



# NEWPORT HIGH SCHOOL KNIGHTS STUDENT HANDBOOK

## **Newport High School 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.*

## **Bellevue School District Vision Statement**

*To affirm and inspire each and every student to learn and thrive as creators of their future world.*

Newport High School

4333 Factoria Blvd. SE  
Bellevue, WA 98006-1999

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

## **WELCOME STUDENTS!**

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Newport High School would like to welcome its current and incoming Knights to the 2021-2022 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!

## **Newport PRIDE**

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The Newport High School community identified attributes that enable every student and staff to thrive. We believe in the concept of Newport PRIDE (Perseverance, Respect, Integrity, Diversity, Engagement). Our goal is to recognize students and staff who embody these principles:



### **Perseverance**

- Show up every day ready to learn
- Practice resilience

### **Respect**

- Respect the learning environment
- Contribute positively in every situation
- Treat others and school property with respect

### **Integrity**

- Be honest
- Do the right thing
- Be authentic to yourself

### **Diversity**

- Newport is a place for every student
- Listen to others; be open to new ideas and perspectives
- Be inclusive; invite others to join

### **Engagement**

- Be present
- Be involved and involve others
- Take advantage of opportunities at Newport to grow and lead

**Sincerely- The Newport High School Staff**

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**NEWPORT ADMIN TEAM**

Dion Yahoudy, Principal  
Leif Moe-Lobeda, Assistant Principal (A – Hu)  
Keith Altenhof, Assistant Principal (Hua – Pa)  
Tom O’Connor, Assistant Principal (Pe – Z)  
Jesse Snyder, Activities/Athletic Director

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**NEWPORT COUNSELORS**

Carolyn Edwards A - Cr  
Heather Erickson Cu - Hu  
Nicole Anderson Hua - Lim  
Tania Maxfield Lin - Pa  
Karen Schulz Pe - Tan  
Emilie Bosone Tar – Z

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**SCHOOL RESOURCES**

Main Office	456-7400	Accountant	456-7418
Main Office Fax	456-7530	College & Career Center	456-7520
Attendance Office	456-7406	Parking Monitor	456-7415
Activity/Athletic Office	456-7417	School Nurse	456-7438
Activity/Athletic Hotline	456-7522	Registrar	456-7521
Counseling Center	456-7431		

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**E-MAIL ADDRESSES**

In most instances, use the person’s last name followed by first initial @bsd405.org. A [complete directory](#) is found on the Newport High School website.

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**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>

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**COMMUNITY RESOURCES**

Crisis Clinic (24-Hour Suicide Hotline)	206-461-3222 or 866-427-4747
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
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 & 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.

**For reasons of accountability, safety, and per board policy, students must remain supervised while they are on campus.**

- **Any student who chooses an open period, or attends Running Start, home school, WANIC, private school, etc.- may only be present on the NHS campus at the time of their regularly scheduled NHS class.**
- **Students must remain off school grounds at any point before or after their NHS class.**

### DAILY BELL SCHEDULE FOR NEWPORT HIGH SCHOOL

<b>Monday, Tuesday, Friday</b>		<b>Wednesday (Block 0,2,4,6)</b>	
Zero Period	7:00-7:50 AM	Zero Period	7:00-7:50 AM
1 <sup>st</sup> Period	8:00-8:50 AM	2 <sup>nd</sup> Period	8:00-9:30 AM
2 <sup>nd</sup> Period	8:55-9:50 AM	4 <sup>th</sup> Period	9:35-11:05 AM
3 <sup>rd</sup> Period	9:55-10:45 AM	6 <sup>th</sup> Period	11:10 AM-12:40 PM
4 <sup>th</sup> Period	10:50-11:40 A<	Break	12:45-12:55 PM
<b>5a Period 11:45 AM-12:35 PM</b>		<b>Thursday (Blocks 1,3,5,7)</b>	
<b>2<sup>nd</sup> Lunch 12:40-1:10 PM</b>		Zero Period	7:00-7:50 AM
		1 <sup>st</sup> Period	8:00-9:30 AM
<b>1<sup>st</sup> Lunch 11:40 AM-12:15 PM</b>		3 <sup>rd</sup> Period	9:35-11:15 AM
<b>5b Period 12:20-1:10 PM</b>			
		5a Period	11:20 AM-12:50 PM
6 <sup>th</sup> Period	1:15-2:05 PM	2 <sup>nd</sup> Lunch	12:55-1:25 PM
7 <sup>th</sup> Period	2:10-3:00 PM		
Tutorial	3:00-3:30 PM	1 <sup>st</sup> Lunch	11:20-11:50 AM
8 <sup>th</sup> Period	3:35-4:35 PM	5b Period	11:55 AM-1:25 PM
		7 <sup>th</sup> Period	1:30-3:00 PM
		Tutorial	3:00-3:30 PM
		8 <sup>th</sup> Period	3:35-4:35 PM

### 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)
- Successfully complete Washington State History/Government

*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.

[Newport High School Schedule Change Request](#)

## 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 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 ANNOUNCEMENTS FOR STUDENTS

Students are responsible for knowing the contents of the Microsoft Teams Student Team. The Team thread is read during second period and most material also is posted on our website: [www.bsd405.org/nhs](http://www.bsd405.org/nhs). **If students wish to submit an announcement to the Teams channel, they may send their request to Caryn Landau-Walter, our student leadership advisor.**

Announcements must relate to school or district functions and are subject to editing.

## 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 (Part #5) 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 & 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 TO [BSD PROCEDURE 2151P](#) – INTERSCHOLASTIC ACTIVITIES

\*\*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 card in August during Back-to-School Day 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. No bags/backpacks will be allowed inside the gate.

## **Attendance**

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### **ATTENDANCE EXPECTATIONS 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 [BSD Procedure 3122P](#)

- **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 signed by a parent/guardian, OR an email sent by the parent/guardian FROM the parent/guardian email associated with the student's registration information. NHS does not accept phone calls to excuse student absences.** Emails should be sent to: [nhsattendance@bsd405.org](mailto:nhsattendance@bsd405.org). The written note/email should be **submitted within 2 days of the absence to the Attendance Office** when any absence occurs. Faxes (ex. Doctor's offices) 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.

- **Covid-19 Related Absences** – A critical way to stop the spread of Covid-19 is to stay home when you feel sick. Absences resulting from being told by a health care professional or the school that you must quarantine or isolate at home in response to a positive Covid-19 case or direct exposure to a Covid-19 positive person will be excused. Teachers will supply instructions for how to stay current in your classes while you are on home quarantine/isolation. Please refer to the [Bellevue School District COVID information page](#) for details on [Covid symptoms and attendance](#).
- **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.



<b>Examples of Absences</b>	
<b>Excused</b> <i>In almost all cases, a professional's note or pre-arranged form is required.</i>	<b>Unexcused</b>
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

Multiple unexcused absences will result in administrator/parent/student conferences to problem solve attendance concerns and begin the BECCA Truancy Law process.

- **Students Arriving Late** – ALL STUDENTS ARRIVING LATE MUST SIGN IN AT THE ATTENDANCE OFFICE. A written note from a parent/guardian must be provided to the Attendance Office in order to excuse a late arrival.

The student may be excused if a note is received within 2 school days as long as he/she signed in. If a student is excessively tardy to class (3+), progressive classroom and school discipline such as parent contact, conference, Attendance and/or Behavior Workshop, or Saturday School may be applied.

- **Unexcused Tardies** – If a student arrives late without a valid tardy excusal from the Attendance Office and misses an essential component or assignment (ex. entry quiz) in the class, the student may miss the opportunity to make that assignment up. Teachers are not obligated to provide the original or an alternative assignment. This may result in a loss of credit for that assignment.

- **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 no signed note is provided and 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 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. Administrators reserve the right to hold a conference with the student and/or family before the absence or upon return from the absence for the purposes of support the student and application of school policies.

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** – Please refer to [BSD PROCEDURE 2151P](#) - Interscholastic Activities
- **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.
- **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 notes or other parental/guardian documentation, the following consequences will occur:
  - First offense: 2-hour Behavior Workshop
  - Second offense and beyond: Saturday School and/or other progressive disciplinary responses.

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

- The student will be assigned Behavior Workshop 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 [BSD Policy 3122](#) and [BSD 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.

## **General Information**

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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

Second Offense:

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

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
- 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 is a privilege and not a right and is limited to *ACADEMIC* use only. All students who access the Internet must agree to abide by student use guidelines in the Network Use Agreement Form (available in the main office).

Violations of the Network Use Agreement will be dealt with under the applicable board policies.

### **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.

### **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**

Student academic lockers will not be used during the 2021-22 school year.

**Please protect your personal property.** Avoid leaving valuable possessions (ex. iPhones, calculators, clothes, cash, credit cards) 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 any 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, insurance, vehicle registration, and pay an additional fee for the right to park on the school lot. Please see the Newport High School website to obtain a Parking Pass form at:

<https://bsd405.org/nhs/resources/parking-transportation/>

### **ONLINE GRADE POSTING AND ONENOTE**

Teachers post student grades using an online gradebook called "SYNERGY". Synergy's student portal is called "StudentVUE" and Synergy's parent portal is called "ParentVUE". Parents and students can access student grade and attendance information over the web through these respective systems.

This system is not intended to check a student's progress on a daily basis. Students and parents/guardians have the ability to set automated notifications related to grades and attendance.

Directions for student and family access to StudentVUE and ParentVUE can be found on the Bellevue School District website here: <https://bsd405.org/departments/district-technology/grades-attendance/>

Student and parent IDs and passwords will be required to access StudentVUE/ParentVUE. 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 members to allow teachers to communicate class resources, due dates, and to engage students in coursework, 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 ELECTRONICS: PHONES, TABLETS, ETC.**

Personal electronics may be used in classroom or during school activities based on teacher discretion, appropriate activity context (ex. assembly). Teachers may establish a phone check-in/out process to support student engagement and minimize distractions. Students may also be asked to leave their cell phones in the classroom before using a restroom pass.

Failure to comply with classroom and/or general school expectations may result in disciplinary actions that include:

- Staff, parent, or admin conference
- Behavior workshop
- Success plan
- Other restorative practice

The school will provide a laptop, stylus, laptop bag, and power 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.

### **POSTER AND FLYER EXPECTATIONS/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 other personal transportation devices 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 using the Lobby Guard system.** “Visitors” 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.**

## Expectations & Guidelines

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### ONLINE STUDENT BEHAVIOR EXPECTATIONS

Best practices during a Teams meeting

- Be focused and engaged so that you may maximize your learning during each session.
- Mute your mic and camera when you enter a teams meeting. Turn it on when your turn to speak in the meeting.
- Utilize non-verbal communication and the chat function.
- Chat Guidelines
  - Before posting comments in a Teams chat or other online forum, consider:
    - Does my comment help the whole class learn?
    - If not, does it help me learn?
    - Does it distract from learning?
    - Think, how should this comment be made:
      - 1) Post on class chat? Or...
      - 2) Direct Message teacher? Or...
      - 3) It doesn't help anyone learn and should not be posted.
  - **Racist, homophobic, and other hate speech is never acceptable and will not be tolerated.**
  - Be respectful of the speaker/writer.
  - When replying to someone in the chat, include “@” their name.
  - State your name before speaking.
  - Keep chat comments related to the conversation.
- Look into the camera.

- Since you can be seen in Teams meetings everyone will feel more connected if you look directly into the camera. It will look like you are looking right at other participants of the class.
- When on video, minimize distractions.
  - Eating, side conversations with family or others in your space, can distract others, and yourself from learning. If you must attend to something else during class, please turn your camera off, but try as hard as possible to protect each online class session’s time as dedicated to learning.
- Audio/Video Recording Classes
  - Teachers may record parts of each learning session to share with students.
  - Redistribution of learning session content by students is prohibited.
- If you **SEE Something** inappropriate during online learning, then **SAY Something**. Reports of inappropriate behavior, with screen shots if applicable, can be made at: <https://bsd405.org/help/report/>

## **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 or discriminatory to gender, ethnicity, religion, or that has a sexual connotation
- Clothing must not advocate unhealthy behavior, dangerous practice, or create a safety problem (includes no graphics/text containing sexual connotations, controlled substances or violence)
- When online for school, dress appropriately. Newport's standard dress code still applies for online learning.

## **TOBACCO/E-CIGARETTES, ALCOHOL, AND DRUGS**

The Bellevue School District believes that the use of tobacco, alcohol, drugs and mind-altering substances by students is not only illegal, but also hinders student learning and is detrimental to student health. The possession of, use of, and/or being under the influence of tobacco (including all e-cigarettes/ “vapes”/ “vape pens”), alcohol, drugs, or mind-altering substances, and/or possessing drug paraphernalia on or adjacent to school property, or at school sponsored activities is prohibited.

Probable consequences for the possession of, use of, and/or being under the influence any of the above-mentioned substances or items while at school or at school-related functions are:

- Conference with parent and administrator
- Referral to Substance Abuse Counseling
- Substance Cessation Program
- In-School Suspension
- Police Contact
- Drug assessment
- Emergency Expulsion

Any drug, alcohol, tobacco, or mood-altering substance violation will be subject to all activity and athletic guidelines.

### **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 EXAMS**

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. The main office will arrange testing and administration during summer.

### **GAMBLING**

Gambling, or the appearance of such, is prohibited.

## **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 they qualify for an ORCA card by living outside the school's walk boundary.

After the initial parking registration during Newport High School 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. Staff and visitor areas are the entire west parking lot, the south parking area near the portables, and the lower portion of parking spaces on the east side of the building by the flagpole turn-around area.

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 always be operated in a safe and legal manner 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 students 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 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 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, Drugs, and Tobacco/E-Cigarette/Vape**

These substances and or devices 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, alcohol, and tobacco/e-cigarette/ "vape" 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 Expectations**

1. All students entering a dance shall be issued a wristband or bracelet.
2. If a dancer is in violation of the Dance Behavior Guidelines:
  - They will be given a verbal warning that they are in violation
  - They will be informed of what action(s) led to this warning. Subsequent behavior violations may result in dismissal from the dance.
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 Expectations Violations**

If a student commits two violations of the Dance Behavior Expectations 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 to the Main Office 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 at the dance on the night of the event.** 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 not 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 are 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 an 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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### **BELLEVUE SCHOOL DISTRICT POLICIES AND PROCEDURES**

What follows are excerpts and/or a summary from the policies and procedures of critical Bellevue School District (BSD) policies where publication/notification is either required or encouraged. Complete policies and procedures can be found in the BSD digital policy and procedure manual found on the District website:

<http://www.bsd405.org/about-us/policies-procedures.aspx>

### **POLICY 3241 AND PROCEDURE 3241P (CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS AND/OR INTERVENTIONS)**

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 provides 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 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:**

**Corrective Action and/or In-School Suspensions:** There are three levels of grievance/appeal within the school district to contest corrective action.

- (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, provided they notify the principal within three school days of the notification of the imposition of the discipline to request a grievance conference.
- (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 of receiving the principal's decision, to present the district-level grievance to the executive director of the student's school.
- (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 grievance to the disciplinary appeal council, provided the student and/or parent/guardian has notified 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.

Upon notice, the District will take prompt and appropriate action to investigate and address harassment, intimidation and/or bullying, and discriminatory and sexual harassment. This includes steps to end the harassment, eliminate the hostile environment, prevent its recurrence, and remedy its effects.

### **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.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying. "Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

**Discriminatory harassment**, as defined in [district procedure 3210P](#), 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.

**Malicious harassment**, as defined in [district procedure 3241.1P](#), means committing malicious and intentional acts because of one's perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation or mental, physical or sensory disability which;

- a. Causes physical injury to the victim or another person;
- b. Causes physical damage to or destruction of the property of the victim or another person; or
- c. Threatens a specific person or group of persons and places that person, or members of a specific group of persons, in reasonable fear of harm to the persons or property.

**Sexual harassment**, as defined in board policy 3205, 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, require staff to notify the applicable building and/or central office administrative designee in writing of receipt of an oral and/or written report of harassment, intimidation or bullying and actions taken, as applicable, by completing the Incident Reporting Form. The administrator in receipt of that form will complete the Investigative Reporting Form and submit that form to the Harassment, Intimidation and Bullying compliance officer. Regardless of the magnitude, all incidents shall be taken seriously and handled accordingly and documented via the district's Investigative Reporting Form, submitted to the district's Harassment, Intimidation and Bullying compliance officer.

If a staff member witnessed, intervened and/or was in receipt of a report of harassment, intimidation and/or bullying that allegedly occurred by a staff member, the staff member is to notify the applicable building and/or central office administrative designee in writing of such by

completing the Incident Reporting Form. The building and/or central office administrative designee in receipt of the Incident Reporting Form will contact the Harassment, Intimidation and Bullying compliance officer to arrange for an investigation led by a central office administrator or designee.

If the principal or designee is the subject of the complaint, the Incident Reporting Form will be submitted to the Harassment, Intimidation and Bullying compliance officer to arrange for an investigation led by a central office administrator and/or designee.

### **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). No disciplinary action will be taken against an alleged aggressor based solely on an anonymous or confidential report.

### **Investigations of Harassment, Intimidation and Bullying Allegations**

All reports of 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 harassment, intimidation or bullying, the school or district designee will begin the investigation. Allegations against building staff will be investigated by a central office administrator and/or designee. 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.
2. 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.



If a complaint of harassment, intimidation or bullying indicates potential discrimination or harassment based on any protected class, the investigator must inform the district's civil rights compliance officer. Upon receipt of this information, the civil rights compliance officer must notify the complainant that their complaint will proceed under both the Harassment, Intimidation and Bullying and Nondiscrimination ([district procedure 3210P](#)) compliant procedures.

3. 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. During that time, the school and/or district designee will review the investigative processes and related timelines, outlined in this procedure.
4. 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.
5. 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.
6. The principal or designee may determine that other steps must be taken before the investigation is complete.
7. 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.
8. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer via the district's Investigative Reporting Form, 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.

If the initial response to the parent/guardian of the complainant and the alleged aggressor was in person, the principal or designee will also follow up in writing, summarizing the conversation, including the district's Harassment, Intimidation and Bullying compliance officer in that written summary.

### **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. This may include, though not be limited to, development and implementation of a safety plan, scheduling and facilitating of a follow up meeting(s), instituting a check-in and/or check-out system, and/or access to trusted adults and/or a safe space.

### **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 you are concerned about. You can submit a tip anonymously online or by telephone. More information, including the *SafeSchools 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.

## **POLICY 3205 AND PROCEDURE 3205P (PROHIBITION OF SEXUAL HARASSMENT: STUDENTS)**

### **Definitions**

For purposes of this policy, sexual harassment 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 education, or of creating an intimidating, hostile, or offensive educational environment.

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

A "hostile environment" has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student's ability to participate in or benefit from the school's program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This policy applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in school District activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, the District will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. The District has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

### **Staff Responsibilities**

- In the event of an alleged sexual assault, the school principal or designee will immediately inform the Title IX Compliance Coordinator so that the District can appropriately respond to the incident consistent with its own grievance procedures; and
- law enforcement.
- The principal will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.
- 

### **Confidentiality**

- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that the District not investigate or seek action against the alleged perpetrator, the request will be forwarded to the *District Title IX Compliance Coordinator* for evaluation.
- The *District Title IX Compliance Coordinator* will inform the complainant that honoring the request may limit the District's ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator, or that the District not investigate or seek action against the alleged perpetrator, the District will determine if it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in District activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit the District's ability to respond fully to an individual allegation of sexual harassment, the District will use other appropriate means available to address the sexual harassment.

### **Retaliation**

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, the District will take steps to stop further harassment and prevent any

retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. The District will investigate all allegations of retaliation and take actions against those found to have retaliated.

### **Informal Complaint Process**

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for same. Staff will also direct potential complainants to *Jeff Lowell, Title IX Coordinator* ([lowellj@bsd405.org](mailto:lowellj@bsd405.org) or 425-456-4020). Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the informal complaint process, the District will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, the District will take interim measures to protect the complainant before the outcome of the District's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:

- An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A public statement from an administrator in a building reviewing the District sexual harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or because the District believes the complaint needs to be more thoroughly investigated.

The District will inform the complainant and their parent/guardian how to report any subsequent problems. Additionally, the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address

continuing or new problems. Follow-up inquiries will follow a timeline agreed to by the District and complainant.

## **Formal Complaint Process**

### **Level One – Complaint to District**

Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, the District will take interim measures to protect the complainant before the outcome of the District's investigation.

### **Filing of a Formal Complaint**

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve.
- The time for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint unless the complainant was prevented from filing due to:  
1) Specific misrepresentations by the District that it had resolved the problem forming the basis of the complaint; or  
2) Withholding of information that the District was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to the District Title IX Coordinator, Jeff Lowell, District Athletics and Activities Director at 12111 NE 1<sup>st</sup> St. Bellevue, WA 98008 / [lowellj@bsd405.org](mailto:lowellj@bsd405.org) / 425-456-4020. **Any District employee who receives a complaint that meets these criteria will promptly notify the Coordinator.**

### **Investigation and Response**

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator's possession that they believe requires further investigation. **Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.**
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. Complainants and witnesses may have a trusted adult with them during any District-initiated investigatory activities. The school District and complainant may also agree to resolve the complaint in lieu of an investigation.

## **Superintendent Response**

- The superintendent or designee will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit.
- The response will include:
  1. a summary of the results of the investigation;
  2. a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed;
  3. if sexual harassment is found to have occurred, the corrective measures the District deems necessary, including assurance that the District will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate;
  4. notice of the complainant's right to appeal to the school board and the necessary filing information; and
  5. any corrective measures the District will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).
- The superintendent's or designee's response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.
- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the superintendent's or designee's mailing of a written response.
- The District will inform the complainant and their parent/guardian how to report any subsequent problems.

**Level Two - Appeal to Board of Directors**

**Level Three - Complaint to the Superintendent of Public Instruction**

**Level Four - Administrative Hearing**

**Other Complaint Options**

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

OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | [www.ed.gov/ocr](http://www.ed.gov/ocr)

#### *Washington State Human Rights Commission (WSHRC)*

WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.

1-800-233-3247 | TTY: 1-800-300-7525 | [www.hum.wa.gov](http://www.hum.wa.gov)

#### **Mediation**

At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, a District may, at its own expense, offer mediation. The complainant and the District may agree to extend the complaint process deadlines in order to pursue mediation.

#### **POLICY 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. Jeff Thomas, Assistant Superintendent 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, [thomasj@bsd405.org](mailto:thomasj@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, 3205 and 3210 and Procedures 3207P, 3205P 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 have 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).

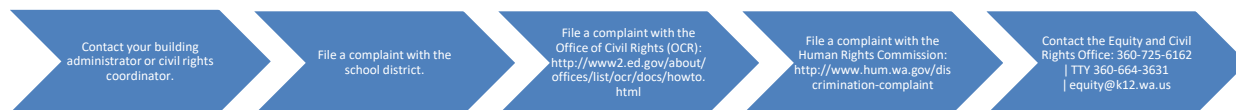
### Other Discrimination Complaint Options

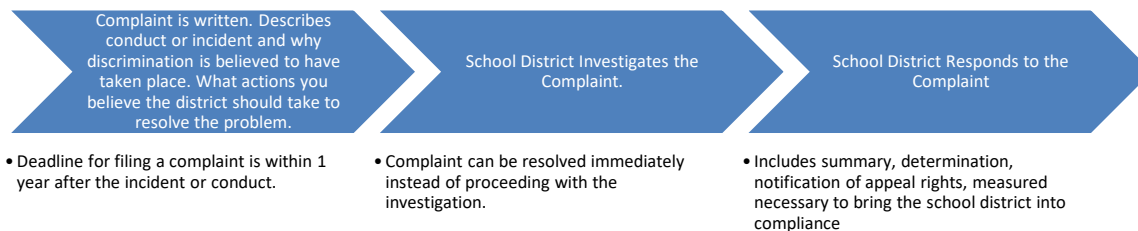
*Office for Civil Rights, U.S. Department of Education*

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)





## **BSD POLICY 3122 and BSD 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, each unexcused absence will be followed by notification the parent or guardian of the student.

After three unexcused absences within any month, a conference will be scheduled between the parent, student and principal or designee. At such a conference the principal or designee, student and parent may consider:

- **Adjusting the student's program;**
- **Providing more individualized instruction; preparing the student for employment with specific vocational experience or both;**
- **Transferring the student to another school;**
- **Assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or,**
- **Other interventions deemed to improve the students' attendance.**

If the parent does not attend, the scheduled conference the conference can be conducted with the student and school official, and the parent will be notified of the steps to be taken to eliminate or reduce the student's absences.

After the second unexcused absence and before the fifth unexcused absence the school will take data-informed steps to eliminate or reduce the child's absences.

- **In middle and high school, these steps must include offering the application of the Washington Assessment of the Risks and Needs of Students (WARNS)**
- **Students and parents must agree to participate the WARNS by signing a consent form.**
- **Any student with an existing 504 plan or individualized education plan (IEP), these steps must include convening of the child's IEP or 504 plan team. If necessary and if consent from the parent is given, a functional behavior assessment (FBA) will be conducted to explore the function of the absence behavior and if appropriate, a behavior plan completed.**
- **Any student, without an IEP or 504 plan, reasonably believed to have a mental or physical disability or impairment, will be brought to guidance team to consider an evaluation.**

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 refer the student to a community truancy board or 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. The petition consists of written notification to the court alleging that:

- **The student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any one month, or ten or more unexcused absences in the current school year, a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school district will be counted when preparing the petition;**
- **Attesting that actions taken by the school district have not been successful in substantially reducing the student's absences from school; and**
- **Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.**

Students six or seven years of age, who have been enrolled in the district, are required to attend school and their parents/guardians are responsible for ensuring that they attend.

Parents/guardians who wish to withdraw their children before the age of eight, and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven-year-old student has unexcused absences, the district will do the following:

- **Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.**
- **Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days may substitute).**
- **Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school or course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.**
- **After seven unexcused absences in a month, or ten in a school year, the district will file a truancy petition.**

## **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 and/or Interventions). For example, a student who presents false evidence, with or without the consent of his/her parent/guardian, to wrongfully qualify for an excused absence will be subject to corrective action in accordance with Policy and Procedure 3241.

### **POLICY 4220 AND PROCEDURE 4220P (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.

## **ATHLETICS/ACTIVITIES CODE ([POLICY 2151](#) AND [BSD 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 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 [in 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 [in 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 is codified [in 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/>.