



# NEWPORT HIGH SCHOOL KNIGHTS STUDENT HANDBOOK

## School Purpose and Mission Statement

*Our mission is to provide each and every student with an exemplary educational foundation that inspires them to discover their individual passions, achieve their goals, and become capable, contributing members of society.*

**Balance** ✦ **Discovery** ✦ **Community** ✦ **Honor**

## Newport High School

4333 Factoria Blvd. SE  
Bellevue, WA 98006-1999

Telephone: 425-456-7400  
Fax: 425-456-7530

## WELCOME STUDENTS!

Newport High School would like to welcome its current and incoming Knights to the 2017-2018 school year. We are delighted to have you on campus and are eager to nurture you in your path toward academic success, in your readiness for a post-secondary life and career, and in your personal growth as a respectful and engaged member of society. We encourage you to take advantage of the programs and activities that make NHS unique- from the diverse and rigorous college preparatory education to the wide array of award-winning programs and activities that will enrich your personal interests beyond the classroom.

The purpose of this handbook is to acquaint you with the people, guidelines, and processes that will enhance your adjustment to our NHS community. **\*\* For a complete list of [BSD Board Policies](#), please refer to the BSD website\*\*** Our students and staff work together to build an atmosphere of collaboration, support, and respect. By understanding and abiding by these guidelines, we can ensure that we all take responsibility in the safety, culture, and climate that make Newport High such an excellent place to learn and live!

Sincerely- The Newport High School Staff

### NEWPORT ADMINISTRATION

Dion Yahoudy	Principal
Myra Arnone	Assistant Principal (A – Hs)
Derrick Richardson	Assistant Principal (Hu – Pa)
Tom O'Connor	Assistant Principal (Pe – Z)
Jesse Snyder	Activities/Athletic Director

### NEWPORT COUNSELORS

Laura Klein	A - Cl
Heather Erickson	Co - Hs
Diane Lindsay	Hu - Li
Tania Maxfield	Lia - Pa
Karen Schulz	Pe - Te
Nicole Kemp	Th - Z

### SCHOOL RESOURCES

Main Office	456-7400	Accountant	456-7418
Main Office Fax	456-7530	Career Center	456-7460
Attendance Office	456-7406	Detention/Parking Monitor	456-7540
Activity/Athletic Office	456-7417	Nurse	456-7438
Activity/Athletic Hotline	456-7522	Registrar	456-7521
Counseling Center	456-7431	School Resource Officer	456-7415

### E-MAIL ADDRESSES

In most instances, use the person's last name followed by first initial @bsd405.org

### WEBSITES

Bellevue District Website	<a href="http://www.bsd405.org">http://www.bsd405.org</a>
Newport Website	<a href="http://www.bsd405.org/nhs">http://www.bsd405.org/nhs</a>
Newport PTSA Website	<a href="http://www.newportptsa.org/">http://www.newportptsa.org/</a>

### COMMUNITY RESOURCES

Bellevue Safe Rides	1-866-688-LIFT
Children's Protective Services	800-562-5624
Teen Link	206-461-4922
Youth Eastside Services	425-747-4937
Alcohol/Drug 24 Hour Hotline	800-562-1240
Alcohol/Drug Teen Line	206-722-4222
Crisis Clinic (24 Hour Suicide Hotline)	206-461-3222 or 866-427-4747
Domestic Violence 24 Hour Hotline	800-562-6025
Poison Information Center	800-222-1222

Additional resources are listed on the back of the Student ID card. Counseling referral services are also available in the Counseling Center.

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## STUDENT SCHEDULES AND REQUIREMENTS

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### DAILY SCHEDULE

Newport High School is on a seven-period day Mondays, Tuesdays, and Fridays. On Wednesdays and Thursdays, there is a modified block schedule with periods 2, 4 and 6 on Wednesdays and periods 1, 3, 5 and 7 on Thursdays. There is an early release district wide on Wednesdays. With the exception of Wednesdays, the regular school day includes a daily tutorial. Students may be assigned to tutorial by their teachers, and/or they may choose to go to tutorial in a specific class to get more individualized attention from a specific instructor. Regular tutorial attendance of all students is encouraged.

### FULL SCHEDULE REQUIREMENTS

All 9th and 10th grade students are required to take seven credit-bearing courses each semester. All 11th and 12th grade students are encouraged to take seven courses each semester and are required to take six credit-bearing courses. For 11th and 12th grade students, an open period may be requested and will be assigned during either first or seventh period. Students are not able to request a certain period. **Students are expected to be off school grounds, in the Commons, or in the library for quiet study during any open period.**

**NEWPORT HIGH SCHOOL Bell Schedule  
2017-2018**

**Monday, Tuesday, Friday – Announcements (5 min)**

<b>Period</b>	<b>Start</b>	<b>End</b>
0	7:05	7:55
Tutorial	7:55	8:25
1	8:30	9:20
2	9:25	10:20
3	10:25	11:15
4a	11:20	12:10
1 <sup>st</sup> Lunch	11:20	11:50
2 <sup>nd</sup> Lunch	12:15	12:45
4b	11:55	12:45
5	12:50	1:40
6	1:45	2:35
7	2:40	3:30
8*	3:35	4:25

**Wednesday**

<b>Period</b>	<b>Start</b>	<b>End</b>
0	7:30	8:20
2	8:30	10:00
4	10:05	11:35
Break	11:35	11:50
6	11:55	1:25

**Thursday – NTV/Announcements/Drills (10 min)**

<b>Period</b>	<b>Start</b>	<b>End</b>
Zero	7:05	7:55
Tutorial	7:55	8:25
1	8:30	10:00
3	10:05	11:45
5a	11:50	1:20
1 <sup>st</sup> Lunch	11:45	12:20
2 <sup>nd</sup> Lunch	1:20	1:55
5b	12:25	1:55
7	2:00	3:30
8*	3:35	4:25

## GRADUATION REQUIREMENTS

Graduation requirements are listed on the BSD High School Course Descriptions Course Catalog and online: <http://www.bsd405.org/about/resources/graduation-requirements/>. Please refer to this page for specifics on graduation credit hour and subject requirements.

In order to graduate from the Bellevue School District, students must:

- Meet the district and state credit hour and subject requirements for their graduating class. Each semester class is worth 0.5 credits.
- Earn 40 hours of community service- refer to guidelines of the Verification of Community Service form.
- Earn a cumulative 2.0 grade point average (GPA) in order to receive a diploma. Activity/Athletic eligibility also requires a minimum 2.0 cumulative GPA.
- Successfully complete a High School and Beyond Plan
- Pass specific state exams (refer to link above)

*Note: College/University entrance requirements differ among institutions. Please refer to the BSD Course Catalog for general guidelines.*

## RETAKING A COURSE

A student may attempt to improve the grade of a course previously passed or failed by retaking the course at Newport High School. Students may take the course at another facility provided they receive prior approval through the district by submitting an **Optional Learning form** which is available in the Counseling Center. Although both grades must remain on the transcript, the highest grade earned factors into the student's cumulative GPA. It is the student's responsibility to initiate contact with Newport's registrar to have the grade corrected on the transcript although, on occasion, this transfer occurs naturally.

## SCHEDULE CORRECTIONS

Course schedules are student driven. Specific courses are placed in the master schedule based on course selections of individual students from the previous spring. Throughout the registration process, students are asked to select their courses wisely as they will be held to the classes they registered for during Spring Registration. Newport endeavors to build and staff for the next year based on student requests. Any request for a schedule change will take place at the beginning of the year and meet the communicated timelines. Schedule change requests forms will initiate and secure an appointment with a counselor. Strong consideration will be given to requests that involve schedule corrections which include, but are not limited to, inaccurate level placement and readjustments needed due to summer school or approved online course completion. It is anticipated these changes would be very limited and only for significant extenuating circumstances. Schedule change requests after the published timelines into the semester must be initiated by meeting with a counselor. Again, only requests that include significant extenuating circumstances will be considered. After the deadline, the withdrawal policy indicates that a student will be withdrawn with an F grade unless there are significant extenuating circumstances.

## SCHOOL SERVICES

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### COLLEGE AND CAREER RESOURCE CENTER

The College and Career Counseling Specialist is available to assist students with current career and technical curricular choices, job and career information and opportunities, and with online career interest inventories for post high school educational choices and future vocations. The College and Career Center is located in the Library.

### COUNSELING & GUIDANCE SERVICES

Counselors are available to assist students in the areas of academic, post high school, and socio-emotional guidance and counseling. Newport school counselors work collaboratively with students, teachers, parents and administrators to identify barriers to success and create improvement plans. Counselors work with students in classroom and individual settings to plan for ninth grade through post high school. They support students during times of crisis and work to help students find outside services when needed. In addition, counselors assist students with college planning and admissions, completing applications and writing letters of recommendation when requested. Their services are provided to all of our students, including accelerated and special needs students.

Newport has two school psychologists on staff who completes psycho-educational evaluations and academic assessments for the purpose of determining special education eligibility.

A Drug/Alcohol Prevention and Intervention Specialist is at Newport on a weekly basis to assist students with substance use and abuse issues and provides prevention information to our community.

#### **DAILY BULLETIN**

Students are responsible for knowing the contents of the Daily Bulletin. The bulletin is read during second period and posted on our website: [www.bsd405.org/nhs](http://www.bsd405.org/nhs). **If students wish to submit an announcement to the Daily Bulletin, they may request a form from the front office secretary. This signed form should be turned in by 2:00 pm the day before the announcement is to be read.** Announcements must relate to school or district functions and are subject to editing. Students interested in reading the daily bulletin should speak with the front office secretary to audition in June of each school year. In addition to the Daily Bulletin, there are video announcements every other Thursday.

#### **FREE AND REDUCED LUNCHES**

A parent or guardian must complete the application on-line every year: <http://www.bsd405.org/departments/nutrition-services/free-reduced/>

Income guidelines for reduced price meals are established by the Federal Government and are on the application.

If your student qualifies for free or reduced price meals, they may be eligible for decreased fees to participate in other school programs. **The Fee Waiver is now included with the online meal application.** One of the questions (#6) asks if you would like assistance with class fees. If you desire this assistance, say yes to this question. This process is required for fee waivers whether or not you intend to use the free and reduced lunch option

#### **HEALTH SERVICES**

The Clinic is located in the Main Office. 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 let your teacher know, and then report directly to the Clinic for assistance. You must sign out in the Attendance Office before leaving school due to an illness and **bring a handwritten excused note which is signed by a parent OR a doctor's note to the Attendance Office within two days upon your return.**

#### **MENTORS**

VIBES Mentors meet with students during the school day to provide special one-on-one attention. Mentors are adult volunteers from the community who are trained and who enjoy working with high school students. Additional information is available in the College and Career Counseling center in the library or your school counselor.

## **ACTIVITIES AND ATHLETICS**

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#### **ACTIVITY/ATHLETIC INFORMATION**

Newport High School students excel on and off the field. Involvement in extracurricular endeavors is strongly encouraged. For a complete listing of athletic and activity opportunities available at NHS visit the Newport website and click on Knights (Activities/Clubs, Athletics and Career Center)- <http://www.bsd405.org/nhs/knights/>

#### **ACTIVITY/ATHLETIC ELIGIBILITY**

**\*\*Please refer "SELECT DISTRICT POLICIES" in this document for detailed district policies covering athletics and activities\*\***

Students must clear their eligibility to play with the Athletic Office before they play. For details on BSD Eligibility Clearance guidelines, please refer to <http://www.bsd405.org/departments/athletics-activities/eligibility/>. All fines and fees must be paid

prior to eligibility approval. To become cleared to practice, a student must complete the items in the eligibility guidelines and when doing so will have their name placed on an eligibility list that will be provided to the coach.

Students participating in activities or athletics that receive ASB funds must have a current ASB card. The ASB card must be purchased from the school accountant. Fall sports athletes should purchase the cards in August during Back to School Days or from the School Accountant.

Any sport and/or activity using ASB transportation requires a transportation and a participation fee per season per student charge. Band, choir, and orchestra participants require an annual transportation charge per student.

Obtain, complete, and return the following forms to the Activity/Athletic Office: Physical Examination form and Bellevue School District Insurance packet if necessary in lieu of personal insurance.

**Important:** If you do not have medical coverage with an insurance provider, you need to purchase either school-time coverage or sport-only coverage (see above).

#### *Academic Eligibility*

Students must attend a minimum of five classes for a seven-period schedule and four classes for a six-period schedule that day. On a block schedule day, students must attend all but one period. Students not on a seven-period day must attend all periods on a block schedule day.

As per WIAA standards, a student must have passed at least six (credit bearing) classes the previous semester and be maintaining passing grades in a minimum of six credit bearing classes for the current semester. Bellevue School District policy further requires students to maintain a cumulative GPA above 2.0. Student athletes who do not meet this BSD academic Standard are ineligible for competition during the defined suspension period.

#### **KINGCO SPORTSMANSHIP GUIDELINES**

Newport High School is a member of the KingCo Conference and is responsible for following all KingCo sportsmanship and spectator guidelines. Students are expected to display good sportsmanship, adhere to regular school rules, and follow the regulations listed at all times.

In an effort to support the KingCo and WIAA guidelines for sportsmanship, at Newport High School we have established the following behavior expectations for our spectators.

**Be Loud...Be Proud...Be Positive**  
**Positively support your own team and do not cheer against your opponents**

Failure to adhere to the behavior expectations may result in immediate removal from the event and in refused admittance to all home and away contests for the entire school year. Additional school consequences may also occur.

#### **RE-ENTRY/OUTSIDE BEVERAGES/BACKPACKS**

In order to best ensure the safety of students at our athletic events the following guidelines are in place:

- **Once a student leaves an event, that student may not return.**
- **Outside beverages and food and backpacks/bags are not allowed at football and basketball games. Items like purses will be checked at the gate.**
- **Outside beverages and food and backpacks are not allowed in the gym for any sporting events.**

#### **Spectator Regulations for Athletic Contests**

1. Fans are to stay off the playing field/floor at all times, including at the conclusion of the games.
2. There shall be no noisemakers, megaphones, and noise amplifiers in any student rooting section during any athletic contest.
3. There shall be no confetti thrown in any student rooting section during any athletic contest.
4. Student tailgating is allowed at home events only and must have Athletic Director pre-approval and staff supervision.
5. No bare chests and/or body painting at KingCo athletic contests. Face painting is allowed.
6. Only balls used in the athletic contest are allowed into the athletic contest.
7. Only one official school banner for the home team. Students are not permitted to have signs in the stands.
8. Live mascots (animals or birds) are NOT permitted at the contest.



9. Vulgar, obscene or suggestive yells or signs are not to be part of any student rooting section.
10. No glass bottles in gyms or stadiums.

**WIAA and KingCo Conference Expectations of 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.

**WIAA and KingCo Conference Expectations of Student Participants**

1. Accept seriously the responsibility and privilege of representing school and community: display positive public action at all times.
2. Demonstrate respect for opponents and officials before, during and after a game.
3. Live up to high standard of sportsmanship established by coach.
4. Treat opponents with respect: applaud for both teams during introductions, shake hands prior to and after contests and assist contestants who are down in getting to their feet.
5. Respect judgment of contest officials, abide by rules of the contest and display no behavior that could incite fans.
6. Cooperate with officials, coaches and fellow participants to conduct a fair contest.
7. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace

**NHS GATE POLICIES**

For high school athletic events, middle and elementary school students must be accompanied by an adult. NHS students must show a picture ID for events. Bag checks will occur upon gate entry.

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**ATTENDANCE POLICY AND GUIDELINES**

**\*\*Please refer “SELECT DISTRICT POLICIES” in this document for detailed district policies covering attendance, absences, and truancy\*\***

The staff at Newport High School considers regular attendance essential to learning. Classroom sessions are carefully planned and are a valuable experience that cannot always be duplicated. Absences create difficulty for both students and teachers in maintaining continuity in student progress at school. Regular attendance is necessary if students are to profit fully from the learning experiences offered. Attendance policies and procedures are aligned with BSD Policy 3122 and Procedure 3122 P

- **Student Absences** – All student absences will be classified as excused or unexcused. Absences will be excused if there is timely verification. Verification must be a written, signed note from a parent or doctor within 2 school days upon return. Excusals shall be granted for such reasons provided in the chart below. **Under exceptional circumstances, a parent, guardian, or adult student may meet with their administrator to discuss other options.**

In order for an absence to be excused, parent/guardian(s) or adult student must communicate an excuse statement to the school. **NHS accepts only a written note that signed by a parent/guardian. A note can also be scanned into an email as long as it includes a parent/guardian signature. NHS does not accept phone calls or e-mails to excuse student absences.** The written note should be **submitted within 2 days of the absence to the Attendance Office** when any absence occurs. Faxes are accepted (425.456.7530) provided a parent/guardian signature appears on the fax. Even if a student does not turn a note in within 2 school days for an excused absence, please send one as soon as possible. A late note in the student file is certainly better than no note at all. If a student is absent for more than 3 days, please call the school (425.456.7406) to arrange a homework/assignment pick up plan.

- **Unexcused Absences** –Students with unexcused absences may not be allowed to make up assignments or tests missed. Upon determination of an unexcused absence, a student will likely be subject to disciplinary action.

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

Discipline for Unexcused Absences is as follows:

Number of Absences	Consequence
7-9 absences	1 hour detention
10-14 absences	2 hour detention
15 absences	Saturday School

- **Students Arriving Late** – Students arriving late for any reason should have a written note from a parent/guardian. The student should then bring the note to the attendance office when he/she arrives and **sign in**. If a student does not have a note, he/she still should go to the attendance office and sign in. The student may be excused if a note is received within 2 school days as long as he/she signed in.

- **Students Leaving Early** – Students leaving early should have a written note from a parent/guardian indicating what time the student needs to leave. The student should show the note to his/her teacher as necessary then bring the note to the attendance office and **sign out** prior to leaving campus. If the student has no note, an attempt will be made to call the parent/guardian for verbal permission for the student to leave. However, students will not be excused in this situation if a parent/guardian cannot be reached. The Attendance Office will not disturb classrooms during the school day to notify or retrieve students for appointments, so please make arrangements prior to the beginning of the school day.
- **Pre-Arranged Absences** – Students who know they will be absent prior to an absence must pick up a Pre-Arranged Absence Form from the Attendance Office. Students will need to obtain signatures for each of their teachers and their parent/guardian before returning the form to the Attendance Office. The purpose of teacher signatures is for the student and teacher to communicate the impact of the absence. To be valid, this form must be completed and returned to the Attendance Office two school days prior to the student's absence. Students should note that these pre-arranged absences will count towards their attendance allotment. Per Board Policy 3122P- Absence for parental –approved activities- unexcused absences may be counted as excused for purposes agreed to by the principal and the parent/guardian for a maximum of five days. An absence may not be approved if it causes a serious adverse effect on the student's educational process. \*Any unexcused absence will count against the five days that an administrator can excuse\*
- **Illness During the Day** – A student who becomes ill after having arrived on campus must report to the clinic and/or attendance office. After receiving parental approval via phone, the student will be directed to sign out with the nurse or the attendance office before leaving campus and bring an excuse note upon his/her return.
- **Activities/Athletics** – Per District requirements, students must attend a minimum of five classes for a seven-period schedule and four classes for a six-period schedule that day or the preceding day if the activity/dance/event/practice occurs on a non-school day. On a block schedule day, students must attend all but one period.
- **Informing Parents/Guardians** – Since absences affect a student's academic performance, parents will be notified by phone or mail no later than after the second unexcused absence from a class within a school semester.
- **Bells** – If a student is tardy or absent for 10 minutes or more, it will be counted as an absence.
- **Authorized Signatures** – Parents must inform the attendance office of a designated adult who will be responsible for signing notes for student absences when parents are not available.
- **Students Who Are 18 Years Old or Older** – Once a student turns 18, he/she may obtain a form from an administrator indicating the wish to write his/her own notes for excused absences. The form requires signatures from the student and the parent/guardian.
- **Forgeries** – If a student forges a signature or falsifies oral excuses or other attendance documents, the following consequences will occur:
  - First offense: Saturday School and student will be placed on probation.
  - Second offense and beyond: Progressive discipline.
 Regular attendance procedures for trancies will also be employed.

#### **TARDY AND UNEXCUSED ABSENCE POLICIES**

As previously stated, the staff at Newport High School considers regular attendance essential to learning. This includes timely and consistent attendance by all students. Late arrivals can disrupt the continuity of the instructional time and ultimately detract from the learning experiences of other students and the student that is late.

Students are expected to be in class on time. This means that students are expected to be in their classrooms, in their seats, and ready for class at the beginning of the class. When a student's tardiness becomes frequent or disruptive, the student may be referred to the principal or counselor and may be subject to corrective action.

If a student is late to class, the following steps will be followed:

- First Tardy –warning

- Second Tardy - teacher discretion
- Third Tardy – 1 hour detention
- Fourth Tardy – 1 hour detention and parent phone call
- Fifth Tardy – 2 hour detention and parent phone call
- Fifth Tardy (and beyond) – discipline referral to administrator for non-compliance; consequences may include attendance contract, parent conference, Saturday School, or suspension.

If a student's unexcused or excused absence is confirmed as a 'skip', the following will occur:

- The student will be assigned detention and/or Saturday School.
- Repeated violations will result in progressive discipline and may result in suspension, loss of credit, and/or Becca Truancy Law referral.

Detentions and Saturday School may not be re-scheduled less than 24 hours prior to the assigned detention without a note from a parent.

#### **TRUANCY LAW – THE BECCA BILL**

The Attendance Office, administrators, and counselors will ensure that Newport High School complies with the Washington State truancy law, RCW 28A 225. The law requires parents to cause their student(s) to attend school regularly and to provide valid justification to the school when their student(s) is absent. *Please refer to Board Policy 3122 and Procedure 3122P later in this document for details.*

Students will be subject to school disciplinary consequences such as detention and Saturday School due to continued unexcused absences.

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#### **HONOR CODE**

The Newport community—faculty, students, and parents—strives for a spirited search for knowledge, and expects all work to be a true and honest reflection of that search. To ensure the integrity of these expectations, we will not cheat, plagiarize, lie, steal, or condone these unethical acts.

In a spirited search for knowledge, you:

- make a genuine attempt to do the work independently, first;
- honestly admit to your teacher or peers that you need assistance;
- attend tutorial, form a study group and/or get a tutor.

In that setting, you:

- build on existing knowledge to deepen understanding;
- guide/seek with questions;
- share/seek ideas, not simply answers;
- share/seek a new or contrasting perspective;
- share personal talents;
- pursue interests with passion.

And above all, you share and seek knowledge for the sake of individual growth, not merely credit.

#### **Types and Methods of Cheating**

Cheating undermines a spirited search for knowledge, hinders your growth, and includes, but is not limited to:

- Copying all or part of another person's homework
- Providing/allowing the copying of homework answers
- Using Cliff Notes/Spark Notes 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 body art

- Deliberately missing a class period to avoid an assignment or test
- Misrepresenting lab data
- Attempted cheating
- 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
- Using technological devices for any of the purposes listed here

**Disciplinary Action** for any of the above will involve a teacher and administrator and includes but is not limited to the following:

First Offense:

- A 0 on the assignment/exam
- Teacher conference with the student
- Teacher contact with the student's parents/guardians
- Disciplinary referral to an administrator
- Saturday School assignment

Second Offense:

- A 0 on the assignment/exam
- Teacher/administrator/parent conference with the student
- Disciplinary referral to an administrator
- Saturday School assignment

Third Offense and beyond may include but not limited to:

- A 0 on the assignment/exam
- Teacher/administrator/parent conference with the student
- Disciplinary referral to an administrator
- Saturday School assignment
- Loss of course credit and/or removal from class

**The Honor Code Policy is cumulative over all classes and over all four years of high school.**

If an offense is exceptional in nature, any of the above steps may be skipped, regardless of whether or not a student has committed a first or second offense.

Many departments at Newport are utilizing web-based software to file papers and to check for plagiarism. Regardless of the use or non-use of these verification methods, it is the responsibility of the student to appropriately cite sources or text that is not his/her own. If there are any questions about these or other aspects of this policy, please consult with your teacher prior to turning in the assignment.

#### **COMPUTER NETWORK ACCESS**

Newport has a fully functioning computer networking system. Access to this network, or BSDNET, is a privilege and not a right. Access is limited to *ACADEMIC* use only. Students are assumed to have parent permission to access the Internet unless parents sign and return the appropriate form. All students who access the Internet must agree to abide by student use guidelines. Students may not access their own personal accounts from private Internet providers via BSDNET.

Violations of student access rules will be dealt with under the provisions of Policy 4070, "Student Rights and Responsibilities: Misconduct," and Policy 4071, "Student Rights and Responsibilities: Exceptional Misconduct." Penalties may include suspension or revocation of network access and related privileges.

#### **DELIVERING NOTES/PACKAGES/ETC.**

Notes, packages, homework or other correspondence to students from parents, activity advisors, and coaches will **not** be delivered during the school day except in cases of emergency. Please plan ahead for this type of correspondence. Student drop-off for these items is in the Counseling Center.

#### **LUNCH & TUTORIAL EXPECTATIONS**

Students may eat their lunch in the cafeteria, commons, courtyard, or off campus. Access to the academic wings is restricted during lunch and tutorial in order to minimize disruptions to instructional time. Student conduct in the academic wings during this time should not disrupt the learning environment.

#### **LOCKERS AND PERSONAL PROPERTY**

Locker use is a privilege, not a requirement, and its dedicated use is only for the student assigned to the locker. Students with lockers must clean and check-out their locker at the end of each school year in order to avoid a minimum fine.

**Please protect your personal property.** Avoid leaving valuable possessions (ex. iPhones, calculators, clothes, cash, credit cards) in your school locker, in your PE locker, or in the PE locker rooms. These items are often stolen if left unprotected.

BSD and NHS assume no responsibility for lost or stolen property that you put in your school locker or PE locker. Report thefts or vandalism by filling out a Theft/Vandalism/Lost Property Form in the Main Office. Security will follow up on your report.

The use of drug dogs on campus may be utilized on an infrequent basis. School administration has access to all lockers in case they need to search them for the purpose of maintaining the integrity of the school environment and to protect the safety of other students.

#### **METRO BUS**

All student responsibilities and expectations apply to Metro bus stops and rides. Students living outside the school's walk boundary will be eligible to receive an ORCA Card. Students who purchase a parking pass may also have an ORCA Card, provided that they qualified for an ORCA card by living outside the school's walk boundary. The ORCA Card should be kept secure and in good condition. A lost, stolen or damaged ORCA Card may be replaced at a cost of \$25. The old card will be deactivated and the new card activated. Forms for replacement ORCA Cards do not need a parent signature. The ORCA Cards are active from the first day of school and will be good through the last day of school. Students and guardians are required to sign an initial issue form or a reactivation form which outlines district transportation's rules of use for ORCA Cards.

#### **STUDENT PARKING**

Students must complete a form that requires a copy of a driver's license and insurance and pay an additional fee for the right to park on the school lot. Please see the Athletic Secretary's office to obtain a Parking Pass form.

#### **SYNERGY AND ONENOTE**

Parents and students can access student grade and attendance information over the web through our student information system 'SYNERGY.' This system is not intended to check a student's progress on a daily basis. Instead, it serves as a communication tool between the school, student and parent regarding the student's progress. Directions for student and family SYNERGY access will be provided early during the 2017-2018 school year via district and school communications.

Student and parent IDs and passwords will be required to access SYNERGY. Please seek the identification number and pass code from the student, or come to NHS's main office to obtain this information. A picture ID will be required. Once it is verified that the parent/guardian is listed on the student registration information form, the ID number and pass code will be provided.

OneNote is currently being used by many staff member to allow teachers to communicate class resources, due dates, and to engage students in discussions and assessments. Although the OneNote program is accessible to students, teachers may send documents or printouts to parents upon request.

#### **PERSONAL PROTECTION SPRAY DEVICES**

State law requires that students ages 14-17 have parent permission to carry PPSDs to school. Permission forms are available in the main office and must be completed and filed prior to possessing the item.

#### **PERSONAL ELECTRONIC TECHNOLOGY: PHONES, TABLETS AND MP3 PLAYERS**

Cellular phones, pagers, and MP3 players may not be used during class, assemblies, ceremonial events, or in the library. Students may also be asked to leave their cell phones in the classroom prior to using a restroom pass. Failure to comply with these guidelines will result in the following consequences:

- First offense—warning
- Second offense—confiscation by teacher; phone may be retrieved by the end of period
- Third offense- confiscation by teacher; picked up by student from main office after school ends
- Third offense—phone is confiscated by teacher and sent to an administrator with discipline referral
- Fourth offense—phone is confiscated by teacher and sent to an administrator with discipline referral; parent contact will be required to retrieve phone; detention may be assigned
- Fifth offense—discipline referral to an administrator for non-compliance; consequences may include detention or Saturday School

The school will provide a laptop, stylus, laptop bag, and cord each year to every student who takes a class on campus. Students are responsible for maintaining the laptop in good shape. Purposeful or accidental damage to any of these items may result in a fine at the end of the school year.

#### **Tech Office/Student Tech Help Area**

If a laptop or other tech item is malfunctioning, a student can bring the device to the tech office/Student Tech Help area in the library in case.

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

#### **POSTER AND FLYER POLICY/DISTRIBUTION OF MATERIALS**

Student groups are encouraged to share information with the Newport community in a manner that represents the class and pride of our community. We ask that all groups understand and abide by the following guidelines:

**Flyers** – Flyers (8 ½ x 11) may be posted on tack boards or posted with blue tape on geometric boards that are located throughout the building. Groups may post no more than 10 flyers in the building at a time. Flyers may be posted within two weeks of the event and must be removed within two days after the event. Groups are responsible for removing their own flyers.

Students may also post flyers on the community bulletin board (located in the Commons) and on the bulletin board and two tack boards outside the theater as long as the Fine Arts department is not using the boards.

**Posters**– Space for posters is allotted on a first-come, first-serve basis, following these guidelines:

- **Hallways:** Groups may hang up to four posters in the designated hallways.
- **Commons (railings):** Groups may hang no more than two posters on the railings in the commons using blue tape.
- **Commons (balconies):** For safety and security, posters hung from the 2nd floor balcony by the library or any other areas must not interfere with the security cameras. be hung so that it does not interfere with security cameras. Posters may not be longer than 5.5 feet, and the writing on the poster must start at least one foot from the top of the poster to allow it to be seen. The poster may be no wider than the standard width of butcher paper. Club advisors should meet to resolve conflicts if a group is using this space excessively, and meet with administration if the conflict is not resolved.
- **Clock Faces:** Student groups wishing to utilize clock faces to share information in classroom and office areas should gain verbal consent from the classroom teacher(s) and office staff prior to posting.

**Chalking** – The courtyard east of the building can be used to advertise events in chalk. Chalking is limited to horizontal surfaces. A draft of the proposed writing/drawing must be approved by the NHS staff adult advisor of the group prior to posting.

**Approval Signing** – ALL flyers and posters must be approved by club advisors, the athletic/activity coordinator, the leadership teacher, or an administrator and be in compliance with BSD policy 4060 as related to “Non School Publications”. All flyers and posters must be dated with the *date that the information should be removed* and legibly signed before being posted.

**Poster Quality** – Posters should have even edges (if cut from a roll of poster paper), correct spelling, communicate positive messages and mean to enhance the culture of the building. Glitter cannot be used.

**Monitoring and Repeat Violators** – Groups who do not follow the proper procedures for posting items, including not removing items in a timely manner (within two days following the event), not displaying proper approval, or improperly hanging items, may have privileges revoked.

#### **SKATEBOARDS, SCOOTERS, ROLLERBLADES AND BICYCLES**

Skateboards, scooters, rollerblades, and hoverboards may not be ridden or carried on campus. They should be kept in a school locker during the day. Bicycles must be parked and locked during school hours.

#### **AUDIO AND/OR VIDEO RECORDING DURING CLASSES**

The use of audio or video recording devices to record teachers, students or the classroom environment during class time is not permitted by law unless advanced permission is obtained by the classroom teacher. The library and other instructional spaces are also included. Permission would also be required by administration as student privacy rights must be honored.

#### **BOOKS**

Textbooks may be checked out to students for certain classes. Students are responsible for maintaining the textbook and returning it at the end of the course. Failure to return a book will result in a replacement cost fine being issued. No refunds on fines will be given after one year of the issuance of the fine. Also, no refunds on fines will be given if a book is later found that is no longer in use by a course.

Library books may be checked out for 3 weeks, though they may be renewed at any time. Students are responsible for keeping books in good shape, and will be assessed a replacement cost fee if damaged. A \$5 late fine will be assessed for books that are 3 weeks overdue. Book replacement fees (& late fines) will be assessed for books marked lost, although the replacement fee may be waived upon the book's return to the library. Unpaid library fines may hinder students from obtaining yearbooks and student transcripts.

#### **VISITORS ON CAMPUS**

**All visitors to our campus must first sign in at the Main Office and receive a Newport name tag.** 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.

Students' friends, whether they live in the attendance area or not, may not visit campus during school hours.

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



## **POLICIES AND GUIDELINES**

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### **DRESS CODE**

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

- Clothing that is too revealing or could be considered lewd or indecent.
- Clothing that has vulgar, harassing, or sexually explicit language on it.
- Clothing that has any drug or alcohol references.
- Clothing that is gang affiliated.
- Dress that communicates the promotion of tobacco, alcohol, drugs, violence, vulgarity, profanity, or that is disparaging to gender, ethnicity, religion, or that has a sexual connotation is not acceptable school attire
- Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances or violence).

### **FIGHTING/PHYSICAL ASSAULT**

The administration encourages all students to manage conflicts in a reasonable and mature manner. Often a face-to-face mediation can dispel rumors and dissipate peer pressure that might lead to a fight. Our goal for each year is that Newport be a fight-free environment.

If you are a victim of a physical assault, DO:

- Attempt to block any punches – protect yourself
- Get away from the situation- do not engage!
- Seek adult assistance

#### **Consequences**

A student who strikes another student is subject to an emergency expulsion until it can be determined that the student no longer presents a danger to the learning environment. Striking back constitutes participation in a fight, and therefore, could also incur an emergency expulsion for the non-instigating student. Upon returning to school, the student must participate in a re-entry meeting with an administrator. Any future offenses will result in more severe consequences.

### **FINAL EXAM POLICY**

Any student who makes official arrangements to leave school before final exams are administered may only take the final exam during summer vacation and no later than the first week of school. An administrator will arrange and administer the exam during summer.

### **GAMBLING POLICY**

Gambling, or the appearance of such, is prohibited. This includes the use or possession of playing cards on campus.

### **PARKING GUIDELINES**

Parking a student car on the Newport campus is a privilege. Students must register the car in the office, obtain a parking permit, and drive safely! Parking permits may vary in cost each year. Students who purchase a parking pass may also have an ORCA Card, provided that they qualify for an ORCA card by living outside the school's walk boundary.

After the initial parking registration during Newport's August Taking Care of Business day, parking permits will be available on a first come, first serve basis. Once capacity is reached, a waiting list will be established. Public transportation is also encouraged.

Student parking areas are open to all students with valid parking permits. During the hours of 6:30 am-4:00 pm all staff and visitor parking areas are off limits to students. Students who park in these zones will receive a ticket fine. Additional restrictions in staff areas may occur during school events.

By issuance of a permit, the Bellevue School District and/or Newport High School does not assume liability for any property damage to any private automobile parked on its property. The owner-operator(s) of all private vehicles accepts responsibility for their own property and agrees they are parking at their own risk.

Vehicles must be operated in a safe and legal manner at all times on the Newport campus. Because it is necessary to maintain emergency and business access to the campus, cars blocking fire lanes, emergency exits, delivery areas, bus, handicap or motorcycle zone, etc., will be towed and/or driver fined and parking privileges removed.

**Parking citations** carry a minimum **\$20** fine. Depending upon the severity and/or frequency, parking citations could result in the temporary or permanent loss of parking privileges. Citations will be issued for the following:

1. Parking without a valid and visible permit. All parking permits must be clearly displayed inside on the rear view mirror.
2. Improper parking of vehicle. This includes **not parking properly in the stall** (taking more than one place or blocking accessibility), parking in restricted areas (fire lanes, bus lanes, handicap only, staff or visitor parking areas, the bus turn-around area, grass, etc.), or not parking in an assigned parking area.
3. Moving violation (speeding, unsafe driving, or misuse of vehicle). The speed limit in the parking lots is 10 MPH.
4. Falsification, misrepresentation, reselling or possession of another student's parking permit. Falsification or forgery of a permit may result in additional discipline.
5. Parking in a handicap space without a valid and visible state handicap parking permit – and risk a \$250 ticket and impound from the police department.

Depending upon the severity and or frequency of the infractions, there may be additional penalties including temporary or permanent loss of parking privileges as well as additional disciplinary consequences.

For students with more than two ticket violations, parents may be contacted. Repeat violators may be towed at the owner's expense.

If you wish to dispute a parking ticket you receive, you must do so with the parking supervisor within five (5) days. No changes will be made for tickets older than five school days. Disputing a parking ticket does not necessarily result in a reduction or elimination of the fine imposed.

Parking fines must be paid by the end of each quarter or the parking permit may be revoked until the parking fines are paid. No reimbursement will be given if the parking permit is revoked.

**Stolen or lost parking permits.** Students will be allowed to replace a lost or stolen parking permit once at a cost of \$20.00. **This policy also includes WaNIC passes.** The original permit will be voided and a new permit issued. If your permit is stolen, submit a report of the theft with the security resource officer immediately.

Students may not borrow, loan or resell parking permits to other students. Parking privileges may be suspended or revoked for these acts and additional fees and disciplinary action may be imposed.

## **DANCE POLICY GUIDELINES**

At Newport High School, we value, among other things, Integrity, Respect and Community. In addition, we want to make sure that all Newport High events, including dances, are safe and healthy environments for all students. Acknowledgement of the Student Handbook policy review at the beginning of the school year will count as acceptance of the stated behavior standards, responsibilities, and consequences imposed by the Newport High School.

### **Alcohol and Drugs**

These substances are not permitted at or on school grounds OR permitted to be consumed prior to arriving at the dance and coming onto school grounds. District policy guidelines and disciplinary actions will take into effect for any drug and alcohol violations.

### **Dance Guidelines:**

No backpacks or outside beverages are allowed inside the dance. Bag checks will occur upon entry and bags may be retrieved when the student leaves the dance.

### **Dancer's Responsibility**

Front-to-back and front-to-front dancing are equally permitted at all Newport Dances **unless** the following actions are committed:

- A dancer bending 90 degrees
- Any purposeful physical contact that involves thrusting or grinding
- Touching or groping of parts of the body in the "swimsuit areas"
- Hands under clothing
- Removal of clothing or violation of school dress code

- Hands or other body parts besides the feet touching the floor

#### **Enforcement of Behavior Policy**

1. All students entering a dance shall be issued a wristband or bracelet.
2. If a dancer is in violation of the Dance Behavior policy:
  - They will be given a verbal warning that they are in violation
  - They will be informed of what action(s) led to this warning
  - The dancer's wristband will be removed
  - They will be informed of the consequence of a second violation
3. If a student is not wearing a wristband, and they are confronted by staff or a parent volunteer, they will be dismissed from the remainder of the dance.

#### **Re-entry**

Once a student leaves the building during a dance that student may not re-enter the building or dance area.

#### **Consequences for Behavior Policy Violations**

If a student commits two violations of the Dance Behavior policy at a single event, he/she will be dismissed from the remainder of that dance and suspended from the subsequent school dance. Parent contact may be initiated.

#### **Guests for Dances:**

Students wishing to bring a guest to a school-sponsored dance must obtain, complete, and return the guest application form on or before the assigned deadline for that dance. The form is available on the NHS activities website a few weeks before each dance. After the application is approved, the NHS student will receive a guest pass which will allow him/her to purchase a guest dance ticket. Each student is limited to bringing only one guest. The administration reserves the right to refuse access to school-sponsored events to non-Newport students. Individuals attending the dances as a guest must be under the age of 21. In addition, guests must be at least of high school age to attend.

#### **Dance Ticket Sales:**

Selling Dance Tickets Procedures (same procedures whether it is a Friday or Saturday dance).

- Tickets will be sold on Monday (both lunches), Tuesday (both lunches), Wednesday (after school) and Thursday (both lunches and after school). **Tickets will not be sold on Fridays or at the dance.** Note: Since Prom is an off-school site dance, Prom tickets have their own unique schedule for selling tickets and this will be communicated and promoted to students and parents well in advance of the event.
- Tickets sold are not-transferable and non-refundable.
- At Picture Dances students must have purchased a dance ticket to also have their pictures taken.
- To speed up entry at the dance if a student has both their ticket and picture ID (ASB card or similar) they will gain immediate entry to the dance. Students who do not have both these items will have to go through a slower line.
- Similar to NHS Athletic Events, once a student enters the dance they may not leave for any reason. Once they choose to leave they will not be allowed to return.
- For safety reasons, students are expected to be picked up or off-campus immediately after the dance ends.
- Tickets prices with ASB cards are often less than those purchased without ASB cards. Ticket prices vary throughout the year and are set by ASB or the organization running the dance. Prom prices are significantly higher based on location or whether a meal is served.

#### **STUDENT GRIEVANCES AND GRADE CHANGE REQUESTS**

If a student feels that his or her rights have been infringed upon, that he or she has been treated inequitably, and/or has a concern regarding a situation involving a staff member and/or grade, every effort by the student should be made to resolve the grievance or potential grievance through communication between the student and the other person/staff member.

Please refer to the section 'SELECTED DISTRICT POLICIES' for district level details on the Complaints process.

In general, many issues can be resolved between the teacher, student, and/or parent. In order to maintain these conduits of communication open, the following steps should be followed when there is a student complaint or request for grade change:

- The student/parent should first meet privately with the staff member(s) and make every effort to resolve the grievance informally by conferencing with all parties concerned.
- If such informal procedures fail, the student/parent may contact a NHS counselor to help resolve the situation.
- If this process fails to resolve the situation, the student/parent may request a meeting with the assigned assistant principal to help resolve the situation.

If such informal procedures fail to provide an adjustment acceptable to the student, then the student may initiate grievance procedures. The formal request must be initiated within 30 days of the event or action that is the subject of the grievance. Requests made after the 30 days will not be considered. The student shall first have the right to a hearing at the school level by requesting a formal hearing with the principal. If the student is not satisfied with the recommendation, he or she may appeal to district-level administration.

## BELLEVUE SCHOOL DISTRICT POLICIES AND PROCEDURES

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What follows are excerpts from the procedures of critical Bellevue School District (BSD) policies where publication/notification is either required or encouraged. The complete policies and procedures can be found on the BSD's digital policy and procedure manual found on the District website: <http://www.bsd405.org/about-us/policies-procedures.aspx>

### **POLICY 3241 AND PROCEDURE 3241P (CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS AND PUNISHMENT)**

The District is committed to ensuring a safe and productive learning environment in which students are provided every opportunity to learn. In order 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 providing access to educational services during long-term suspensions and non-emergency expulsions. 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.

When applying corrective action, principals use sound professional judgment to determine appropriate corrective action that is consistent with the District mission and goals, in in the best interest of students and anchored in sound theory and practice. Principals will ensure that corrective action is consistent, fair, balanced, progressive in nature, and considers the developmental level of the student. The application of corrective action is at the discretion of principals.

The district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county or local law.

#### **Appeal Process:**

**In-School Suspensions:** There are three levels of grievance/appeal within the school district to contest in-school suspensions:

- (1) A building-level grievance to the principal: The student and/or parent/guardian have the right to an informal conference with the building principal or his/her designee.
- (2) A district-level grievance: Subsequent to the building-level grievance, the student and/or parent/guardian have the right, within three school business days after receipt of the principal's decision, to present district-level grievance to the Executive Director of the student's school ; and
- (3) An appeal to the district Disciplinary Appeal Council: Subsequent to the district-level grievance, the student and/or parent/guardian have the right, to present a written and/or oral appeal to the district Disciplinary Appeal Council. The student and/or the parent/guardian must notify the Executive Director of the student's school within two school business days of receiving their decision of intent to grieve. The district Disciplinary Appeal Council will notify the student and/or parent/guardian of its response to the grievance within ten school business days after the date of the appeal. In-school suspensions will be imposed notwithstanding implementation of the above grievance/appeal procedures.

**Long-Term Suspension and Non-Emergency Expulsion:** There are two levels of grievance/appeal within the school district to contest long-term suspension and non-emergency expulsions:

- (1) A hearing before the District Hearing Officer: To initiate this hearing, the student and/or his/her parent/guardian must submit a written request for a hearing to the appropriate Executive Director or Supervisor of Pupil Management on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing.
- (2) An appeal before the district Disciplinary Appeal Council: Subsequent to a hearing before the District Hearing Officer, the student and/or parent/guardian have the right, within three school business days after receipt of the District Hearing Officer's decision, to present a written appeal of the decision to the appropriate Executive Director. If a written appeal is not received within the required three school business days, the long-term suspension or non-emergency expulsion may be imposed as of the calendar day following expiration of the three school business days.

If a written appeal is received within the required three business days, the long-term suspension or non-emergency expulsion may be imposed during the appeal period subject to the conditions and limitations described in WAC 392-400-310(4). If a written appeal is received within the required three school business days, the district Disciplinary Appeal Council will schedule and hold an informal conference to review the matter within ten school days after the date of receipt of the appeal. The purpose of the informal conference will be to meet and confer with the parties in order to decide upon the most appropriate means of disposing of the appeal.

**Emergency Expulsion:** There are two levels of grievance/appeal within the District to contest emergency expulsions:

(1) A hearing before the District Hearing Officer: To initiate this hearing, the student and/or parent/guardian must submit a written request for a hearing to the appropriate Executive Director or Supervisor of Pupil Management within three school business days after the receipt of the notice of opportunity for a hearing. If a request for a hearing is not received within the required three school business days, the right to a hearing may be deemed to have been waived and the emergency expulsion may be continued as deemed necessary by the school district without any further opportunity for the student or parent/guardian to contest the matter.

If a request for a hearing is received within the required three school days, the school district will immediately schedule and give notice of a hearing to commence as soon as reasonably possible and in no case later than the third school business day after receipt of the request for hearing.

Within one school business day after the date upon which the hearing concludes, a decision as to whether or not the emergency expulsion shall be continued will be made, and the student's legal counsel or the student and parent/guardian will be notified thereof by depositing a certified letter in the United States mail. An emergency expulsion may be continued following the hearing on the basis that the emergency situation continues and/or as corrective action for the action(s) giving rise to the emergency expulsion in the first instance.

(2) An appeal before the district Disciplinary Appeal Council: Subsequent to a hearing before the District Hearing Officer, the student and/or parent/guardian, have the right, within three school business days after receipt of the District Hearing Officer's decision, to request an appeal of the decision to the appropriate Executive Director. If a written appeal is not received within the required three school business days, then the right to appeal will be deemed to have been waived and no further appeal may be made.

If a written appeal is received within the required three business days, the emergency expulsion may be imposed during the appeal period subject to the conditions and limitations described in WAC 392-400-310(4). If a written appeal is received within the required three school business days, the district Disciplinary Appeal Council will schedule and hold an informal conference to review the matter within ten school days after the date of receipt of the appeal. The purpose of the informal conference will be to meet and confer with the parties in order to decide upon the most appropriate means of disposing of the appeal. At that time, the student or parent/guardian or legal counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the district Disciplinary Appeal Council deems reasonable.

After studying the hearing record or other material submitted, the district Disciplinary Appeal Council will render its decision within ten school business days after the date of the informal conference. An appeal from any decision of the district Disciplinary Appeal Council to impose or to affirm the imposition of an emergency expulsion shall be to the courts. Whether or not the decision of the district Disciplinary Appeal Council shall be postponed, pending an appeal to Superior Court shall be discretionary with the Disciplinary Appeal Council except as ordered otherwise by a court.

#### **POLICY 3207 AND PROCEDURE 3207P (PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING)**

The Bellevue School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. The District is committed to providing a safe and civil educational environment that is free from all types of discrimination and harassment, including sexual harassment.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes, but shall not be limited to, all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, socio-economic status, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

#### **Definitions**

**Harassment, intimidation or bullying** is 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, culture, gender, socio-economic status, 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.

**Discriminatory harassment** includes conduct that is based on a student's status as a member of a protected class and is sufficiently severe, persistent, or pervasive that it limits or denies a student's ability to participate in or benefit from the school's education programs or activities.

**Sexual harassment** as defined in this procedure, means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:

- a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
- b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education, or
- c. That conduct or communication has the purpose or effect of substantially interfering with an individual's educational performance, or of creating an intimidating, hostile, or offensive educational environment.

#### **Staff Intervention**

All staff members will intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure. Regardless of the magnitude, all incidents shall be taken seriously and handled accordingly.

#### **Filing an Incident Reporting Form**

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

In order to protect a targeted student from retaliation, a student need not reveal his or her identity on an Incident Reporting Form. The form may be filed **anonymously** (example: an unsigned letter dropped on a teacher's desk), **confidentially** (example: a student reports bullying, but asks that nobody know who reported the incident), or **non-confidentially** (the student may choose to disclose his or her identity).

#### **Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying**

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

1. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent/guardian.

During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.

Within two (2) school days after receiving the Incident Reporting Form, the school designee will notify the families of the students involved that a complaint was received and direct the families to the district's policy and procedure on harassment, intimidation and bullying.

In rare cases, where after consultation with the student and appropriate staff (such as a psychologist, counselor, or social worker) the district has evidence that it would threaten the health and safety of the complainant or the alleged aggressor to involve his or her parent/guardian, the district may initially refrain from contacting the parent/guardian in its investigation of harassment, intimidation and bullying. If professional school personnel suspect that a student is subject to abuse and neglect, they must follow district policy for reporting suspected cases to Child Protective Services.

The investigation will include, at a minimum:

- a. An interview with the complainant;

- b. An interview with the alleged aggressor(s);
- c. A review of any previous complaints involving either the complainant or the alleged aggressor(s); and
- d. Interviews with other students or staff members who may have knowledge of the alleged incident.
- e. An interview with the parent, as appropriate.

The principal or designee may determine that other steps must be taken before the investigation is complete.

The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report. If more time is needed to complete an investigation, the district will provide the parent/guardian and/or the student with weekly updates.

No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee will respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor(s) stating:

- a. The results of the investigation;
- b. Whether the allegations were found to be factual;
- c. Whether there was a violation of policy; and
- d. The process for the complainant to file an appeal if the complainant disagrees with the results.

#### **Corrective Measures for the Aggressor**

After completion of the investigation, the school or district designee will institute any corrective measures necessary. Corrective measures will be instituted as quickly as possible, but in no event more than five (5) school days after contact has been made to the families or guardians regarding the outcome of the investigation. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

If the conduct was of a public nature or involved groups of students or bystanders, the district should strongly consider schoolwide training or other activities to address the incident.

#### **Support for the Targeted Student**

Persons found to have been subjected to harassment, intimidation or bullying will have appropriate district support services made available to them, and the adverse impact of the harassment on the student will be addressed and remedied as appropriate.

#### **Immunity/Retaliation**

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

#### **Bellevue School District's Tip Reporting Service**



*Safe Schools Alert* is a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 425.324.3875
2. **Text:** Text your tip to 425.324.3875
3. **Email:** 1177@alert1.us
4. **Web:** <http://1177.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue of your concern. You can submit a tip anonymously online or by telephone. More information, including the *Safe Schools Alert* Terms of Use and Privacy Policy, is available online at <http://1177.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

#### **3210 AND PROCEDURE 3210P (NONDISCRIMINATION)**



Bellevue School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to designated youth groups. Alexa Allman, Director of Human Resources is the employee designated to handle questions and complaints of alleged discrimination: 12111 NE 1<sup>st</sup> St. Bellevue, WA 98005, 425-456-4040, allmana@bsd405.org

Each student should have equal access to public education without discrimination. If parents, students, school staff, or community members believe that a student has experienced discrimination or discriminatory harassment, there are steps they can take to resolve these concerns.

Under Procedure 3210P and WAC 392-190-065, a discrimination complaint or grievance is a written and signed complaint alleging discrimination based on any of the protected classes by a school or school district. The complaint must describe the specific acts, conditions, or circumstances that are alleged to be discriminatory and why the complainant believes that it is discrimination.

## **FILING A DISCRIMINATION, DISCRIMINATORY HARASSMENT OR SEXUAL HARASSMENT COMPLAINT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint under Washington State law and BSD Policies 3207 and 3210 and Procedures 3207P and 3210P.

Before filing a complaint, you can discuss your concerns with your child's principal or District's Title IX Officer or Civil Rights Coordinator. If your child has a 504 plan, [you may also opt to discuss with the District's 504 Officer.](#)

### **Complaint to the School District**

#### **Step 1. Write Out Your Complaint**

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

#### **Step 2: School District Investigates Your Complaint**

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

#### **Step 3: School District Responds to Your Complaint**

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

### **Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has

occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

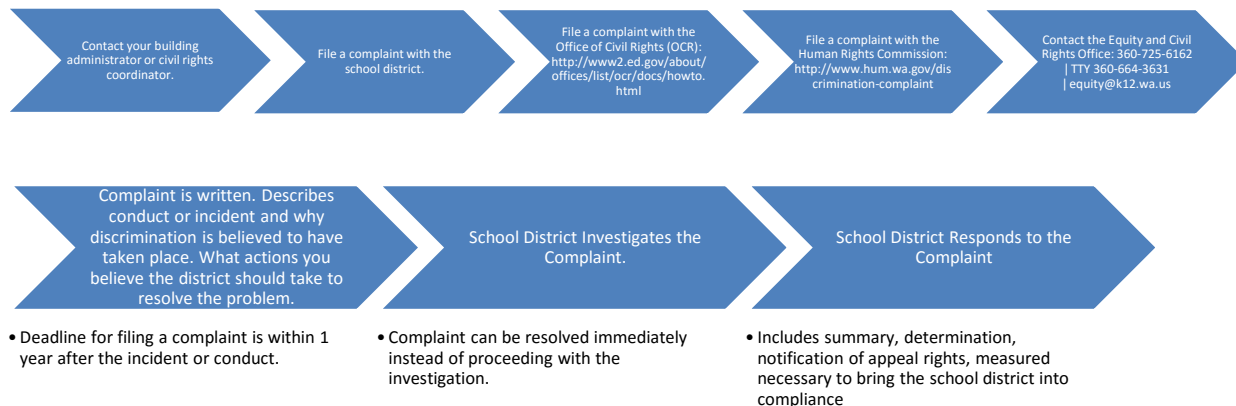
You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us)  
 Fax: 360-664-2967  
 Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at [equity@k12.wa.us](mailto:equity@k12.wa.us).

**Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*  
 206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [www.ed.gov/ocr](http://www.ed.gov/ocr)  
*Washington State Human Rights Commission*  
 1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)



**POLICY 3122 AND PROCEDURE 3122P (EXCUSED AND UNEXCUSED ABSENCES)**

**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, after consulting with the parent, guardian, or adult student, may be deemed appropriate but not covered in the above-stated instances, generally for a maximum of five days.

In order for an absence to be excused, parent/guardian(s) or adult student must communicate an excuse statement to the school according to the school’s submission guidelines.

**Unexcused Absences**

In accordance with RCW 28A.225.010, after **three** unexcused absences within any month a conference will be held between the parent, student and principal or designee for remediation/problem solving.

No later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements. The district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

If the above action fails to correct the attendance problem, the following truancy petition procedure will apply only to students under the age of eighteen:

No later than the seventh unexcused absence within any month during the current school year, or upon the tenth unexcused absence during the current school year, the district will file a petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student in accordance with the direction given by the juvenile court and the prosecuting attorney's office.

#### **Tardies**

Students are expected to be in class on time. This means that students are expected to be in their classrooms, in their seats, and ready for class at the beginning of the class.

Secondary students: When a student's tardiness becomes frequent or disruptive, the student may be referred to the principal or counselor and may be subject to corrective action. Each school may determine what point in the class a tardy turns into an absence.

Elementary students: Every three unexcused tardies will equal an unexcused absence. These unexcused absences will be treated like all other unexcused absences.

#### **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 teacher has dismissed the students. Secondary students: 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. Each school may determine the point in the class at which the early release turns into an absence.

Elementary students: Every three unexcused early releases will equal an unexcused absence. These unexcused absences will be treated like all other unexcused absences.

#### **Sanctions**

All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in accordance with state and district regulations regarding corrective action or punishment consistent with Policy 3421 and Procedure 3241P (Classroom Management, Corrective Actions or Punishment)

### **ATHLETICS/ACTIVITIES CODE (POLICY 2151 AND PROCEDURE 2151P: INTERSCHOLASTIC ACTIVITIES)**

#### **A. Preamble**

The Bellevue School District (the District) is committed to ensuring an environment where all student participants (participants) have every opportunity to engage in programs aligned with the District's Vision, Values, and Purpose for athletics and activities. It is also important to remember participation in extra-curricular programs is not an entitlement. The district is committed to equitable access to extra-curricular activities for each and every participant and when necessary, an equitable application of corrective action(s) for participants at the discretion of building administrators (Principals or Assistant Principals) and/or Athletic/Activity Director.

Corrective actions will be consistent with the District's mission and goals and in the best interest of students. The building administrators (Principals or Assistant Principals) and/or Athletic/Activity Director will ensure that corrective action is consistent, fair and balanced; progressive in nature; and considers the developmental level of the participant.

The Athletic/Activities Code of Conduct (the Code) takes effect when a participant enrolls in any of the District's high school athletic and/or activity programs and ends when the participant graduates from any one of the District's high schools. Violations under the Code throughout a participant's high school years will lead to progressive corrective action(s), in terms of severity up to removal from extra-curricular programs.

Each school, program, and activity will notify all participants about the Code, its requirements and corrective actions on an annual basis.

### **B. Implementation of Corrective Action and Process**

Participants who 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) may be subject to corrective action under the Code. A detailed description of how corrective actions are implemented can be found on line [in Administrative Procedure 2151P](#).

### **C. Alcohol, Drugs, and Other Mood Altering Substances**

Under Administrative Procedure 2151P (Interscholastic Activities), students who participate in athletics and/or activities are expected to refrain from the unlawful use of alcohol, marijuana, tobacco, and controlled substances.

Any unlawful use of controlled substances, alcohol, marijuana, and tobacco is a violation of the Code. A detailed description of how corrective actions for alcohol, drugs, and other mood altering substances are implemented can be found on line [in Administrative Procedure 2151P](#).

### **D. Appeals of a Corrective Action**

A student athlete who wishes to appeal the imposition of this corrective action may appeal the decision. A detailed description of student appeal rights can be found on line [in Administrative Procedure 2151P](#).

Note: If the appeal relates to a second (or higher) violation of controlled substance use and the participant competes in a sport sanctioned by the Washington Interscholastic Activities Association (WIAA), and the participant wishes to gain eligibility for competition, then the participant must file a second appeal directly to the Executive Director of the WIAA.

Note: It is important to note that a student does not retain the ability to participate in any capacity in the program/activity while awaiting an appeal of a corrective action. **While waiting for an appeal hearing, the corrective action in question remains in place.**

**Absences and Student Athletes:** Student athletes are expected to attend school 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 based on the following:

- Students must attend a minimum of (5) classes for a 7-period schedule (Monday, Tuesday and Friday)
- Students must attend a minimum of (4) classes for a 6-period schedule
- Students must attend a minimum of (2) classes for a 3-period schedule (Wednesday)
- Students must attend a minimum of (3) classes for a 4-period schedule (Thursday)

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.

**Grade Point Requirement:** Besides meeting WIAA academic standards to maintain eligibility during the current semester, BSD students shall maintain at minimum a 2.0 cumulative grade point average (GPA) while enrolled in at least six classes in order to participate in a sport and/or activity. The record at the end of the semester shall be final, except for credits earned and approved by the Bellevue School District.

If a student-athlete's cumulative GPA falls below 2.0, that student-athlete is academically ineligible and placed on suspension from competition for a probationary period.

However, there may be unique and unusual circumstances that result in less than a 2.0 cumulative GPA. If any student, parent/guardian, teacher, coach, administrator and/or counselor, believes that there is such a circumstance, they may request a waiver of this requirement. Waiver information can be found on the Athletic and Activity department page: <http://www.bsd405.org/departments/athletics-activities/eligibility/>.

### **POLICY 4220 AND PROCEDURE 4200P (COMPLAINTS CONCERNING STAFF OR PROGRAMS)**

Every effort shall be made first by the student and/or parent/guardian to resolve concerns and complaints through informal communication between the student and other persons in the school or district who may be in a position to assist in resolving the student's concerns. If such informal procedures fail to provide an adjustment acceptable to the student, then the student may initiate formal complaint procedures. 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

#### **Complaints**

Complainants are entitled and encouraged to share their complaint(s) by scheduling a meeting or communicating, either orally or in writing, the issue(s) directly to the person responsible for the program, event, action, or decision.

When addressing informal complaints, the involved parties 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.

#### **Formal Complaint - Step 1**

When a complaint has not been resolved through informal attempts at resolution, the complainant may initiate a formal complaint, which must be in writing within 30 calendar days of the attempt at informal resolution to the person responsible person responsible for the program, event, action, or decision. Any informal complaint not resolved at the school level shall proceed directly to Step 2 of this process. The formal written complaint shall be directed to the person responsible for the program, policy and/or procedure, and/or supervision of personnel and shall include:

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

The person responsible for the program, policy and/or procedure, and/or supervision of personnel shall meet with the complainant for understanding the complaint and what resolution(s) has already been considered. The person responsible for the program, policy and/or procedure, and/or supervision of personnel provide a written decision addressing the complaint within 10 calendar days upon receipt of the complaint.

#### **Formal Complaint - Step 2**

If the complaint is not resolved to the complainant's satisfaction, the complainant may appeal the resolution of the complaint to the following person in writing within five calendar days of the resolution:

- If the original complaint was sent to a principal or assistant principal, and is not resolved at the school level, the appeal should be directed to the appropriate Executive Director of Schools
- If the original complaint was sent to any other employee, the appeal should be directed to that employee's supervisor.

The person receiving the appeal shall meet with the complainant for understanding the complaint and what resolution(s) has already been considered. The information gathered will be considered and the complaint will be addressed in writing within 10 calendar days upon receipt of the unresolved complaint. Any appeal at Step 2, shall be final except for appeals to the Superintendent of Public Instruction, other agencies or the courts, as provided by law.