



MEMORANDUM

August 2020

Students, Parents, and Guardians:

Attached are the Bellevue School District's Official Notices for 2020-2021, including:

- District Weapons Policy
- Truancy Laws

Documents listed above can also be found online at: www.bsd405.org/about/resources/notices

Bellevue School District's Official Notices – School Year 2020-2021

If the information in this document or information in a referenced document entitled "Student, Teacher, and Administrative Rights and Responsibilities" changes as a result of District action, the District will reissue the documents to ensure that students, parents and guardians are notified in writing of current, accurate information regarding student, teacher, and administrative rights and responsibilities.

Notice of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. Parents, including when the student is a dependent under the IRS tax code, or eligible students have a right to inspect or review information when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 21), and when the information is needed to protect the health or safety of the student or other individuals.
4. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school may also disclose education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

Notice of the District's Use of Directory Information

FERPA requires the District, with certain exceptions, to obtain your written consent prior to the disclosure of directory information from your child's education records. However, the District may disclose appropriately designated directory information without your written consent, unless you have advised the District to the contrary in accordance with District procedures.

The District has designated the following information as directory information: the student's name, address, telephone number and electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards; the most recent educational agency or institution attended; student identification number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access records without a PIN, password, etc.

The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include: a student directory; mailing lists for parent groups that are organized in affiliation with and support of schools (e.g., PTSA or the Bellevue Schools Foundation); a playbill, showing your student's role in a drama production; school yearbooks and newspapers; commencement programs and honor rolls or other recognition lists; sports activity sheets, such as for wrestling, showing weight and height of team members; other school, curricular, or extracurricular activities.

The District can also disclose directory information to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, federal law requires the District to provide military recruiters, upon request, with the following information for 11th and 12th grade students – names, addresses and telephone listings – unless parents have advised the District that they do not want their child's information disclosed without their prior written consent.

If you **DO NOT** want the District to disclose directory information from your child's education records without your prior written consent, you must notify the office at your child's school in writing by September 25, 2020. Otherwise, the District may disclose directory information from your child's education records as described above.

Notice of Rights Under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education –
 - a. Political affiliations or beliefs of the student or student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of –
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use –
 - a. Protected information surveys of students;
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The District will develop and adopt policies, in consultation with parents, regarding these rights, as well as make arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or

her child out of participation of the specific activity or survey. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-5901.

Student and Staff Rights and Responsibilities

In compliance with Chapter 392-400 of the Washington Administrative Code, this is to notify parents that a complete copy of "Student, Teacher, and Administrative Rights and Responsibilities" is available upon request from the principal of each school in the District or on the District's website at www.bsd405.org/about/resources/notices. This document includes the following:

1. Washington Administrative Code prescribing the substantive and procedural due process rights of students in the public schools. Topics included are student responsibilities and duties, student rights, discipline procedures, short-term suspension procedures, long-term suspension procedures, expulsion procedures, and appeals procedures.
2. Bellevue School District policies on student rights and responsibilities, student government, freedom of expression, inspection of students' person and property, student conduct, attendance, use of tobacco, drugs and alcohol, use of motor vehicles on high school campuses, readmission procedures after suspension or expulsion, adjusting student grievances and corporal punishment.
3. Rights and responsibilities of teachers and principals, as prescribed by state laws and regulations, including flag ceremonies, student attendance, establishment and enforcement of rules regarding student conduct and rights, treatment of children and teachers, disturbances on school premises, disclosure of examination questions, injury to school property, intimidation of teachers or students, trespassing on school grounds, health and safety of students, work hours, student records, preparation of teachers, transportation rules, school safety patrols, and special education or behaviorally disabled students.
4. The District's policies prohibiting sexual harassment between or among employees, students, and volunteers, and prohibiting harassment, bullying, and intimidation of students, employees, and others involved in school district activities.

Notice of Non-Discrimination

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 designated youth groups. There is a grievance and appeal procedure for complaints regarding any perceived discrimination. Members of the public with disabilities who have specific concerns about the effectiveness of the District's communications to them should contact Michael May, Director of Communications, at 425-456-4000. The District's mailing address is P.O. Box 90010, Bellevue, Washington 98009-9010.

Filing a 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. Before filing a complaint, you can discuss your concerns with your child's principal or any of the Compliance Officers who are listed below.

Prohibition of Sexual Harassment & Complaints Process:

3205: <https://bsd405.org/wp-content/pdf/policy/3205.pdf>

3205P: <https://bsd405.org/wp-content/pdf/policy/3205P.pdf>

Prohibition of Harassment, Intimidation and Bullying and Reporting process:

3207: <https://bsd405.org/wp-content/pdf/policy/3207.pdf>

3207P: <https://bsd405.org/wp-content/pdf/policy/3207P.pdf>

Nondiscrimination and Discrimination Complaints process:

3210: <https://bsd405.org/wp-content/pdf/policy/3210.pdf>

3210P: <https://bsd405.org/wp-content/pdf/policy/3210P.pdf>

Any person having inquiries concerning the District's compliance with federal, state, or District requirements regarding non-discrimination, or any person seeking information as to the existence or location of programs and activities that are accessible to and usable by disabled persons within the Bellevue School District, may contact the following Compliance Officers who can all be reached via phone, email or BSD mail:

Alexa Allman, Civil Rights Compliance Officer: 425-456-4084, allmana@bsd405.org

Jeff Lowell, Title IX Compliance Officer: 425-456-4010, lowellj@bsd405.org

Heather Edlund, 504 Compliance Officer: 425-456-4156, edlundh@bsd405.org

Nancy Pham, Harassment, Intimidation or Bullying Compliance Officer: 425-456-4248, phamn@405.org

The District's mailing address is P.O. Box 90010, Bellevue, Washington 98009-9010.

To learn more about the process, visit the district website: www.bsd405.org/about/resources/notices/discrimination

Child Find

In compliance with Washington Administrative Code 392-172A-02040, this is to notify parents whose children live or attend school within the Bellevue School District boundaries of Child find. Child find activities are conducted in order to locate, evaluate and identify students with a suspected disability, regardless of the severity of the disability, who reside or attend school within the District boundaries, and includes reaching students who are homeless, wards of the state, highly mobile students with disabilities, such as homeless and migrant students and students who are suspected of being a student with a disability and in need of special education, even though they are advancing from grade to grade.

If you have a child from BIRTH THROUGH AGE FIVE who lives within the District and has trouble with talking, walking, seeing, hearing, or following directions, he/she may be eligible for special education services through the Bellevue School District. If you would like more information about these programs and a free screening, call 425-456-4149.

If you have a student from KINDERGARTEN THROUGH AGE 21 who has difficulty with academic skills or a suspected disability, call the counselor at your local school or call 425-456-4149 for more information about support and programs available.

Complaint Resolution

In accordance with Board Policy 4220, any person who has a complaint regarding District staff or programs may initiate a complaint under Procedure 4220P. This procedure will be followed unless the complaint is specifically subject to review under another applicable District policy or procedure. In cases of that sort (e.g., placement and program decisions for special education students, allegations of Harassment, Intimidation, and bullying, etc.), the complainant will be directed by District staff to the appropriate District policy or procedure.

Pesticide Notification

The Bellevue School District, in accordance with state law, is providing written annual notification to parents or guardians and employees describing the District's pest control policies and methods. It is the policy of this District that the health and safety of students and staff shall be of primary concern when pesticides are used to control weeds, molds, moss, fungus, rodents, insects and other unwanted pests.

Who Applies Pesticides?: Pesticide applications will be made by trained District employees or commercial pest control applicators. District employees will obtain appropriate licenses as necessary.

Notification Procedure: The District will provide notification at least 48 hours before applying a pesticide if school will be in session within 48 hours of the application. This notification will be posted in a prominent place in the main office of the school/site. Contact the Bellevue School District Maintenance Department by calling 425-456-4511, for additional information.

The pre-notification, at a minimum, shall state: "Notice: Pesticide Application" and include the product name of the pesticide to be applied, the intended date and time of application, the location at which the pesticide is to be applied, the pest to be controlled, and the name and phone number of a contact person at the District. An application to a District property must be made within 48 hours following the intended date and time stated in the notification or the notification process will be repeated. Pre-notification is not required if the school facility application is made when students do not occupy the school for at least two consecutive days after the application. The pre-notification requirements do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threat, e.g., an application to control stinging insects. When an emergency school facility application is made, notification consistent with the District's notification system shall occur as soon as possible after the application. Pre-notification is not required for application of antimicrobial pesticides or the placement of insect or rodent baits that are not accessible to children.

Asbestos Notification

The Bellevue School District is providing written annual notification that the District has an asbestos management plan for each school building that sets forth the procedures for controlling building materials that contain asbestos. If you would like more information about the District's plan, you may contact the Bellevue School District Maintenance Department by calling 425-456-4511, or by writing to Bellevue School District, Facilities and Maintenance Services, P.O. Box 90010, Bellevue, WA 98009-9010.

Lead in Drinking Water Sample Results

The Bellevue School District is providing notification that the District has performed water testing for each school building and has a program for reducing lead exposure from drinking water as necessary. If you would like more information about the District's testing results or program, you may contact the Bellevue School District's Facilities and Maintenance Services by calling 425-456-4510, or by writing to the Bellevue School District, Facilities and Maintenance Services, P.O. Box 90010, Bellevue, WA 98009-9010.



MEMORANDUM

NOTICE – AUGUST 2020

SCHOOL DISTRICT WEAPONS POLICY AND TRUANCY LAWS

It is a violation of Bellevue School District Policy and Procedure and Washington state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities. We are asking parents and guardians to explain and discuss the rules to their students so that our schools will continue to be safe places for both students and adults.

IF A STUDENT BRINGS A FIREARM TO SCHOOL, HE OR SHE WILL BE EXPELLED. Principals will report all incidents to the police.

Bringing other dangerous weapons* on campus is grounds for expulsion, suspension, or other disciplinary action. **THE USE OF ANY OBJECT IN A THREATENING MANNER MAY ALSO BE A REASON TO DISCIPLINE A STUDENT.** While the number of incidents in any given year is small, we take each one very seriously.

School Resources Officers from the Bellevue Police Department and Security Specialists from the Bellevue School District continue to support our schools. We believe that police officers, security specialists, consistent implementation of disciplinary practices, students' willingness to report and solve problems, implementation of socio-emotional curricula, peer mediator programs, and other restorative school practices will work to keep schools safe. And we also need your help. Please talk to your students about constructive ways to solve problems, alert us to any reports you hear about students bringing weapons to school or any other potentially dangerous situations, and keep any weapons you own inaccessible. Together, we can help to keep our children safe.

*These include, but are not limited to, air guns such as BB and pellet guns, knives, metal knuckles, sling shots, nunchaku sticks, throwing stars, sand clubs, metal knuckles, spring blade knives, and replicas of dangerous weapons. Also included is any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.



MEMORANDUM

TRUANCY LAW

Washington State law requires school age children below 18 years of age to attend school. When a student has unexcused absences, the school will work with the student and parents/guardians to make sure the student comes to school.

The school may take a variety of actions to improve a student's attendance: hold a student and parent/guardian conference, take corrective action, change the student's schedule, recommend an alternative placement, or initiate other actions as appropriate.

If a student accumulates five unexcused absences in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, 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 such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student 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. A truancy petition is a request to have the court order the student to attend school. If the student disobeys a court order to attend school, this could lead to penalties against the student and/or parents/guardian.

Each school publishes District attendance policies and procedures. Parents and students should read and discuss them together. If you do not understand them, talk to the school's assistant principal or principal. We know you want your students to be successful. Attending school daily is one way to help contribute to that success.

More information about excused and unexcused absences can be found in District Policy 3122 and Procedure 3122P: Excused and Unexcused Absences. A copy of this policy and the associated procedure can be found on the district website at: www.bsd405.org/about/policies-procedures/3000-students/.

Thank you for reviewing this material and communicating it to your students. We appreciate your involvement in these issues.