

Family Handbook 2026-2027



**Somerset Elementary School
14100 Somerset Blvd. SE
Bellevue, WA 98006**

Christina Oliver, Principal
Leif Moe-Lobeda, Assistant Principal
Susie Nakamura, Office Manager
425-456-5800

Welcome to Somerset!

Somerset is a school that seeks to support and inspire a diverse student population of 700+ students each day. Our school community prides itself on being a collaborative place that learns from the many cultural backgrounds of our families, affirming each of our students' unique stories. Our staff provides rich learning experiences for our students as they engage with each other to actively become both learners and leaders.

We provide a high-quality educational experience which not only supports the individual academic growth of every student but also supports the Bellevue School District's mission. Our mission is to serve each and every student academically, socially, and emotionally, through a rigorous and relevant education that is innovative and individualized. As a learning community that values one another's humanity, we provide courageous support for an equitable and exceptional education for all students.

Somerset is an Inclusive Practices School! We strive to provide inclusive classroom environments that resource a continuum of supports for each learner providing all students access to their grade level content.

Please feel free to contact either administrator, in addition to your child's teacher at any time if you have concerns or questions. We look forward to a year in partnership with families!

Key Phone Numbers and School District Website

Somerset Elementary
425-456-5800

Somerset Attendance Hotline
425-456-5807/Somersetattendance@bsd405.org /personal text number based upon text recieved at the beginning of the year.

Transportation Office
[425-456-4512](tel:425-456-4512)

Bellevue School District Public Information
[425-456-4000](tel:425-456-4000)

Bellevue School District Website
www.bsd405.org

Bellevue School District News Line*
**Call this number for school closures/weather-related changes.*
[425-456-4111](tel:425-456-4111)

Somerset Elementary - Contacts

Tammy Mitchell, Attendance Specialist, (425-456-5807)
Somersetattendance@bsd405.org

Somerset PTSA Website
<http://www.somersetptsa.org>

School Media

Our school website (www.bsd405.org/Somerset) is where you will find information related specifically to Somerset as well as information related to the Bellevue School District's services provided at the school and at the district level. Here you can find the bell schedule, information on happenings around Somerset, and other important information to keep you linked to the amazing work we are doing as a Somerset school community.

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Somerset Staff List 2026-2027

Christina Oliver, Principal	Leif Moe-Lobeda, Assistant Principal
Susie Nakamura, Office Manager Tammy Mitchell, Secretary (attendance specialist) Shannon Gregory, Secretary (building use, Family Resource Connection, and transportation)	
Student Success Team Camille Schuyler, Counselor Erin Serafin, Instructional Technology Curriculum Leader Tina Ngo, Courtney Podolski, Corrie Wells; Special Education Elena Houghton, MLL Facilitator Jane Dodgson, LAP Facilitator & MLL Facilitator Karen Ruby, Nurse (on site Tuesday, Wednesday and Friday)	
Kindergarten Teachers Christine Ayers Becca Marcoe Elizabeth Wilbert	
1st Grade Teachers Sophi Becker Ruth Hill Kelli Paterson Michelle Zapalski	
2nd Grade Teachers Robyn Dallas Cathy Gagne Lisa McCaskey Lena Pothitou-West Tara Rastetter	
3rd Grade Teachers Shana Bowen Kelly Lapov Jannette Rotz Kristine Tan Dana Wyant Sarah Yockey	
4th Grade Teachers Simran Ajmani Kathryn Campbell Shanna McLean Rebecca O'Connor Jon Pelto Stephen Veit	
5th Grade Teachers Jenny Hunter Lindsay Lile Nicole Quijada Kathryn Mattila Duncan Rogers Kirsten Toning	

Specialists

Susan Bravenec & Kirsten McClelland, Library
Lisa Cheung & Timothy Zuehlke, Art
Veronika Ziegler & Emily Yang, PE
Jennifer Andersen-Markee, Music
Tanya Schneider & Colleen Fretz, Orchestra
Aaron Faletto & Jennifer Andersen-Markee, Band

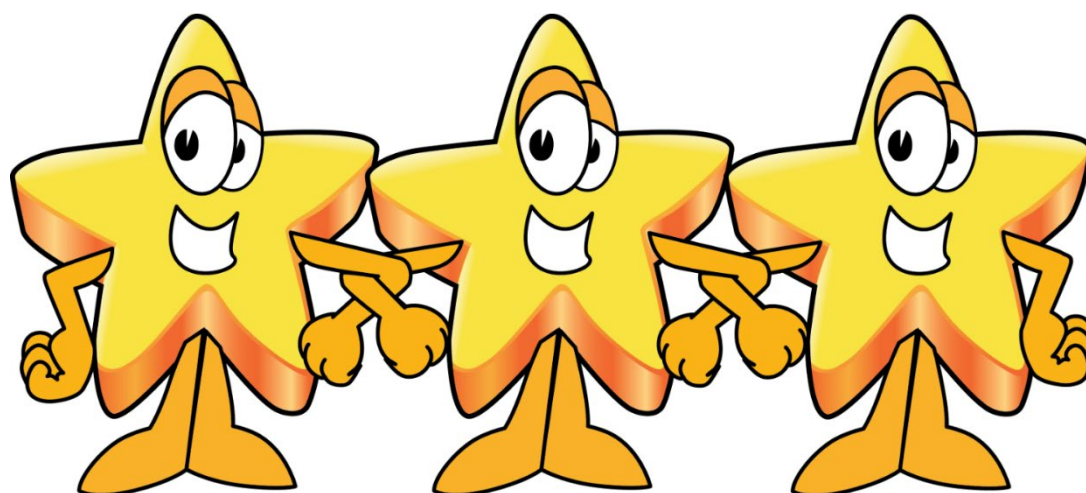
Instructional Support Staff

Joe Atoufo, General School Assistant
Fabian Bombela, General School Assistant
Chu Chen, General School Assistant
Debbie Chiu, General School Assistant
Janine Le, General School Assistant
Ahn Le, General School Assistant
Keiko Mohr, General School Assistant
Shun Ren, General School Assistant
Zhenxia Yu, General School Assistant

Nasrin Abbasi, Para Educator
Taylor Ballinger, Para Educator
Elsa Fong, Para Educator
Janice Garcia, Para Educator
Michael Kim, Para Educator
Neha Khandelwal, Para Educator
Jen Lawrence, Para Educator
Ilse Orta-Mederos, Para Educator

School Support Staff

Edwin Carlos, Head Custodian
Solomon Mancol, Custodian
Andrea Jenkins, Nutrition Services
Mike Poole, Technology Specialist





Daily Bell Schedule 2026-2027

Monday, Tuesday, Thursday, Friday			
7:45	Car drop-off begins		
7:45	Crossing Guard supervision begins		
7:55	Walkers may arrive on campus		
8:00	First Bell, Teachers Welcome Students		
8:05 All students in seats, ready to learn			
	Morning Recess		
	9:20 – 9:35	4 th /5th Grade	
	9:40 – 9:55	Kindergarten	
	10:35 – 10:40	2 nd /3 rd Grade	
	Recess	Lunch	
	10:40 – 10:55	10:55 – 11:20	Kindergarten
	10:45 – 11:00	11:00 – 11:25	1 st Grade
	11:15 – 11:30	11:30 – 11:55	5 th Grade
	11:45 – 12:00	12:00 – 12:25	4 th Grade
	12:15 – 12:30	12:30 – 12:55	2 nd Grade
	12:45 – 1:00	1:00 – 1:25	3 rd Grade
Afternoon Recess			
	1:05 – 1:20	1 st Grade	
2:35	Dismissal		

Wednesday			
7:45	Car drop-off begins		
7:45	Crossing Guard supervision begins		
7:55	Walkers may arrive on campus		
8:00	First Bell, Teachers welcome students		
8:05 All students in seats, ready to learn			
	Recess	Lunch	
	9:25 – 9:40	9:40 – 10:05	Kindergarten
	9:30 – 9:45	9:45 – 10:10	1 st Grade
	10:00 – 10:15	10:15 – 10:40	5 th Grade
	10:30 – 10:45	10:45 – 11:10	4 th Grade
	11:00 – 11:15	11:15 – 11:40	2 nd Grade
	11:15 – 11:30	11:30 – 11:55	3 rd Grade
12:20	Dismissal		

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. To set your family up for success, plan to be at school by the 8:00 am bell, giving students adequate time to reach their classrooms and be prepared for the start of class at 8:05 am.

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 text the personal attendance text number that texted you at the beginning of the year, email Somersetattendance@bsd405.org, or call the school's attendance line at 425-456-5807. 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.

I. Long Term Absences

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. Per district policy, unless the absence falls under a category that is excused per the district, an absence will only be excused if it is due to an approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth that does not adversely affect the student's academic standing. 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.

Late Arrival and Early Pick-Up (Tardies)

Students need to be in their classroom ready for learning at 8:05 am. If your child arrives late, he/she needs to check in at the front office and will be marked tardy for school.

If it is necessary for you to pick your child up early from school, please come to the office to sign them out, this is considered a tardy. ***Do not go to the classroom to pick your child up. They will be called to the office to meet you.*** When you follow these procedures, you help keep all children at Somerset safe. If this is a scheduled appointment or event, please share this information via your personal attendance text number, or Somersetattendance@bsd405.org prior to the dismissal so we can help to have your child ready when you arrive.

If your child's tardy falls in the "excused" category (see policy 3122) a parent must verify this in writing, email, or person with our office staff.

Arrival (Morning Drop-off) at Somerset

Please help ensure the safety of our students, families, and community during the busy minutes of arrival by following the process below. Students need to be at their classroom doors by 8:00, in seats and ready to learn at 8:05! Maps were sent out to all families at the beginning of the year, but can be re-sent upon request.

Arrival information is separated below into the following 4 categories:

- Students who arrive by car (1st & 2nd graders + siblings)
- Students who arrive by car (Kindergarteners + siblings)
- Students who arrive by car (3rd-5th Graders)
- Students who arrive by bus
- Students who walk (whether they walk all the way, or are driven part way, then walk the last block)

Students who arrive by car: (first & second graders and siblings) Main Parking Lot

- Approach the school from either direction on Somerset Blvd and enter the main parking lot.
- In the parking lot turn right and, stay in the far-right lane for drop-off, pull up as far forward as traffic allows in the DROP OFF zone.
- Children should remain in the car until pulled far enough forward to be greeted by staff (beginning at 7:45). If you arrive before 7:45, please have your child wait in the car until greeted by school staff.
- Parents are to remain in their cars.
- Staff will open the door closest to the sidewalk for students to exit. They can assist with car seats, backpacks etc. Please have your child's coat & shoes on and backpack ready.
- For safety, students should not exit from the left side (moving traffic side) car.
- Students walk to their exterior classroom door and wait calmly outside in the line. (Students in even numbered classrooms on first floor will walk through main doors to access their line at the back of the building.)
- Teachers will welcome students by 8:00 am.
- 3rd, 4th, and 5th grade siblings can walk around the side of the building closest to 143rd or go through the front doors and office to exit out the back doors to the covered area.
- When exiting the parking lot all cars must turn right and be aware of our crossing guards, as there are 2 possible locations they may stop traffic.

Students who arrive by car: (kindergarteners and siblings) Main Parking Lot

- K families only, may park in Main Parking lot or use the drop off lane described above.
- If choosing to park, use the main lot only and it is important to cross the parking lot at the single crosswalk.
- Parents can walk students to their classroom door and wait until teachers greet students at 8:00 am. All K students will line up in the Kindergarten playground area.
- Extra support will be provided in the first few weeks as we welcome this group for the first time.

Students who arrive by car: (third, fourth and fifth graders) 143rd Street near crosswalk

- Use the side street drop-off zone on 143rd Street. Making sure to use the parking lane to drop off and not block any driveways OR stop in the hash mark zone by the crosswalk.
- To arrive there, you can use the neighborhood streets or turn onto 143rd from Somerset Blvd
- Children should remain in the car until 7:45.

- Parents are to remain in their cars.
- Students should exit the car from the door closest to the sidewalk (not the street side).
- When crossing the street, always use the crosswalk where we have a crossing guard.
- Students will walk to the covered area on the playground and line up with their class.
- Teachers will welcome students by 8:00 am and escort them in the building.
- When driving away, please **do not do a u-turn** on 143rd next to the school, use the neighborhood streets to turn around, or simply continue the way you are going, and make the loop around the school using neighborhood streets.

Students who arrive by bus

- Bus routes are posted on the BSD405.org website in the transportation tab.
- Students are greeted by Somerset Staff when they arrive at school.
- Students walk to their appropriate line and wait for their teachers to welcome them at 8:00.
- Students use, Student Tracking System when they get on and off the bus. [register here](#)
- Students follow the bus expectations provided by the district policy and Somerset STARS.

Students who walk:

- Please arrive between 7:55-8:00 to avoid unnecessary waiting.
- Students should use crosswalks where crossing guards are assigned near the school.
- Students should walk directly to their line up spot and give quick goodbye to whomever has walked them to school. Parents are asked to leave as soon as students arrive at their line.
- If you do drive your student part of the way, then drop them off near school, make sure that you do so by pulling into an approved parking spot on the side of the road that does not block traffic or a driveway or create congestion or dangerous situations near the school.

Dismissal (Afternoon Pick-up) at Somerset

To avoid confusion, please make sure your teacher is aware of how your student is getting home. Also, please help ensure the safety of our students, families, and community during the busy minutes of dismissal by following the process below.

School ends at 2:35 on Monday, Tuesday, Thursday, and Friday. Wednesday dismissal is 12:20.

Cars cannot idle and wait on Somerset BLVD between Highland Drive and 143rd. This is a particular concern in the 5-10 minutes prior to pick up beginning. Once pick up begins, the traffic is moving (however slowly). If traffic is not actively moving you will need to pull aside to the parking lane, circle the neighborhood, or adjust your arrival time to arrive later. Neighbors will call Bellevue Police for assistance. Maps were sent out at the beginning of the school year and are available upon request.

Information below is organized into the following groups:

- Students who are picked up by car (1st & 2nd graders + siblings)
- Students who are picked up by car (Kindergarteners + siblings)
- Students who are picked up by car (3rd-5th Graders)
- Students who leave by bus
- Students who walk (whether they walk all the way, or are driven part way, then walk the last block)

Students who are picked up by car: (Kindergarten – 2nd grade + siblings) **Main Parking Lot**

- Approach the school from either direction on Somerset Blvd and enter the main parking lot.
- Use the front Main Parking lot, Stay in the far-right lane for pick-up.
- Pull up as close to the flagpole as the traffic allows and remain in the car.
- Display your student(s) dash card for our staff to see.
- Staff will RADIO for your child, and they will be escorted or sent to your car.
- Students will enter the car from the sidewalk side.
- Quickly buckle and safely merge into the pass thru lane to exit
- When exiting the parking lot all cars must turn right and be aware for our crossing guards, as there are 2 possible locations they may stop traffic.

Kindergarten students who will be picked up by car **Main Parking Lot**

- K families only, may park in Main Parking lot or use the pick-up lane described above
- Use the single crosswalk with a crossing guard to get to the sidewalk.
- Parents can wait in front of the office window to greet their children waiting in the K line.
- Extra support will be provided in the first few weeks as we welcome this group for the first time.

Students who are picked up by car: (3rd – 5th graders) **143rd Street near crosswalk**

NOTE THE SIGNIFICANT CHANGE FOR 2026-2027

- Cars may approach 143rd either by going through the neighborhood from the NW or turning from Somerset Blvd. PLEASE CONSIDER HOW YOU WILL WANT TO LEAVE as you approach. U-turns on 143rd next to the school are not allowed.
- Parents may **either**:
 - Line the street using the parking lane next to the forest NORTH of the crosswalk for student pick up facilitated by staff with radios. In this case **please STAY in your cars**. OR
 - Park in a legal parking spot where your student can find you or you can get out and walk to the fence to collect your student. Do not park in front of a driveway or the hash marks next to the crosswalk. Make sure to use the marked crosswalk when crossing the street.
- **NEW FOR 26-27** we will no longer be using radios to facilitate pick up across 143rd from the school. If you are turning on to 143rd from Somerset Blvd and wanting to park across the street, please take the right turn into the through lane, THEN find a parking spot. If no spot is available, you can go north into the neighborhood, turn around and join the line next to the forest.
- For facilitated pick up next to the forest:
 - Display your student(s) dashcard for our staff to see and they will radio for your child.
 - Students will enter the car from the door closest to the sidewalk (not the street side).
- U-turns are unsafe and unacceptable in our pick-up zone. It is a busy space and there is not 500ft of visibility as required by law. Citations in school zones are costly.
- Use the neighborhood streets to circle back to the direction you need to go.
- Please keep our neighbor's driveways clear and open while waiting and idling.

Students who ride the bus home

- Bus routes are posted on the BSD405.org website in the transportation tab.
- Students are guided to the bus. K/I students are escorted to their assigned bus.
- Students use their bus badge pass when they enter and exit so you can follow on the Stopfinder app! www.bsd405.org/stopfinder.
- Students are to follow the bus expectations provided by the district policy and Somerset STARS

Students who walk:

- Students must use the crosswalks where crossing guards are assigned near the school.
- Students should walk home and not linger after school unsupervised.
- Parents can meet k-2 students at their classroom doors at dismissal; 3-5 parents may wait outside the gate on 143rd. **Please do not park across from school and walk up. If driving, please park at least a block away OR use the car pick up process.**

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 can use the playground after school only with parent/adult supervision. Unsupervised students will be dismissed following the school process and can return after the campus is cleared at 3:00 pm. Please note that the school grounds are open to the community but Boys & Girls Club and groups approved by BSD building use have priority access to the field and playground.



Weather & School Closures or Late Starts

Snow, ice, and other unexpected closures 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. Your safety is a priority, if your child is unable to access school safely, please inform the school for an excused absence. ***The easiest way to find out about possible closures or delayed starts is to call the District 24-hour recorded School News Hotline at (425) 456-4111, or you can access the Public School Emergency Communication Systems' website at <http://www.schoolreport.org>***

Positive Behavior Interventions and Supports

Somerset Students are superSTARS!

Students are:

- Safe
- Trustworthy
- Accepting
- Respectful
- Solve problems.



School discipline has several key goals:

1. Ensure the *safety* of students and staff.
2. Create a *positive and productive* learning environment.
3. *Teach and strengthen* pro-social behavior skills.
4. *Repair* harm when necessary.

*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>

At Somerset Elementary School, we use a *positive behavior support and intervention system (PBIS)*

- We teach behavior expectations, and we review these expectations regularly.
- We explain what behavior is okay and what behavior is not tolerated.
- We teach how to identify, refute, and report bullying behavior.
- We teach how to solve problems and how to use conflict resolution strategies.
- We positively reinforce our expectations
- We give consequences, when needed.

Students may work with our General School Assistants (GSAs) and other school staff, classroom teachers, school counselor, and/or school principals through the restorative process to solve conflicts that arise on the playground, in the café, or classroom.

Conflicts are a natural part of growing up and learning how to relate to others in a community. Kids will make mistakes and make poor choices in the learning process. Our goal is not to shame a child, minimize their dignity or isolate a child during the learning process. 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.

General Information

Staffing

Each year our staffing can change and is affected by certification, seniority, student enrollment, state funding and distribution, allocation and/or scheduling of itinerant services across the district. Staffing can also fluctuate based on life changes occurring over the summer. In August, each school awaits final enrollment numbers as enrollment is what drives staffing allocation at the state level. Staffing allocation is based upon October 1st enrollment. All classroom teaching staff are qualified to teach Kindergarten through grade eight and hold a Washington State Teaching Certificate.

Student Placement

The goal of student placement is that each student be placed in a positive, inclusive learning environment. Staff members work collaboratively to build balanced classes that best meet the needs of each learner. Many factors are considered when placing students. Academic strengths, needs, social and emotional characteristics, and overall class composition are considered when determining class placement. Should a parent feel that a child's placement is inappropriate, a request should be made to the principal using the "Request for Change of Placement" form found in the main office. Changes in classroom assignments will only be considered after the second full week of school and will involve meeting with the classroom teacher. Please note a change of placement during the school year is rare. *Meetings may include, but are not limited to, meeting in person, meeting online, and/or a phone call.

** School Enrollment and staffing can change between the first day of school and first week of October. State staffing allocation is based upon October 1st enrollment. Although not popular or ideal, in rare occasions, it can lead to a change in a student's classroom or teacher assignment after the year has started.*

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 two times per school year: February and June. In addition, teachers will hold fall conferences with each family and on an as-needed basis in the winter and spring.

Homework

Reading daily is essential for learning. We expect all students, K through 5th grade to read each night at home. This can be a combination of being read to, reading with, or reading to someone or reading independently. Please ask your teacher for ideas for making reading a fun, family routine at home.

In grades 1-5, if homework is given, it will be intentional, focused, and a continuation of learning that is happening in the classroom. Teachers will share the expectations for homework in their classroom.

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 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, they stay home until they have 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. Return when fever free for 24 hours without medication.
3. Do not come to school if unable to participate in both indoor and outdoor activities, including PE and recess.

Administering Medication At School

School personnel are not allowed to administer medication without written authorization from a physician. If medications are to be given at school, the school nurse must be notified and an Authorization to Administer Medication form must be filled out and on file in the school office. All medications must come to the school office in the original container, labeled by the pharmacy or physician with the medication name, amount to be taken, frequency of administration and name of physician.

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.

Lunch Program

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

Somerset provides hot lunch selections every day.

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. You make prepayments to your student's account using PayPams.

Call 456-4507 or visit <https://paypams.com/HomePage.aspx> to use this option.

Lunch menus are available on the district website. The cost for an elementary lunch is \$4.25. Milk can be purchased for 75 cents.

Free and reduced-price lunches are available to children whose family incomes fall within eligibility guidelines. You need to apply for this program via the district website, and you must reapply each year. This information is kept confidential.

Snack

Somerset is an allergy-aware school, and we have specific guidelines we must follow. Please adhere to the direction of your child's classroom teacher.

Food at School

Other than snacks, food will not be given out to or shared at school with students for any reason by staff members unless there is a specific reason and parents have been notified, and it is a mutual agreement. This includes celebrations at school (such as a classroom earned party, whole school event, etc.) For this reason, we do not use treats as a birthday celebration and minimize food during classroom parties. Additionally, it is expected that students do not share food with each other at school.

Volunteers and Background Checks

Somerset is known for the number of volunteers that assist staff and students each day, week, and month! Somerset continues to need volunteers to help provide quality educational and enrichment activities for its students. If you have one hour per month, one hour per week, or several each week, whether at home or at school, contact your child's teacher, the office, or one of the PTA officers. Every contribution, big or small, makes a difference in our children's education and is vital to the success of our school.

Any volunteer at Somerset must have the appropriate Volunteer forms completed online. Parent volunteers follow this link <https://app.sterlingvolunteers.com/en/Candidates/Account/Register>

Parents and Legal (court appointed) Guardians who are interested in volunteering must choose this form for classroom support, general school support, and school DAY field trips. Completing this application will also connect parents and legal guardians with a student's teacher and/or school office. It is important for any individual submitting this application **to use the same email address used for BSD school correspondence (in Synergy)** when submitting the volunteer application. Submitting a different email will delay the application.

Badges

You will notice that during the school day ALL the people in the building will be wearing identification as we move around the building. This includes visitors and staff. We are fortunate at Somerset to have the strong commitment of parents and other volunteers who assist in the school. In keeping with state laws, Bellevue School District policy, and as a safety measure, we require that all visitors and volunteers sign in at the office when arriving at the school. If you come to volunteer, bring something for your child, or meet with a teacher during the school day, you must stop by the office and sign in. We will ask you to wear a badge identifying you as a visitor or volunteer. If you are not wearing a badge, a staff member will direct you to the office to get one. We truly appreciate your support and want you to feel welcome. Thank you for your cooperation as the safety of all students is our highest priority.

Photographs And/Or Videotapes

Except as expressly set forth below, photographing and videotaping of students at school are not allowed without permission from the parent/guardian.

Occasionally, your student might be included on videotapes and/or in photographs used for appropriate district-authorized purposes possibly outside the district. Examples of such uses are:

- show the Bellevue community what we do in our school.
- use for broadcast media and newspaper articles.
- included in the Annual School Performance Report
- Bellevue Schools Foundation programs
- televised through the City of Bellevue Cable TV station.
- make presentations to other audiences at workshops.
- other appropriate district-authorized purposes

If you do not want your child included in these videotapes or photographs, please mark this on your online registration forms.

Items from Home

Students come to school to learn. Toys, trading cards, electronic games, stuffed animals, money, and other personal items of value should remain at home, so they are not misplaced, lost, disruptive, or broken. If a child wishes to bring a special item to share with the class, he or she must first get permission from the teacher. The following items are not to be brought to school: weapons or play weapons, matches or lighters and laser pointers.

Cell Phones and Other Electronics including Smart Watches

We discourage students from bringing cell phones and other electronics to school. However, we understand that many families rely on them for communicating with each other after school. Therefore, if **cell phones** are brought to school, they **must remain OFF and in backpacks during the school day**. If a child needs to call a parent during the school day, they can use a phone in the office or classroom.

Smart watches can be worn during the day but should be **locked/off and silenced**. Students should not access apps on the Smart watch. Additionally, state testing in grades 3 -5 requires that phones and smart watches be in backpacks. If a child needs to call a parent during the school day, they can use a phone in the office or classroom. We strongly discourage texting between parents and students while they are at school. If a child is needing support at school, please encourage them to find a trusting adult.

If a cell phone or smart watch is used or on/unlocked, school staff will contact the family to develop a plan and reach out every time there is an offense. Students will receive a warning and you will be contacted the first two times. For the third offense, the device will be taken down to the office, you will be contacted and the student can retrieve it at the end of the school day. For the fourth offense, we will bring the device down to the office, you will be contacted and a family member will have to come to school to retrieve it from the office.

Please remember that cell phones, smart watches and other electronics brought to school are brought at the owner's own risk and families need to understand that the phones are easily stolen. If a loss occurs at school, it is not the responsibility of the school. Please note I-pods 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.

Inclusive 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.

Dress Code & Shoes

Dress for school should allow students to move around comfortably and safely as classes often include movement within instruction. Additionally, please be sure to consider the weather, as recesses are held outdoors rain or shine.

Footwear should be chosen with safety in mind, considering running outdoors and climbing on playground equipment. A non-skid, non-marking soled shoe with closed toe is recommended for PE days.

Students should wear regular sneakers, not cleats at recess.

Lost And Found

All articles found on the playground and school premises are turned into the Lost & Found. Please label all lunch boxes, coats, etc., with the student's name. This allows those who find the items to return them to the appropriate person. Lost items that have not been claimed will be donated monthly.

Somerset PTSA

Somerset PTSA is a key program facilitator and economic resource for Somerset Elementary students and staff. Some educational programs, financial classroom support, social activities and before or after-school programs would not exist without the support of Somerset PTSA. Membership in Somerset PTSA shows your support for Somerset Elementary and our students. You can join Somerset's PTSA-check out Somerset's PTSA website (somerseptsa.givebacks.com) for PTA events, membership, and additional information.

Student Directory

Each year, a student directory is published by Somerset PTSA. Many families find the student directory to be an invaluable resource in connecting to the school community. The directory is distributed to all families. 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. **If you do not want your child's information listed, please opt out on Parentvue when you update and review your emergency contacts.**

Library

Our well-stocked school library is open to students throughout the regular school day. Every class in grades K-4 enjoy a scheduled 40-minute time-period weekly with the librarian. 5th grade students come in with their teacher for book check-out and library skills lessons every other week. Students are exposed to new literature and award books. They are also instructed in the use of library materials including books and electronic databases and are guided in the choice of literature to be checked out and taken home. Depending on grade level, students can check out different quantities of books to enjoy. Students know that damaged and lost books must be paid for, but no fines are collected for overdue books.

Bellevue School District subscribes to many valuable databases that can be accessed through our library catalog called Destiny. Logins and passwords will be given out to all our students on a bookmark distributed through the library. Parents are welcome to stop in and pick up their own copy of the bookmark.

Emergency Information

Please update Parentvue if there are changes in your home address, home and work phone, or names and phone numbers of emergency contact persons. This information is vital in the event of an accident, illness, early school closure or other emergencies while the child is at school. If you do update this information during the school year, it is helpful to update the school, as we print out this information to have as a backup in case of emergency.

In an emergency, we will first call the parents/guardians listed at their home/work numbers. If we are unable to reach them directly, we will leave a message 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 the phone numbers have changed or are no longer in use, or we simply don't have any other numbers to call. Additionally, in the case of a school emergency/area disaster, we can only release students to a guardian, or someone listed as an emergency contact. We would appreciate your listing as many alternative emergency contacts as possible. Contact the school office when any of the emergency contact information you wish to have on file changes.

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 water and shelter for the students and staff. We also have several staff trained in First Aid and CPR. In the event of an emergency, we

will attempt to contact the community if possible. However, the needs of the students in our care come first and, in some cases, power or communication may be down. In the case of an emergency that requires us to evacuate and not return to the building, parents should plan to line up on the Somerset Blvd sidewalk (do not enter the parking lot or campus). They will be checked in, then directed to the 143rd St sidewalk while their child is brought to them. **Students will only be released to someone on the emergency contact list which should be updated on Parentvue.** If this plan changes, we will work to communicate either electronically or through announcements or signs at the check in line.

Emergency Drill Communication

In the spirit of thorough communication with the public, we will inform the parent community each month of our state mandated drills in the principal monthly news. We are required to hold our first fire evacuation drill within the first ten days of the start of the school year. By state law we must hold one drill per calendar month, regardless of holidays, breaks, or test schedules.

District policy currently requires:

- 3 fire evacuation drills
- 2 earthquake drills
- 1 shelter-in-place drill
- 2 lockdown drills
- 1 lockout drill
- 1 drill utilizing the school mapping system

- 1) **Fire/Evacuation** – In the case that an emergency, such as fire requires us to evacuate from the building, student evacuate to the field with their teacher where attendance is taken, and next steps are determined.
 - a. This drill occurs 3-4 times per year. Each time, additional complexities are added, including putting signs in a typical evacuation route that represent a danger (fire, collapse light, etc) requiring classes to reroute.
 - b. At the beginning of the year, students in the cafe are taught where all exits are and how to safely evacuate. Similar instructions are given on the playground. Students on the playground are taught to listen for a continuous whistle, immediately stop and look for directions or danger
- 2) **Earthquake** – In the case of an earthquake, students are instructed to drop/cover/hold by getting under sturdy furniture and covering their head and necks. If no furniture is available, they move to an interior wall without glass and drop and cover their head and neck. Once the shaking stops, staff are taught to look for damage. If it is determined that there is structural damage that renders the building unsafe, students and staff evacuate to the field, or safe area outside.
 - a. This drill occurs 2 times per year. Always we practice the drop, cover and hold. Sometimes we also practice the evacuation.
- 3) **LockOUT** – If there is a concern in the area (wild animal, police activity, etc.) all exterior doors are locked, blinds are closed, and no one goes outside. Activity inside the building can occur as normal, though some restrictions might be put on moving between rooms.
 - a. This drill is practiced once per year.
- 4) **Active Threat** (often referred to as LockDOWN) – In the case of an active threat to the building, or an unknown situation that could be a threat, we follow Run/Hide/Fight. Depending on the circumstances, students are instructed to follow teachers' directions. Which course of action is chosen depends on the assessment and circumstance.
 - a. This drill is practiced 2 times per year. Both times the hide and assess portion is practiced. The first drill teachers also practice having students follow movement directions while moving around the

classroom. The second time, after the hide assessment, staff walk with their class to the edge of campus and discuss what they would do if they decided that run was the safest option.

- 5) **Shelter in place** – In the case of an airborne contamination in the area, all upstairs classes move to the class below them. Once there, teachers seal all door and window cracks with plastic and tape. HVAC is also shut down.
- a. We practice this in a drill once per year.

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

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 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.