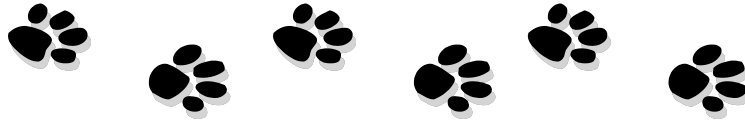


TILLICUM MIDDLE SCHOOL



2019 ~2020 STUDENT HANDBOOK

TILLICUM MIDDLE SCHOOL
1280 160th Ave SE
BELLEVUE, WA 98008

James Peterson
Principal

Chris Jones
Assistant Principal

School Hours 7:45 am – 2:30 pm M, T, Th, F
7:45 am – 1:20 pm Wed

Office Hours 7:15 am – 4:00 pm

IMPORTANT PHONE NUMBERS:

Office Mgr. Suzanne Murphy	456-6700	Registrar, Leslie Astudillo Ortega	456-6707
Office/AP Sec. Christina Dyson	456-6703	Counseling A-L, Natalie Matwiejow	456-6713
Attendance Office, Molly Schladetzky	456-6708	Counseling M-Z, Betsy Quay	456-6712

WEBSITES:

Bellevue School District	www.bsd405.org
Tillicum Middle School	https://bsd405.org/tillicum
Tillicum PTA	www.tillicumpta.org

TAKE RESPONSIBILITY.... MAKE GOOD CHOICES.... SHOW COMPASSION

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DAILY BELL SCHEDULE

Periods	Monday, Tuesday, Thursday, Friday	Wednesday
1	7:45 – 8:36 Includes 1 minute for Announcements	7:45 – 8:26 Includes 1 minute for Announcements
2	8:40 – 9:30	8:30 – 9:10
3	9:34 – 10:24	9:14 – 9:54
4	10:28 – 11:18	9:58 – 10:38
1st lunch	11:18 – 11:48	10:38 – 11:08
5b	11:52 – 12:42	11:12 – 11:52
5a	11:22 – 12:12	10:42 – 11:22
2nd lunch	12:12 – 12:42	11:22 – 11:52
6	12:46 – 1:36	11:56 – 12:36
7	1:40 – 2:30	12:40 – 1:20
Tutorial	2:30 – 3:00	None
Activities	3:00 – 4:00	None

- CLASSROOM
- SCIENCE LAB
- PHYSICAL FITNESS
- LIBRARY
- COMMONS
- MUSIC
- ART
- CTE/VIDEO PRODUCTION
- STAFF AREAS

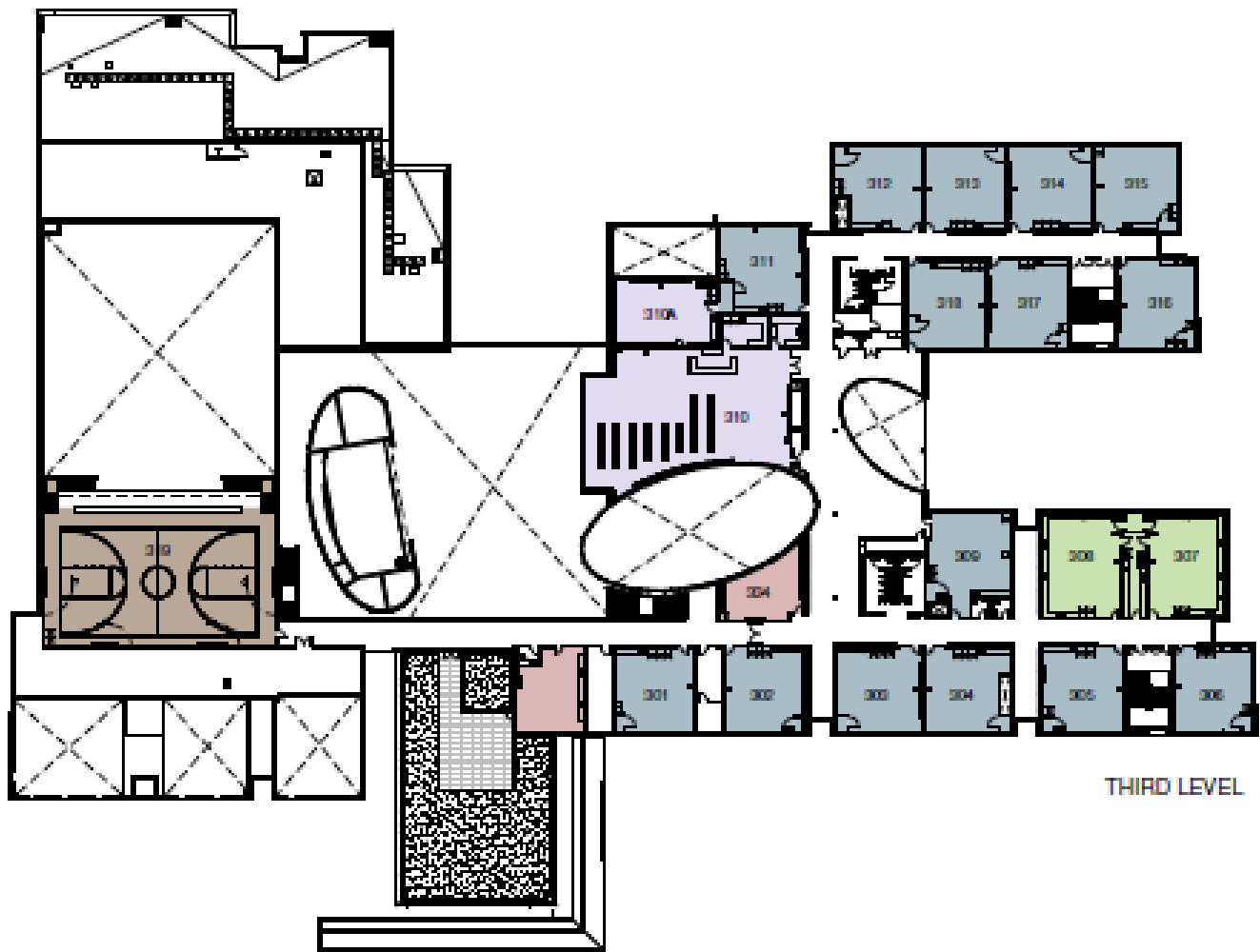


FIRST LEVEL



SECOND LEVEL

- CLASSROOM
- SCIENCE LAB
- PHYSICAL FITNESS
- LIBRARY
- COMMONS
- MUSIC
- ART
- CTE/VIDEO PRODUCTION
- STAFF AREAS



THIRD LEVEL

TAKE RESPONSIBILITY For Your Academics

Academic Progress

Parents and students may view teachers' grade books and attendance over the internet by accessing ParentVUE/StudentVUE via Synergy. This system is intended to serve as a communication tool between the school, student, and parent, not to check a student's progress daily.

Directions:

1. Go to: [Grades & Attendance – Bellevue School District](#)
2. Enter your Username and Password to login.
3. Students will receive their username and password at school. Parents will also receive this information in the mail at the beginning of the year. If parents or guardians need their student's username and password during the year, it may be requested from the main office in person.

Attend Tutorial

Tutorial is defined as a 30 minutes period for extended instruction, make-up work, or quiet work time on Monday, Tuesday, Thursday and Friday from 2:30-3:00pm. **A student is expected to stay in one teacher's tutorial for the duration of the tutorial period.** All rules apply in tutorial as they do in the regular classroom. For example, you must arrive on time, there are no electronic devices used, and the student will be released at 3pm. Attendance at a tutorial can be initiated by a student, teacher, or parent. Failure to comply with a teacher's request to attend tutorial may result in disciplinary action.

Academic Integrity

It is an expectation that all students are honest in the completion of their assignments, tests and projects, etc., and do not attempt to take credit for any work that is not a reflection of their own effort and learning. The compliance procedures can be found in the following link: <https://bsd405.org/wp-content/pdf/policy/2025P.pdf>

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

1. Cheating on tests – Giving or receiving any assistance on a test or quiz without permission of the teacher.
2. Unauthorized Collaboration – Working with another student on an individual assignment, copying another student's work, or allowing a student to copy one's own work without the permission of the teacher.
3. Plagiarism – Using another person's ideas, words, or work and taking credit for it as your own. This includes the copying of published materials and internet sources, as well as the work of other students. It is the responsibility of the student to cite sources of text that does not represent his/her own work.



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

- a) Parent Contact
- b) Loss of credit on test, assignment, or project
- c) Referral to Administrator
- d) Required completion of an Academic Integrity Course

Grade Reports

The compliance procedures can be found in the following link: <https://bsd405.org/wp-content/pdf/policy/2420P.pdf>

Report cards are issued four times during the school year. Report cards can be accessed through ParentVUE on Synergy. Parents and families can request to receive hard copies of student report cards through the Tillicum school registrar, Leslie Astudillo.

Interim Progress Reports are issued two times each year at mid-second and mid-fourth quarters for students who have a C- and below in a class. These interim progress reports are mailed home shortly after mid-quarter.

Schedule Change Requests

We work to provide student schedules based on requested courses and maximum use of our resources. If a student has requested a specific course, he/she will remain in that course, as Tillicum's schedule was built by student requests. If an error has been made in a student's schedule such as an incomplete schedule or a repeated course, the student should fill out a Schedule Correction Request Form, available in the main office. Schedules will not be corrected for reasons such as changing your mind about a course request or teacher preference. Schedule corrections will only be made within 3 days of a grading period. Schedule change guidelines can be found in the following link: [Schedule Changes – Tillicum Middle School](#)

Withdrawal from School

To withdraw their student from school, parents/guardians must contact the school registrar, Lesli Astudillo Ortega, at 425-456-6707. The student must turn in all books and materials and must have a Withdrawal from School form signed by all of her/his teachers. A locker check must also be completed through the Attendance Office. All books and school property must be returned and any fines must be paid before the withdrawal is completed.

National Junior Honor Society

The National Junior Honor at Tillicum is established to recognize outstanding middle school students. Members are required to maintain a cumulative 3.75 GPA and complete 10 hours of individual community service each year. In addition, they are required to attend monthly meetings and participate in a group community service project. NJHS conducts a new membership drive in the spring, after first semester grades are posted. The five ideals of NJHS are used for selection and continued membership:



- Scholarship** - minimum 3.75 cumulative GPA.
- Leadership** - as demonstrated by recommendation from teachers and community members.
- Service** - 10 hours of individual service as documented by community members or teachers who supervise the activity.
- Citizenship** - as demonstrated by recommendations from teachers and community members.
- Character** - as demonstrated by recommendations from teachers and community members.

Tillicum Library

The BSD School Library is now accessible 24/7 through a web browser at [Library – Tillicum Middle School](#). Select the Tillicum link. On our HOME page you will find a link for “Step by Step Directions” on using the library catalog, placing holds, accessing research resources such as databases and websites, and many other features. To log into Destiny, students will use the same username and password used for the school computers. Please note that many of the databases that BSD subscribes to are also available free through the King County Library System (KCLS) with your KCLS library card at [King County Library System](#).

TAKE RESPONSIBILITY For Your Property and Attire

Lost or Stolen Items

Tillicum Middle School or the Bellevue School District is not responsible for recovery of lost or stolen property. Personal property should never be left unattended at school. Students should not lend their personal property to other students. Students are strongly discouraged from bringing expensive items to school. Students need to lock up bikes on the bike racks located in the front of courtyard area. There is a loss/stolen item report form that can be filled out in the main office. Recovery or follow-up of the items is not guaranteed.

Book Bags

All book bags are to be stored in students' lockers. Backpacks, messenger bags and any other book bags are not allowed in class. This includes the PE locker room.



Cell Phones & Personal Electronics

Students can have personal cell phones and electronics (Air Pods, ear buds, etc.) at school under the following conditions:

- The cell phone must remain turned **OFF, OUT of SIGHT** and kept on their person **during** the school day. **This includes passing time between classes.** Phones are allowed in the commons during lunch.
- Students are strongly discouraged from bringing expensive models of cell phones to school. The only secure place for a cell phone is on the owner's person, **NOT kept** in lockers or backpacks.
- Students who have personal cell phones or electronics on or in sight will be subject to disciplinary action. The following will occur for technology violations:
 - 1) First Violation: Phone or music device will be delivered to the main office. Student may pick up at end of school day from an Administrator/Secretary.
 - 2) Second Violation: Phone or music device will be delivered to the main office. **Parent** will need to pick up the phone/device.
 - 3) Third Violation: Phone or music device will be delivered to the main office. Conference set up with Administrator and Parent for the device to be picked up and disciplinary consequences assigned.



Laptops

Students are expected to carry laptops in the district issued laptop bag at all times when not in use. Students will also be expected to keep chargers at home, completely charge the computer every night, power off the computer through the Windows icon when leaving school and home, keep the laptop in your locker during lunch, and use the computer responsibly for educational purposes. The laptops are an important tool to the classroom learning environment and students are expected to bring them every day ready to be used, just like textbooks and writing materials. Misuse of the computers and coming unprepared with an uncharged laptop may result in disciplinary consequences.

Lockers

Students will be assigned to a locker each year. Since the lockers are a part of the building, they are subject to inspection by school administrators at any time per district policy 3230 <https://bsd405.org/wp-content/pdf/policy/3230.pdf>. Any changes in locker assignments will be handled by the main office only. It is the student's responsibility to see that their locker is always kept locked and in order. Please report any problems concerning locks or lockers to the main office promptly. Students should not share their combination or locker with any other students. ***Personal items cannot be stored in the main office.***



Medication

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

taken, additional authorization forms can be obtained. The medication authorization form can be found in the following link: <https://bsd405.org/wp-content/pdf/policy/3416P%20Exh.%20A.pdf>

All medications will be kept and dispensed (as ordered by the physician) by a designated school employee unless the paperwork for ‘self-administering’ is completed. Prescription and non-prescription medication must be sent in the original pharmacy container. Non-prescription (over-the-counter) medications must be clearly labeled with the child’s name, dosage, and time to be given. **NO MEDICATION (prescription or non-prescription) MAY BE GIVEN WITHOUT A PHYSICIAN’S ORDER.** There is to be NO sharing of medications of any kind. Sharing medication is grounds for immediate suspension. Medication policy can be found in the following link: <https://bsd405.org/wp-content/pdf/policy/3416.pdf>



Dress Policy per Bellevue School District

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

All students are expected to dress appropriately for school. Students wearing inappropriate attire and/or appearance will be referred to the main office. Students dressed inappropriately will be expected to address the concern. More information can be found in the following link: <https://bsd405.org/wp-content/pdf/policy/3224P.pdf>

Physical Education and Health Requirement

All students are expected to dress appropriately for school. Students wearing inappropriate attire and/or appearance will be referred to the main office. The Bellevue School District believes strongly in the PE/health curriculum we offer and that every student should have the opportunity to experience it. Middle school students must be fully enrolled in 7 courses and there is no provision for waiving middle school PE or Health in the Bellevue School District. All students are expected to wear P.E. uniform.

Prohibited Items

The following items are not necessary at school and ***should not be brought to school***. Items confiscated by staff members may be held in the Assistant Principal’s office until the end of the year or until a parent/guardian comes to pick up the items.

- Skateboards
- Gum
- Rollerblades or roller-shoes
- Laser Pointers
- Aerosols/Sprays (Axe Spray)

Gum chewing is not allowed at Tillicum Middle School due to damage to furniture and carpeting. Students should not bring gum to school.

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

Student Yearbooks

The Tillicum Middle School Yearbook is issued at the end of the school year. The yearbook features student pictures and highlights of activities over the school year. Student yearbooks can be purchased from the main office through January. After January, yearbooks can only be purchased on a first come basis at the end of the school year. **Please note that yearbooks of students with unpaid fines at the end of the year will be held until fines are paid in full.** (We are no longer doing personalized yearbooks.)


MAKE GOOD CHOICES About Attendance

If it is necessary for a student to be absent, the parent or guardian should immediately call the Tillicum **Attendance Office at 425-456-6708**. Parents or guardians may also e-mail regarding a student absence. Please direct e-mail correspondence regarding absences to Tillicum's attendance secretary, Molly Schladetzky at schladetzky@bsd405.org

EXCUSED Absences:

To be considered excused, an absence must fit into one of the following categories:

- Illness or medical emergency (if a student is absent for three or more days due to illness, a doctor's note may be required.)
- Family emergency
- Established special days on a religious calendar
- Pre-arranged medical or dental appointment
- Pre-arranged school sponsored activity (i.e. fieldtrip)

Excused Absence  Send written note, email, or call Attendance Office (456-6708) within two days.

Written notes must include...

- Student first and last name
- Date
- Reason for absence
- Signature of parent/guardian

Extended Absence

If a student is absent for three or more days due to illness, a doctor's note may be required. Please note that school Administrators make final determination of whether an absence is excused. Decisions such as these will be based on the nature of the absence and the student's attendance and academic status. **Students must arrange with their teachers to complete all work missed during their absence.**

Late Arrivals to School

Students must check in at the Attendance Office upon arriving to school late. In order to be considered an excused late arrival, students must have a signed note from a parent stating reason, such as illness, doctor appointment or family emergency. Please note that oversleeping, helping a friend or parent, missing the bus or traffic do not qualify as excused tardies. Students with unexcused tardies (during an academic quarter) to any class period will result in:

- 1st -3rd unexcused tardies = Warning
- 4th unexcused tardy = 1 After School detention, reflection, parent called
- 5th unexcused tardy = Conference with Administrator to set plan
- 6th unexcused tardy = Parent Conference, referral for further consequences

Note: Student must be in seat ready to learn when the bell rings to not be considered tardy.

Leaving/Returning During the School Day

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

If it is necessary for a student to leave for an appointment during the school day, we ask that they bring a signed note from a parent or guardian indicating the time of the appointment. Students are asked to submit the note to the attendance office before school, where they will receive an early dismissal slip. If you forget to send a note, please call the attendance office early in the morning so that a dismissal pass can be sent to the student.

Parents and guardians are required to sign their student out with the Attendance Office when leaving campus, and sign students back in should they return before the end of the school day.

Pre-Arranged Absences

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

Unexcused Absences/BECCA Bill

The attendance office, Administrators and Counselors will ensure that Tillicum Middle school complies with the state truancy law, RCW 28A 225. The law requires parents to cause their student(s) to attend school regularly and to provide valid justification to the school when their student(s) is absent. The school will notify parents/guardians of unexcused absences. Students may be subject to consequences such as conferences, detention, in-school suspension, or loss of credit due to continued unexcused absences.

Delivering Messages During the Day

Parents are expected to make arrangements with their students prior to coming to school. We will deliver messages from the attendance office for **serious emergencies only, except the last 15 minutes of school.** Parents please be aware...lunches, homework, clothing etc. that is brought to the office during the day, **will not be delivered** to the classroom. Students who have forgotten their lunch, homework or athletic clothes, etc. will need to check the designated area in the office **during** their lunchtime.



TIGERS MAKE GOOD CHOICES With Their Time

After School Wait Times

All students must be in an adult supervised activity by 2:35 and must remain in a supervised activity until they leave campus for the day. **Students may not leave campus after school (to go to the park, a friend’s house, etc.) and return to campus to attend an activity, take the activity bus home, or to be picked up by a parent.** Students may wait for their ride in front of the school at the following times:

Tutorial– 2:30 – 3:00 p.m.

After School Activities – 3:00-4:00

At all other times, students must be in the building, gym, or field with their teacher or activity advisor. Drop-off and pick-up procedures can be found in the following link: [Drop-off and Pick-up Procedures – Tillicum Middle School](#)

Note: Please be advised, due to no student supervision outside the building we encourage parents to adhere to the allowed wait times.

After School Transportation

Tillicum provides an after-school activity bus Mondays, Tuesdays, Thursdays, and Fridays. The activity bus makes a general run through Tillicum’s attendance area. Since it does not follow the regular bus route, students may not be dropped off at the same regular bus stop and may arrive home later than expected. The bus departs Tillicum at approximately 4:10 pm. Students must have an activity pass to ride the bus. Activity bus passes are only available from a tutorial Supervisor. Activity bus route information is available in the main office.



Bus routes can be found in the following link: [Bus Routes – Tillicum Middle School](#)

What are my choices after school?

Time	At School Options	Departure Options
2:30pm	Tutorial (2:30-3pm) Jubilee Sports Coach’s Corner (1:21-2pm)	School Bus (leaves at 2:40pm) Walk Home (leave by 2:35pm) Parent Pickup (by 2:35pm)
<i>*No students should be waiting outside between 2:35-3:00pm*</i>		
3:00pm	Sports (Jubilee Sports & Tillicum) Homework Club Other Seasonal Activities	Walk Home (leave by 3:05pm) Parent Pickup (by 3:05pm)
<i>*No students should be on campus after 4:05pm</i>		
3:00 to 4:00pm	Jubilee Sports	Activity Bus (leaves at 4:05pm) Walk Home (leave by 4:05pm) Parent Pickup (by 4:05pm)
<i>*Students should not be on campus after school hours. School staff, security, or Bellevue Police may issue “No Trespass” citations.</i>		

Jubilee Reach

Club Jubilee activities after school are run by Jubilee Reach. You can register your student online at jubileereach.bonzidev.com or pick up a paper application in the office. Questions can be directed to robr@jubileereach.org, or contact the Center directly at 425-746-0506.

Hallways and Passes

Students must have a written hall pass, signed and dated by a teacher, at all times when they are out of their assigned class or are in the halls. Teachers limit the number of hall passes that they allow for their students in a quarter.

Students will walk in the hallways, follow hands off policy, walk on the right-side to avoid blocking, keep hallway clean, and focus on the most direct route to class.

Telephone Use

Students may use the office phone to call family members for emergencies only. Students are not permitted to make phone calls during class time or between classes when it may result in tardiness to class. Students are asked to limit phone calls to one minute when others are waiting. Social calls are not permitted.

Emergency School Closures

In unplanned cases when the school must be closed due to weather conditions or for other reasons, announcements will be made on area radio stations. Students, parents/guardians should refrain from calling the school in these cases. For up to date information 24-hours-a day, call the **School News Line at (425) 456-4111**, or register for immediate email notification at <http://www.bsd405.org/news-events/email-sign-up.aspx>.

TIGERS MAKE GOOD CHOICES By Following School Expectations

Tillicum Middle School rules and district policies apply at all times while a student is:

- On school premises (or any Bellevue School District school).
- Using school transportation.
- Participating in school-sponsored activities, both at school and while away from the school grounds.
- Away from school grounds, if conduct would directly affect the school.

Cafeteria Expectations

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



- **Walk at all times.**
- Wait patiently in line – one person per dot.
- Select only what you are going to eat. Do not make purchases for others.
- Have your money ready when you reach the cashier and know your lunch code number.
- Remain seated while you are eating.
- **Clean your table area before leaving. Throw away all trash, stack your trays, and recycle cans, bottles, and milk cartons.**
- When you have finished eating, stay in the cafeteria commons area or go to the basketball courts/tetherball area. Limited library passes are available. Food and drinks are **NOT** allowed outside the cafeteria.
- Throwing rocks, dirt, berries, pinecones, snowballs, etc. or anything that could potentially harm another student is prohibited.

Off Limits Areas

Lunch: Restrooms and hallways are closed in the main building during lunch hours, except for students with a hall pass. There are designated restrooms available in the cafeteria for student use during lunchtime. The courtyard area between the cafeteria and the classroom building is allowed for students to visit with friends; however, all outside stairs are off limits during lunch periods.

At all times: All wooded areas of the school grounds, tennis courts and parking lots in front, sides and back of the main building are off limits during the school day unless students are involved in a class activity. The gym and locker rooms are also off limits unless a supervisor is present.

Inappropriate Displays of Affection

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

Compliance

All students are expected to comply in a timely manner with the directions and requests of any Tillicum staff member. Failure to comply with requests and directions is a sign of disrespect and will be taken very seriously. Consequences for student non-compliance range from a warning to a suspension.

Transportation/Bus Conduct

District transportation is a privilege--not a right. Violation of school bus rules can create an immediate danger to the health and safety of others. Student conduct on the buses and at the bus stops must reflect good judgment and meet all expectations for Tillicum Middle School students. **Students are expected to:**

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



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

First Citation: The student will have a conference with an Administrator and consequences of any further student citations will be explained.

Second Citation: Automatic loss of riding privileges for a period of five (5) school days.

Third Citation: Automatic loss of riding privileges for a period of thirty (30) school days.

Fourth Citation: Automatic loss of riding privileges for the remainder of the school year.

Serious Bus Rule Violation: Any major infraction of the rules or severe inappropriate behavior (insubordination or endangering another passenger) shall result in the immediate suspension of bus riding privileges for the balance of the semester or school year, as determined by the Transportation Department. More information can be found in the following link: [Bus Riding Rules – Bellevue School District](#)

Computer Use

Tillicum Middle School has a fully functioning computer network with access from every classroom, library, and office. Typical student use of the network might include use of an internet browser or saving work files to a local file server. Access to this network, or BSDNET, the Bellevue School District's electronic network system, is a privilege, not a right. **For students, access is limited to academic use.** All students who access the Internet must agree to abide by student use guidelines <https://bsd405.org/wp-content/pdf/policy/2022P.pdf>. Violations of student access rules will be dealt with under the provisions of district policies. Penalties may include suspension or revocation of network access and related privileges.



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

- Personal information such as addresses and telephone numbers should remain confidential when communicating on BSDNET. Students should never reveal such information without permission from their teacher or other school staff.
- Students should never make appointments to meet people in person that they have contacted on BSDNET without district and parent permission.
- Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

TIGERS SHOW COMPASSION Towards Others

Treat each other with Kindness and Respect

At TMS we treat each other with kindness and respect. Appreciate that we are not all the same and treat others how you would like to be treated. All students, staff and families are expected to use kind and compassionate words and language when interacting with others. Show sympathy and concern when others may be experiencing hardship and reach out to those who may need a little extra help or friendship. Respect everyone's right to learn in a safe and calm environment!

Bullying, Harassment, and Intimidation

What is bullying?

Bullying happens when someone hurts or scares another person on purpose. The victims have a hard time defending themselves. Usually, bullying happens repeatedly, over and over.

Sometimes bullying is easy to notice, such as with hitting or name calling, and other times it's hard to see, like with leaving a person out or saying mean things behind someone's back. Both boys and girls bully, and both boys and girls get bullied. Bullying is not fair, and it hurts.

How to address bullying:

- Tell your parents or other trusted adults. They can help stop the bullying.
- If you are bullied at school, tell your teacher, school counselor, or principal. Telling is not tattling.
- Report anonymously on district web page <https://bsd405.org/about/initiatives/bullying-prevention/>
- Call or text 425-324-3875 or email 1177@elert1.us
- Don't fight back. Don't try to bully those who bully you.
- Try not to show anger or fear. Students who bully like to see that they can upset you.
- Calmly tell the student to stop...or say nothing and then walk away.
- Try to avoid situations in which bullying is likely to happen. You might want to:
 - Avoid areas of the school where there are not many students or teachers around.
 - Make sure you aren't alone in the bathroom or locker room.
 - Sit near the front of the bus.
 - Don't bring expensive things or lots of money to school.
 - Sit with a group of friends at lunch.
 - Take a different route through hallways or walk with friends or a teacher to your class.

What do YOU do when you see someone being bullied at school?

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

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

What can I do?

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

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

What if I don't feel safe telling a bully to stop?

That's okay.

- No one should put themselves in an unsafe situation. How ELSE can you lend a hand when bullying happens?
- Say kind words to the child who is being bullied, such as "I'm sorry about what happened," and "I don't like it!" Help them understand that it's not his or her fault. Be a friend. Invite that student to do things with you, such as

sit together at lunch or work together on a project. EVERYONE NEEDS A FRIEND!

- Tell the student who is being bullied to talk to someone about what happened. Offer to help by going along.
- Pay attention to the other kids who see the bullying. (These people are called “bystanders.”) Are any of them laughing or joining in with the bullying? If yes, these kids are part of the problem. Let those students know that they’re not helping! DON’T be one of them!

Tell an adult. (This is IMPORTANT!!)

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

Why don’t some kids tell when they see bullying?

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

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

What if the bullying doesn’t happen at school?

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

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

GENERAL INFORMATION

Community Resources

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

24-hour Crisis Line.....	866-4-CRISIS
Teen Link (6-10pm).....	206-461-4922
Youth Eastside Services (YES).....	425-747-4937
Al-Anon/Alateen Information Service.....	206-625-0000
Child Protective Services.....	800-609-8764
Therapeutic Health Services – Eastside.....	425-747-7892

Visitors/Volunteers

Visits to a classroom or teacher must be arranged in advance. All visitors must report to the main office to secure a visitor's pass. Parent volunteers are needed in a variety of ways including tutoring and assisting in the library and office. Parents wishing to volunteer at school need to complete a Bellevue School District Volunteer Application/VIBES-Volunteer in Bellevue Education System, available in the main office or At [Volunteer – Bellevue School District](#)

Guest Teachers

Guest Teachers are to be treated with respect. Consider how you would treat a guest in your home – this is how guest teachers at Tillicum should be treated. Students are expected to comply and cooperate with the requests and directions of guest teachers as they would with any staff member or trusted adult.



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 for:

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 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 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.

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.

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 (Procedure 3210P) compliant procedures.

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.

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

The investigation will include, at a minimum:

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

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

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

No later than two (2) school days after the investigation has been completed and submitted to the compliance officer 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 school-wide 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 (for all harassment, intimidation, bullying; discrimination; and sexual harassment)



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 *Safe Schools Alert* Terms of Use and Privacy Policy, is available online at <http://1177.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

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 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 1st St. Bellevue, WA 98008 / 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 designate an investigator for 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 or designee 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.

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

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

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. Alexa Allman, Director of Human Resources is the employee designated to handle questions and complaints of alleged discrimination: 12111 NE 1st St. Bellevue, WA 98005, 425-456-4040, allmana@bsd405.org

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

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

FILING A DISCRIMINATION, DISCRIMINATORY HARASSMENT OR SEXUAL HARASSMENT COMPLAINT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint under Washington State law and BSD Policies 3207, 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, there are appeal rights under each policy. The District’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

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

Email: Equity@k12.wa.us

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, 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.

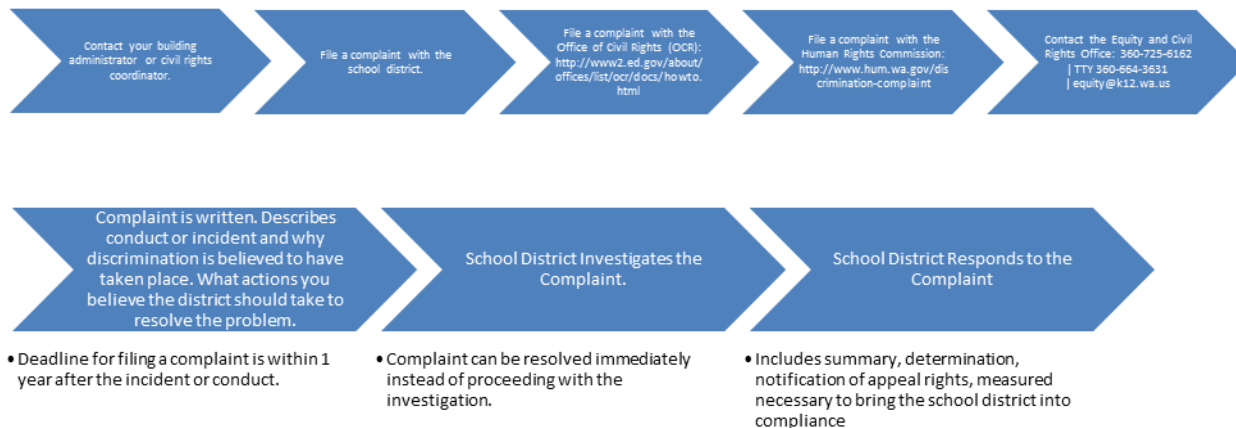
Other Discrimination Complaint Options

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

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

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov



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

Excused Absences

All student absences will be classified as excused or unexcused. Absences for the following reasons will be excused if there is timely verification (within 2 school days upon return) of such reasons provided to the school: The following are valid excuses for absences:

1. Participation in a district or school-approved activity or instructional program;
 2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
 3. Family emergency, including but not limited to a death or illness in the family;
 4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
 5. Court, judicial proceeding, court-ordered activity or serving on a jury;
 6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
 7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
 8. Absence directly related to the student's homeless status or foster care/dependency status;
 9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion) if the student is not receiving educational services and is not enrolled in a qualifying "course of study" activities as defined in WAC 392-121- 107
 10. Absences due to student safety concerns, including absences related to threats, assaults or bullying
 11. Absences due to a student's migrant status; and
 12. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
- The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. 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.

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.

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.

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 4200P (COMPLAINTS CONCERNING STAFF OR PROGRAMS)

Every effort shall be made first by the student and/or parent/guardian to resolve concerns and complaints through informal communication between the student and other persons in the school or district who may be in a position to assist in resolving the student's concerns. If such informal procedures fail to provide an adjustment acceptable to the student, then the student may initiate formal complaint procedures. The district is committed to resolving concerns and complaints about school and district programs, policies, procedures, actions, and decisions of employees in an effective, efficient, and timely manner by initiating the complaint with the person(s) responsible for the program, event, action, or decision

Complaints

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

When addressing informal complaints, the involved parties should:

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

Formal Complaint - Step 1

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

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

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

Formal Complaint - Step 2

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

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

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

PARTICIPATION IN ATHLETICS AND ACTIVITIES

The Bellevue School District offers students opportunities to extend their learning through extracurricular and after school activity programs. It is the District's intention to provide high quality opportunities for student participation in extracurricular and after school activity programs. To that end:

The 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. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator: Jeff Lowell, (425) 456-4010 or lowellj@bsd405.org; Section 504/ADA Coordinator: Heather Edlund, (425) 456-4156 or edlundh@bsd405.org; Civil Rights/Nondiscrimination Compliance Coordinator Alexa Allman, (425) 456-4040 or allmana@bsd405.org. Mailing address for all three: 12111 NE 1st Street, Bellevue, WA 98005.

The Bellevue School District is also committed to providing a safe and civil educational environment that is free from harassment, intimidation or bullying. Report harassment, intimidation or bullying with [SafeSchools Alert](#) or at your school. The Harassment, Intimidation and Bullying Compliance Officer is [Nancy Pham](#).