school purposes and remains in their backpack on silent throughout the school day. A student should not be accessing their cell phone during the school day. iPods and gaming devices fall into this same category and if brought to school, they should remain off in the child's backpack for the entire school day.

For smart watches, watches should be used as watches and at most timers/stop watches, but they should not be used for games, texting, phone calls, social media, recording device, or any other apps beyond the basic function of telling time or being a stopwatch/timer.

The first time a student does not meet this expectation, they will be reminded of the expectation and asked to put the phone away or return the smart watch to its watch function. Should this behavior happen again, the device will be brought to the office, and the student's grown-up will be asked to pick it up. In the unlikely event this behavior continues for a third time, the student will not be allowed to bring the device to school.

Spiritridge Elementary is not responsible for lost or stolen personal items that students choose to bring to school.

TELEPHONES/MESSAGES

If absolutely necessary, with teacher permission and supervision, students may call home at appropriate times. Students may also be asked by teachers to call home in order to report their own school successes and areas for growth. The telephone in the Office is also available for visitors to the building.

INTERNET AND NETWORK ACCESS

The Bellevue School District offers student access to our electronic communication network. The use of these services is governed by the Bellevue School District Policies 3222, Instructional Technology and 3223, Electronic Information System. Policy 3223 states in part: *"By creating this network, the Board intends only to provide a means for educational activities and does not intend to create a first amendments forum for free expression purposes. The district dedicates the property comprising the network, and grants access to it by users, only for the education activities authorized under this policy and procedures and under the specific limitations contained therein."* Parent/guardians who deny permission for their child to use the Internet must sign and return the Internet Access form to the school.

The District expects students to exercise good judgment and use network resources in an appropriate manner. All use of the network must support education and research and be consistent with the mission of the District. Use of the electronic resources provided by the District is an expectation and privilege. In order to maintain the privilege, students agree to learn and comply with all the provisions included in the school board policy 3240.1. Proper use of network access and technology will be reviewed with all students throughout the year.

LIBRARY

Classes in grades K-4 visit the library each week to meet with the librarian, listen to stories, engage in research projects, and check out books. Students in 5th grade visit the library as needed for book borrowing and

research. Checking out library books for home use is encouraged. Please help students become responsible for returning library books on time. Be mindful of the books your child brings home so that they may be returned when due for use by others. **Parent volunteers** are needed to help shelve and repair library books. Contact our librarians to offer your assistance. They can be contacted by email at gehrkee@bsd405.org or via phone at 456-5900.

STUDENT DIRECTORY

Each year a student directory is published by Spiritridge PTSA. Many families find the student directory to be an invaluable resource in connecting to the school community. The directory is distributed to all Spiritridge PTSA members. The sole purpose of the student directory is to connect the school community. The student directory is intended for school and personal use ONLY. This is a great resource for setting up play dates, family celebrations, etc.

SCHOOL CLOSURES

Snow can create confusion for all of us when it affects the school schedule. Since our school buses serve several schools in the district, decisions to close or delay school are made at the district level. Sometimes the conditions are dry and clear in other areas of the district, but icy in our neighborhood. For this reason, it is important to listen to your radio or television for announcements regarding school closures or late starts. Below is a list of resources for you to access in order to find out if school is closed or plan for how your child will get to/from school, in the event school is delayed.

- www.schoolreport.org
- www.bsd405.org
- BSD Newslane 425-456-4111
- Local TV / Radio Stations

EMERGENCY INFORMATION

Parents will need to update any changes to emergency contacts and numbers by using the ParentVUE data verification system. If you have any difficulties, please reach out to the school office.

If your child is sick or injured, or if there is an emergency at the school, the office first calls the parents/guardians listed at their home, work, cell and pager numbers. If we are unable to reach them, we leave messages whenever possible and proceed down the emergency contact list in the order given. We often face the dilemma of not being able to contact anyone because phone numbers have changed or are no longer in use, or we simply don't have other names to call. We would appreciate you listing several contacts and advising us when changes occur.

In case of a lockdown

- Don't come to school
- If already at school, you must remain at school

Both of these are for the safety of students. Opening doors during a lockdown puts students at risk. Should an

emergency occur that requires emergency pick up, signs at the front of the school will direct you to student/parent reunification which will be located near the main office.

In the case of **any emergency**, an emergency message will be sent (if possible) to impacted school community via school messenger (email) as soon as this message can be safely sent. This message will include directions for how to respond safely. Do not try to call the school because this ties up the phone lines and in reality if we are in an emergent situation we will not be able to answer phones safely. We have an internal safety communication system that allows our incident commander to know about the safety of all students and staff and therefore make appropriate decisions to maintain the safety of staff and students.

EMERGENCY PREPAREDNESS

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

HARASSMENT/WEAPONS/DRUG POLICY

School administration and staff have an obligation to all Spiritridge students to keep them safe and able to focus solely on their learning. Spiritridge Elementary is a harassment free, weapons free, and drug free zone! Please see the full policy in our Policy Appendix.

“Harassment” is a verbal or physical assault that makes the receiver in any way feel uncomfortable, ostracized, or threatened. Spiritridge Elementary has a very clear policy against any form of harassment, whether it is physical or verbal, student or teacher directed. There is no tolerance for harassing behavior, and students or adults engaging in harassment can receive the severest of consequences, including suspension and expulsion and/or police involvement.

A “weapon” is any instrument that threatens, or appears to threaten, the safety of the school community. Any student with an object resembling a knife, gun, or other possibly dangerous instrument, regardless of the object’s actual ability to cause harm or the intent of the bearer of such an object, can receive the severest of consequences, including police contact, suspension, and expulsion.

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. 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.