

Student Handbook

Odle Middle School
502 143rd Ave NE
Bellevue, WA 98007

SCHOOL PHONE NUMBERS

Main Office	425-456-6600	Family Connections Center	425-456-6688
Attendance Office	425-456-6611	Nurse	425-456-6612
Registrar	425-456-6610	School Safety Tip Line	425-456-4299

ODLE ADMINISTRATION & COUNSELORS

Dr. Joseph Potts	Principal
Dr. Mary Colón	Assistant Principal (A – Lin)
Keith Altenhof	Assistant Principal (Liu – Z)
Kat Farkas	Counselor (A – Hs)
Danuta Sztuka	Counselor (Hu – Q)
A'yana Carroll	Counselor (R – Z)

LANGUAGE PHONE LINES

English	425-456 – 4111
Español	425-456 – 4254
Русский	425-456 - 4280
中文	425-456 - 4282
한국어	425-456 – 4283
日本語	425-456 – 4281
Tiếng Việt	425-456 - 4284

Odle Middle School
Daily Bell Schedule

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

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Bellevue School District Policies
Bellevue 学区政策和程序
POLÍTICAS Y PROCEDIMIENTOS DEL DISTRITO ESCOLAR DE BELLEVUE
Middle School MLA Citation Guide

STUDENT CODE OF CONDUCT

The Odle Community is RESPECTFUL, RESPONSIBLE, & SAFE

RESPECTFUL: To show consideration and acceptance by being honest and kind in words and in actions

RESPONSIBLE: To be accountable for my actions, my choices and the results

SAFE: To strive to do what is in the best interest of myself, others and my community

Welcome to Odle

On behalf of the staff, counselors, & administrators, welcome to Odle Middle School. Odle has high standards for character development, social emotional learning, and academic success. We believe you can and will meet these expectations. You will find that by doing so, you will build a reputation of which you, your family, and the school can be proud. In your classes, you will work hard, think deeply, & challenge yourself. Involvement in clubs and activities will enrich your middle school experience. You are preparing yourself for your future. Odle Middle School will be what you make it. While at Odle, we hope you experience success, growth, & happiness!

Where & When School Rules Apply

- While on school premises OR adjacent to the school grounds and/or within visual distance of any school grounds.
- While using school transportation.
- While participating in school-sponsored activities, both at school and while away from the school grounds.
- While away from school grounds, if conduct would directly affect the school and student learning.

Odle's Philosophy of Discipline

Through prevention, action, and resolution, students will be provided with the skills necessary for them to become responsible for their own behavior. Students are expected to follow the school and individual classroom policies. Teaching acceptable behavior, while maintaining dignity, is the intent of the student behavior and district discipline policy.

Other Behavior Interventions

The following logical, natural consequences may also be implemented to ensure the learning, safety and well-being of all people and property at school:

• Reminder/Warning • Loss of Privilege • Removal/Cool Down (Classroom, Other Teacher's Classroom, Library, Assistant Principal's Office, Principal's Office) • Call Parent • Negotiate and Write a Contract with the Teacher • Talk to Principal or Assistant Principal • Mediation (peer-to-peer or peer-to-adult)	• Conference: Combination of Student/Parent/Teacher/Principal/Assistant Principal • School Service (e.g. Campus/Lunchroom Clean Up) • After School Detention • Wednesday Workshop • Suspension (In-School or At-Home) • Expulsion

GENERAL INFORMATION

Closed Campus

Odle is a closed campus. Once students arrive, they must remain on campus until they leave at the end of the school day. Students are not permitted to visit other schools or stores during school hours. This also means that our campus is closed to all non-Odle students while classes and activities are in session – from 8:00 AM to 5:00 PM.

Drop Off/ Pick Up

School opens at 8:10 AM. Student have access to the commons and breakfast at this time. Doors to the main hallways open at 8:25 AM. Students are to be dropped off with enough time remaining for the student to make it to class by 8:40 AM.

• **Before school drop off information:**
If a parent/guardian is dropping off a student before school, please use the designated drop-off area.

• **After school pick up information:**
If a parent/guardian is picking up a student after school, please use the designated pick-up area. Students waiting to be picked up by a parent/guardian are to wait by the pick-up zone. For supervision and safety, these students are not to be waiting in the bus zone.

After the buses leave, all students remaining at Odle need to be in tutorial, in study zone, in a supervised activity, or waiting for parent/guardian pick up in the designated waiting area. All students waiting for rides should be picked up by 3:40 PM. If a parent/guardian cannot pick up their student by that time, the student must report to a tutorial or study zone in the library or Club Jubilee, or they will be asked to wait in the designated waiting area. For safety reasons, Odle does not allow students to remain on campus after school in unsupervised situations.

Parents & Other Visitors on Campus

All visitors including parents must sign in at the Main Office immediately upon arriving on campus. We welcome prearranged visits by outside individuals for educational purposes. To all others, Odle's campus is closed during the school day. Due to our large student population and potential distraction to the learning environment, we are unable to accommodate student guests (i.e. family friends or relatives). Parents who wish to visit teachers must first make appointments with the teachers and sign in at the office before proceeding to the classroom.

For security and safety reasons, should anyone notice an unidentified or unknown person on our campus, please contact a staff member immediately. Persons not enrolled as students at Odle and those not working in or having business at the school are not permitted on campus.

Bicycles, Scooters, Other Student-Controlled Transportation – Battery and Human-Powered

A bike rack is provided at the front of the school for students riding their bike, human-powered scooter, or similar transportation to and from Odle. Students will need to bring their own lock to secure their transportation to the rack. Odle is not responsible for damage or theft of bicycles, scooters, or other transportation brought on to the Odle campus. There are important rules concerning e-bikes, electric scooters, and other electric, motorized, and non-motorized personal transportation devices that students must follow. These include:

- E-bikes, skateboards, scooters, hoverboards, and bicycles must be ridden in a safe manner, i.e. no speeding, no riding between vehicles/pedestrians, no jumping of curbs, etc.
- No riding on sidewalks, grass, athletic fields and courts, and plazas.
- Helmets are required for all operators of personal transportation devices while on district campuses.
- Bicycles, e-bikes, and other personal transportation devices must be parked and locked in designated bike racks during school hours.

- Skateboards and non-motorized scooters should be stored in your locker during the school day.
- Detached vehicle batteries are not allowed in school buildings at any time.
- E-motorcycles are not permitted on campus unless properly licensed and registered and operators have an associated motorcycle endorsement.
- E-scooters are not permitted on campus unless the rider is over 16 years of age. For riders over 16, e-scooters are permitted only in parking lots and roadways, and riders must follow all other applicable laws.
- District is not responsible for loss, theft, or damage of personal transportation devices.

Important: If your e-bike can go faster than 28 mph (or faster than 20 mph while only powered by the motor), it is classified as an e-motorcycle. Different rules and laws apply, and e-motorcycles are not allowed on campuses unless properly licensed, registered, and operators have an associated motorcycle endorsement.

For assistance with obtaining a bicycle helmet at reduced cost, you can contact one of the community organizations listed here: **Free and Low-Cost Bicycle Helmets in King County**.

Off Limits Areas

Lunch: Restrooms, classes, and hallways not connected to the Commons are closed during lunch hours, except for students with a hall pass. There are designated restrooms available in the Commons area for student use during lunchtime. The outside courtyard area connected to the Commons (West side of school) is allowed for students to visit with friends; however, all students are to stay away from the fields, unless supervised by a staff member.

At all times: All wooded areas of the school grounds, trails, tennis courts, fields, and parking lots are off limits during the school day unless students are involved in a staff supervised class activity. The gym and locker rooms are also off limits unless a supervising staff member is present.

Loitering

Students must be in a supervised activity at all times. Waiting for parents and rides for more than 10 minutes is considered loitering. Once a student leaves campus, he/she may not return that day unless with a parent present or for a school function.

Information Security

Students should commit private access codes to memory to ensure that no other student will use them to view or access their personal property or information. These include, student ID numbers, locker combinations, network passwords to save files on the network, and passwords to view student grades online, and any other personal codes used to access private information or property.

Student Emergency Information:

It is important that Odle has the most current address, phone numbers, and emergency contact information available on all students. When personal information needs to be updated, please contact the registrar at 425-456-6610 to make updates.

Emergency School Closures

The District is a member of the Public Schools Emergency Communications System (PSECS). School closure information is updated through PSECS, which is then accessed by numerous media outlets. You can hear closure information and messages by tuning in to a local TV or radio station or their websites. Other choices are:

- Internet Sites: Flashalert
- Call the School news line at 425-456-4111



Library

Students may visit the library every day before school and during lunch, when supervision is available. Students may also visit the library by attending Study Zone after school. Students who participate in Study

Zone, must have a signed parent permission form on file for the current school year. Please show consideration to others and return your library items on or before their due date.

Lost & Found

Lost and found for laptops and musical instruments is located in the main office. Clothing, lunchboxes, shoes, binders, water bottles, etc. that are lost, are returned to the Lost and Found shelves next to the Orchestra room (Room 183). Students are encouraged to check there for any items that they may have lost. Wallets and other expensive items, if returned, are kept with the main office secretary.

Student Yearbook

Students must order and purchase a yearbook in order to receive one, when issued at the end of the school year. Students with unpaid fines will not receive their yearbook until the fines have been paid.

Nutrition Services & Food

All students are issued a lunch code (their student ID). This code is to be used when making breakfast and/or lunch purchases. Students who bring in checks (made out to Bellevue School District) will have their lunch code credited and may purchase items against the credit. Payments should be given directly to the kitchen manager. Money from lunch accounts may not be taken out as cash by students. Monthly menus are posted in the cafeteria and online.

All food and drinks are to remain in the COMMONS. Food and drink are not permitted on the sport court or fields at any time. If food is in the hallways or classes during the school day, it is subject to confiscation. Students should buy food only for themselves. Sharing food is strongly discouraged due to allergy and health concerns. There is no microwave available for student use.

Loans

No loans are available at Odle. Students must bring their own money for lunch. If a student's family is having financial difficulty, the student or parent/guardian should contact one of the school's counselors to arrange for possible free/reduced lunch/breakfast or available scholarships. Students are not to buy, exchange or sell goods without permission of administration. This includes any exchange of money. Students are also not allowed to sell anything while at school. This behavior may result in disciplinary action.

ACADEMICS

Academic Progress



Families and students may view their child's grades, class attendance, and other school related information over the internet by accessing Edupoint Synergy ParentVUE/StudentVUE, respectively. This system is intended to serve as a communication tool between the school, teachers, student, and family.

- ParentVUE/StudentVUE can be accessed via this weblink: https://wa-bsd405-psv.edupoint.com/
- Your StudentVUE username is your district ID and the password is your district password.

The directions for how to set up ParentVUE/StudentVUE can be found in Grades & Attendance on the Bellevue School District website. Students, if you need assistance logging in, please contact one of your teachers, the Research Technology Specialist (RTS), or the Instructional Technology Curriculum Leader (ITCL).

ParentVUE/StudentVUE can also be accessed as an app on your cell phone. Download the Synergy StudentVUE app for free via iTunes or Google Play.

Attend Tutorial

Tutorial meets Mondays, Tuesdays, Thursdays and Fridays from 3:30-4:00 in teachers' rooms. Students may be assigned to tutorial by one of their teachers, parents, or they may choose to attend a tutorial on their own. Each teacher should determine the structure of his/her tutorial. Teachers should communicate the structure/purpose

of tutorial to their students and families. Tutorial may not be used as a punitive measure. Students may attend tutorial in one classroom on any single day.

This time is designated for students needing extra help, to complete missing assignments or to take make-up tests. Tutorial provides additional instructional time focused on re-teaching skills and concepts, demonstrating mastery of standards, or extending and deepening students' level of understanding.

All rules apply in tutorial as they do in the regular classroom. For example, students must arrive on time and there are no electronic devices used. Attendance at a tutorial can be initiated by a student, teacher, or parent. Failure to comply with a teacher's request to attend tutorial may result in disciplinary action.

All after school clubs, sports and activities begin at 4:05pm. Depending on the circumstance, students may be required to miss a sport and/or activity if they are assigned to an extended learning opportunity. If a student chooses not to attend an assigned tutorial, he or she will receive an appropriate corrective action the following day.

Study Zone

Study Zone provides students with a quiet space to complete homework and group projects. Students are not permitted to play games while in Study Zone. Students and parents must sign and return an agreement to the librarian acknowledging they will use Study Zone for appropriate, school related purposes, such as homework, reading a book, working on a project, etc. Study Zone is not a place for students to play video games, video conference with others, and to simply "hang out". Students not following these expectations will lose the privilege of staying in Study Zone as an after-school option.

Parent Conferences

Odle families can be invited to a targeted conference, which are scheduled on an as needed basis. In addition, parents/guardians are welcome to request a conference with any teacher(s) at any time during the year. Please contact the teacher(s) or your student's counselor to arrange a conference date and time and purpose.

Progress Reports

Teacher-generated progress reports may be sent home with students any time during the year. *Interim Progress Reports* (BSD Procedure 2420P) are issued two times each year at mid-second and mid-fourth quarters for students who have D and below in a class. These interim progress reports are mailed home shortly after mid-quarter.

Report Cards

Quarterly progress reports (Report Cards) will be provided to parents/guardians at the end of each quarterly reporting period during the school year. These reports will report the grade for each subject in which the student was enrolled for that period.

Computer Use

Odle Middle School has a fully functioning computer network with access from every classroom, library, and office. All students who access the Internet must agree to abide by the Bellevue School District student use guidelines found in BSD Procedure 2022P, 2022.1P, and 2022.2P.

Typical student use of the network might include use of an internet browser or saving work files to a local file server. Access to this network, or BSDNET, the Bellevue School District's electronic network system, is a privilege, not a right. **For students, access is limited to academic use.** Violations of student access rules will be dealt with under the provisions of district policies. Penalties may include suspension or revocation of network access and related privileges. Students may not access their own personal accounts from private Internet providers via BSDNET. Students publishing work on district-supported Internet pages will not receive current or future compensation for their work from the District.



Important personal safety issues arise when accessing computer networks. For this reason, pay attention to the following guidelines:

- Personal information such as addresses and telephone numbers should remain confidential when communicating on BSDNET. Students should never reveal such information without permission from their teacher or other school staff.
- Students should never make appointments to meet people in person that they have contacted on BSDNET without district and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
- If students choose to use Artificial Intelligence (AI) with a BSD device or while using the BSDNET they must do so in a responsible and respectful manner in line with BSD Procedure 2022.2P and with the expectations for academic integrity.

Academic Integrity



It is an expectation that all students are honest in the completion of their assignments, projects, tests, etc., and do not attempt to take credit for any work that is not a reflection of their own effort and learning.

Forms of Academic Dishonesty include (but are not limited to):

1. Cheating on tests – Giving or receiving any assistance on a quiz, test, or an assessment.
2. Unauthorized Collaboration – Working with another student on an individual assignment, copying another student's work, or allowing a student to copy one's own work. Turning in another person's paper, project, computer program, etc. as your own or having someone else write your paper, program, or project. This includes asking friends, a parent doing your work, paying someone, using a paper writing service, etc.
3. Plagiarism – Using another person's ideas, words, or work and taking credit for it as your own. This includes the copying of published materials and internet sources, as well as the work of other students, and using Artificial Intelligence (AI), or language translation software or services to complete school assignments. It is the responsibility of the student to cite sources of texts that does not represent his/her own work.

The consequences of academic dishonesty and cheating include: Loss of credit on the assignment for all parties involved until the student(s) re-completes the assignment using their own work. If the assignment is not re-completed, the student(s) will not receive credit, and their final grade will be impacted. Parents contacted by teacher. School administrators may assign progressive discipline based on how many times the student(s) have engaged in academic dishonesty and cheating. Discipline ranges from classroom-based interventions up to and including short-term suspension.

Class Complaints & Concerns

Our goal as a school community is achievement for all students at a high standard. Complaints, problems or concerns about a child's class should be resolved by the people who are closest to the situation and have direct knowledge. This achievement is inclusive of academic, social and behavior issues. If issues or concerns in any of these areas arise, a meeting with the teacher/staff member, parent/guardian, and student will be made. The following process must be followed for resolving classroom/student issues or concerns:

1. Contact and/or meet with the classroom teacher/staff member to explain your concerns.
2. With the cooperation of your child, develop a plan for resolving the problem and/or concern. A good faith effort must be attempted and documented by all involved. Most issues can and will be resolved with this effort.
3. If the problem is not resolved after implementation of the plan, make an appointment with the student's counselor. Share continued concerns and the efforts attempted thus far to resolve the problem. Enlist the counselor's assistance and develop a plan with the counselor for resolving the problem.
4. If the problem is not resolved with the teacher and the counselor, contact the appropriate assistant principal for an appointment. Bring to the meeting all previous implementation efforts and plans. Clarify with the principal what actions can and will be taken in response to your concern.

A decision to make a class assignment change based on classroom concerns is the sole jurisdiction of the building principal. If a class change is warranted, the change will most likely be done within a reasonable break/time period in the academic year, i.e., the end of the term.

Guest Teachers



Guest Teachers are treated with respect. Students are expected to comply and cooperate with the requests and directions of guest teachers as they would with any staff member. Classroom disruptions or failure to follow directions will not be tolerated and will result in disciplinary action.

Schedule Change Requests

We work to provide student schedules based on requested courses and maximum use of our resources. Odle's schedule was built by student requests so, if a student has requested a specific course, he/she will remain in that course. If an error has been made in a student's schedule such as an incomplete schedule, the student's placement is found to be inappropriate, or a repeated course, the student should fill out a Schedule Correction Request Form, available in the counseling office. Schedules will not be corrected for reasons such as changing your mind about a course you requested, teacher preference or to be in a class with more friends.

Textbooks

The school district provides textbooks for all students in the district at no cost. Every student is obligated to take good care of all textbooks assigned to them or available in class. PLEASE be sure names are written in ink in the designated place in the book in case it is misplaced. Only books with the assigned number assigned to each student will be accepted as valid when returned. Odle's fines are based on teacher or principal judgment for abuse, misuse or lost books. ***Fines will be assessed for lost or damaged books and may result in holding of the student yearbook.***

ATTENDANCE

Regular attendance is a key to student success in school. Most of the experiences that take place in a classroom cannot be duplicated for each student individually including the discussions and the student-to-student interactions that are a vital part of each instructional day. Students are expected to be in class on time. This means that students are expected to be in their classroom, in their seats, and ready for class at the beginning of class, and to remain in that class for its entire duration.

If it is necessary for a student to be absent, the parent or guardian should immediately call the Odle **Attendance Office at 425-456-6611.** Parents or guardians may also e-mail regarding a student absence. Please direct e-mail correspondence regarding absences to Odle's Attendance Manager, Ms. Dodobara at OdleAttendance@bsd405.org. Absences must be reported within two school days if they are to be excused.

Excused Absences

All student absences will be classified as excused or unexcused. Absences for the following reasons will be excused if there is timely verification (within 2 school days upon return) of such reasons provided to the 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.
5. Pre-arranged school-sponsored activities, such as field trips.
6. Absences which, according to the discretion of the principal, or his/her designee.

Excused absence notes must include: Student's first and last name, date, date of absence(s), reason for absence, & parent/guardian name with signature.

Unexcused Absences

An absence is considered unexcused it if fits into any of the following categories:

- Oversleeping
- Missing the bus
- Not having a ride to school
- Tardiness
- Taking care of siblings
- Helping a parent/guardian
- Personal issues
- Does not fit into one of the six categories for excused absences listed above

Extended Absence

If a student is absent for three or more days due to illness, a doctor's note may be required. Please note that school Administrators make final determination of whether or not an absence is excused. Decisions such as these will be based on the nature of the absence and the student's attendance and academic status. **Students must arrange with their Teachers to complete all work missed during their absence.**

Late Arrivals to School

Students must check in at the Attendance Office upon arriving late to school. In order to be considered an excused late arrival, the reason must fit into the categories listed above. Reasons for an unexcused tardy are the same as unexcused absences.



UNEXCUSED TARDIES

Students must arrive at school on time. When a student is late to school, he/she must check in at the Attendance Office. Students who have repeated tardies to school or class(es) may be referred to administration for further intervention and disciplinary action.

Students with unexcused tardies (during an academic quarter) will have the following interventions:

- Every unexcused tardy = phone call home
- 10th unexcused tardy = Student conference with school administrator or interventionist
- 15th unexcused tardy = Targeted workshop on improving arriving to class on time
- 20th unexcused tardy = Parent and student conference with school administrator to further develop a plan of action & corrective consequences

Leaving/Returning During the School Day

Parents/guardians are encouraged to make appointments for doctor's visits and other personal or professional appointments during non-school hours.

If it is necessary for a student to leave for an appointment during the school day, we ask that they bring a signed note from a parent or guardian indicating the time of the appointment. Students are asked to submit the note to the attendance office before school, where they will receive an early dismissal slip. If you forget to send a note, please call the attendance office early in the morning so that a dismissal pass can be sent to the student. Parents and guardians are required to sign their student out with the Attendance Office when leaving campus, and sign students back in should they return before the end of the school day.

Pre-Arranged Absences

In order for an absence to be considered excused, a pre-arranged absence form must be completed at least (3) three school days prior to the absence and turned in to the attendance office. It is expected that families will schedule their vacations to coincide with the school calendar. For absences that cannot be prevented, please contact the attendance secretary to arrange for a pre-arranged absence form. Students must arrange with their teachers to complete all work missed during their absence.

Homework During an Absence/Illnesses

The Attendance Specialist may be called to make arrangements for homework if a student is to be absent for three or more days. Please allow the school one day (24-hours) to collect assignments from the teachers. Having an excused absence means that teachers will provide opportunities for the student to make-up the missed tests or assignments and have them count toward their term grade. Missing work will be counted toward overall term grades.

Attendance & High School Credit

Students taking classes for high school credit with excessive absences in a semester may be subject to loss of credit for that class. These classes include all World Language, Biology, Algebra 1, Geometry, and Algebra 2 classes. Absences caused by a student's observance of established religious holidays, student's participation in school-sponsored activities, or out-of-school suspension shall not be counted among the absences. Principals considering imposing loss of credit must confer with the Bellevue School District Supervisor of Pupil Management prior to imposing a loss of credit.

Unexcused Absences/BECCA Bill

The attendance office, Administrators and Counselors will ensure that Odle Middle school complies with the state truancy law, RCW 28A 225. The law requires parents to cause their student(s) to attend school regularly and to provide valid justification to the school when their student(s) is absent. The school will notify parents/guardians of unexcused absences. Students may be subject to consequences such as conferences, detention, in-school suspension, or loss of credit due to continued unexcused absences. Schools are required by law to file a petition with the juvenile court when a student has demonstrated a pattern of truancy. Truancy is determined based on a specific number of unexcused absences.

-Within three unexcused absences in a month: Parents will be notified by letter or phone. A conference will be held between the parent, student, and principal or designees for remediation/problem solving.

-No later than the fifth unexcused absence within a month: the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements. Part of this process for middle and high school students includes the district taking data and taking informed steps to eliminate or reduce the child's absences. This must include a WARNS (Washington Assessment of Risks and Needs of Students) or other assessment by a school district's designees. The district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

-No later than the seventh unexcused absences within a month or tenth unexcused absence within the school year: The school district shall file a petition with the juvenile court. A student suspension and/or a schedule change may be arranged by an administrator.
***** Please see policies and procedures section below for complete information on this process, including considerations for students with IEPs or 504 plans.

Withdrawal from School

To withdraw their student from school, parents/guardians must contact the school registrar, at 425-456-6610. The student must turn in all books and materials and must have a Withdrawal from School form signed by all of their teachers. A locker check must also be completed through the Attendance Office. All books and school property must be returned, and any fines must be paid before the withdrawal is completed.

ACTIVITIES

Communication

Odle and Club Jubilee offer a variety of clubs, sports, and activities after school. Some of these are offered as a yearlong choice and others are offered during a specific season. Fall, Winter 1, Winter 2, and Spring are the four seasons for clubs, sports and activities. The best way to keep up to date on when and where these occur is to check Odle's website, listen to morning announcements, check the student calendar near the Attendance Office, or read the PTSA newsletter.

After-school Activities

There are a wide variety of after-school activities available at Odle. Activities include but are not limited to Homework Club, Sports, Service Club, French Club and Yearbook. Information on various clubs and activities is given out throughout the school year and found on the Odle Website

Activity Bus

Odle provides after-school activity buses that make abbreviated runs through Odle's bus routes. Since it does not follow the regular bus route, students may arrive home later than expected. Students must have an activity pass signed by both their tutorial teacher/supervisor AND the activity advisor to ride the activity bus. Passes are available from any after-school activity advisor and given only when a student attended tutorial and an activity for the full-allotted time.



STUDENT & FAMILY SERVICES

Family Connections Center

The Family Connections Center is staffed by Odle's Family Involvement Liaison. The center provides families with a variety of school and community-related support services. This includes access to school supplies, meal time/break time meals, family assistance to accessing their student's grades on-line, and much more. Please visit our center or contact our liaison for more details, 425-456-6688.

School Counselors

School counselors assist students in developing self-understanding and a positive self-concept. They help students establish goals, make useful decisions, and relate effectively with others. Their primary concerns are the educational, social, and personal needs of all students. Students wishing to visit the counselor should complete a Counselor Request form, which is available in the main office.

Clinic

If you are ill or need first aid, you can report to the clinic with a pass from your teacher. You may remain in the clinic for 15 minutes. After such time, students will either go home, if necessary, or go back to class. Please check in with the Nurse, Attendance Specialist or Main Office Secretary prior to entering the clinic.

Medication

If medication is to be taken while at school, written instructions from the prescribing physician and parental permission must be obtained for EACH medication. A medication authorization form is available in the main office and must be completed by a physician and returned/faxed to the school nurse. If more than one medication is to be taken, additional authorization forms can be obtained.



All medications will be kept and dispensed (as ordered by the physician) by a designated school employee unless the paperwork for 'self-administering' is completed. Prescription and non-prescription medication must be sent in the original pharmacy container. Non-prescription (over-the-counter) medications must be clearly labeled with the child's name, dosage, and time to be given. **NO MEDICATION (prescription or non-prescription) MAY BE GIVEN WITHOUT A PHYSICIAN'S ORDER.** There is to be NO sharing of medications of any kind. Sharing medication is grounds for immediate school discipline.

Viking Voice (PTSA Newsletter)

The PTSA sponsored "newsletter" is e-mailed weekly. Viking Voice is an excellent source of information and a way to keep informed about what is happening at Odle. The deadline for submitting items for this newsletter is published in the first newsletter of the year.

Community Resources

The Counseling Office has a complete listing of community resources and private practice professionals. A sampling is listed below.

24-hour Crisis Line……866-4-CRISIS	Eastside Mental Health Center…….425-827-9100
Alcohol/Drug 24- hour Help Line ……425-722-3700	King Co. Sexual Assault Resource Center..425-226-7273
Al-Anon/Alateen Information Service……206-625-0000	Runaway Teen Crisis Line ……800-RUN-AWAY
Child Protective Services……..800-609-8764	Therapeutic Health Services – Eastside…..425-747-7892
Crisis Clinic Teen Link ……206-461-4922	Teen Link (6-10pm)……..206-461-4922
Eastside Alcohol Center ……425-454-1505	Youth Eastside Services (YES)……..425-747-4937
Eastside Domestic Violence Program……..425-746-1940	

Visitors & Volunteers

Visits to a classroom or teacher must be arranged in advance, at least 24 hours. All visitors must report to the main office to secure a visitor's pass. Parent/family volunteers are needed in a variety of ways including tutoring and assisting in the library and office. Parents/family members wishing to volunteer at school need to complete a Bellevue School District Volunteer Application, available in the main office or at the BSD Volunteer Website: https://bsd405.org/get-involved/volunteer/

BULLYING, INTIMIDATION, & HARRASSMENT

What is Bullying?

Bellevue School District policy 3207 states: "Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

A. Physically harms a student or damages the student's property;
B. Has the effect of substantially interfering with a student's education;
C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
D. Has the effect of substantially disrupting the orderly operation of the school.

How to Deal with Bullying:

- Tell your parents or other trusted adults. They can help stop the bullying.
- If you are bullied at school, tell your Teacher, school Counselor, or Principal. Telling is not tattling.
  - Reports can be anonymous, confidential, or non-confidential. Ways to report bullying include an Incident Reporting form, sending a note to school personnel (counselor, psychologist, administrator, etc.), calling school and/or district personnel, or using the "Report a Safety Concern" link on the Odle Website
- Don't fight back. Don't try to bully those who bully you.
- Try not to show anger or fear. Students who bully like to see that they can upset you.
- Calmly tell the student to stop…or say nothing and then walk away.
- Try to avoid situations in which bullying is likely to happen. You might want to:
  - Avoid areas of the school where there are not many students or teachers around.
  - Make sure you aren't alone in the bathroom or locker room.
  - Sit near the front of the bus.
  - Don't bring expensive things or lots of money to school.
  - Sit with a group of friends at lunch.
  - Take a different route through hallways or walk with friends or a teacher to your class.

What Do YOU Do When You See Someone Being Bullied at School?

Ask yourself, "Is it my job to help?"

Think about how YOU might feel if the bullying was happening to you. You and other kids can lend a hand, even when you aren't close friends with the kids who are bullied. Your school will be a better place if you help stop bullying. And making your school a better place is EVERYONE'S job!

What Can I Do?

Lots of things! Think about what may work for you:

- Don't just stand there…SAY SOMETHIING!
- Kids who bully may think they're being funny or "cool." If you feel safe, tell the person to STOP the bullying behavior. Say you don't like it and that it isn't funny.
- DON'T BULLY BACK! It won't help if you use mean names or actions, and it could make things worse.

What if I Don't Feel Safe Telling a Bully to Stop?

That's okay.

- No one should put themselves in an unsafe situation. How ELSE can you lend a hand when bullying happens?
- Say kind words to the child who is being bullied, such as "I'm sorry about what happened," and "I don't like it!" Help them understand that it's not his or her fault. Be a friend. Invite that student to do things with you, such as sit together at lunch or work together on a project. EVERYONE NEEDS A FRIEND!
- Tell the student who is being bullied to talk to someone about what happened. Offer to help by going along.
- Pay attention to the other kids who see the bullying. (These people are called "bystanders.") Are any of them laughing or joining in with the bullying? If yes, these kids are part of the problem. Let those students know that they're not helping! DON'T be one of them!

Tell an adult. *(This is IMPORTANT!!)*

- Chances are, the kid who is being bullied needs help from an adult. The kid who is doing the bullying probably does, too. Often, the bullying does not get reported. But, who should you tell? Think about who you could tell in your school:
  - Teacher (which one would you talk to?),
  - School Counselor,
  - Cafeteria or Playground Aid,
  - School Nurse,
  - Principal,
  - Bus Driver, or
  - Other adults you feel comfortable telling.
    If you need help telling, take a friend along.

Why Don't Some Kids Tell When They See Bullying?

- They may not want others to think they are "tattling."
- They may be afraid that the kids who bully will pick on them next.
- They may think that their friends will make fun of them for trying to help.

Telling is very important! Reporting that someone is getting bullied or hurt in some other way is NOT "tattling." Adults at school can help. Ask them to help keep you safe after telling. Explain to your friends that bullying is NOT fair and encourage them to join in helping!

What if the Bullying Doesn't Happen at School?

- If there is an adult around, report the bullying to an adult (your youth group leader, minister, or sports coach).
- No matter where the bullying happens, you should talk to your parents about bullying that you see or know about. Ask them for their ideas about how to help.

We ALL must do our part! Kids who are bullied deserve to feel safe and welcome at school and in their neighborhoods. All kids do! TAKE A STAND. LEND A HAND. STOP BULLYING NOW! Check out other activities at *www.stopbullying.gov* for more ideas about how you can "lend a hand" to stop bullying.

EXPECTATIONS, GUIDELINES, & DISTRICT POLICIES

Corrective Actions &/or Interventions (BSD Policy 3241)

All students will follow the rules of the district. Refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for corrective actions, interventions, discipline, suspension and/or expulsion.

Hall Passes

Each student must have a hall pass if he/she is out of the classroom at any time during a class period. If a student needs to leave a classroom for any reason, the student must first have permission from the teacher and be in possession of a hall pass while outside the classroom.

Personal & District Property

Personal property should not be left unattended at school and students should not lend their personal property to other students. Students are strongly discouraged from bringing expensive items to school. Students should not bring more than $5.00 to school at any one time. The school or district is not responsible for recovery of money or property lent, lost or stolen. Please make sure to lock up your belongings and make sure the lock on your locker and P.E. locker is locked at all times. Students need to lock up bikes on the bike racks. Students are expected to respect the school building, grounds, facilities, and those who maintain them. Any student who defaces, damages, or destroys school property or the personal property of individuals will be required to repair or replace the damaged item and/or bear the cost of it. The student may also face further disciplinary action. Except in cases of accidents, students are liable for all damage caused to school or personal property.

Lockers



Each student will be assigned their own locker at the beginning of the school year. Lockers are individual and not to be shared with other students. **Do not give your combination to anyone else or share lockers.** Any changes in locker assignments will be handled by the main office only. It is the student's responsibility to see that their locker is kept locked and in order at all times. Please report any problems concerning locks or lockers to the main office promptly. ***Personal items cannot be stored in the main office.***

Broken or damaged lockers will be charged to the student assigned to the locker, including, but not limited to Sharpie marks, dents, decorations that cannot be removed, stickers that cannot be removed, etc. Exterior decorations, such as decorating for a birthday or holiday, will be taken down after 24 hours by the student. After that time, the student assigned to the locker will be notified and directed to take down the decorations.

In addition to school lockers, students participating in physical education and dance are issued a gym locker. When dressing for an activity, all belongings must be placed and secured in this locker.

WARNING: Lockers are only for student convenience and should not be viewed as secure. Do not leave valuables in lockers. The school will not be responsible for anything lost or stolen from lockers, or items left in unlocked or unsafe areas. Lockers and combination locks are a permanent part of the building, Odle administration reserves the right to inspect them at any time per district policy 3230. At any time, administration and the law enforcement agency may do periodic K-9 checks to ensure we maintain a safe learning environment for all students.

Backpacks

Students are encouraged to store their backpack in their assigned locker for the entire school day, though they may bring their backpacks into classrooms. In the event that a student needs to bring their backpack to a classroom, each individual teacher may set their rules and expectation as to how and where those backpacks shall be stored in their classroom. Each expectation will be clearly communicated with students by their teachers.

Students and Telecommunication Devices / Cell Phones

Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency exists that involves imminent physical danger or a school administrator authorizes the student to use the device. In short, student cell phones, headphones, earbuds and other personal electronic devices should be off and away throughout the school day.

Students will not use telecommunication devices in a manner that poses a threat to academic

integrity, disrupts the learning environment or violates the privacy rights of others;

Please see BSD Policy 3245 and BSD Procedure 3245P for more information on students and telecommunication devices while attending school.

Odle is not responsible for lost, stolen, damaged or broken items that should not be at school in the first place. In addition, students who have been given permission to use video cameras and photography cameras must have a badge to designate use. Without such permission, recording events or activities during school, whether via (cell phone) camera, video camera or voice recording, is not permitted and may result in disciplinary action.

Students who have personal cell phones, headphones, earbuds or other personal electronic devices on or in sight in the classroom or hallways will be subject to disciplinary action. The following will occur for technology violations:

1st Violation: Discuss class/school expectations for appropriate use of student cell phones or electronic devices. The teacher may keep the device for the remainder of the class and return it at the end of the period. The staff member that confiscates the phone will notify the parent/guardian by phone/email.

2nd Violation: Cell phone or electronic devices will be delivered to the main office. Student may pick up at end of school day.

***3rd Violation*:** Cell phone or electronic devices will be delivered to the main office. Arrangements will be made for device to be picked up by parent/guardian.

***4th Violation*:** Cell phone or electronic devices will be delivered to the main office. Conference set up with Administrator to make arrangements for device to be picked up and disciplinary consequences assigned.

- In each case, a school staff member will deliver the cell phone or electronic devices to the main office. In the case of a student delivering the phone, the teacher will notify the office ahead of time.

Dress Expectations

All students are expected to dress appropriately for school. BSD Board Procedure 3224 states, "The student and parent/guardian(s) may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not: A) Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives; B) Create a health or other hazard to the student's safety or to the safety of others." If the student's clothing does not follow these guidelines, the student will be asked to make the appropriate changes. The student's parent will be notified if the student is non-compliant. Corrective action may take place if the behavior continues.
Examples of student dress that are prohibited include, but are not limited to:

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

Teachers will have the ability to set rules and guidelines pertaining to dress as it relates to their student and classroom safety, as well as maintaining a sound learning environment.

Unnecessary Items

The following items have been found disruptive to the learning process and are not allowed at school unless designated by a teacher or before/after the school day. These items may be confiscated by staff members and held in the office until a parent/guardian comes pick the item(s) up should they be confiscated on campus during the school day: Axe & all other deodorant sprays, spray perfumes and colognes, laser lights/pointers, permanent markers (e.g. Sharpies), toys, stuffed animals, sports balls and other sport equipment.

Due to health and safety concerns, laser pointers and chemical aerosols/sprays are not allowed on campus. Students should not bring or apply body sprays (Axe sprays, etc.), colognes, or perfumes anywhere at school including the locker rooms (please use stick, gel, or roll-on deodorants instead). Using aerosols/sprays at school can cause health problems and concerns for many people on our campus (students with Asthma, etc.). If you choose to apply these scents, please do so prior to coming to school.

Students who chose to bring any of these prohibited items to school will have the item confiscated and may receive disciplinary consequences.

Balloons

Balloons may cause a disruption to the learning environment; therefore, we ask that students do not bring balloons to school. Balloons brought to school will be stored in the main office until the end of the school day.

Cafeteria Expectations

Cooperation in the cafeteria is essential in order to allow everyone to be served his or her lunch quickly and to maintain a positive lunchtime environment. Every student will benefit if the following courtesies are observed:

- Follow lunchroom procedures.
- Follow directions given by lunchroom supervisors and be courteous to all kitchen staff.
- Walk at all times.
- Wait patiently in line. No cutting or pushing in the lunch line.
- Select only what you are going to eat. Do not take more food than you alone will eat, and do not make purchases for others.
- Have your money ready when you reach the cashier and know your lunch code number.
- Remain seated while you are eating.
- Speak in a normal tone (no shouting or yelling).
- **Clean your table area before leaving. Throw away all trash, compost when possible, stack your trays, and recycle cans, bottles, and milk cartons.**
- When you have finished eating, stay in the cafeteria commons area or go to the exterior sport court area. Limited library passes are available. Food and drinks are **NOT** allowed outside the cafeteria.
- Throwing food, trash, cans, rocks, dirt, berries, pinecones, snowballs, etc. or anything that could potentially harm another student is prohibited.

Food Sharing

Safety is a top priority at Odle. This includes being aware of and respecting the allergies many students have in our school. We discourage students from sharing food to best ensure student safety.

Food Delivery Services

Odle has many options for students during each meal. Students and families are not permitted to order food from an outside delivery service or restaurant. Odle will not accept orders for any student. Students are not permitted to meet a delivery person during school hours.

Transportation & Bus Conduct

Student that are able to ride a bus have a district bus pass to use their assigned bus route. Violation of school bus rules can create an immediate danger to the health and safety of others. Student conduct on the buses and at the bus stops must reflect good judgment and meet all expectations for Odle Middle School students. Students are expected to:

1) Cooperate with the driver at all times, and comply with all requests and directions.
2) Be courteous. Do not use obscene/profane language. Talk quietly.
3) Stay in their seats at all times.
4) Keep their head, hands, and feet inside the bus.
5) Keep the bus clean. Throw away all litter.
6) Cross the street in front of the bus--never behind it.



Students should be aware that the school bus drivers have the right to assign seats on the bus at any time. If a student misbehaves at the bus stop or on the bus, she/he may be issued a Student Conduct Citation or a bus ticket by the bus driver. If this happens, the following will occur:

- **First Citation**: The student will have a conference with an Administrator and consequences of any further student citations will be explained.
- **Second Citation**: Automatic loss of riding privileges for a period of five (5) school days.
- **Third Citation**: Automatic loss of riding privileges for a period of thirty (30) school days.
- **Fourth Citation**: Automatic loss of riding privileges for the remainder of the school year.

Serious Bus Rule Violation: Any major infraction of the rules or severe inappropriate behavior (insubordination or endangering another passenger) shall result in the immediate suspension of bus riding privileges for the balance of the semester or school year, as determined by the Transportation Department.

School Bus Passes for Temporarily Riding a Different Route

Students wanting to go with another student on a different bus must submit a written note from their parent to the office during that school day (and before 7th period). Once verified, the student will receive a special stamp from the attendance or main office authorizing them to ride the different bus. However, only regular passengers will be allowed to ride if the bus is full.

Assembly Expectations

- Pay attention, listen, and participate as directed.
- Whispering quietly before the assembly starts is acceptable.
- No disruptive behavior (i.e. horseplay) allowed.
- Listen silently to speakers and performers.
- When a speaker approaches the microphone or stands in front of the assembly, all talking stops.
- Students are to sit with their teachers.
- Express appreciation using appropriate applause.
- When dismissed, leave the assembly in an orderly fashion.

Inappropriate Displays of Affection

Overt displays of affection including handholding, kissing and prolonged hugging, makes students, parents, and staff uncomfortable and are discouraged at school. Students engaged in an inappropriate display of affection will be asked to stop, and may be referred to an Administrator for possible disciplinary action.

Delivering Messages and Personal Items During the Day



Parents are encouraged to make arrangements with their students prior to coming to school. **Please try to keep daily messages called in to the school for your student to a minimum, so as to avoid classroom interruption**. In an effort to minimize the amount of disruptions to the classroom learning environment, notes or other correspondence to students from parents or activity advisors will not be delivered during the school day except in cases of emergency. Emergencies do not include reminders to stay for tutorial or activities, reminders for appointments, reminders to bring instruments home, or arrangements for rides. Please communicate this information to your child before they come to school and have them write this information in their agenda.

Notes and personal items (such as forgotten instruments, lunches, clothing, etc.) that are not emergencies can be taken by the office and left for students to pick up during passing times or their lunch. There is a designated pick up spot for these items in the main office. These will not be delivered. Please plan ahead for this type of

correspondence.

We will deliver messages from the attendance office for emergencies, except the last 15 minutes of school.

Student Phone

There is a courtesy phone in the Main Office for student use. You must dial 9 before entering your number. Students are not allowed to have cell phones visible or use them during school hours unless they are using the cell phone with permission in the main office.

Field Trips

Whenever a student leaves the school grounds for a student activity, a Parent Permission Slip must be completed by a parent or guardian. **Telephone calls cannot be accepted for authorization at such activities.**

Emergency Drills & Procedures

Regular emergency disaster drills are scheduled during the school year including fire, earthquake, and lockdown drills. To ensure safety, students must comply with the instructions of school staff during the drill or actual emergency. All students must treat each drill as if it was a real emergency. Students should remain quiet throughout the entire drill and follow their teacher's and/or staff's directions.

Possession of Alcohol, Tobacco, &/or Drugs



The possession of drugs, drug paraphernalia, "vape"/e-cigarettes, alcohol, cigarettes, or tobacco products are not allowed at Odle Middle School or any other BSD property. The use, sale, or exchange of these items is illegal and thus prohibited at Odle and within BSD. The unauthorized use, sale, or exchange of medical prescriptions is also prohibited. Students who violate this district policy are subject to disciplinary action up to and including expulsion from Bellevue School District.

Weapons

The possession of any dangerous weapons or look-alike weapons (knives, laser lights, explosives of any kind including smoke and stink bombs, knife "trainers", firearms) are prohibited and possession will result in immediate disciplinary action including up to expulsion, and referral to the Bellevue Police Department.

ONE TO ONE AT ODLE

All Odle students will be issued a laptop computer. This will allow Odle students to learn and collaborate in new exciting ways. Each student is responsible for maintaining their device and returning it at the end of the academic year. Below is some information about laptop use, expectations, tips, and fines. Please refer our district's website for more information about student education technology in BSD, including technical support here (https://www.bsd405.org/programs-and-services/technology-services).

Bellevue School District Acceptable Use Policy

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

Web Cams

Purpose

Each student laptop is equipped with a web cam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Web cams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Listening to Music

At School

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

At Home

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

Watching movies

At School

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

At Home

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

Gaming

At School

At Odle, online gaming is not allowed during classtime, unless you have been given permission by a teacher. Students may access online games while at school before school, during lunch, and after school. Any games must be in support of education.

At Home

Online gaming is allowed at home if all of the following conditions are met:

- The content of the game is school appropriate
- You have permission from your parent/guardian
- The game is in support of education
- All school work is complete
- No download of any kind is needed

You are not allowed to load personal software onto your computer.

Laptop confiscation

All students are expected to follow school and district guidelines for laptop use. Failure to do so will result in the following actions:

1st Violation: Discussion with your teacher about class expectation for appropriate use of your laptop and related technology. Your teacher will return your laptop at the end of the period.

2nd Violations and beyond: Your laptop is delivered to the assistant principal's secretary. You will complete a reflection form.

- 2nd Violation: You may pick up your laptop from the main office at the end of the day, after filling out a reflection sheet.
- 3rd Violation: Your parent will be called, and will have to pick up your laptop from the main office. You will fill out another reflection form. Your parent must sign your reflection form in order to receive your laptop.
- 4th Violation: You, your parent, and administrator will have a meeting. Your laptop may be returned at the end of the meeting.
- At all violation levels, additional consequences may be assigned to your laptop use. This will be decided on a case-by-case basis. Other consequences may include, but are not limited to: a higher level of internet filtering, not being allowed to send out e-mails using their school account, and/or loss of access to a BSD laptop.

Caring for your Laptop

Care of Laptops at School

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

Care of Laptops at Home

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

  (Clean laptops with a soft damp cloth when the laptop is powered off)

Traveling with the Laptop

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

Prohibited Actions

Students are prohibited from:

- Students may not loan laptop components to other students for any reason. Students who do so are responsible for any loss of components
- Putting stickers or additional markings on the laptops, cases, batteries or power cord/chargers
- Defacing the laptop or case in any way; including, but not limited to, marking, drawing, stitching, or marring the surface
- Installing software. Student laptops will not allow student to install software on them
- Modifying the device's operating system in anyway
- Students may not open the device case for any purpose
- Modifying the district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

* Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students

Laptop Damage/Theft/Loss

Accidental Damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. After investigation by school administration and determination by the technology staff or authorized repair company, if the laptop is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and the cost of repair or replacement. Students must report damage to their school within two school days of the damage being done.

Negligence repairs will be subject to a $100 deductible to be paid for by the parent/guardian. Gross negligence (e.g. student throwing the laptop, gauging with a screw driver, etc.) will not qualify for the deductible. Parents/guardians will be charges the full cost of repair/replacement. If assistance is needed, please discuss with your school's administrator.

Lost Equipment

Reporting Process

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

Stolen Equipment

Reporting Process

If equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent in a timely manner (within five school days).
If there is not clear evidence of theft, or the equipment has been lost due to student negligence, the student and parent will be responsible for the full cost of replacing the item(s).

Failure to report the theft to the proper staff and follow the proper filing procedure may result in a bill for full replacement cost to the student.

Student Fines for Damaged and Lost Equipment and Laptops

- Stylus: $28
- Power Cord: $34
- Laptop Case: $25
- Accidental Damage: Upon administrator or designee investigation, can result in no fine
- Negligence Damage: Subject to a $100 deductible to be paid for the student and family
- Gross Negligence Damage: Fine for the repair needed up to the full cost of a replacement laptop
- Laptop Replacement: $1,601
- Stolen Laptop: A police report must be filled out and the police report number reported back to the school. Students that follow the proper procedure will not have a fine issued for replacing the device.
  *Prices are subject to change

Internet Safety Resources

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

Rules of the Road for Students

1. *Guard your privacy. What people know about you is up to you.*

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

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

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

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

What is HIB?

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

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

HIB involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable!). You may use our district's reporting form to share concerns about HIB (link to form) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not to be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Nancy Pham, phamn@bsd405.org or 425-456-4248) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB do not experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and

thorough investigation takes place. The investigation must be completed within five school days unless you agree to a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the Disciplinary Appeals Council (DAC).

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the District's HIB webpage and the district's HIB Policy 3207 and Procedure 3207P.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their sex, race, ethnicity, creed, religion, color, national origin, age, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, the use of a trained dog guide or service animal, or honorably discharged veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

For more information, review the District's Nondiscrimination Policy 3210 and Procedure 3210P

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile

environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all our education programs and employment, as required by Title IX and state law.

For more information, review the district's Sexual Harassment Policy 3205 and Procedure 3205P

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I am concerned about discrimination or harassment?

Talk to the Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator:
Nancy Pham
Director of Compliance and Legal Affairs
phamn@bsd405.org
425-456-4248

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator:
Nancy Pham
Director of Compliance and Legal Affairs
phamn@bsd405.org
425-456-4248

Concerns about disability discrimination:
Section 504 Coordinator:
Kerince Bowen
Director of Student Support Services
bowenk@bsd405.org
425-456-4168

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator:
Nancy Pham
Director of Compliance and Legal Affairs
phamn@bsd405.org
425-456-4248

Mailing address for all Compliance Coordinators: 12111 NE 1st Street, Bellevue, WA 98005.

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the Disciplinary Appeals Council (DAC) and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it is related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

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

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

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

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

For more information, review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P
If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Nancy Pham
Director of Compliance and Legal Affairs

phamn@bsd405.org
425-456-4248

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 4.

Online Reporting Option

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

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:

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

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

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

The Office of School Support will assign a person responsible for meeting with the complainant to understand the complaint and what resolution(s) has already been considered. This person will provide a written decision addressing the complaint within ten (10) calendar days upon receipt of the complaint. Resolution decisions are final except for appeals to the Superintendent of Public Instruction, other agencies, or the courts, as provided by law.

Interscholastic Activities (Policy 2151 and Procedure 2151P)

The Bellevue School District offers a program of interscholastic activities. It is important to remember that while participation in extra-curricular programs is not an entitlement, the district is committed to equitable access to these activities for each and every interested participant.

Included in the policy and procedure linked above is detailed information for those interested in participating in these activities.

The policy and procedure linked above provide detailed information for those interested in participating in these activities.

I. **Athletic/Activities Code of Conduct:** Details corrective action applied when participants exhibit any of the behaviors that rise to the level of exceptional misconduct as defined in Policy and Procedure 3241 (Classroom Management, Discipline and Corrective Action), including illegal drug and alcohol usage. Included in this provision is specific information about how this provision is applied to participants, including appeal rights.
II. **Attendance Requirement:** Details expectations for student athletes and school attendance on days of practices and competitions. Coaches are provided with a daily printout of attendance to ensure their athletes are eligible to practice or compete. In rare, extreme, and extenuating circumstances beyond the control of the student, eligibility to practice or compete may be granted in advance on a case-by-case basis.
III. **Grade Point Requirement:** Details the district's Grade Point Average requirement for participation in high school athletics.
IV. **WIAA (Washington Interscholastic Activities Association) Compliance and Coaches:** Explains that high school athletic programs must adhere to Bellevue School District Board of Directors

and the Washington Interscholastic Activities Association (WIAA) rules and procedures. Each school has procedures in place for selecting adult advisors/coaches; for annually notifying parents and participants of rules, regulations, and expectations in each sport/activity; and for supervising and evaluating coaches/advisors and programs. This provision includes information on how to report a potential violation of district or WIAA rules.

V. **Non-WIAA Sports:** The Bellevue School District Board of Directors has authorized club sports in Water Polo, Lacrosse, and Girl's Badminton as "non-WIAA sports" within the meaning of Policy 2151. Students who participate in approved non-WIAA sports must be residents of the Bellevue School District. The Board will not authorize a club sport for a high school where the high school has a WIAA-sanctioned sport or activity.

VI. **Athletic Eligibility for Big Picture and International Schools:** Students who attend one of the Bellevue School District "choice" schools serving students in grades 9- 12 will maintain athletic eligibility at the comprehensive high school serving the neighborhood in which they reside. Students attending Big Picture School who do not reside in the Bellevue School District are eligible to compete for Sammamish High School. Students who attend International School and do not reside in the Bellevue School District are eligible to compete for Bellevue High School.

VII. **Sunday Practices and Competitions:** All interscholastic athletic activities must take place between Monday and Saturday; therefore, Sunday practices and competitions are prohibited. Athletic Directors may request an exception to the competition prohibition by writing to the District Athletics and Activities Director before the competition.

VIII. **Program Evaluation: The** district **c**onducts 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.

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 involved parties should:

D. Begin the conversation with the acknowledgement that each is operating with the best of intentions.
E. Work collaboratively to understand the other's point of view.
F. 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:

D. Detailed statement of the complaint
E. Steps taken to address the complaint
F. Suggested resolution(s) to be considered

The Office of School Support will assign a person responsible to meet with the complainant for understanding 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.

POLÍTICAS Y PROCEDIMIENTOS DEL DISTRITO ESCOLAR DE BELLEVUE

Lo que sigue son resúmenes de las políticas y procedimientos del Distrito Escolar de Bellevue (BSD) de las políticas donde se requiere o se alienta la publicación/notificación. Las políticas y procedimientos completos se pueden encontrar en el manual digital de políticas y procedimientos dehttps://www.bsd405.org/about-us/school-board/policies-and-procedures BSD https://www.bsd405.org/about-us/school-board/policies-and-proceduresque se encuentra en el sitio web del Distrito. El título de cada política y procedimiento está hipervinculado a la política y procedimiento específicos.

Nuestra escuela protege a los estudiantes del acoso, la intimidación y el acoso (HIB)

Las escuelas están destinadas a ser entornos seguros e inclusivos donde todos los estudiantes estén protegidos contra el acoso, la intimidación y el acoso (HIB, por sus siglas en inglés), incluso en el aula, en el autobús escolar, en los deportes escolares y durante otras actividades escolares. Esta sección define HIB, explica qué hacer cuando lo ves o lo experimentas, y el proceso de nuestra escuela para responder a él.

¿Qué es HIB?

HIB es cualquier acto electrónico, escrito, verbal o físico intencional de un estudiante que:

- Daña físicamente a otro estudiante o daña su propiedad.
- Tiene el efecto de interferir en gran medida con la educación de otro estudiante; o,
- Es tan severo, persistente o significativo que crea un ambiente educativo intimidante o amenazante para otros estudiantes.

HIB generalmente implica un desequilibrio de poder observado o percibido y se repite varias veces o es muy probable que se repita. HIB no está permitido, por ley, en nuestras escuelas.

¿Cómo puedo hacer un informe o queja sobre HIB?

Hable con cualquier miembro del personal de la escuela (¡considere comenzar con quien se sienta más cómodo!). Usted puede usar el formulario de reporte de nuestro distrito para compartir preocupaciones sobre HIB (enlace al formulario), pero los informes sobre HIB se pueden hacer por escrito o verbalmente. Su informe puede hacerse de forma anónima, si se siente incómodo revelando su identidad, o de forma confidencial si prefiere que no se comparta con otros estudiantes involucrados en el informe. No se tomarán medidas disciplinarias contra otro estudiante basándose **únicamente** en un informe anónimo o confidencial.

Si un miembro del personal es notificado, observa, escucha o es testigo de HIB, debe tomar medidas oportunas y apropiadas para detener el comportamiento de HIB y evitar que vuelva a ocurrir. Nuestro distrito también cuenta con un Oficial de Cumplimiento de HIB (Nancy Pham, phamn@bsd405.org o 425-456-4040) que apoya la prevención y respuesta a HIB.

¿Qué sucede después de hacer un informe sobre HIB?

Si usted reporta HIB, el personal de la escuela debe intentar resolver las preocupaciones. Si se resuelven las preocupaciones, no será necesario adoptar ninguna otra medida. Sin embargo, si usted siente que usted o alguien que conoce es víctima de HIB no resuelto, grave o persistente que requiere más investigación y acción, entonces usted debe solicitar una investigación oficial de HIB.

Además, la escuela debe tomar medidas para asegurar que aquellos que reportan HIB no experimenten represalias.

¿Cuál es el proceso de investigación?

Cuando usted reporta una queja, el Oficial de Cumplimiento de HIB o miembro del personal que dirige la investigación debe notificar a las familias de los estudiantes involucrados con la queja y debe asegurarse de que se lleve a cabo una investigación rápida y exhaustiva. La investigación debe completarse dentro de los 5 días escolares a menos que usted esté de acuerdo con una línea de tiempo diferente. Si su queja involucra circunstancias que requieren una investigación más larga, el distrito le notificará la fecha prevista para su respuesta.

Cuando la investigación esté completa, el Oficial de Cumplimiento de HIB o el miembro del personal que dirige la investigación debe proporcionarle los resultados de la investigación dentro de 2 días escolares. Esta respuesta debería incluir:

- Un resumen de los resultados de la investigación
- Una determinación de si el HIB está fundamentado
- Cualquier medida correctiva o remedio necesario
- Información clara sobre cómo puede apelar la decisión

¿Cuáles son los próximos pasos si no estoy de acuerdo con el resultado?

Para el estudiante designado como el "estudiante objetivo" en una queja:
Si no está de acuerdo con la decisión del distrito escolar, puede apelar la decisión e incluir cualquier información adicional con respecto a la queja al superintendente, o a la persona asignada para dirigir la apelación, y luego a la junta escolar.

Para el estudiante designado como el "agresor" en una queja:
Un estudiante encontrado como un "agresor" en una queja de HIB no puede apelar la decisión de una investigación de HIB. Sin embargo, pueden apelar las acciones correctivas que resultan de los hallazgos de la investigación del HIB.

Para obtener más información sobre el proceso de quejas de HIB, incluyendo plazos importantes, por favor vea la página web del HIB del Distrito https://www.bsd405.org/programs-and-services/counseling/bullying-prevention *y la Política 3207 y Procedimiento 3207P. del HIB del distrito*https://www.bsd405.org/about-us/school-board/policies-and-procedures/policy-and-procedure-details/~board/policies-procedures/post/3207p

Nuestra escuela se opone a la discriminación

La discriminación puede ocurrir cuando alguien es tratado de manera diferente o injusta porque es parte de una **clase protegida** , incluyendo su raza, color, origen nacional, sexo, etc. identidad de género, expresión de género, orientación sexual, religión, credo, discapacidad, uso de un animal de servicio, o estatus de veterano o militar.

¿Qué es el acoso discriminatorio?

El acoso discriminatorio puede incluir burlas y llamamientos; declaraciones gráficas y escritas; u otra conducta que pueda ser físicamente amenazante, dañina o humillante. El acoso discriminatorio ocurre

cuando la conducta se basa en la clase protegida de un estudiante y es lo suficientemente grave como para crear un ambiente hostil. Un **ambiente hostil** se crea cuando la conducta es tan severa, generalizada o persistente que limita la capacidad de un estudiante para participar o beneficiarse de los servicios, actividades u oportunidades de la escuela.

Para obtener más información, revise la Política de No Discriminación 3210 y el Procedimiento 3210P.

¿Qué es el acoso sexual?

El acoso sexual es cualquier conducta o comunicación no deseada que es de naturaleza sexual y que interfiere sustancialmente con el rendimiento educativo de un estudiante o crea un ambiente intimidante u hostil. El acoso sexual también puede ocurrir cuando un estudiante es inducido a creer que debe someterse a una conducta o comunicación sexual no deseada para obtener algo a cambio, como una calificación o un lugar en un equipo deportivo.

Los ejemplos de acoso sexual pueden incluir presionar a una persona para que realice acciones o favores sexuales; toques no deseados de naturaleza sexual; declaraciones gráficas o escritas de naturaleza sexual; distribución de textos, correos electrónicos o imágenes sexualmente explícitos; hacer bromas sexuales, rumores, etc. o comentarios sugerentes; y violencia física, incluyendo violación y agresión sexual.

Nuestras escuelas no discriminan en base al sexo y prohíben la discriminación sexual en todos nuestros programas educativos y empleo, como lo requiere el Título IX y la ley estatal.

Para obtener más información, revise la Política de Acoso Sexual 3205 y el Procedimiento 3205P.

¿Qué debería hacer mi escuela con respecto al acoso sexual y discriminatorio?

Cuando una escuela se da cuenta de un posible acoso discriminatorio o sexual, debe investigar y detener el acoso. La escuela debe abordar cualquier efecto que el acoso haya tenido en el estudiante en la escuela, incluyendo la eliminación del ambiente hostil, y asegurarse de que el acoso no vuelva a ocurrir.

¿Qué puedo hacer si me preocupa la discriminación o el acoso?

Hable con un Coordinador o envíe una queja por escrito. Usted puede comunicarse con los siguientes miembros del personal del distrito escolar para reportar sus inquietudes, hacer preguntas o aprender más sobre cómo resolver sus inquietudes.

Preocupaciones sobre la discriminación:
Coordinador de Derechos Civiles:
Nancy Pham
Oficial de Asuntos Jurídicos - Cumplimiento, Política y Empleo
phamn@bsd405.org
425-456-4040

Preocupaciones sobre la discriminación sexual, incluido el acoso sexual:
Coordinador del Título IX:
Jeff Lowell
Director de Atletismo y Actividades

lowellj@bsd405.org
425-456-4010

Preocupaciones sobre la discriminación por discapacidad:
Coordinador de la Sección 504:
Kerince Bowen
Coordinador de la Sección 504
bowenk@bsd405.org
425-456-4168

Preocupación por la discriminación basada en la identidad de género:
Coordinador de Escuelas Inclusivas de Género:
Nancy Pham
Oficial de Asuntos Jurídicos - Cumplimiento, Política y Empleo
phamn@bsd405.org
425-456-4040

Dirección postal para todos los coordinadores de cumplimiento: 12111 NE 1st Street, Bellevue, WA 98005.

Para **presentar una queja por escrito**, describir la conducta o incidente que puede ser discriminatorio y enviarlo por correo, fax, correo electrónico o entrega en mano al director de la escuela, superintendente del distrito o coordinador de derechos civiles. Presentar la queja lo antes posible para una pronta investigación, y dentro de un año de la conducta o incidente.

¿Qué sucede después de presentar una queja por discriminación?

El Coordinador de Derechos Civiles le dará una copia del procedimiento de quejas por discriminación del distrito escolar. El Coordinador de Derechos Civiles debe asegurarse de que se lleve a cabo una investigación rápida y exhaustiva. La investigación debe completarse dentro de los 30 días calendario a menos que usted esté de acuerdo con un calendario diferente. Si su queja involucra circunstancias excepcionales que requieren una investigación más larga, el Coordinador de Derechos Civiles le notificará por escrito con la fecha prevista para su respuesta.

Cuando se complete la investigación, el superintendente del distrito escolar o el miembro del personal que dirige la investigación le enviará una respuesta por escrito. Esta respuesta incluirá:

- Un resumen de los resultados de la investigación
- Una determinación de si el distrito escolar no cumplió con las leyes de derechos civiles.
- Cualquier medida correctiva o remedio necesario.
- Observe cómo puede apelar la decisión.

¿Cuáles son los próximos pasos si no estoy de acuerdo con el resultado?

Si no está de acuerdo con el resultado de su queja, puede apelar la decisión ante el Consejo de Apelaciones Disciplinarias (DAC) y luego ante la Oficina del Superintendente de Instrucción Pública (OSPI). Más información sobre este proceso, incluyendo plazos importantes, se incluye en el Procedimiento de No Discriminación 3210P del distrito y el Procedimiento de Acoso Sexual 3205P.

Ya presenté una queja de HIB – ¿Qué hará mi escuela?

El acoso, la intimidación o el acoso (HIB, por sus siglas en inglés) también puede ser discriminación si está relacionado con una clase protegida. Si le da a su escuela un informe escrito de HIB que involucra discriminación o acoso sexual, su escuela notificará al Coordinador de Derechos Civiles. El distrito escolar investigará la queja usando el Procedimiento de No Discriminación 3210P y el Procedimiento HIB 3207P para **resolver completamente su queja**.

¿Quién más puede ayudar con HIB o preocupaciones de discriminación?

Oficina del Superintendente de Instrucción Pública (OSPI)

Todos los informes deben comenzar localmente a nivel escolar o distrital. Sin embargo, OSPI puede ayudar a estudiantes, familias, comunidades y personal escolar con preguntas sobre la ley estatal, el proceso de quejas de HIB y los procesos de quejas por discriminación y acoso sexual.

Centro de Seguridad Escolar OSPI (para preguntas sobre acoso, intimidación y acoso escolar)

- Sitio web: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Correo electrónico: schoolsafety@k12.wa.us
- Teléfono: 360-725-6068

Oficina de Equidad y Derechos Civiles de OSPI (para preguntas sobre discriminación y acoso sexual)

- Sitio web: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Correo electrónico: equity@k12.wa.us
- Teléfono: 360-725-6162

Oficina del Defensor de la Educación del Gobernador del Estado de Washington (OEO)

La Oficina del Defensor de la Educación del Gobernador del Estado de Washington trabaja con familias, comunidades y escuelas para abordar los problemas juntos para que cada estudiante pueda participar plenamente y prosperar en las escuelas públicas K-12 de Washington. OEO proporciona herramientas informales de resolución de conflictos, coaching, facilitación y capacitación sobre familia, participación comunitaria y defensa de sistemas.

- Sitio web: www.oeo.wa.gov
- Correo electrónico: oeoinfo@gov.wa.gov
- Teléfono: 1-866-297-2597

Departamento de Educación de los Estados Unidos, Oficina de Derechos Civiles (OCR)

La Oficina de Derechos Civiles del Departamento de Educación de los Estados Unidos (OCR) hace cumplir las leyes federales de no discriminación en las escuelas públicas, incluyendo aquellas que prohíben la discriminación basada en sexo, raza, color, origen nacional, discapacidad, etc. y la edad. La OCR también tiene un proceso de denuncia por discriminación.

- Sitio web: https://www2.ed.gov/about/offices/list/ocr/index.html
- Correo electrónico: orc@ed.gov
- Teléfono: 800-421-3481

Nuestra escuela es inclusiva de género

En Washington, todos los estudiantes tienen derecho a ser tratados de manera coherente con su identidad de género en la escuela. Nuestra escuela:

- Dirigirse a los estudiantes por su nombre y pronombres solicitados, con o sin un cambio de

nombre legal.

- Cambie la designación de género de un estudiante y haga que su género se refleje con precisión en los registros escolares.
- Permita que los estudiantes usen baños y vestuarios que se alineen con su identidad de género.
- Permitir que los estudiantes participen en deportes, cursos de educación física, excursiones y viajes nocturnos de acuerdo con su identidad de género.
- Mantenga la información de salud y educación confidencial y privada.
- Permita que los estudiantes usen ropa que refleje su identidad de género y apliquen códigos de vestimenta sin tener en cuenta el género o género percibido del estudiante.
- Proteja a los estudiantes de las burlas, el acoso o el acoso basado en su género o identidad de género.

Para obtener más información, revise la Política de Escuelas Inclusivas de Género 3211 y el Procedimiento 3211P.
Si tiene preguntas o inquietudes, por favor contacte al Coordinador de Escuelas Inclusivas de Género:

Nancy Pham
Oficial de Asuntos Jurídicos - Cumplimiento, Política y Empleo
phamn@bsd405.org
425-456-4040

Para preocupaciones sobre discriminación o acoso discriminatorio basado en identidad de género o expresión de género, por favor vea la información anterior en la página 4.

Opción de informes en línea

El Distrito Escolar de Bellevue pone a disposición Alerta Vectorial , que es un sistema de informes de propinas que permite a los estudiantes, el personal y los padres reportar discriminación o acoso y presentar preocupaciones de seguridad a nuestra administración de cuatro maneras diferentes: Texto, correo electrónico, teléfono y sitio web *usando **Alerta Vectorial*** .

Conducta/Disciplina de los Estudiantes (Política 3241 y Procedimiento 3241P)

El Distrito está comprometido a garantizar un ambiente de aprendizaje seguro y productivo en el que los estudiantes tengan todas las oportunidades de aprender. Para asegurar que todos y cada uno de los estudiantes tengan acceso equitativo a los servicios educativos y que el comportamiento de los estudiantes no resulte en una pérdida en los servicios educativos, el Distrito ha eliminado las suspensiones a corto plazo y proporciona acceso a los servicios educativos durante las suspensiones a largo plazo y las expulsiones de emergencia. El Distrito también está comprometido a reducir el impacto desproporcionado de las suspensiones y expulsiones fuera de la escuela en cualquier grupo identificable de estudiantes, incluyendo aquellos con discapacidades. El Distrito logrará sus compromisos mediante la aplicación de apoyos y principios de comportamiento positivo, reconociendo que habrá momentos en que la aplicación de medidas correctivas sea necesaria.

Otra información importante indicada en cada procedimiento (enlazada arriba):

4. Lista de Violaciones de Comportamiento
5. Requisitos de la Escuela para determinar e implementar medidas correctivas, incluyendo **exclusiones en el aula, suspensión en la escuela, suspensiones a largo plazo, expulsiones, retiradas de emergencia y reincorporación**

6. Reclamos/derechos de apelación de padres y estudiantes y procesos/plazos

Asistencia estudiantil (Política 3122 y Procedimiento 3122P)

El Distrito Escolar de Bellevue cree que la asistencia regular a la escuela y el compromiso son esenciales para el éxito de los estudiantes. Se espera que los estudiantes asistan a todas las clases asignadas cada día. Los estudiantes a veces pueden estar apropiadamente ausentes de la clase. En la política y procedimiento completos enlazados anteriormente, encontrará más información sobre:

5. Cómo reportar una ausencia
6. Definiciones de ausencia para el aprendizaje presencial, sincrónico y asíncrono
7. Ausencias consideradas excusables bajo la ley estatal de Washington
8. Deberes de los distritos sobre el ausentismo crónico y las ausencias injustificadas

Quejas relativas al personal o los programas (Política 4220 y Procedimiento 4220P)

El proceso de quejas del Distrito se basa en el principio de que la mayoría de los problemas pueden y deben resolverse en el nivel en que se tomaron las decisiones. Todo lo posible será resolver las inquietudes y quejas a través de la comunicación informal. Si los intentos de resolución informal no proporcionan un resultado aceptable para el estudiante, el proceso formal de queja está disponible. El distrito se compromete a resolver las preocupaciones y quejas sobre los programas, políticas, procedimientos, acciones y decisiones de los empleados de la escuela y el distrito de una manera efectiva, eficiente y oportuna al iniciar la queja con la persona(s) responsable del programa, evento, acción o decisión.

Al abordar las quejas informales, las partes involucradas deben:

G. Comience la conversación con el reconocimiento de que cada uno está operando con la mejor de las intenciones.
H. Trabaja en colaboración para entender el punto de vista del otro.
I. Trabaje para resolver la preocupación a través de la conversación antes de iniciar una queja formal.

Cuando una queja no ha sido resuelta a través de intentos informales de resolución, el demandante puede iniciar una queja formal, por escrito dentro de los treinta (30) días calendario siguientes al intento de resolución informal. Cualquier queja informal no resuelta a nivel escolar se dirige a la Oficina de Apoyo Escolar y debe incluir:

G. Declaración detallada de la denuncia
H. Medidas adoptadas para atender la denuncia
I. Resolución(s) sugerida(s) que se examinará

La Oficina de Apoyo Escolar asignará a una persona responsable de reunirse con el demandante para entender la queja y qué resolución (s) ya ha sido considerada. Esta persona proporcionará una decisión por escrito para abordar la queja dentro de los diez (10) días calendario a partir de la recepción de la queja. Las decisiones de resolución son definitivas, excepto las apelaciones ante el Superintendente de Instrucción Pública, otras agencias o los tribunales, según lo dispuesto por la ley.

Actividades interescolares (Política 2151 y Procedimiento 2151P)

El Distrito Escolar de Bellevue ofrece un programa de actividades interescolares. Es importante recordar que mientras que la participación en programas extracurriculares no es un derecho, el distrito está comprometido con el acceso equitativo a estas actividades para todos y cada uno de los participantes interesados.

En la política y procedimiento vinculados anteriormente se incluye información detallada para aquellos interesados en participar en estas actividades.

La política y el procedimiento vinculados anteriormente proporcionan información detallada para los interesados en participar en estas actividades.

IX. **Código de Conducta de Actividades Atléticas:** Detalla las acciones correctivas aplicadas cuando los participantes exhiben cualquiera de las conductas que se elevan al nivel de mala conducta excepcional como se define en la Política y Procedimiento 3241 (Administración del Salón de Aula, Disciplina y Acción Correctiva), incluyendo el uso ilegal de drogas y alcohol. En esta disposición se incluye información específica sobre cómo se aplica esta disposición a los participantes, incluidos los derechos de apelación.

X. **Requisito de asistencia:** Detalla las expectativas para los estudiantes atletas y la asistencia escolar en los días de prácticas y competiciones. Los entrenadores reciben una impresión diaria de la asistencia para asegurar que sus atletas sean elegibles para practicar o competir. En circunstancias raras, extremas y atenuantes fuera del control del estudiante, la elegibilidad para practicar o competir puede ser otorgada por adelantado en una base caso por caso.

XI. **Requisito de puntos de calificación:** Detalla el requisito promedio de puntos de calificación del distrito para la participación en el atletismo de la escuela secundaria.

XII. **Cumplimiento y entrenadores de WIAA (Asociación de Actividades Interescolásticas de Washington):** Explica que los programas deportivos de secundaria deben cumplir con las reglas y procedimientos del Distrito Escolar de Bellevue y la Asociación de Actividades Interescolares de Washington (WIAA). Cada escuela debe tener procedimientos establecidos para seleccionar asesores/entrenadores adultos; para notificar anualmente a los padres y participantes de las reglas, regulaciones y expectativas en cada deporte/actividad; y para supervisar y evaluar entrenadores/asesores y programas. Esta disposición incluye información sobre cómo reportar una posible violación de las reglas del distrito o WIAA.

XIII. **Deportes no-WIAA:** La Junta Directiva del Distrito Escolar de Bellevue ha autorizado los deportes de club en Water Polo, Lacrosse y Girl's Badminton como "deportes no-WIAA" en el significado de la Política 2151. Los estudiantes que participan en deportes no aprobados de WIAA deben ser residentes del Distrito Escolar de Bellevue. La Junta no autorizará un deporte de club para una escuela secundaria donde la escuela secundaria tenga un deporte o actividad sancionada por la WIAA.

XIV. **Elegibilidad atlética para escuelas Big Picture y escuelas internacionales:** Los estudiantes que asisten a una de las escuelas "Choice" del Distrito Escolar de Bellevue que sirven a estudiantes en los grados 9 a 12 mantendrán la elegibilidad atlética en la escuela secundaria integral que sirve al vecindario en el que residen. Los estudiantes que asisten a Big Picture School que no residen en el Distrito Escolar de Bellevue son elegibles para competir por Sammamish High School. Los estudiantes que asisten a la Escuela Internacional y no residen en el Distrito Escolar de Bellevue son elegibles para competir por la Escuela Secundaria de Bellevue.

XV. **Prácticas y competiciones dominicales:** Todas las actividades deportivas interescolares deben realizarse entre lunes y sábado; por lo tanto, las prácticas y competiciones dominicales están prohibidas. Los directores atléticos pueden solicitar una excepción a la prohibición de la competencia escribiendo al Director de Atletismo y Actividades del Distrito antes de la competencia.

XVI. Evaluación del Programa: El distrito **c**lleva a cabo una revisión anual de cada programa y se requiere para asegurar que cada programa cumpla con las metas del Distrito y las necesidades de los estudiantes. Dichos exámenes deben incluir aportaciones de base amplia de los participantes y sus familias. Cada programa deportivo llevará a cabo una encuesta de estudiantes atletas y padres como fuente de datos para informar a los directores y administradores atléticos en su revisión anual y para proporcionar retroalimentación informativa al personal de entrenamiento.

以下是 贝尔维尤学区(BSD)政策和政策程序的摘要，这些政策和程序 要求或鼓励发布/通知。完整的政策和程序可在学区网站上的 BSD 数字政策和程序手册中找到。每个政策和程序的标题都超链接到特定政策和程序。

我们的学校保护学生免受骚扰，恐吓和欺凌(HIB)

学校的目标是安全和包容性的环境，保护所有学生免受骚扰，恐吓和欺凌(HIB)，包括在课堂，校车，学校体育活动和其他学校活动中。本节定义了 HIB，解释了当您看到或体验它时该怎么做，以及我们学校的回应流程。

什么是 HIB？

Hib 是指学生故意进行的任何电子，书面，口头或物理行为，其：

- 身体伤害另一名学生或损害他们的财产。
- 具有严重干扰另一学生教育的效果；或
- 如此严峻，持续或重大，以至于它为其他学生创造了一个恐吓或威胁的教育环境。

Hib 通常涉及观察到或感知到的功率失衡，并且重复多次或极有可能重复。根据法律,我们的学校不允许 Hib。

如何举报或投诉 HIB？

与任何学校工作人员交谈(考虑从你最舒服的人开始!).您可以使用我们区域的报告表分享有关 HIB 的疑虑(链接至表格),但有关 HIB 的报告可以书面或口头形式进行。如果您不愿意透露您的身份，您可以匿名创建报告；如果您不希望与报告涉及的其他学生共享报告，则可以保密创建报告。不会仅根据匿名或机密报告对另一名学生采取纪律处分。

如果工作人员被告知，观察，无意中听到或目击 HIB，他们必须立即采取适当行动，制止 HIB 行为并防止其再次发生。我们的学区还设有 HIB 合规官(Nancy Pham，phamn@bsd405.org 或 425-456-4040)，为 HIB 的预防和应对提供支持。

在我报告 HIB 后会发生什么?

如果您报告 HIB，学校员工必须尝试解决问题。如果问题得到解决，则无需采取进一步措施。但是，如果您认为您或您认识的人是尚未解决的，严重的或持续性 HIB 的受害者，需要进一步调查和采取行动，那么您应请求官方 HIB 调查。

此外，学校必须采取行动，确保举报 HIB 的人不会遭受报复。

调查流程是什么？

当您举报投诉时,HIB 合规官或领导调查的工作人员必须通知与投诉有关的学生的家属,并确保迅速和彻底的调查。调查必须在 5 个上学日内完成，除非您同意不同的时间表。如果您的投诉涉及需要更长时间调查的情况，学区将通知您预计的回复日期。

调查完成后，HIB 合规官或领导调查的工作人员必须在 2 个学日内向您提供调查结果。这种答复应包括：

- 调查结果摘要
- 确定HIB是否属实
- 所需的任何纠正措施或补救措施
- 明确有关如何对决定提出申诉的信息

如果我不同意结果，接下来该怎么办？

对于投诉中指定为"目标学生"的学生：

如果你不同意学区的决定,你可以上诉的决定,并包括有关投诉的任何附加信息给校长,或被指派领导上诉的人,然后到学校董事会.

对于在申诉中被指定为"侵略者"的学生：

在 HIB 投诉中被认定为"侵害者"的学生不得对 HIB 调查的决定提出上诉。然而，他们可以对因 HIB 调查结果而采取的纠正行动提出上诉。

有关 HIB 投诉流程(包括重要时间表)的更多信息，请参阅该地区的 HIB 网页 和该地区的 HIB 政策 3207 和程序 3207P。

我们的学校反对歧视

当某人因属于**受保护阶层**而受到不同或不公平的对待时，包括其种族，肤色，国籍，性别，性别认同，性别表达，性取向，宗教，信仰，残疾，服役动物的使用，退伍军人或军事身份。

什么是歧视性骚扰？

歧视性骚扰可能包括戏弄和打电话；图形和书面陈述；或其他可能对身体构成威胁，有害或侮辱性的行为。歧视性骚扰发生在以下情况下：行为基于学生受保护的班级，严重到足以造成敌对环境。当行为如此严重，普遍或持续不断,以致限制学生参与学校服务，活动或机会或从中获益的能力时,就会产生**敌意环境**。

有关更多信息，请查看该地区的非歧视政策 3210 和程序 3210P

什么是性骚扰？

性骚扰是指任何不受欢迎的行为或沟通，这些行为或沟通本质上具有性性质，严重干扰学生的教育成绩或制造恐吓或敌对环境。如果学生认为必须服从不受欢迎的性行为或沟通以获得回报，例如等级或运动队中的某个位置，也会发生性骚扰。

性骚扰的例子包括对某人施加压力，要求他人采取性行为或给予好处；不受欢迎的性接触；带有性性质的图形或书面陈述；散发色情文本，电子邮件或图片；制造性笑话，谣言；或暗示性言论；人身暴力，包括强奸和性侵犯。

按照第九编和州法律的要求，我们的学校在所有教育方案和就业中不存在基于性别的歧视，并禁止性别歧视。

有关更多信息，请查看该地区的性骚扰政策 3205 和程序 3205P

我的学校应该如何对待歧视和性骚扰？

当学校意识到可能存在歧视或性骚扰时，必须调查并制止骚扰。学校必须解决骚扰对在校学生造成的任何影响，包括消除敌对环境，并确保骚扰不再发生。

如果我担心歧视或骚扰，该怎么办？

与协调员交谈或提交书面投诉。您可以联系以下学区工作人员，报告您的疑虑，提问或了解有关如何解决您的疑虑的更多信息。

对歧视的关注：

民权协调员：
Nancy Pham
法律事务官-合规，政策和雇佣
phamn@bsd405.org
425-456-4040

对性别歧视，包括性骚扰的关注：

第九编协调员：
杰夫·洛厄尔

田径和活动总监
lowellj@bsd405.org
425-456-4010

对残疾歧视的关注：

第 504 节：
Kerince Bowen
第 504 款
bowenk@bsd405.org
425-456-4168

对基于性别认同的歧视的关注：

包容两性的学校协调员：
Nancy Pham
法律事务官-合规，政策和雇佣
phamn@bsd405.org
425-456-4040

所有合规协调员的邮寄地址：12111 NE 1st Street, Bellevue, WA 98005。

提交书面投诉，描述可能具有歧视性的行为或事件，并通过邮寄，传真，电子邮件或亲手递送给校长，地区校长或民权协调员。尽快提交投诉，以便迅速进行调查，并在行为或事件发生后一年内进行调查。

我提出歧视投诉后会怎样？

民权协调员将向您提供一份学区歧视申诉程序的副本。民权协调员必须确保进行迅速和彻底的调查。调查必须在 30 个日历日内完成，除非您同意不同的时间表。如果您的投诉涉及需要更长时间调查的特殊情况，民权协调员将以书面形式通知您，并告知他们的预计回复日期。

调查完成后，校区校长或领导调查的工作人员将向您发送书面答复。这一回应将包括：

- 调查结果摘要
- 确定学区是否未能遵守民权法律。
- 所需的任何纠正措施或补救措施。
- 注意您可以如何对决定提出申诉。

如果我不同意结果，接下来该怎么办？

如果你不同意你的投诉结果,你可以向纪律上诉委员会(DAC)提出上诉,然后向公共教学监督办公室(OSPI)提出上诉。有关此流程的更多信息，包括重要时间表，请参阅该地区的非歧视程序 3210P 和性骚扰程序 3205P。

我已经提交了 HIB 投诉—我的学校会怎么办?

如果骚扰，恐吓或欺凌(HIB)与受保护阶层相关，也可能构成歧视。如果您向您的学校提供了涉及歧视或性骚扰的 HIB 书面报告，您的学校将通知民权协调员。学区将使用非歧视程序 3210P 和 HIB 程序 3207P 调查投诉,以**完全解决您的投诉**.

还有谁可以帮助解决 HIB 或歧视问题？

公共教学监督署(OSPI)

所有报告都必须从学校或区一级开始。然而，OSPI 可以帮助学生，家庭，社区和学校工作人员解决有关州法律，HIB 投诉程序以及歧视和性骚扰投诉程序的问题。

OSPI 学校安全中心(针对有关骚扰，恐吓和欺凌的问题)

- 网址：ospi.k12.wa.us/student-success/health-safety/school-safety-center
- 电子邮件：schoolsafety@k12.wa.us
- 电话：360-725-6068

OSPI 公平和公民权利办公室(关于歧视和性骚扰的问题)

- 网址：ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- 电子邮件：equity@k12.wa.us
- 电话：360-725-6162

华盛顿州州长教育监察员办公室(OEO)

华盛顿州州长办公室的教育监察员与家庭，社区和学校合作,共同解决问题,使每一个学生都可以充分参与华盛顿州的 K-12 公立学校,并在其中茁壮成长。OEO 提供非正式的冲突解决工具，辅导，促进和关于家庭，社区参与和系统宣传的培训。

- 网址：www.oeo.wa.gov
- 电子邮件：oeoinfo@gov.wa.gov
- 电话：1-866-297-2597

美国教育部民权办公室(OCR)

美国教育部民权办公室(OCR)在公立学校执行联邦非歧视法律，包括禁止基于性别，种族，肤色，民族血统，残疾，残疾，和年龄。OCR 还设有歧视投诉程序。

- 网址：https://www2.ed.gov/about/offices/list/ocr/index.html
- 电子邮件：orc@ed.gov
- 电话：800-421-3481

我们的学校具有性别包容性

在华盛顿，所有学生都有权在学校得到与其性别认同一致的对待。我们的学校将：

- 根据学生要求的姓名和代词对学生进行寻址，无论是否更改合法名称。
- 更改学生的性别名称，并在学校记录中准确反映其性别。
- 允许学生使用符合其性别认同的洗手间和更衣室。
- 允许学生根据其性别认同参加体育，体育课程，实地考察和通宵考察。
- 保持健康和教育信息的机密性和保密性。
- 允许学生穿着反映其性别认同的衣服，并在不考虑学生性别或性别的情况下适用着装规范。
- 保护学生免受基于性别或性别认同的挑逗，欺凌或骚扰。

有关更多信息，请查看该学区的性别包容性学校政策 3211 和程序 3211P

如果您有任何疑问或疑虑，请联系性别包容性学校协调员：

Nancy Pham
法律事务官-合规，政策和雇佣
phamn@bsd405.org
425-456-4040

有关基于性别认同或性别表达的歧视或歧视性骚扰的担忧，请参阅上文第 4 页的信息。

在线报告选项

*贝尔维尤学区提供 Vector Alert,*这是一个提示报告系统,允许学生，员工和家长报告歧视或骚扰,并*通过*四种不同的方式向我们的管理部门提交安全顾虑:文本，电子邮件，电话和*使用 Vector Alert 的*网站 https://bsd405-wa.safeschoolsalert.com/。

学生行为/纪律(政策 3241 和流程 3241P)

该学区致力于确保一个安全和富有成效的学习环境,为学生提供每一个学习机会。为了确保每一名学生都能平等地获得教育服务，并确保学生的行为不会造成教育服务的损失，特区取消了短期停学，并在长期停学和紧急搬迁期间提供获得教育服务的机会。学区还致力于减少校外停学和开除对包括残疾学生在内的任何可识别学生群体的不成比例的影响。学区将通过运用积极的行为支持和原则来实现其承诺，同时认识到有时需要运用纠正措施。

每个程序中陈述的其他重要信息(以上链接)：

7. 行为违规列表
8. 学校决定和实施纠正措施的要求，包括**课堂例外，停课，长期停课，**https://www.bsd405.org/about-us/school-board/policies-and-procedures/policy-and-procedure-details/~board/policies-procedures/post/32413p **开除，**https://www.bsd405.org/about-us/school-board/policies-and-procedures/policy-and-procedure-details/~board/policies-procedures/post/32414p**紧急拆卸和重新接合**
9. 家长和学生申诉/上诉权利和流程/时间表

学生出勤(政策 3122 和流程 3122P)

贝尔维尤学区认为,正常上学和参与是学生成功的关键。学生应每天参加分配的所有班级。有时学生可能会适当地缺席课堂。在上面链接的完整政策和程序中，您将找到有关以下内容的更多信息：

9. 如何报告缺勤
10. 现场学习，同步学习和异步学习的缺勤定义
11. 根据华盛顿州法律，缺勤被视为可原谅
12. 地区对长期缺勤和无故缺勤的责任

有关员工或计划的投诉(政策 4220 和程序 4220P)

特区的投诉程序所依据的原则是，大多数问题可以而且应该在作出决定的一级得到解决。应尽一切努力通过非正式沟通解决问题和投诉。如果非正式解决尝试未能为学生提供可接受的结果，则可使用正式的投诉程序。该学区致力于通过向负责该计划，事件，行动或决定的。

在处理非正式投诉时，有关各方应：

J. 在谈话开始时，确认每个人都是以最佳的意图行事的。
K. 协同工作以了解对方的观点。
L. 在发起正式投诉之前，通过对话解决问题。

如果投诉未能通过非正式解决办法得到解决，投诉人可在非正式解决办法尝试后三十(30)个日历日内以书面形式提出正式投诉。任何在学校一级未得到解决的非正式投诉都将提交给学校支助办公室，其中必须包括：

J. 投诉的详细陈述
K. 为解决投诉而采取的步骤
L. 建议审议的决议

学校支助办公室将指派一名负责人与投诉人会面，以了解投诉情况以及已经考虑的解决办法。此人将在收到投诉后的十(10)个日历日内提供书面决定处理投诉。除向公共教学总监，其他机构或法律规定的法院提出上诉外，裁决是最终裁决。

跨学科活动(政策 2151 和程序 2151P)

贝尔维尤学区提供跨学科活动方案。重要的是要记住，虽然参加课外课程不是一项权利，但该学区致力于为每一个感兴趣的参与者公平地参加这些活动。

上文链接的政策和程序中包含了有关有兴趣参加这些活动的人员的详细信息。

上文链接的政策和程序为有兴趣参加这些活动的人提供了详细信息。

XVII. **运动/活动行为准则：**当参与者表现出任何行为达到政策和程序3241 （课堂管理，纪律和纠正措施）中定义的异常不当行为（包括非法吸毒和酗酒）时，应采取的纠正措施。这项规定包括关于如何将这项规定适用于参与者的具体资料，包括上诉权利。

XVIII. **出勤要求：**详细说明对学生运动员的期望以及在练习和比赛日的学校出勤情况。教练每天都会收到出勤记录，以确保运动员有资格练习或参加比赛。在学生无法控制的罕见，极端和减轻处罚的情况下，可以根据具体情况事先授予练习或竞争资格。

XIX. **分数要求：**详细说明该地区参加高中田径比赛的平均分数要求。

XX. **WIAA （华盛顿跨学科活动协会）合规与教练：**解释说，高中体育项目必须遵守贝尔维尤校区董事会和华盛顿跨学科活动协会（WIAA）的规则和程序。每所学校都应制定程序，挑选成人顾问/教练；每年向家长和参与者通报每项运动/活动的规则，规章和期望；监督和评价教练/教练和方案。该条款包括有关如何举报潜在违反地区或WIAA规则的信息。

XXI. **非WIAA体育：**贝尔维尤校区董事会已授权水球，拉克罗斯和女子羽毛球的俱乐部体育为政策2151意义内的"非WIAA体育"。参加经批准的非WIAA体育项目的学生必须是贝尔维尤学区的居民。董事会不会授权高中从事WIAA认可的体育或活动的俱乐部体育活动。

XXII. **参加Big Picture和国际学校的体育资格：**就读贝尔维尤学区"选择"学校的学生，将在就读于为9至12年级学生提供服务的综合高中保持体育资格。不居住在贝尔维尤学区的Big Picture School学生有资格参加Sammamish高中的竞赛。不在贝尔维尤学区居住的国际学校学生有资格参加贝尔维尤高中的竞赛。

XXIII. **星期日练习和比赛:**所有校际体育活动必须在星期一至星期六之间进行;因此，星期日练习和比赛是禁止的。体育总监可在比赛开始前致函地区体育和活动总监，要求豁免比赛禁令。

XXIV. 计划评估：学区对每个计划进行年度审查，并要求确保每个计划都符合学区的目标和学生的需求。这种审查必须包括参与者及其家属的广泛投入。每个体育方案都将对学生运动员和家长进行调查，作为数据来源，以便在其年度审查中向体育总监和管理人员提供信息，并向教练人员提供信息性反馈。

APPENDENCIES

Middle School MLA Citation Guide*

CITING BOOKS AND OTHER NON-PERIODICAL PUBLICATIONS

▪ Book

Author's Last Name, First Name Middle Name. Title of Book. City of Publication: Publisher's Name, Year of Publication.

Example: Ride, Sally. Exploring Our Solar System. New York: Crown, 2003.

Book – Editor or Compiler – An Anthology or Compilation

Editor's or Compiler's Last Name, First Name Middle Name, ed. or comp. Title of Book. City of Publication: Publisher's Name, Year of Publication.

Example: Benford, Gregory, ed. Skylife: Space Habitats in Story and Science. New York: Harcourt, 2000.

Book – By Two or More Authors

Note: List the authors' names in the order given on the publication's title page.

Author's Last Name, First Name Middle Name and Author's First Name Middle Name Last Name. Title of Book. City of Publication: Publisher's Name, Year of Publication.

Example: Gonzalez**,** Guillermo and Jay Wesley Richards. The Privileged Planet: How Our Place in the Cosmos is Designed for Discovery. Washington DC: Regnery, 2004.

Book – Reference Book

Encyclopedia

Author of article's Last Name, First Name Middle Name. "Article Title." Title of Encyclopedia. Year of Publication.

Example: Brecher, Kenneth. "Universe." World Book Encyclopedia. 2003.

CITING ARTICLES AND OTHER PUBLICATIONS IN PERIODICALS

Newspaper

Author's Last Name, First Name Middle Name. "Title of Article." Name of Newspaper Day Abbreviated Month. Year of Publication, Edition ed.: Page Numbers of Article.

Example: Maugh, Thomas H. "Saturn's Moon Not an Asteroid." The Seattle Times 24 June 2004, Eastside ed.: B2+.

Magazine

Author's Last Name, First Name Middle Name. "Title of Article." Name of Magazine Day Abbreviated Month. Year of Publication: Page Numbers of Article.

Example: Cowen, Ron. "Sky Lights." Science News 18 Sept. 2004:179-180.

CITING MISCELLANEOUS PRINT AND NON-PRINT SOURCES

Film or Video Recording (DVD, Videocassette)

Title. Dir. Director's First Name Middle Name Last Name. Writer, Performer, or Producer's First Name Middle Name Last Name, Year of Original Release. Media Format. Distributor, Year of Release.

Example: E.T., The Extra Terrestrial. Dir. Steven Spielberg. Writer, Melissa Mathison. 1982. Videocassette. Universal, 2002.

Interview (Personal or Telephone Interview Conducted by Researcher)

Last Name, First Name Middle Name of Person Interviewed. Personal, E-mail or Telephone interview. Day Abbreviated Month. Year of Interview.

Example: Lucas, George. Telephone interview. 6 Dec. 2004.

CITING ELECTRONIC PUBLICATIONS

▪ Basic Entry: A Document from an Internet Site

Author's Last Name, First Name Middle Name. "Article or Specific Web Page Title." Title of Entire Web Site. Day Abbreviated Month. Year Web Page Was Last Revised. Sponsoring Organization. Day Abbreviated Month. Year You Read It <URL>.

Example: "Space Weather Now." Space Environment Center. 29 May 2007. National Oceanic & Atmospheric Administration. 30 May 2007 <http://www.sec.noaa.gov/SWN/>.

▪ Article in an Online Newspaper

Author's Last Name, First Name Middle Name. "Title of Article." Name of Newspaper. Day Abbreviated Month. Year of Publication. Day Abbreviated Month. Year You Viewed It <URL>.

Example: Vergano, Dan. "Planets More Like Earth Found Circling Nearby Stars." USA Today 1 Sept. 2004. 13 Nov. 2004 <http://www.usatoday.com/>.

▪ A Work from an Online Subscription Database

Note: Since URLs are complex, provide the URL of the database's search page or home page. If citing an article originally in print form but obtained from an on-line data base, include enough information to find the item in either.

CultureGrams ***(World Edition, Kids Edition, States Edition)***

"Title of Article." Name of Database Reference Source. Year of Publication. Publisher's Name. Name of Your School Lib. Day Abbreviated Month. Year You Read It <URL>.

Example: "Iceland." CultureGrams World Edition. 2007. Proquest CSA. Highland Middle School Lib. 22 Jan. 2007 <http://online.culturegrams.com/ >.

Facts.com ***(World News Digest, Reuter's® News, Issues & Controversies, Today's Science, World Almanac, World Almanac Encyclopedia)***

Author's Last Name, First Name Middle Name. "Title of Article." Name of Database Reference Source. Day Abbreviated Month. Year of Publication. Name of Database. Publisher's Name. Name of Library Where Viewed. Day Abbreviated Month. Year You Read It <URL>.

Example: "NASA Funding." Issues and Controversies. 15 Feb. 2005. Facts.com. Facts On File News Services. Odle Middle School Lib. 15 Nov. 2006 <http://www.2facts.com>.

Grolier ***(Grolier Multimedia Encyclopedia, The New Book of Knowledge, The New Book of Popular Science, Lands and Peoples, America the Beautiful)***

Author's Last Name, First Name Middle Name. "Title of Article." Name of Database Reference Source. Day Abbreviated Month. Year of Publication. Name of Database. Publisher's Name. Name of Library Where Viewed. Day Abbreviated Month. Year You Read It <URL>.

Example: Grossman, Lawrence. "Asteroid." Grolier Multimedia Encyclopedia. 2005. Grolier Online. Scholastic Library Publishing. Odle High School Lib. 11 Nov. 2006 <http://go.grolier.com/>.

Proquest ***(ProQuest, eLibrary, Bridgeman Art and Art Resources)***

Author's Last Name, First Name Middle Name. "Title of Article." Name of Publication. Day Abbreviated Month. Year of Publication. Name of Database Reference Source. Name of Library Where Viewed. Day Abbreviated Month. Year You Read It <URL>.

Example: Reddy, Francis. "The Tenth Planet." Astronomy. 01 Nov. 2005. eLibrary. Proquest. Odle Middle School. O4 Jan. 2006 <http://www.bigchalk.com/>.

United Streaming

"Title of Video." Name of Producer. Day Abbreviated Month. Year of Publication. Publisher's Name. Name of Library Where Viewed. Day Abbreviated Month. Year You Read It <URL>.

Example: “Stargazing: How the Sky Works.” United Learning. 2002. Discovery Education. Odle Middle School Lib. 22 May 2007 <http://www.unitedstreaming.com/>.

World Book, World Book Kids

Author's Last Name, First Name Middle Name. "Title of Article." Name of Database. Day Abbreviated Month. Year of Publication. Publisher's Name. Name of library where viewed. Day Abbreviated Month. Year You Read It <URL>.

Example: Pasachoff, Jay M. "Astronomy." World Book. 2007. World Book Online Reference Center. Odle Middle School Lib. 06 Oct. 2007 <http://www.worldbookonline.com >.