BELLEVUE
HIGH SCHOOL

Established in 1949

Student and Family Handbook

Home of the Wolverines!

BELLEVUE HIGH SCHOOL

10416 SE WOLVERINE WAY

BELLEVUE, WA 98004

425-456-7000

Main Office FAX 425-456-7005 Athletics FAX 425-456-7042

Faculty FAX 425-456-7110

PRINCIPAL

Vic Anderson 425-456-7010

ASSISTANT PRINCIPAL

Jocelyn Alexander 425-456-7036

ASSISTANT PRINCIPAL

Cathy Wellington 425-456-7001

ASSISTANT PRINCIPAL

Matt Stokes 425-456-7003

Athletic Director

John Hill 425-456-7038

Activities Coordinator

Lynda Hurley 425-456-7091

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THE WOLVERINE WAY, IT'S WORTH THE CLIMB.

We hold high standards. We embrace the challenge together and support one another along the way.

OUR MISSION: WE ARE BELLEVUE

We are a community dedicated to learning. We are students, teachers, parents, staff, family, alumni and neighbors. Together we strive for excellence in all we do. We educate our minds and strengthen our hearts. **We are preparing for college and for life.**

WE VALUE …

Thoughtful Action. Accountable Excellence. Shared Success. Respect for All.

We embrace challenges and aspire to excellence for ourselves and for our community. We respect others and ourselves. We're in it together.

WE ARE …

Motivated. Prepared. Confident. Curious. Kind.

We recognize that excellence is never finished, and may not be within reach right from the start. So we are motivated and prepared—not just for the goals, but for the effort we'll put into them. We act with confidence not because we know the answers, but because we're ready to explore and discover new solutions. We are curious about what's beyond the textbooks and the tests. We take pride in our involvement with our school and our community.

A WOLVERINE ASKS …

What can I do to make a difference? Where can I find a solution? How can I help others succeed?

A WOLVERINE STRIVES TO …

Learn about other people, places, and cultures. Recognize, support, and celebrate individuals. Participate in the community. Create a better world.

A WOLVERINE IS …

Honest. Accepting. Respectful. Kind.

BEHAVIOR EXPECTATIONS

	All Areas	Commons & Hallways	Classroom	Events, Activities, & Assemblies
HONESTY	• Do the right thing • Take responsibility for your actions	• Collaborate with integrity	• Submit original work • Credit others for their work • Ask for help	• Play fair, play hard
ACCEPTANCE	• Honor differences • Listen	• Say hello • Invite others to speak	• Work with everyone • Discuss respectfully	• Give it a try • Participate
RESPECT	• Treat everyone with dignity • Clean up after yourself	• Recycle/dispose of trash after eating • Follow traffic patterns • Keep hallways clear	• Arrive on time • Be prepared • Try and try again	• Be a good sport • Be engaged
KINDNESS	• Include others • Use encouraging words	• Welcome others to your table/area • Ensure no one is left out	• Offer to help • Celebrate success	• Invite others to join you • Cheer



Bellevue High School

Supporting Student & Staff Well-Being

Be Clear, Be Near

Let your teacher know why you need the break and use the facilities near your classroom.

Check Out/Check In

Check out with your teacher before you leave, return as soon as possible, and let your teacher know once you are back.

5/10 Rule

Limit time out of class to 5 minutes and remain in class during the last 10 minutes of class.

SCHOOL RESOURCES

Accountant **456-7040**

- *Pay fines and fees*

Activities/Athletics Office **456-7039 or mayerk@bsd405.org**

- *Athletic Information: sports registration, building use, game and practice information*

Attendance Office **456-7006**

- *Excused & prearranged absences/principal approved absences*
- *Lost and found*

Clinic/Nurse **456-7143**

College & Career Center **456-7028**

- *College planning & scholarships*
- *WANIC/CTE jobs and internships*

Counseling Center **456-7031**

- *Individual, academic, personal counseling, class scheduling, college & career planning*
- *Community service and Wolverine Guard*
- *Financial Assistance: Invest Ed Scholarship Program*
- *Transcripts and scholarships*
- *Naviance (college and career readiness software) access*

Library **456-7029**

- *Return lost/overdue textbooks*
- *Student laptop help desk*

Main Office **456-7000**

- *General information*
- *Parking*
- *Lockers*
- *PIV Passwords*
- *ORCA card pick up*

Registrar **456-7037**

- *Enrollment of new students*
- *Transcripts, new students, & transfers*

Website Links:

- *Bellevue High School:* https://bsd405.org/bhs/
- *Bellevue School District:* https://bsd405.org/
- *BHS to pay fines and fees:* Intouch Receipts
- *Bellevue High PTSA:* http://www.bellevuehighptsa.com/wp/
- *BHS Athletic Calendar:* http://www.kingcoathletics.com/

BHS ADMINISTRATION COMITTMENTS

You will be SAFE –physically, emotionally and mentally.

This is a shared right and responsibility. Protect your rights. Do not be a passive victim to any form of verbal or physical intimidation. Let administration know if something is happening that infringes upon your safety.

You will be RESPECTED as an individual for your uniqueness.

This is a shared right and responsibility. You make friends by being a friend and you gain respect by being respectful. Please use appropriate language – profanity reduces respect.

You will be SUCCESSFUL and CHALLENGED in every classroom, all activities and athletics.

We want you to be excited about coming to school each day and motivated to work hard because you know you will be challenged. If you are not being challenged let us or your counselor know right away.

You will have access to us whenever you need us – We are here to SUPPORT YOU.

If you need any help, or just want to talk, please visit us before or after school, or during lunch. If we are unavailable, please make an appointment with the secretary; we will be happy to meet with you.

We STAND UNITED AGAINST any form of Harassment, Intimidation, and Bullying.

Do not victimize others. **If you see something, say something.** If you experience any type of harassment please let us know so that we can help.

We STAND UNITED AGAINST any form of Sexual Harassment and Assault.

The district prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities.

We STAND UNITED AGAINST use of Profanity, Lewd or Vulgar behavior and clothing.

These do not belong anywhere at school or at any school-sponsored events.

We STAND UNITED AGAINST any form of Fighting or Assault.

We will solve problems and end conflicts with our minds, not our fists. Please report any concerns directly to an adult for intervention.

We have a ZERO TOLERANCE for Weapons. *Do not bring any to our campus*.

If you see one or even hear a rumor that someone has a weapon, PLEASE report it to us immediately.

This is a TOBACCO, DRUG and ALCOHOL FREE campus.

The use, possession, or transaction of such substances is illegal.

COMMUNITY RESOURCES

Drug 24 Hour Help Line 206-722-3700

Children's Protective Services 1-800-609-8764

Crisis Clinic 24 Hour Help Line 1-866-427-4747

Eastgate Public Health 206-477-8000

ICHS Bellevue Medical & Dental 425-373-3000

Eastgate Public Clinic:

206-296-4920 or 1-800-244-4512

Care Solace: 1-888-515-0595 (Confidential Mental Health Referal Organization)

Domestic Violence Hotline 1-800-799-7233

LifeWire Domestic Violence:

425-746-1940 or 1-800-827-8840

Eastside Mental Health 425-502-3030

Poison Information Center 1-800-222-1222

National Sexual Assault Hotline 1-800-656-4673

Youth Eastside Services 425-747-4937

SCHOOL SERVICES

COUNSELOR SUPPORT: https://bellevuehigh.bsd405.org/counseling

Each student is assigned a school counselor. School counselors are available by appointment or on a drop in basis to help students with academic, social or personal concerns. Counselors also work with students in the classroom on course selection and post-secondary planning. Mental health counseling and drug/alcohol interventionists are available upon request. Students are encouraged to meet with their school counselor to discuss receiving confidential help and guidance. Parents with concerns are welcome to contact the school counselor via email. Counselors are listed below with their corresponding alphabetical cohort.

A-Ci Jannely Quintana | quintanaj@bsd405.org	**Cl-Hom** Sam Glinsmann | glinsmanns@bsd405.org	**Hon-Lim** Tim Gager | gagert@bsd405.org
Lin-Pal Masha Oreshnikova | oreshnikovam@bsd405.org	**Pam-S** Sarah Manesh Berger | maneshs@bsd405.org	**T-Z** Lauren Summers | summersl@bsd405.org

FREE AND REDUCED LUNCH AND INVESTED FINANCIAL ASSISTANCE

Students are encouraged to take advantage of the financial assistance available to them, including receiving school lunch meals at a free or reduced rate, as well as most class and activity-related fees such as lab fees, SAT/ACT fee waivers or reductions, and other school-related costs. Income guidelines for reduced price meals are established by the federal government and are on the application. Free & reduced lunch applications forms are available on the district website at

HEALTH SERVICES

The Nurse's Office is located in the Counseling Center. Health services include care for those who become ill and injured at school, health counseling, and information about community health resources.

If you become ill while at school, please report directly to the Nurse's Office for assistance. You must sign out in the Attendance Office before leaving school due to an illness.

LOST AND FOUND

Personal belongings found on campus will be turned in to the Attendance Office. At the end of each month, unclaimed items will be donated to a local charity.

SCHEDULE CORRECTIONS

Students are expected to select their courses carefully, as they will be held to the classes they registered for during Spring Registration. To request a schedule correction, you must complete the online schedule correction form that is e-mailed to all students and families in the family email sent on 8.22.25. To be fair to all students, email and voicemail schedule correction requests will not be considered. If you have already emailed a counselor or administrator request a schedule correction, you still need to complete the *Schedule Correction Form*. Students may request a schedule change under the following conditions: Took a class over the summer and now need a different course in the sequence, failed a class and need to repeat it, core class is missing from schedule, or pre-requisite not met (i.e. in Algebra 2 but hasn't passed Algebra 1). Bellevue High School makes every effort to place students in their requested academic classes and their first-choice elective courses.

SCHOOL INSURANCE

Student accident insurance may be purchased through the district. Enrollment forms are available in the Counseling Office.

SCHOOL RECORDS

Our Registrar is responsible for maintaining Permanent Academic Records and all official school records such as report cards and test scores.

ACADEMIC RESOURCES

COLLEGE & CAREER CENTER

Bellevue's Career Center is located in the library and is staffed by the school College & Career Specialist. The College & Career Specialist makes classroom presentations and meets with individual or groups of students to assist them with the college search and application process, job-search skills, resume writing and explaining post-high school options. Students are encouraged to visit the College & Career Center to meet with the College & Career Specialist. Throughout the year, colleges are invited to BHS and will present and/or meet with students. The College & Career Specialist keeps this schedule.

NAVIANCE AND SCHOOLLINKS: COLLEGE AND CAREER PLANNING TOOLS FOR BHS STUDENTS

We will continue to use Naviance for Class of 2026. Class of 2027 and beyond will be using the SchoolLinks platform for College and Career Exploration.

Both Naviance and SchoolLinks are comprehensive platforms that students use to plan for college and a career. All returning BSD students have been introduced to Naviance. Each year students engage in grade-level, post secondary planning using Naviance or SchoolLinks during counselor-led classroom guidance activities.

Students can:

- Get involved in the planning and advising process – Build a resume, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers; complete a 4 year course plan for high school graduation or college entrance requirements
- Research colleges – Compare GPA, standardized test scores, and other statistics; explore majors; compare student activities and athletics offered on campus
- Research careers – Research hundreds of careers and career clusters, and take career assessments; find out what college major is tied to your career choice
- Create plans for the future – Create goals and to-dos, and complete tasks assigned by the school to better prepare students for future college and career goals

RESOLVING CLASSROOM CONCERNS

If students have concerns about a class, they should follow these steps:

1. **Talk with the teacher first** — meet individually before, during, or after class, or during tutorial, to discuss the concern.
2. **Use tutorial time** to work with the teacher on problem-solving academic or other issues.
3. **If the concern remains**, schedule a meeting with your school counselor.
4. **If still unresolved**, visit the Main Office to make an appointment with your administrator.

SYNERGY (STUDENTVUE/PARENTVUE) & ONENOTE

StudentVUE is an online portal from Synergy that allows students to securely access their grades, assignments, attendance, class schedules, and messages from their teachers and school. There is both a phone app and an online portal for this application.

ParentVUE is an online portal from Synergy that allows parents and guardians to securely view their child's grades, attendance, class schedules, and school communications. There is both a phone app and an online portal for this application. If parents have trouble logging onto parentvue, please contact parenthelp@bsd405.org for assistance.

OneNote Class Notebook is an online tool teachers use to share class resources, curriculum, and important information. It also allows students to participate in discussions, complete assignments, and take assessments. It is a central hub for course materials and communication, and students are expected to check it regularly to stay up to date.

TUTORIAL

Tutorial is a key part of the daily schedule, held from 3:00–3:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. During this time, students return to one or more of their classes to meet with teachers, ask questions, and address any concerns. Teachers may also require students to attend tutorial when needed.

WEB SUPPORT

- District Website: http://www.bsd405.org Bellevue High School Website: https://bsd405.org/bhs/
- The Bellevue website is full of information. Links available include grades and attendance, the BHS academic and activities calendar, directory information, college planning checklists and much more. Stay current with updated information!

ASB CLUBS AND ACTIVITIES

REGISTRATION AND CLUBS OFFERED

Bellevue High School is a member of the Washington Interscholastic Activities Association (WIAA). Bellevue is proud to offer students the opportunity to participate in a number of clubs and activities. If you are interested in participating in one or more of the following clubs and activities register for Clubs at BHS Final Forms

The BHS website Clubs and Activities contains updated information about current ASB clubs. You can review them by going to to 'Wolverines' on the main page and selecting on 'Activities & Clubs'. There is also a posting of all the current clubs with locations and meeting times posted by the Athletic & Actitivies office. These are updated in October each year after the club fair.

Consistent school-day attendance is required to participate in school activities. Excessive tardies or absences may result in loss of participation privileges.

ASSOCIATED STUDENT BODY (ASB)

The ASB carries a tremendous responsibility—not only to serve fellow students, but also to represent BHS as a whole. ASB Officers play an essential role in supporting the wellbeing of our school community and help shape the direction of BHS for the year ahead. While serving as an ASB Officer can be challenging, it is also highly rewarding, offering valuable leadership experience and skills that benefit students for life. Elections are held each spring and are open to students in all grade levels.

CLASS OFFICERS

Class Officers are elected to serve their peers. From running class meetings to sponsoring class events, the officers are dedicated to making everyone feel welcome at BHS. Class officers, like ASB Officers, are called to service and while the position is sometimes challenging, the skills learned are valuable and the work is rewarding. Elections are held each spring and an officer serves for one year.

GETTING INVOLVED AT BELLEVUE HIGH

Most students at Bellevue are involved in sports and/or clubs. They help build our school community and allow students to explore their interests while developing their leadership skills. We encourage all students to find something that they are interested in and then stay with it for multiple years. Bellevue High School offers many after school activities and clubs. Most clubs meet weekly, although some are much more active than others. Any student can start a club by recruiting an advisor and other members. All clubs must complete a charter each year and get approval from ASB. See the ASB Club Wall in the Commons to find out which clubs are meeting when and/or visit the club advisor listed below to find out more information about the club and how to join. Also, make sure to visit the Activities Fair in the Commons during lunch at the end of October. Get involved at BHS and make a difference in our school and community. Service clubs are a great way to earn your 40 volunteer hours required for graduation.

STARTING A NEW CLUB

Starting a club is easy and a great way to get involved and develop your leadership skills.

Charter Club forms will be emailed to students in September. They are also on the ASB Leadership Microsoft Team. To start a new club, complete the charter and turn into the folder outside room 2117. New charters need to be completed for new clubs. For the club's second year, students must complete a renewal form. The charter forms are due the last Friday of September and must be approved by ASB board. The Club Constitution form is due 10 days after ASB approval. Students are allowed to participate in the Club Fair after their constitution is turned in. All students must be turned in to participate in the club fair which is annually the Tuesday before October 31st.

All new clubs are required to schedule a 10-minute presentation with the ASB Board. Sign-up links will be sent out during the first week of school. Be sure to reserve your time slot and bring the 8 supporters who signed your charter form. In your presentation, explain how your club will benefit the student body, why it is needed at BHS, and how it will help make our school a better place.

The ASB officers have a board meeting every Monday to discuss and approve or decline club charters. Clubs need to have a teacher advisor, at least 8 members and a clear mission that fits within our school mission and goals. We have four main areas clubs fall under:

- Athletic (groups like Water Polo and Lacrosse) – *these need administrative approval*
- Academic (groups like Math Club, Japanese Club, etc.)
- Educational (groups like DECA, Barque, Beacon, GSA, etc.)
- Service (groups like National Honor Society, Key Club, Peer Mediation, etc.

BELLEVUE HIGH SCHOOL SPORTS

NEW ATHLETES

1. Register for Athletics or Clubs at BHS Final Forms
2. Have a current Physical on file with the Athletic & Activities Office. Physicals are good for 24 months.
3. Have completed the ImPACT testing for required contact sports. ImPACT testing is good for 24 months.
4. ASB cards must be purchased to try out for all sports.
5. For non-cut sports: pay the sport fee and transportation fee by season**,** two weeks prior to first practice. Students who drop from their sport before the first game/meet are eligible for refunds if the request is made prior to the first Game/Meet. Scholarships available; see the School Accountant. Golf – for tryouts only, green fees are the responsibility of the golfer. Intouch Receipts
6. For cut sports, fees are due by the 2nd Tuesday of the season. DO NOT PRE- PAY. Intouch Receipts **Season Athletic Fee's MUST be paid prior to the first contest of the season. If fees are not paid, or a plan for payment has not been communicated with the athletic and accounting offices, students will not be allowed to participate in games.**
1. All fines must clear before the first tryout/practice.
2. Coaches Meeting: Family attends the meeting with Athletic Director and Coaches
3. Students not currently attending the Bellevue School District must establish residency in the Bellevue High School attendance area. Non-BSD or part time BSD students must provide a transcript from their other school. Please see the district website for requirements: Bellevue School District Enrollment

RETURNING ATHLETES WITHIN CURRENT SCHOOL YEAR

1. Register for Athletics or Clubs at BHS Final Forms
2. Check with the Athletic & Activities Office to be sure your physical & ImPACT testing are complete.
3. Check with the Coach or the Activities Office to be sure your student is on the roster for the sport they wish to participate in & has a current physical. Please email Athletic & Activities Office with questions (**mayerk@bsd405.org**) Students who drop from their sport before the first game/meet are eligible for refunds if the request is made prior to the first Game/Meet. Scholarships are available; see BHS ASB Accountant in the Accounting Office. If you have reached the "Family

Max" described on the "Pay to Play" sheet, please notify BHS ASB Accountant. Golf – for tryouts only, green fees are the responsibility of the golfer. To pay fines and fees: **Intouch Receipts**

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5. All fines must be cleared before the first tryout/practice.
6. Parent attends the meeting with Athletic Director and Coaches on the 2nd Tuesday of the season and may pay fees at that meeting if they have not been paid previously.
7. Non-BSD or part time BSD students must provide a transcript from their other school.

ATHLETIC EVENT GATE POLICY

- For high school athletic events, middle and elementary school students must be accompanied by a parent/guardian or supervising adult.
- No bags/backpacks/drink containers are allowed inside the gate.

FINES & FEES

Fines and fees can be paid online at **Intouch Receipts**. Your username is your student id number, and your initial password is your last name (including capitalized letters). If you forget your password, please email: posalerts@bsd405.org

To pay in person, visit the School Accountant's office near the Commons. Hours are during lunch and after school. Credit Card is the preferred method of payment. **Season Athletic Fee's MUST be paid prior to the first contest of the season. If fees are not paid, or a plan for payment has not been communicated with the athletic and accounting offices, students will not be allowed to participate in games.**

KINGCO GUIDELINES TO STUDENTS, PARENTS, and OTHER FANS

STUDENTS, PARENTS AND OTHER FANS:

1. Realize that a ticket represents a privilege to observe a contest and demonstrate support for high school activities. A ticket is not a license to verbally assault others or be generally obnoxious.
2. Respect decisions made by contest officials.
3. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheers and signs.
4. Respect fans, coaches, officials, and participants.
5. The privilege and right of free speech has limits. Words (or actions) that attack a person's race, ethnicity, gender, or sexual orientation will not be tolerated and will result in immediate expulsion from the venue. Offender will lose the privilege of attending future contests.

RESOURCES FOR ATHLETICS

BHS Athletic Website: https://bellevuehigh.bsd405.org/student-life/athletics

BHS Athletic Calendar Website: http://www.kingcoathletics.com/

Athletic Director, John Hill – hillj@bsd405.org, 425-456-7038

Athletic Trainer, McKinley Rennison-Busse, rennisonm@bsd405.org , 425-456-7144

Athletic & Activities Asst., Kelli Mayer – mayerk@bsd405.org, 425-456-7039

Contact the coach or check the website for details on practice/games and email distribution.

ATHLETIC/ACTIVITY CODE

INTERSCHOLASTIC ACTIVITIES: ATHLETICS/ACTIVITIES CODE
(Policy 2151 and Procedure 2151P)

The Athletics/Activities Code is in effect from the time a student enrolls in any one of the district's high schools until the student graduates from any one of the district's high schools. Sanctions issued under this procedure will be implemented by the school principal or assistant principal in consultation with other staff as appropriate. If a student commits an infraction of this Code but is not currently involved in a sport/activity, the sanction will be applied in the next consecutive sports season in which the student participates. The complete Athletic/Activity Code Policy (Policy 2151 and Procedure 2151P) is included in the Policies and Procedures section of this handbook. Please reference this section for the full policy..

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BELLEVUE HIGH SCHOOL EXPECTATIONS

STUDENT BEHAVIOR: RIGHTS, REGULATIONS, AND CONSEQUENCES

Students who are unable to meet the expectations of Bellevue High School will be given assistance to change their behavior. Treating people fairly does not mean treating everyone the same. This allows for flexibility in applying consequences in order to best meet the needs and individual situations of each person.

In some cases, state and local laws or Bellevue School District policies specifically mandate consequences. Specific policies, as well as the Statement of Student Rights and Responsibilities are included in this handbook.

ACADEMIC HONESTY

Academic honesty fosters a community where we learn authentically and respect others' work. At Bellevue High, we commit to genuine, honest work in all aspects of education—on and off campus—to uphold the integrity of our shared pursuit of knowledge.

The consequences below are in accordance with BSD policy 3241 and 3241P which defines cheating as "copying the work of other persons, or turning in another person's papers, projects, computer programs, etc., as your own or having someone else write your paper, program, or project, including asking friends, paying someone, using a paper writing service, or other methods as determined by the teacher or administrator etc.

Plagiarism includes, but is not limited to "using another writer's words or ideas without proper citation, or merely rearranging or changing a few of the author's words and presenting the result as your own work, or not using quotation marks when citing a source." Students will use frequently use www.turnitin.com in their classes. Turnitin is an online tool utilized by teachers and students to check students' work for originality, plagiarism, and to ensure academic integrity.

When applying consequences, teachers and administrators will comply with BSD policy 2420 and 2420P which states that "no single project, test, research paper or other assignment can have such a bearing on a student's grade as to cause the student to receive a failing grade at the quarter or semester reporting date." Acts of academic dishonesty include, but are not limited to:

- Providing/allowing the copying of homework answers
- Copying all or part of another person's homework
- Using summaries instead of reading text
- Submission of prewritten assignment when such assignments are to be finished in class
- Receiving credit in two different classes for the same assignment without prior permission
- Receiving help on an assignment designated as only to be done by you
- Possessing or using crib or cheat sheets and/or written on the body
- Deliberately missing a class period to avoid an assignment or test
- Misrepresenting lab data
- Copying test answers
- Providing test answers
- Sharing test questions and answers
- Plagiarizing
- Acquiring a test, or removing it from the room when not permitted
- Presenting another person's work as your own
- Attending tutorial to review an exam is allowed; however, photographing the exam is not permitted.
- Using technological devices – including Artificial Intelligence (AI) – for any of the purposes on this list or against your teacher's expressed direction

Disciplinary action for cheating or plagiarism may include the following:

First Offense:	Student receives a failing grade on the test or assignment and an administrator and parents/guardians are notified.
Second Offense:	Student receives a failing grade on the test or assignment and is referred to an administrator for school-based disciplinary action.
Third Offense:	Student receives a failing grade for the test or assignment, school-based disciplinary action assigned, and the students may be required to meet with the counselor and an administrator before returning to the class.

*Cheating on a retake will render the retake null and void. Student's original score will stand or they may complete a second retake if offered in the course.

ASSEMBLY EXPECTATIONS

The purposes of BHS assemblies are to generate positive school spirit and to recognize students' contributions to our program. Therefore, please remember the following:

- Leave all books and materials in the class from which you are dismissed.
- Report directly to the gym so the assembly can start on time.
- No food or drinks are allowed in the gym.
- Classes sit, by grade, in designated sections.
- Listen respectfully when the emcee is introducing people or making a presentation.
- Cheer when the cheerleaders prompt you to do so. Negative chants are not appropriate and will not be tolerated.
- Stay seated in the bleachers until the emcee dismisses your section.

ATTENDANCE POLICY & GUIDELINES (Policy 3122 and Procedure 3122P)

Please email all attendance communication to bhsattendance@bsd405.org or call 425-456-7006

Attendance is crucial because consistent participation directly impacts academic performance and understanding of materials. Regular attendance helps students develop essential habits and skills for future success, including time management and responsibility. Moreover, being present in class fosters a sense of community and collaboration, which is vital for personal growth and building lasting relationships with peers and teachers.

Washington State Attendance Laws: All students between the ages of 6 and 18 must attend school every day unless they have graduated or have a G.E.D

Excused Absences (EX)

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 including physical or mental health **(ILL)** "If a student has excessive absences, a note from a medical/mental health professional may be required." BSD Procedure 3122P

2. Family emergency **(FE)**

3. Observances of established special days of a religious or cultural calendar. **(REL)**

4. Pre-arranged physical or mental health appointments or a court ordered appointment **(APP)**

5. Pre-arranged school-sponsored activities, such as field trips. **(SA)**

6. Out of School Removal **(ISS or OSR)**

7. Safety Concerns **(SAF)**

Principal Approved Absences (PAA)

Principal Approved Absences or PAA can be requested for up to five days of vacation per school year. In order to pre-arrange this type of absences and get pre-approval, the student must complete the pre-arranged absence form and return it to the principal or other administrative designee no later than 2 days before the intended absence or start of absences. Per district policy, the approval of these types of absences can only be granted by a certificated administrator.

Failure to Follow Procedure (FFP)

This means the guardian is aware of the student's absence but did not follow the required steps to excuse it. This may include situations where the student did not submit a Principal Approved Absence (PAA) form, was absent beyond the originally approved five days, or the parent/guardian reported the absence after the two-day deadline. FFP absences are considered unexcused.
For an absence to be excused, parent/guardian(s) or adult student must communicate the reason for the absence to the school.

Excused absences: WAC 392-401-020

Unexcused Absences (UAB): Attendance Expectations

Students are expected to be in class, ready to learn, when the bell rings. If a student misses more than half of a class period at any time, they will be marked absent.

What happens with repeated unexcused absences:

- After **3 unexcused absences in a month**, parents/guardians, the student, and a school administrator will meet to discuss solutions and create a plan.
- By the **5th unexcused absence in a month**, the district will set up an agreement with the student and parents/guardians about attendance expectations.
- If a student reaches **7 unexcused absences in a month** or **15 in a school year**, the district is required by state law (RCW 28A.225.010) to file a truancy petition with juvenile court.
- If attendance problems continue, the **truancy petition process** will apply to students under 18.

Additional guidelines:

- Students with **15 or more unexcused absences** or equivalent unexcused periods may have their parking pass suspended.

Unexcused absences: WAC 392-401-030

Early Release

Students are expected to remain in class until the end of the class. This means that students are expected to be in their classrooms, engaged in the learning, until the students are dismissed by the teacher. When a student leaves class or school early without permission or it becomes frequent or disruptive, the student may be referred to the principal or counselor and may be subject to corrective action. Students are absent when they miss 50% of a class period.

The BECCA Bill: Washington State Truancy Law

The Attendance office, administrators and counselors will ensure that Bellevue High School complies with the state truancy law, RCW 28A 225. The law requires student to attend school regularly and for parents to provide valid justification to the school when their student(s) is absent. Bellevue High School will notify parents/guardians of unexcused absences within 24 hours. Once a student has an active truancy petition, this law also requires schools to provide additional supports and interventions.

STUDENT'S RESPONSIBILITIES FOR ATTENDANCE

1. **Returning to school after an absence**: Parents/guardians shall notify the Attendance Office within two school days with the dates and reason for the absence by phone, e-mail, or written note. Unexcused absences, including skipping any classes, may result in school discipline.

2. **Make-up Work**: Students have the right to make up work after an excused absence. It must be done in a timely manner and students may be assigned to tutorial to make up missed work. Teachers determine the amount of time given to complete make-up work. Teachers are not required to give the opportunity to make up work for unexcused absences.

3.**Principal Approved Absence**(s): All other absences must be pre-arranged and there is a maximum of five days per school year. The principal approved absence form can be obtained from the Attendance Office. The form requires signatures from teachers, and a parent/guardian but can only be approved by a certificated administrator.

4. **Family Vacations During School Sessions**: Families should not schedule vacations to occur while school is still in session. Please refer to the section regarding Principal Approved Absences.

5. **Students who are 18 years old or older**: Once you turn 18, you may obtain a form from the Attendance Office indicating you wish to write your own notes for excused absences. The form requires signatures from your parent/guardian and you. The privilege of signing notes may be rescinded by the administration for just cause.

6. **Signing out of school**: If you have an appointment and must leave during the school day, you need to bring a note from home or have a parent/guardian call or email the Attendance Office before school. You will then receive a note excusing you from class for your appointment, which you will then present to your teacher in order to be let out of class.

BHS ATTENDANCE WORKSHOP

The purpose of attendance workshop is to examine any external/internal factors preventing students from on-time attendance and to determine a plan to improve on time arrival to class.

If a student is **late to 1st period** 2 or more times in one week **or has 7 or more tardies overall** in a week, they will be assigned an Attendance Workshop for the following Wednesday. This workshop will last from 1:00pm to 2:00pm and is **mandatory**. If a student misses their assigned tardy workshop, they will be rescheduled into a 2-hour tardy workshop. Failure to attend the 2-hour workshop may result in in-school suspension and parking privileges may be suspended. Frequent tardiness affects learning. Students reaching 50 tardies may be assigned in-school suspension.

BATHROOM AND HALLWAY EXPECTATIONS:

Bathroom: For safety and privacy, only **one student is allowed in a stall at a time.** Students may not eat lunch or bring food into the bathrooms. These guidelines help keep restrooms clean, safe, and respectful spaces for everyone.

Hallway: Breaks outside of the classroom – including but not limited to bathroom, snack, water – should not exceed 5 minutes. Multiple extended breaks will result in meeting with parent/guardian and creation of a plan to ensure student can return to class within the expected 5 minute window. Students may not have their cell phone during hallway breaks.

CAMPUS HOURS

The campus is open to students from **7:30 a.m. to 3:45 p.m.** each school day. Students participating in a supervised activity, club, or sports practice may remain on campus later under staff supervision. These guidelines are in place to help keep the campus safe and to ensure that students have the support they need while they are here.

CLASSROOM EXPECTATIONS AND BEHAVIOR INTERVENTIONS

Our goal is to support students in meeting classroom expectations through clear communication, positive reinforcement, and constructive interventions.

At the start of each year or semester, teachers will provide and review class expectations with students. If expectations are not met, teachers may use the following interventions:

Intervention	Purpose
Consult with counselor, case manager, MLL facilitator, or other teachers	Collaborate for support and solutions
Re-teach/clarify expectations	Ensure understanding of rules and procedures
Use proximity	Deter misbehavior through presence
Reinforce positive behavior	Encourage desired actions
Ignore minor misbehavior	Avoid reinforcing attention-seeking actions
Provide signal or redirection	Prompt behavior change discreetly
Assign strategic seating	Minimize distractions and conflicts
Contact parent/guardian	Involve family in behavior support
Hold student conference	Address concerns directly and collaboratively

If, after at least three documented teacher-level interventions—one of which includes parent/guardian contact—the student's behavior does not improve, the teacher may issue a referral to an administrator.

In the event of Exceptional Misconduct- 3241.1P, immediate referral to the administration and/or removal from class may occur.

FINES AND FEES:

All fines and fees must be paid within **two weeks** of being assigned. Failure to pay may place a student's parking privileges in jeopardy. Students who are unable to pay within this timeframe may meet with a **counselor or administrator** for support.

LOCKERS

Locker Use

Lockers are a **privilege, not a requirement**, and are provided for storing school-related materials. They are available on a first-come, first-served basis, with priority for freshmen and sophomores. Bellevue School District and Bellevue High School are **not responsible** for lost or stolen items. Report thefts or vandalism to the Main Office.

Lockers may be **inspected or searched at any time** by school officials or law enforcement, including with police dogs. Misuse, damage, or abuse of a locker may result in loss of locker privileges. Lockers must be emptied at the end of the school year or upon withdrawal; unclaimed items will be donated.

Locker Safety Guidelines:

- Always lock your locker after use—spin the dial.
- Do not share your combination or locker.
- Do not trade lockers without Main Office approval.
- Only the assigned student may request repairs.
- Avoid storing valuables, cash, or credit cards.
- Keep belongings in your **assigned locker only**.

If you have problems with your locker, notify the Main Office. Locker combinations can be changed if necessary.

HOW TO OPERATE YOUR LOCKER:

1. Turn the dial 3 times to the right and stop on the first number of the sequence.
2. Turn the dial to the left, pass the first number of the sequence and stop on the second number.
3. Turn the dial to the right and stop on the third number of the sequence.
4. Pull up the shackle. If the locker door does not open, try again being very accurate. After third attempt, see locker manager for help.

LUNCH

Closed Campus for Freshmen and Sophomores

Freshmen and sophomores are not permitted to leave campus during the lunch period. All 9th- and 10th-grade students must remain on school grounds for the entire school day, including lunch. Juniors and seniors who have the privilege to leave campus for lunch are expected to follow school rules and return on time for their next class.

MEAL DELIVERY SERVICES:

We can no longer accept food deliveries during the school day for students from Door Dash or other similar delivery services. In the past, deliveries increased dramatically throughout the day and became a distraction to the learning environment. Both breakfast and lunch are available for purchase.

ORCA INFORMATION & PRIVILEGES

ORCA Passes for the city bus are issued to students who are eligible.

For answers to questions about transportation, call Bellevue High School (425-456-7000) or the District Transportation Office (425-456-4512).

PERSONAL PROTECTION SPRAY DEVICES

State law requires that students ages 14-17 have parent permission to carry PPSDs to school. Contact the Bellevue School District for more information and approval.

PHONES AND ELECTRONIC DEVICES

PERSONAL ELECTRONIC DEVICES: EXPECTATIONS

Over the last several years we have observed increased levels of distraction, disruption, and conflict in the classroom environment caused by personal electronic devices (i.e. cell phones, smart watches, ear buds, headphones, electronic games). Many schools and districts, locally, and across our state and nation, are adopting policies to suspend access in classrooms during instructional time.

Personal electronics distract from the educational environment. Therefore, use of personal electronic devices during instructional time is prohibited (i.e. cell phones, smart watches, ear buds, headphones, electronic games). Instructional time is defined as those hours students are engaging in educational activities planned by and under the direction of school district staff, including breaks within the class period. Personal devices may be used during passing periods, lunch, before, and after school.

Each classroom is equipped with storage units for cell phones during class. The school expectations for cell phones and personal devices are:

i. Students will turn off electronic devices during instructional time.
ii. Students will place cell phones in designated storage areas as they enter the classroom and will retrieve them at the end of each class period.
iii. Teachers may exercise their professional judgement to allow electronic use for ***specific*** academic activities.

Link to District Policy 3245:

Procedure for non-compliance with electronics expectations:

i. First offense: Teacher will confiscate the device, and it will be held secure in the main office for the rest of the school day. The student may pick up their device from the main office at the end of the student's school day.
ii. Second offense: Teacher will confiscate the device, and it will be held secure in the main office. The student's parent/guardian will be required to pick to the device.
iii. Third offense: The third offense constitutes "Failure to comply" behavior violation. Failure to comply is subject to disciplinary measures per District Procedure 3241P. Teacher will confiscate device, and it will be held secure in the office. The student's parent/guardian will be required to pick up device and to meet with an administrator.

Behavior Matrix per Procedure 3241.1P

POSTING AND DISTRIBUTION OF MATERIALS

Administration must sign off on all distributions or postings on campus (BSD Policy 4060). Once approved, materials posted on walls must be secured with tape provided by ASB. Materials are not to be posted on windows or display cases. Materials that are posted in undesignated areas or that are not in compliance with district policy will be removed. Display cases are to be used for classroom or club displays with teacher or advisor approval only. Link to Policy 4060:

SCHOOL DANCES: EXPECTATIONS AND CONTRACT

We want to ensure that every student has a fun and safe dance. Please remember that when entering the dance…

- ✓ All students need to have attended at least 75% of the school day preceding the dance. This is in accordance with athletic/activity guidelines.
- ✓ All students and guests must have current photo ID.
- ✓ Backpacks and drink containers are not allowed.
- ✓ Attire and appearance must be consistent with the BSD Dress Code. Students may be required to change their attire or appearance, or be denied entry into the dance.
- ✓ Only students who were the original purchaser of a ticket may enter the dance. Tickets cannot be resold, traded, or given away. Ticket numbers and student ID must match at the door.

We want our guests to feel welcome. It's also important that we know about our guests. Please remember that…

- ✓ Guest permission forms need to be submitted to the Accountant's Office two schools days prior to purchasing tickets. You may not bring a guest without a permission slip. They may not buy tickets at the door.
- ✓ Guest ticket numbers must match the guest name on the guest register at the door. Photo ID is required.
- ✓ Guest must be school-aged between 14 and 20 years old to attend.
- ✓ You are responsible for your and your guest's behavior and conduct at the dance. Please help to make Bellevue's dances safe and enjoyable for all students who attend.

Your safety during the dance is very important to us. Please be aware that…

- ✓ All school rules and sanctions apply to the event.
- ✓ Students may enter the dance up until one hour after the official start time of the event.
- ✓ Students who appear to be under the influence of alcohol and/or a controlled substance will be subject to an evaluation that may include police involvement. Police will be present at the dance. Parents of students found to have used or have in their possession, and/or be under the influence of alcohol and/or a controlled substance will be called to come to the dance to take charge of their student(s). In some instances, students may be turned over to police custody.
- ✓ Two Strikes Rule: After reading and signing the BHS Dance Policy, created by BHS Student Leadership, any student dancing inappropriately will be given 1 warning. If the student is found dancing inappropriately a second time, their parent/guardian will be contacted, they will be removed from the dance and may not allowed to attend the next school dance.

Your promise to support the BHS Dance Policy is very important. Please read the policy; by attending the dance you are agreeing to the guidelines.

"In order to contribute to a positive environment at BHS during dances, I will do what I can to be a role model to other students by promoting appropriate behavior. I will not participate in inappropriate dancing, which can lead to an unsafe and/or uncomfortable environment. Inappropriate dancing is defined as any dancing that simulates sex. This includes excessive bending at the waist and any purposeful contact in areas normally covered by a swimsuit. This involves thrusting, grinding and inappropriate touching. By agreeing to this policy, I will be ensuring a fun and safe event for everyone at Bellevue High."

These dance expectations are expected to be followed by anyone attending our BHS dances. Non-BHS guests must be accompanied by a BHS student (1:1) and also must follow these guidelines.

SKATEBOARDS, SCOOTERS, AND BICYCLES (Including electric and motorized).

E-BIKES, BICYCLES, HOVERBOARDS, UNICYCLES, SKATEBOARDS, AND SCOOTERS
(includes other electric, motorized, & non-motorized personal transportation devices)

- 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.
- Skateboards and non-motorized scooters should be stored in your locker during the school day.
- Bicycles, e-bikes, and other personal transportation devices must be parked and locked in designated bike racks during school hours.
- 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.

Additional Rules for E-Bikes and Bicycles:

- Do not ride on sidewalks while on campus.
- Always use bike racks—do not leave bikes or e-bikes in other areas.
- Bicycles, e-bikes, and associated batteries are not allowed inside buildings.
- Unsafe riding will result in disciplinary action up to and including revocation of riding privileges on campus.

Important: If your e-bike can go faster than 28 mph, 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.

SMOKING AND VAPING

Smoking, vaping, or the use of any tobacco or nicotine products is strictly prohibited on campus at all times and during any school sponsored activity. Students found smoking, vaping, or in the company of students engaing in these activities will be considered in violation of school policy. These rules are in place to maintain a safe, healthy environment for everyone.

STUDENT DRESS CODE (Procedure 3224P)

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

A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;
B. Create a health or other hazard to the student's safety or to the safety of others

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

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

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

A. Will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives; or
B. Creates a hazard to the student's safety or to the safety of others

If the student's dress or grooming is objectionable under these provisions, the principal, teacher, advisor, coach, or other person(s) will request that the student make appropriate corrections. If the student refuses, the principal will notify the parent, if reasonably possible, and request that the parent make the necessary correction. If both the student and parent refuse, the principal may take appropriate corrective action.

STUDENT PARKING POLICY

Bellevue High School has specific policies and guidelines for student parking on campus The full policy is available using the above link. Parking privileges may be suspended for violation of school expectations.

TECHNOLOGY EXPECTATIONS:

Bellevue High's computer network is for **academic use only** and access is a **privilege, not a right**. Students are assumed to have parent permission for internet use unless a signed opt-out form is returned. All users must follow district guidelines. Violations of student access rules will be dealt with under the provisions of Policy 3241. Penalties may include suspension or revocation of network access and related privileges.

Personal Laptops are not permitted during instructional time without the expressed permission of the teacher. All students are issued a district laptop which will be the primary device used during instructional time.

Technology, Privacy, and Recording Guidelines

- **District Devices & Network**
  - All activity on district property (laptops, Wi-Fi, etc.) is subject to the **Network Use Agreement**.
  - Documents, emails, and websites accessed are **monitored** and must remain **school-appropriate**.
  - Content accessed or sent using district property is not private.
- **Recording & Consent**
  - You must have **explicit consent** to record or share images, video, or audio of students or staff.
  - Silence is **not consent**; consent may be revoked at any time without explanation.
  - This rule applies both **on and off campus**, including outside of school hours during school sponsored activities.
- **Respectful Use**
  - Creating or sharing content that targets someone based on their identity is strictly prohibited.
  - Do not record or share videos of fights or physical altercations—doing so makes you part of the incident under BSD policy.
  - These expectations apply to **personal devices** (such as cell phones) as well as district property.

VISITORS ON CAMPUS

All visitors to our campus must first sign in at the Main Office and receive an Bellevue High visitor pass. This includes parents and other community members. Visits should be pre-arranged so as not to disrupt the instructional environment. Parents and community members should contact a staff member by phone or email to arrange meetings in advance. Visitors should not arrive on our campus hoping to meet a teacher during class or tutorial time.

Bellevue High does not allow students to bring non-BHS students onto campus for the purpose of attending classes. If a non-student is meeting you or picking you up, have him/her remain in their car and wait for you in the front load/unload zone.

For security and safety reasons, should anyone notice an unidentified or unknown person on our campus, please contact a staff member immediately.

ALL VISITORS MUST SIGN IN AT THE MAIN OFFICE.

BELLEVUE SCHOOL DISTRICT POLICIES AND PROCEDURES

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

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

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

What is HIB?

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

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

HIB generally 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 made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not 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 425-456-4040) 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 5 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 2 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 school board.

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 race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or 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 of 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 a 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
Legal Affairs Officer - Compliance, Policy, and Employment
phamn@bsd405.org
425-456-4040

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator:
Jeff Lowell
Director of Athletics and Activities
lowellj@bsd405.org
425-456-4010

Concerns about disability discrimination:
Section 504 Coordinator:
Kerince Bowen
Section 504 Coordinator
bowenk@bsd405.org
425-456-4168

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator:
Nancy Pham
Legal Affairs Officer - Compliance, Policy, and Employment
phamn@bsd405.org
425-456-4040

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 consistently 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
Legal Affairs Officer - Compliance, Policy, and Employment
phamn@bsd405.org
425-456-4040

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 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 involved parties should:

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

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

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

The Office of School Support will assign a person responsible 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.

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 is to have 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.