



Community Handbook 2011-2012

**Somerset Elementary School
14100 Somerset Blvd.
Bellevue, WA 98006**

Brian Teppner, Principal
Muriel Mittelstrass, Office Manager
(425) 456-5800



...where every student
is a Superstar!

Welcome to Somerset Elementary School!

Somerset is one of 16 elementary schools in the Bellevue School District. Our school currently serves approximately 600 students in kindergarten through fifth grade. The Somerset staff is committed to working together to provide the best possible education for each of our students. We value working collaboratively with our students' families and believe that the connection between home and school plays an important role in the success of our students and our educational program at Somerset. Thank you for sharing your children with us!

Somerset Elementary School

14100 Somerset Blvd.
Bellevue, WA 98006

Somerset Elementary

456-5800

Attendance and other frequently dialed extensions can now be reached through this number.

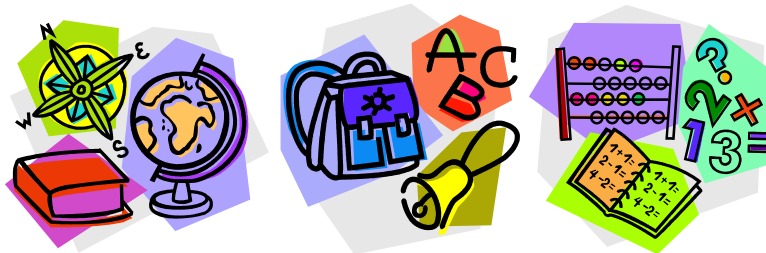
Transportation Office

456-4512

Bellevue School District Public Information

456-4000

Bellevue School District Newsline	456-4111
(Call this number for school closures/weather-related changes)	



Somerset Elementary School Community Handbook 2011-2012

The policies and procedures in this handbook will be reviewed regularly by the Somerset staff and will be revised and amended as necessary.

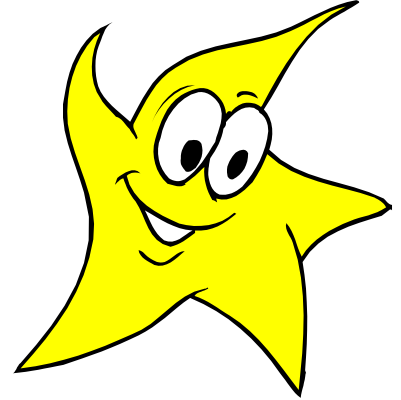
TABLE OF CONTENTS

Principal's Letter	4
Staff Goals and Commitments	5
Staff List	7
2011-2012 District Calendar	8
School Map	9
Daily Schedule	10
<u>Attendance</u>	10
Absences, Late Arrival, Early Dismissal	11
Transportation, Drop-off and Pick Up	12
Early Pick Up	12
After School Plans	12
Weather & School Closures or Late Starts	13
<u>Student Behavior Expectations And Discipline Policy</u>	
Somerset Guidelines for Success	14
Discipline Policy	15
Dress Code	17
Items from Home	17
<u>General Information</u>	
Classroom/Birthday treats	18
Cell Phones	18
Emergency Contact Numbers	18
PTA (Parent Teacher Association)	18
Student Directory	19
Student Placement	19
Student Progress Reports	19
Health Information	19
Administering Medication at School	19
Homework	20
Library	20
Lost and Found	20
Lunch Program	20
Snack	21
Parent Volunteers	21
Visitor Badges	21
Photographs and/or Videotapes	22
Emergency Information	22
Emergency Plan	22
<u>Policies and Official Notices</u>	
Child Abuse	23
Fighting on School Grounds	
Weapons	
<u>Appendix</u>	
BSD Student Rights and Responsibilities: Policy 4070	
BSD Student Rights and Responsibilities: Policy 4071	
BSD Student Rights and Responsibilities: Policy 4085	
BSD Student Rights and Responsibilities: Policy 4085.1	
BSD Sexual Harassment Policy 1600	
BSD Harassment, intimidation, bullying Policy 1601	
BSD Harassment, intimidation, bullying Policy 1601.1	
BSD Nutrition Policy 8400	

Letter from the Principal

Dear Somerset Students:

Welcome to Somerset Elementary School for the 2011-2012 school year; a safe place to learn and play. I am so glad you are here! Together with your family, and the teachers and adults at Somerset, we want you to be the best student you can be by learning to use your mind well, by making good choices, and by getting along with others. If you do these things you will be a successful student at Somerset! I look forward to meeting you this year!



Dear Somerset Families:

My name is Brian Teppner, and I am the proud new principal of Somerset Elementary, home of the Superstars! I come from the Renton School District where I have served for many years as an elementary teacher before becoming the K-12 Science Teacher on Special Assignment where I worked deeply on curriculum, instruction, and assessment.

Somerset is a diverse and welcoming community with an amazing staff that provides a challenging learning environment for each and every one of our nearly 600 students. In fact, Somerset was recently ranked as one of the best elementary schools in the state of Washington on SchoolDigger.com.

<http://www.schooldigger.com/go/WA/schoolrank.aspx?pagetype=top10>

I want to thank the Somerset community for the warm welcome and the support that has been provided. I can't wait to meet all of our wonderful students and their parents when they return to school on September 6th for the first day of school.

The PTSA and I have decided to have a series of community meetings throughout the school year to keep communication clear and provide a chance to get to know each other better. The first of these "Coffee with the Principal" events will be held on September 13th here in the Somerset gym from 7-8pm. (The PTSA general meeting will immediately follow at 8pm) I look forward to seeing many of you then and hope it will serve as a launching point for our PTSA and building theme for the 2011-12 school year of...



The staff and I are looking forward to a rewarding year ahead. Returning or new, **we welcome you to Somerset for the 2011-2012 school year.** Please take a moment to review this handbook with your child. Please return the attached form with your child to school so that we know you've assisted in the partnership of reviewing the student rules AND to provide us with the best contact information for informing you of classroom and school news via email.

Sincerely,

Brian Teppner
Principal

Website Resources

Our school, as well as each school across the district, has a school website www.bsd405.org/Default.aspx?tabid=133 where you will find information related specifically to Somerset as well as information related to the Bellevue School District's services provided at the school and at the district level. Here you can find the bell schedule, information on happenings around Somerset, updates and handouts from the Monthly Principal Coffees, and other important information to keep you linked into the amazing work here at Somerset.

Somerset Sharepoint Website:	www.bsd405.org/somerset
Bellevue School District Website:	http://www.bsd405.org
Somerset PTSA Website:	http://www.somersetptsa.org
School Lunch Menus:	http://www.bsd405.org/Default.aspx?tabid=182
School Closure Information:	http://www.bsd405.org/Default.aspx?tabid=272

Staff Goals and Commitments

This year we, as a staff, will continue to analyze formative (ongoing) and summative (end of unit) assessment data to guide and support our instructional design, the development of our school wide goals, individual classroom goals and individual student goals. In addition, we will continue studying differentiation strategies to implement classroom, grade level and building wide in an effort to support every child's learning. We are excited about being a part of developing your child's potential and look forward to partnering with you and your child(ren) as they continue to learn and grow.

As we keep in mind our guidelines for success and what we know in education to be best for students, this year we will be working to best serve your child and the community. Our main work will fall under the Instructional Leadership Team and our Pride Team. These teams are made up of staff members who help lead and grow our staff in best practices to ensure student growth academically, emotionally, and socially. Below is additional information about the work we have planned for the up and coming school year.

Instructional Leadership Team (ILT/PLCs)

Each school in the Bellevue School District has established an Instructional Leadership Team (ILT) and Professional Learning Communities (PLC). The ILT membership includes the building Principal and a representative group from the school's certificated teaching staff. The PLCs will involve all certificated staff in the building.

With these teams in place, Somerset's staff will:

- evaluate and plan school programs based on their contribution toward reaching school goals for student achievement;
- continue work towards creating an open working community where staff will engage in activities to learn from one another, including visiting classrooms, observing specific instructional practices, and giving feedback for the purpose of improving student achievement;
- utilize other staff, classroom volunteers, family resources at home, and community resources to maximize the amount of individualized instruction students receive; and
- assume leadership roles outside of the classroom, actively participate in the school improvement process, and take ownership of resulting successes and setbacks.

All staff will work to ensure quality curriculum and teaching for all students that includes:

- High quality, research based materials and teaching strategies implemented with all students (district curriculum)

- Supplemental instruction for students who need extra support or extension from the district curriculum (intervention)
- Focused, highly supportive curriculum for students needing additional support to make progress (special programs)

2011-2012 Instructional Target: Reading Comprehension

In looking at our schoolwide data, we see a need in Reading Comprehension. Our data shows that we have a very wide range of reading levels in each grade level spanning beginning reading skills to high level reading comprehension skills. Knowing this, Somerset staff will be working to reach each student by focusing and learning new strategies to provide quality reading instruction to *ALL* students. This will include learning and teaching using our new district K-5 literacy curriculum, looking at the Gradual Release of Responsibility Framework, differentiation, and other useful best practices to grow in delivering quality instruction to *ALL* students that meet the needs of each individual child.

Curriculum Night: September 27th 2011 @ 6:00-8:00pm

This evening is an excellent opportunity to learn about the classroom experiences your child will have throughout the school year. Here is the schedule for that evening:

- 6:00 - 6:45 Kindergarten, 1st, and 2nd grade teachers will host parents in their classroom
- 6:50 - 7:10 K-5 parents will be invited to the gym for a school-wide presentation
- 7:15 - 8:00 3rd, 4th, and 5th grade teachers will host parents in their classroom

Please remember that this is not a time for individual conferencing with your child's teacher, but rather a time to learn more about BSD curriculum, the classroom environment, and school routines/expectations.

Curriculum Web

The Bellevue School District Curriculum Web is public! You can access the curriculum through the main Bellevue School District Website using your PIV (Parent Internet Viewer) pin # which you can get from the Office if you are new to Somerset. The Curriculum Web is a resource for maintaining a partnership between home and school in order to promote student success. It also provides parents and students access to attendance, grade and assignment information in a real-time atmosphere and access to the BSD Curriculum Web. Please note that the PIV only provides **unofficial progress information**. Official end-of-term grades are mailed home. Please refer to the mailed report cards for official grades.

Somerset Staff List

Each year, the staffing within a school can change. Often times staffing can be effected by certification , seniority, student enrollment, state funding and distribution, allocation and/or scheduling of itinerant services across the district. Staffing can also fluctuate based on life changes occurring over the summer.

In August, each school awaits final enrollment numbers as enrollment is what drives staffing allocation at the state level. Staffing allocation is based upon October 1st enrollment. All staff are trained and certified to teach Kindergarten through eighth grade. It is our goal to work together to provide the best staffing allocation we are provided prior to school starting. **Therefore, once August enrollment is determined and staffing is scheduled you will receive a post card in the mail indicating your child's teacher. All postcards will be placed in the mail on August 30, 2011. Therefore, you should receive your postcard prior to the start of school.**


Should there be staffing changes related to your child's classroom or teacher, following the receipt of the post card, you will be notified immediately.

Somerset's Amazing Teachers

Kindergarten	Christine Ayers Homa Hassan Anne Williamson Vincy Odore
First Grade	Rob Brown Melinda Schwartz Jennifer Sheffler Kelly Ward
Second Grade	Shana Bowen Tara Hammond Kay Rice Melissa Slater/Lisa McCaskey
Third Grade	Jean Lorch Jennie Kirschling Morgan Teasley Robyn Wells/Cathy Gagne
Fourth Grade	Nate Olson Shanna McLean Linda Myrick Barb Pastorelli
Fifth Grade	Joe Dethloff Jenny Hunter Jon Pelto/Rena Clark Jennifer Seder

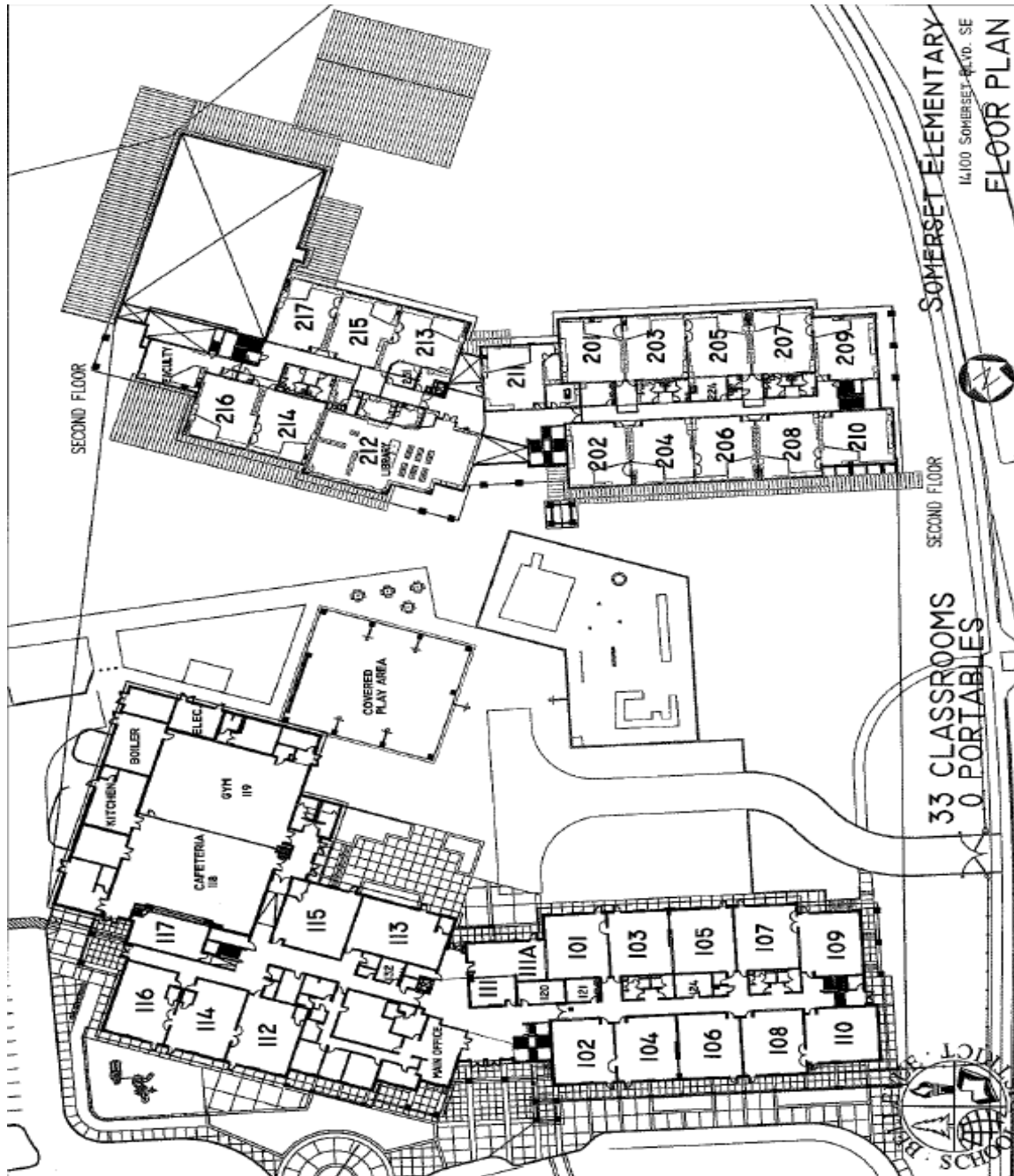
2011-2012 District Calendar

BELLEVUE SCHOOL DISTRICT
Tentative Agreement* for 2011-2012 School Year Calendar APPENDIX 4.1

AUGUST					 IMPORTANT DATES September 5.....Labor Day September 6.....First day of school November 11.....Veterans' Day November 24 & 25.....Thanksgiving December 19 - January 2 ...Winter Break January 16.....Martin Luther King, Jr. Day February 20 -24Mid-Winter Break April 9 - 13.....Spring Break May 28.....Memorial Day June 21.....Last day of school	FEBRUARY				
M	T	W	T	F		M	T	W	T	F
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8	9	10	11	12		6	7	8	9	10
15	16	17	18	19		13	14	15	16	17
22	23	24	25	26		20	21	22	23	24
29	30	31				27	28	29		
SEPTEMBER						MARCH				
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12	13	14	15	16	19	20	21	22	23	
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26	27	28	29	30						
OCTOBER					APRIL					
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24	25	26	27	28	23	24	25	26	27	
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28	29	30								
DECEMBER					JUNE					
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JANUARY					JULY					
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23	24	25	26	27 ^	23	24	25	26	27	
30 <	31				30	31				
CLASSIFIED/ADMINISTRATIVE HOLIDAYS										
September 5		February 20								
November 11, 24, 25		April 13								
December 23, 26, 30		May 28								
January 2, 16		July 4								

* The parties will revisit this calendar if State funding is significantly reduced or if either party's proposals have an impact on the calendar.

School Map and Classroom Numbers



Grade	Teacher	Room #
1 st	Melinda Schwartz	104
1 st	Rob Brown	106
1 st	Jennifer Sheffler	101
1 st	Kelly Ward	103
2 nd	Shana Bowen	107
2 nd	Tara Hammond-Smith	108
2 nd	Lisa McCaskey & Melissa Slater	109
2 nd	Kay Rice	110
3 rd	Cathy Gagne & Robyn Wells	210
3 rd	Jennie Kirschling	209
3 rd	Jean Lorch	207
3 rd	Morgan Teasley	208
4 th	Shanna McLean	202
4 th	Linda Myrick	203
4 th	Nate Olson	204
4 th	Barb Pastorelli	201
5 th	Joe Dethloff	217
5 th	Jenny Hunter	214
5 th	Jon Pelto & Rena Clark	216
5 th	Jennifer Seder	213
K	Homa Hassan	114
K	Vincy O'Dore	102
K	Christine Ayers	116
K	Anne Williamson	112

2011-2012 Daily Schedule

Somerset Elementary School Schedule: M, T, TH, F

Crossing Guard	8:50-9:05
Classrooms Open/First Bell	9:00
Lunch and Recess	11:20AM-1:00PM
Grades 1, 4	11:20-11:40 (lunch) 11:40-12:05 (recess)
Grades K, 3	11:45-12:05 (lunch) 12:05-12:30 (recess)
Grades 2, 5	12:15-12:35 (lunch) 12:35-1:00 (recess)
K,1,3 Afternoon Recess	1:35-1:50
2,4,5 Afternoon Recess	1:55-2:10
School Ends/Dismissal Bell	3:30



Somerset Elementary School Schedule: Weds. ONLY

Crossing Guard	8:50-9:05
Classrooms Open/First Bell	9:00
School Begins/Tardy Bell	9:05
Lunch and Recess	11:20AM-1:00PM
Grades 1, 4	11:20-11:40 (lunch) 11:40-12:05 (recess)
Grades K, 3	11:45-12:05 (lunch) 12:05-12:30 (recess)
Grades 2, 5	12:15-12:35 (lunch) 12:35-1:00 (recess)
School Ends/Dismissal Bell	1:10



Attendance

The importance of prompt and regular school attendance by students is emphasized. Regular attendance is necessary if students are to profit fully from learning experiences offered in school. Because students miss significant instruction when they are absent from school, any absence may affect their learning. In order to set your family up for success, plan to be at school by the 9:00 bell, giving students adequate time to reach their classrooms and be prepared for the start of class at 9:05.

Frequent absences and tardies will be addressed by the principal. The school may take a variety of actions to help improve a student's attendance and timeliness, including: loss of recess, loss of free choice time, notes home, parent and student conferences, and other disciplinary actions as needed. *(Please see the appendix for the full text of the Bellevue School District Student Attendance Policy 4075 and Procedures 4075.1).*

Absences, Late Arrival, Early Dismissal

If your child will be absent or late, please call the school at 425-456-5800 before 9:00 a.m. We value your child's safety and would like to know where he/she is if not in school. The school requires a written note or phone message from the child's legal guardian explaining the absence or late arrival. No notification within 5 days of absence will prompt the notation of an unexcused absence on the child's record.

Excused Absences

Excused absences or late arrivals considered appropriate by the school district include the following:

- Illness/Medical emergency
- Family emergencies
- Observances of established special days of a religious calendar
- Pre-arranged Medical and Dental appointments
- Pre-arranged school-sponsored activities, such as field trips
- Absences which, according to the discretion of the principal, or his/her designee, after consulting with the parent, guardian, or adult student, may be deemed appropriate but not covered in the above-stated instances.

We urge you to make certain these are the only reasons for your child missing school. Absences or tardies which are not covered in the above stated instances may be deemed appropriate at the discretion of the principal. **Absences for reasons other than stated above need to be pre-arranged. Please ask at the front office for a "Request for Excused Absence" form to fill out.**

We strongly discourage families from taking vacations during school days. Every absence has an impact on your child and their classroom, and extended absences have been shown to have a negative impact on a student's education. In addition, there is no expectation that teachers provide homework during a planned absence.

Unexcused Absences

The following are considered unexcused absences: no call or written response from the parent within 5 days of absence, missed bus, late ride, overslept, babysitting, meals, appointment for person other than the student, errands, taking a sibling to school, etc. Field trips are an extension of the classroom. When a family decides that a student is unable to attend a field trip, the student is expected to be in school. **If a student has either seven unexcused absences in any month or ten unexcused absences during the school year, the school must file a truancy petition with the King County Court.**

Tardies

Children arriving late to school are listed as tardy on the permanent record. The following are considered unexcused tardies: missed bus, late ride, overslept, babysitting, meals, appointment for person other than the student, errands, taking a sibling to school, etc. Excessive tardies are disruptive to a child's education. In order to be sure that your child is on time and ready to begin class at 8:10, please arrive by the 8:05 bell.

Drop Off and Pick Up

If you reside outside the walking perimeter and require transportation, Transportation Department will notify you prior to the start of school. You will be told your designated pick-up and drop-off point and time. Transportation will also send you information regarding policies and procedures for bus riders. We expect all Somerset students to follow Somerset rules and expectations, whether on campus, in the classroom, on a field trip, on the bus, or waiting for the bus. If you are in doubt about whether your student may ride the bus, please call Transportation at (425)456-4512.

We encourage you to have your child ride the bus (if eligible) or walk to school with a group of other children. Carpooling to school with neighbors is also encouraged. Traffic around Somerset is very congested during pickup and dropoff times. Fewer vehicles make it easier for everyone! If you must drive to

school to drop your child off at school or to pick them up from school, safety patrol students and parking lot safety supervisors (all in yellow vests) are present to assist you in adhering to the following guidelines:

- Use the south parking lot located in front of the school. The west parking lot is CLOSED before and after school. It will not be available for student dropoff or pickup.
- Pull forward to the dropoff/pickup area when dropping off/picking up children. **DO NOT** allow your children to walk across the parking lot areas unless they use a crosswalk.
- **DO NOT** double park next to another car in the dropoff/pickup lane and make your child walk between cars.
- Pull as far forward as possible when you are in the dropoff/pickup lane. Dropoff/pickup your child, and then pull ahead to the exit. Please keep the line moving! If you need to talk to another parent or a teacher, park your vehicle in a parking space.
- If you park your vehicle, park only in designated parking spaces. Do not block bus or fire lanes.
- **DO NOT** leave your vehicle unattended in parking lot lanes. If you must leave your vehicle, please park in a designated parking space. Somerset is a 'Green' school, so please no idling in the parking lot while waiting for school to get out.
- Remember that at high traffic times of day, only right turns in and out of the school parking will be permitted.
- Be patient! Plan for a few extra minutes to drop off/pick up your children!
- Our school safety patrol works to ensure the safe entrance and exit of all students so please follow their instructions at all times and observe the importance of safety flags. Please do not distract students and teachers by speaking to them while they are working.



For parents of FullDay Kindergarten students:

When dropping off or picking up your child, please park in the west parking lot at the tree line. Do not block the buses. Kindergarteners will be released at 3:25 (five minutes earlier than the rest of the school). Parents must come to the Kindergarten playground to pick up their child. Students will not be released without a parent present. At 3:35, students will be sent to the office for late pick up. Students riding the buses will be escorted to the bus loading zone by safety patrol and classroom teachers.

Early Pick Up

If it is necessary for you to pick your child up early from school, please come to the office to sign him/her out. **Do not go to the classroom to pick your child up. He or she will be called to the office to meet you.** When you follow these procedures, you help keep all children at Somerset safe.

After School Plans

After-school plans need to be made at home—not during the school day. **Should your child wish to go home with a friend or anywhere else other than the normal after school destination, those plans should be made in advance. Students will not be allowed to make phone calls to arrange after school plans.**

Children who do not typically ride the bus will be allowed to ride the school bus home with a regular rider by showing the bus driver a permission note signed by the office. Students should bring these notes to the office in the morning before school starts to have them stamped. Then they can show them to their classroom teacher.

Students will not be dismissed early or released to anyone other than their parent or guardian without prior arrangement with school office personnel. These measures are taken in a partnership between home and school to ensure your child's safety.

Please avoid calls to school regarding changes in after school plans. Each time you do so, valuable teaching time is interrupted to get the message to your child.



Weather & School Closures or Late Starts

Snow can create confusion for all of us when it affects the school schedule. Since our school buses serve several schools in the district, decisions to close or delay school are made at the district level. Sometimes the conditions are dry and clear in other areas of the district, but icy in our neighborhood. For this reason, it is important to listen to your radio or television for announcements regarding school closures or late starts.



The easiest way to find out about possible closures or delayed starts is to call the District 24-hour recorded School News Hotline at (425) 456-4111.

Or you can access the Public School Emergency Communication Systems' website at <http://www.schoolreport.org>

Student Behavior Expectations And Discipline Policy

Somerset Guidelines for Success

Stay safe
Try your best
Act responsibly
Respect yourself, others and property
Smile! Have a positive attitude

At Somerset Elementary School, we have common expectations for behavior when we are coming to school, working in the school, and leaving school for the day. We also have common expectations for how to use the common areas in our school. The expectations are:

Before School Expectations

Follow the Five Stars on your way to school
Follow the directions given by the Safety Patrol
Treat Safety Patrol members with respect
Arrive at school between 8:45 am and 9:00 am
Stay off playground equipment before or after school, unless supervised by an adult
Go directly to your classroom door or designated entry point. It is okay to visit the office if you need to drop something off before school starts.
Line up quietly at the door

Hallway Expectations

Use the hallways to get from one place to another in the school
Walk in the hallways
Use an inside voice in the hallways
Carry materials and equipment in the hallways

Stairway Expectations

Walk up or down the stairs
Go up or down one step at a time
Hold on to the handrail if you need it
Stay on the right side of the stairway

Lining Up Expectations

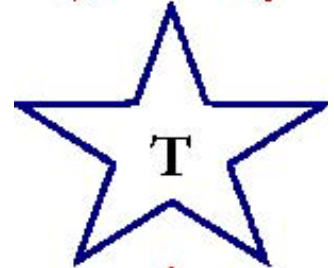
Stand in line
Keep your hands and feet to yourself
Use a quiet voice while waiting in line

Restroom Expectations

Go
Flush
Wash
Leave

Recess Expectations

At all times: Follow the Five Stars!
Stay in the boundaries



Treat the recess teachers and other students with respect
Get a pass from a recess teacher if you need to go in to the building for any reason
Leave sand, dirt, rocks, sticks, and any other objects you find on the ground
Walk on the big toys
Slide down slides
Play tag only on the ground
Include others in games
Use conflict resolution strategies if you have a problem
Find a recess duty to help solve problems that are too big to solve alone

Lunchroom Expectations

At all times: Follow the Five Stars !

When it's time to eat:

Sit at your table

Use an inside voice

Keep food on your plate or in your mouth

Pick up your trash

When it's time for recess:

Listen for the signal for attention

Stop, look, and listen to the adult

Raise your hand to show you are listening

Clean your area

Wait for an adult to dismiss you

Walk around your table and down the center aisle to throw away your trash and stack your tray

Walk to recess

After School Expectations

Follow the Five Stars on your way home

Follow the directions given by the Safety Patrol

Treat Safety Patrol members with respect

Stay off playground equipment, unless supervised by an adult

If you're being picked up, wait in front of the school

Come to the office if your ride home doesn't come on time

The Somerset staff appreciates parents and guardians supporting these behavior expectations when picking students up, visiting during lunch and recess, or volunteering in classrooms.

Common Expectations and Virtues help provide a common language for our school community. The steps of conflict resolution (listed below) also provide children with a common language for how to solve problems:

- Identify the problem.
- Think about different solutions.
- Agree on a solution.
- Follow through on the agreement.

Discipline

School discipline has two main goals:

- 1) Ensure the safety of students and staff
- 2) To create an environment conducive to learning

At Somerset Elementary School, we use a *proactive* approach to discipline:

- We teach children about our behavior expectations, and we review these expectations regularly.
- We explain to children what behavior is okay and what behavior is not tolerated.
- We teach children how to identify and prevent bullying behavior.

- We teach children how to solve problems and use conflict resolution strategies.
- We positively reinforce our expectations.

Think Papers

As part of the review and problem solving for behavior concerns that occur during the school day, your child may be asked to complete a Think Paper. This form provides a means for students to think about difficult situations and strategize alternative ways of handling conflicts. When your child completes one of these forms, it is the student's responsibility to communicate the incident to you. More severe disciplinary situations may also result in a parent phone call. Please take time to discuss the incident with your child and to share your ideas and thoughts on how to handle the situation differently in the future. Please sign the form and help your child remember to return the signed copy to the school the following day.

Should you have additional questions and/or you require further clarification of a school incident, feel free to contact the principal.

The following is considered **unacceptable behavior** that will result in an office visit and parent notification; and may result in suspension or expulsion:

- Harassment, intimidation, or bullying
- Chronic classroom disruption
- Insubordination
- Physical aggression (hitting, biting, throwing, etc.)
- Theft
- Vandalism

Harassment, intimidation, and bullying are **not tolerated** at Somerset Elementary School. According to Bellevue School District School Board Policy 1601, "harassment, intimidation, or bullying" means any intentional written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.35.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms any person or damages the person's property; or
- Has the effect of substantially interfering with a person's ability to participate in the educational process of the district; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Students and adults in the Somerset Elementary School community are encouraged to report any incident of harassment, intimidation, or bullying to a teacher, the counselor/psychologist, or the principal. All reports will be promptly and thoroughly investigated. *(Please see the Policies and Official Notices section for the full text of the Bellevue School District Sexual Harassment Policy 1600 and the Harassment, Intimidation and Bullying Policy 1601).*

New Bullying Prevention and Social Skills Curriculum

In accordance to a new state law, Bellevue School District teachers will be implementing new K-5 social skills/bullying prevention curriculum. Second Step curriculum will be presented to grades kindergarten, first, second grade with a focus on teaching skills that promote social and academic success. Steps to Respect curriculum will be presented to grades third, fourth, and fifth with a focus on teaching students to recognize, refuse, and report bullying, to be assertive, and to build friendships.

We are continuing our work with Virtues Project this year. Our staff is committed to establish and maintaining clear expectations for behavior in the classroom and in common areas throughout the school including: lunchroom, playground, drop off/pick up, and walkways. Thank you for your support in encouraging your child's adherence to our expectations. Here are the virtues each classroom will be focusing this year. We encourage families to participate in fostering their child's understanding of these virtues by having discussions in and around the home about what it means to demonstrate these virtues.

Virtues:

August/September – Respect

October – Courage

November – Friendliness

December – Compassion

January – Tact

February – Tolerance

March – Assertiveness

April – Integrity

May – Forgiveness

June – Unity

Dress Code

Dress for school should be appropriate and in good taste for the school day. Be sure to consider the weather, as recesses are held outdoors.

Items that are *not* appropriate include: Short shorts, miniskirts, halters (bare back tops), spaghetti strap tops, half-shirts (bare skin showing between the shirt and pant/skirt), or any jeans, sweats, tops, etc where the child's underwear also shows.

Dresses, skirts, and shorts should be as long as where a child's fingers reach when arms are held to the side. Dress, nails, hair color, etc. should not be distracting to others in the educational setting. If a child is deemed to be dressed inappropriately, parents will be contacted and asked to bring more appropriate clothing to school for the child or alternative clothing will be provided to the child (sweat shirt, pants, etc) to wear for the duration of the day.

Footwear should be chosen with safety in mind, considering running outdoors and climbing on playground equipment. A non-skid, non-marking soled shoe with closed toe is recommended for PE days. Appropriate shoes are always a must at school. Each day students go outside to play at recess and thus, wearing shoes that are sturdy and appropriate for playing outdoors each day is recommended.

Items from Home

Students come to school to learn. Toys, trading cards, electronic games, stuffed animals, money, and other personal items of value should remain at home so they are not misplaced, lost, or broken. If a child wishes to bring a special item to share with the class, he or she must first get permission from the teacher.

Please help us by leaving your pets at home when you come to school to volunteer. If you have your dog with you when you pick your students up from school, please make sure your pet is on a leash and under control. This is for the health and safety of all students. Sometimes we are asked about bringing pets to school to share with classmates. State law does not allow certain animals to be in schools (some birds, turtles, and

others). Therefore, we ask that no animals are brought into the classroom unless you have made prior arrangements with your child's classroom teacher.

Birthday or other party invitations should be distributed outside of school. This ensures there are no hurt feelings by those not invited to a party.



General Information

Classroom/Birthday Treats

Teachers may have specific requests regarding birthday treats and celebrations. However, in general, classroom treats may be provided for birthday celebrations or class parties, but please keep the following in mind:

- If a birthday is celebrated at school, plan on a short duration (5 minutes).
- Birthday treats should be healthy and nutritious. (See *appendix for the Bellevue School District Nutrition Policy*)
- There is no refrigeration available for birthday treats at school.
- Please be aware of children with food allergies, especially peanut allergies.
- **Birthday invitations must be emailed/mailed and cannot be handed out at school.**

** An idea for celebrating a child's birthday or special accomplishment is to donate a favorite book to the school library or classroom in the child's name. Ask the teacher or librarian for title suggestions.

Cell Phones

We do not encourage students to bring cell phones to school. However, we understand that many families rely on them for communicating with each other after school. Therefore, if **cell phones** are brought to school, they **must remain OFF and in backpacks during the school day**. If a child needs to call a parent during the school day, they can use a phone in the office or classroom.

Students who are seen using cell phones during the school day will have their phone taken away. They may collect their phone at the end of the day in the office. For any subsequent infractions, parents/guardians must collect the phone from the office.

Please remember that cell phones brought to school are brought at the owner's own risk and families need to understand that the phones are easily stolen. If a loss occurs at school, it is not the responsibility of the school.

Emergency Contact Numbers

Call or send a note to the office promptly with changes in home address, home and work phone, or names and phone numbers of emergency contact persons. This information is vital in the event of an accident, illness, early school closure or other emergency while the child is at school.

Somerset PTA

Somerset PTA is a major program facilitator and economic resource for Somerset Elementary students and staff. Some educational programs, most financial classroom support, all social activities and before or after-school programs would not exist without the support of Somerset PTA. Membership in Somerset PTA shows your support for Somerset Elementary and our students. You can join Somerset's PTA in the front office of

the school or check out Somerset's PTSA website for PTSA events, membership and additional information at <http://Somersetpta.org/>



Student Directory

Each year a student directory is published by Somerset PTA. Many families find the student directory to be an invaluable resource in connecting to the school community. The directory is distributed to all families. The sole purpose of the student directory is to connect the school community. The student directory is intended for school and personal use ONLY. This is a great resource for setting up play dates, family celebrations, etc.

Student Placement

One of the most important responsibilities of the staff each year is to assign students to classes for the next school year. The goal of student placement is that each student be placed in a positive learning environment. Many factors are considered when placing students. Academic strengths and needs, social and emotional characteristics, as well as parental input are thoughtfully considered. Should a parent feel that a child's placement is inappropriate; a request in writing should be made to the Principal using the "Request for Change of Placement" form found in the Office. Unless considered a safety concern, no change of placement will happen during the first two weeks of school and a change of placement during the school year is rare.

Student Progress Reports

The chief purpose of reporting student progress to parents is to provide the information necessary for a solid working relationship between school and the home in guidance of the student. Parents will be kept informed about the growth and progress of their children in all aspects of school curriculum, including observed student behaviors in the intellectual, emotional, physical and social development areas. Progress reports will be sent during three reporting periods: December, March, and June.

Health Information

Students who become ill at school are sent to the health clinic for observation. Your child will need to be picked up immediately if an elevated temperature is present, or if your child vomits at school. If the school is unable to contact parents, the person designated by parents as an emergency contact will be called to arrange care until a parent is available. It is recommended that if a child has vomited in the last 12 hours, or had a fever, he/she stay home sick for the day out of respect for teachers, students, and families.

Injuries are handled in a similar manner. The school will administer basic first aid, but if there is any question as to the seriousness of the injury, parents will be notified immediately.

Keep in mind Public Health rules designed to safeguard children:

1. Stay at home with a severe cold for several days.
2. Do not come to school with a fever.
3. Do not come to school if unable to participate in both indoor and outdoor activities, including PE and recess.

Administering Medication At School

School personnel are not allowed to administer medication without written authorization from a physician. If medications are to be given at school, the school nurse must be notified and an Authorization to Administer Medication form must be filled out and on file in the school office. All medications must come to the school office in the original container, labeled by the pharmacy or physician with the medication name, amount to be taken, frequency of administration and name of physician.

The State of Washington Code requires that schools maintain up-to-date immunization records for measles, mumps, rubella (MMR), diphtheria, and polio for all students unless there are medical or religious objections. Additionally, all students are required to complete a series of three Hepatitis B inoculations and kindergarten-4th grade students need a second MMR. Should the school be missing any of these immunization records, your child may be asked to stay home until the information has been received in the office.

Homework

Somerset teachers believe in the value of homework. Through homework, students extend their learning, practice valuable skills and participate in family-team efforts. Homework helps to develop a sense of responsibility in the students and prepares the students to be accountable in their future world. Homework will have a purpose and connection to the classroom program. Complete and detailed information regarding grade-level homework expectations will be delivered by your child's classroom teacher.

Library

The library is open to students during the school day. Classes in grades K-4 visit the library each week to meet with the librarian, listen to stories, engage in research projects, and check out books. Students in fifth grade visit the library as needed for book borrowing and research. Checking out library books for home use is encouraged. Please help students become responsible for returning library books on time. Be mindful of the books your child brings home so that they may be returned when due for use by others. Parent volunteers are needed to help shelve and repair library books. Contact our librarian to offer your assistance. She can be contacted by email at franzelk@bsd405.org or via phone at 456-5800.

Lost And Found

All articles found on the playground and school premises are turned in to the Lost & Found Cupboard in the closet near the art room. Each year, numerous jackets, sweatshirts, lunch boxes, and other items are never claimed. Two times a year (winter break and again in June), items from the Lost & Found Cupboard will be donated to charity, so please claim missing items promptly. Please label all lunch boxes, coats, etc., with the student's name. This always assists those who find the items to return them to the appropriate person.

Breakfast and Lunch Program

(Please see the appendix for the full text of the Bellevue School District Nutrition Policy 8400).

Somerset provides breakfast and lunch selections every day. The cost of school lunches and milk are:

- Student Meal (including milk) \$3.00
- Milk \$0.50
- Breakfast \$2.25
- Reduced Price Lunch (including milk) K-3 is Free and 4-5 is \$0.40
- Adult Breakfast \$3.25
- Adult Lunch \$4.00

We use a computerized lunch accounting system. Each student is issued a Personal Identification Number (PIN) which is used to purchase lunch or milk. Students who purchase lunch key in their PIN and their account is debited accordingly. Students who purchase milk write their PIN and name on a sheet of paper and their account is debited accordingly. We encourage you to send a check for several lunches at a time, if possible, made payable to the Bellevue School District.

When sending a check for lunch payment, make sure you include your child's first and last name on the check. If you have more than one child, you may use one check, but please indicate the amount of money to deposit into each child's account. If you pay with cash, place it in an envelope, clearly labeled with your child's name and teacher. All lunch money must be delivered to the office in the morning. You may now also make prepayments to your student's account using a credit card.

Call 456-4507 or visit <https://paypams.com/HomePage.aspx> to use this option.

Lunch menus are available on the district website. Free and reduced price lunches are available to children whose family incomes fall within eligibility guidelines. You may request an eligibility form from the school office at any time, and you must reapply each year. This information is kept confidential.

Snack

Many students choose to bring a snack from home to eat mid-morning. These snacks should be healthy choices such as crackers, cheese, granola bars, or fruit. *Candy, gum, and soda should not be brought to school for snack or lunch.* Some teachers appreciate donations of boxes of graham crackers, saltines, fish crackers, pretzels, or other non-perishable snacks that can be kept in the classroom and shared with students who may have forgotten their snack. Check with your child's teacher to see if he/she would appreciate a donation and to ensure the donation would not interfere with a child's food allergy.



Parent Volunteers

Somerset has a positive reputation for the number of volunteers that assist staff and students each day, week and month! Somerset continues to need volunteers to help provide quality educational and enrichment activities for its students. If you have one hour per month, one hour per week, or several each week, whether at home or at school, contact your child's teacher or one of the PTA officers. Every contribution, big or small, makes a difference in our children's education and is vital to the success of our school.

Some of the areas of need are classroom assistant (helping the teacher in a variety of ways with students and/or office type work), library assistant (shelving and repairing books, helping students at check-out times), recess "WALKABOUT" volunteer (walking around during recess to support students on the playground), work with students, field trips, fund-raisers, school programs and assemblies, leading art appreciation lessons, sharing special talents or skills with classes, or helping in the office with copying, collating, and clerical tasks.

If you have time to give, we will make every effort to find you a task that you will find interesting and rewarding. Parents new to volunteering, please pick up and complete a volunteer screening form from the main office. This form only needs to be filled out once during your child's school career. All parties interested in volunteering will also need to attend a short volunteer training.

Visitor Badges

We are fortunate at Somerset to have the strong commitment by parents and other volunteers who assist in the school. In keeping with state laws, Bellevue School District policy, and as a safety measure, we require that all visitors and volunteers sign in at the office when arriving at the school. If you come to volunteer, bring something to your child or meet with a teacher during the school day, stop by the office and sign in before going to a classroom. We will ask you to wear a badge identifying you as a visitor or volunteer. If you are not wearing a badge, a staff member will direct you to the office to get one. We truly appreciate your support of Somerset and want you to feel welcome here. Thank you for realizing that the safety of all students is a high priority.



Photographs And/Or Videotapes

Photographing and videotaping of students at school are not allowed without permission from the parent/guardian.

Occasionally, your student might be included on videotapes and/or in photographs used for appropriate district-authorized purposes possibly outside the district. Permission forms have been sent home and are available in the office for you to sign only if you do not want your child included in these videotapes or photographs. Examples of uses are:

- show the Bellevue community what we do in our school
- use for broadcast media and newspaper articles
- include in the Annual School Performance Report
- Bellevue Schools Foundation programs
- televise through the City of Bellevue Cable TV station
- make presentations to other audiences at workshops
- other appropriate district-authorized purposes

Emergency Information

Please complete and return the "Emergency Information Form". These will come home in the envelope on the first day of school. This form will be kept on file in the office and in our emergency supply storage room. The form will be used when your child is sick or if there's an emergency at school. In either of these cases, we will first call the parents/guardians listed at their home/work numbers. If we are unable to reach them directly, we will leave a message whenever possible and proceed down the emergency contact list in the order given. We often face the dilemma of not being able to contact anyone because the phone numbers have changed or are no longer in use, or we simply don't have any other numbers to call. We would appreciate your listing as many alternative emergency contacts as possible. Contact the school office when any of the emergency contact information you wish to have on file changes. If you need additional forms please request one from the office.

Emergency Plan

In the event of an emergency, we have an emergency/disaster plan. Students and staff are instructed on emergency procedures. We practice monthly safety drills such as fire, earthquake, and lockdown drills. We have an emergency supply storage room on campus that contains supplies to provide food, water, and shelter for the students and staff. We also have a number of staff trained in First Aid and CPR. In the event of an emergency, our power may be lost and we may not be able to contact you. For that reason it is even more essential for you complete the "Emergency Dismissal Information" form.

Policies and Official Notices

This page is followed by a complete copy of the Bellevue School District Official Notices to its community members. Please review the information below and then the included documents carefully.

Child Abuse—Mandatory Reporting

By law, schools are required to report any incident of child abuse or neglect by an adult. This law is also written and understood to include any child abuse by children as well. School employees must make a report when a child physically injures another person. That includes fights between students when one or both are injured. Such reports are sent to the Bellevue Police Department or Child Protection Services.

Fighting on School Grounds

When students are involved in fights at school we work with them on problem solving and coming up with a plan for handling disputes. Parents are notified when fights are serious. When children are hurt during a fight, the Bellevue Police Department is called. Consequences for fighting can include suspension for one or more days or emergency expulsion. Copies of the full text of the Bellevue School District Student Rights and Responsibilities can be found at the website <http://www.bsd405.org/Default.aspx?tabid=806> and can also be requested in the Somerset office.

Weapons—No Tolerance

State law requires that a student who brings a gun or gun “look-alike” on any school campus be expelled. 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 reason for disciplining a student. While the number of incidents district-wide is small each year, we take each one very seriously. Toy weapons are not allowed at any time. For the actual text of the Bellevue School District Weapons Policy, see the included document title, “School District Weapons and Truancy Policy.”

Thank you for taking the time to read the Somerset Community Handbook. Please remember to fill out the attached form and return to your child’s teacher. Thank you and we look forward to a positive and rewarding school year together!



APPENDIX

(Please be aware of the following board policies. All policies can be found on the district web page.)

<http://www.bsd405.org/Default.aspx?tabid=1297>

**BELLEVUE SCHOOL DISTRICT NO. 405 Policy No. 4070 Date of Board Adoption: 2 June 1992 Page 1 of 2
Revised: 21 April 2009 STUDENT RIGHTS AND RESPONSIBILITIES: MISCONDUCT POLICY**

The following are prohibited on school premises, at school-sponsored activities, or if conducted in a manner having a real and substantial relationship to the operation of school or educational programs, and shall be cause for discipline and/or intervention. Discipline/intervention cannot be cause for suspension on the first offense during a single school year.

1. Failure to comply, in a passive way, with the lawful directions of school personnel or volunteers who are acting on behalf of the district in the performance of their duties.
2. Using and/or possessing any tobacco products.
3. Presence during school hours on the campus of any Bellevue school other than the school in which the student is enrolled, except when the student has first checked in at the administrative office of the school and received permission to visit. Such permission will be granted if the visit is in furtherance of the educational goals of the student or for a school district purpose.
4. Harassment, intimidation and/or bullying of others.
5. Profanity, obscenity, indecent and/or lewd conduct.
6. Vandalism, destruction, damage, or theft of school property or the property of others that is of nominal monetary value.
7. Gambling for the purpose of monetary gain.
8. Possession of drug paraphernalia.
9. Hazing in any form not covered by Policy 4071, except for initiation or similar activities which are expressly approved by school administrator.
10. Cheating.

Reference: WAC 180-40-225

Note also:

Policy 3226 Alcohol and Other Drugs: Prevention, Intervention and Aftercare

Policy 4050 Student Rights and Responsibilities

Policy 4071 Student Rights and Responsibilities: Exceptional Misconduct

Policy 4080 Student Rights and Responsibilities: Use of Tobacco Products

Policy 4085 Student Rights and Responsibilities: Drugs and Alcohol

Previous Revisions: 1 September 1998 BELLEVUE SCHOOL DISTRICT NO. 405 Policy No. 4070 Date of Board Adoption: 2 June 1992 Page 2 of 2 Revised: 21 April 2009 STUDENT RIGHTS AND RESPONSIBILITIES: MISCONDUCT POLICY

BELLEVUE SCHOOL DISTRICT NO. 405 Policy No. 4071 Date of Board Adoption: 2 September 1980 Page 1 of 6 Revised: June 20, 2011 STUDENT RIGHTS AND RESPONSIBILITIES: EXCEPTIONAL MISCONDUCT POLICY

Preserving a safe and orderly learning environment and ensuring the safety and well-being of all students are primary concerns of the Board of Directors.

The following are prohibited on school or district premises, at school-sponsored events or activities, on school buses or vehicles provided by the District, or if conducted in a manner having a real and substantial relationship to the operation of school or educational programs, and represents exceptional misconduct that can be cause for discipline, suspension or expulsion.

1. Abusing and/or Insulting Teachers while carrying out their official duties.
2. The Aiding and Abetting of Others in the commission of any of the acts prohibited under this policy, as well as the attempt to commit any of these acts, may also be subject to appropriate disciplinary action.
3. Arson meaning intentionally setting a fire or causing an explosion.
4. Assault meaning being physically violent or using unwarranted force toward another person(s).
5. Cheating of substantial nature, including but not limited to, stealing or providing questions and/or answers to one or more persons prior to any type of assessment.
6. Computer Misuse of substantial nature, including but not limited to, use of Bellevue School District networking system that violates any part of the act prohibited under this policy, intentionally violating a school or Bellevue School District computer system or database including but not limited to:
 - a) Stealing, hacking, deleting, interfering with, or copying software, systems, or programs.
 - b) Transmitting a virus or other material that is wholly inconsistent with the fundamental values of public school education.
 - c) Changing of school, District, or student records without authorization.
 - d) Accessing a district or teacher's computer without authorization.
 - e) Using a proxy site or other Internet site from a District computer to deliberately evade District filters.
7. "Dangerous Weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half inches in length. These include but are not limited to the following:
 - a) Any device commonly known as "nun-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means.
 - b) Any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect.
 - c) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.
 - d) 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.

e) 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.

f) Slung shot device consisting of a weight, or “shot,” affixed to the end of a long cord.

g) Sand club such as a bag of sand which is used as a weapon.

h) Metal knuckles.

i) Spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement.

8. Extortion/Blackmail/Coercion meaning obtaining or attempting to extort obtain money, property, or other consideration by violence or threat of violence, or forcing someone to do something against his or her will by force or threat of violence.

9. Failure to Comply meaning repeatedly violating school district policies or school rules.

10. Fighting which means engaging in or provoking mutual physical contact involving anger or hostility. Fighting includes verbally inciting or physically supporting a fight by one’s encouragement or presence.

11. Fireworks/Explosives including the possession, handling or transmission of any form of firework and/or explosive, chemical or incendiary device. These devices include, but are not limited to, firecrackers, sparklers, smoke bomb or stink bomb, cherry bomb, M80, bottle rocket, other explosive, incendiary or poison gas, or gas pen/gas pencil.

12. The Forging of any Signature or the Making of any False Entry or the Alteration of any Document used or intended to be used in connection with the operation of the school.

13. “Harassment, Intimidation or Bullying” means any intentional 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 the intentional written, verbal, or physical act:

Physically harms any person or damages the person’s property.

Has the effect of substantially interfering with a student’s education.

Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.

Has the effect of substantially disrupting the orderly operation of the school.

14. The Hazing of any students or persons. “Hazing” includes initiating students into a school, group, grade level, or office through persecuting, harassing, or coercive behaviors that cause or are likely to cause social or emotional harm. Evidence of hazing may include but is not limited to, activities with any of the following components: degrading, disgraceful, or humiliating behaviors or treatment. The term “hazing” does not include school-authorized athletic events, contests, competitions or other activities that have express administrative approval.

15. Lewd/Obscene Behavior including engaging in inappropriate sexual behavior, including sexual intercourse, oral sex, sexual touching, indecent exposure, or voyeurism, and/or sexual behavior that has the potential to substantially disrupt or obstruct any school function or operation.

16. Look-Alike Weapons that can reasonably be considered a firearm, air soft gun, compressed air gun, or dangerous weapon.

17. Possession, Handling or Transmission of Firearms on school property. This will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

18. Possession, Handling, or Transmission of any Object which can Reasonably be Considered a Weapon.

19. Possession, Transmission, or Use of Personal Protection Spray Devices without prior written parental/guardian permission is prohibited. Students over 18 years of age and students between 14 and 18 years of age with written parental/guardian permission may possess personal protection spray devices. No one under 18 years of age may transmit such devices nor may they be used other than in self-defense as defined by state law.

20. Retaliation and False Allegations meaning the act of retaliation for reporting any violation of the acts prohibited under this policy, as well as the attempt to commit any of these acts, or knowingly reporting false allegation or corroboration of false allegations of any violation under this policy.

21. Robbery meaning taking another's property by force or threat of force.

22. Theft meaning stealing district or personal property having a value of \$50 or more.

23. Trespass/Unauthorized Entry meaning wrongful or unauthorized entry onto district property or facility.

24. Threat to Cause Bodily Harm by any means which causes a person to believe his or her or another person's life, safety, or property is in danger.

25. Any Violation of Policy 4085, Students Rights and Responsibilities: Drugs and Alcohol.

This includes, but is not limited to, the following on school grounds and/or immediate vicinity of school property:

a) Possess, use, or be under the influence of any drug or look alike drug, except as authorized by valid prescription.

b) Possess, use, or be under the influence of alcohol.

c) Use or be under the influence of any other intoxicant.

d) Sell, purchase, barter, trade, exchange, give, or transmit any drug, alcohol, or intoxicant, or offer to do so.

In addition, students shall not use any drug (except as authorized by valid prescription), alcohol, or intoxicant before attending school or any mandatory school-sponsored activity, and they shall not attend any optional school-sponsored activity after using any drug (except as authorized by valid prescription), alcohol, or intoxicant.

26. Wearing, Carrying, Possessing and/or Displaying Gang-Related Apparel, Grooming, or Exhibiting or Implying Behavior or Gestures which Symbolize Gang Membership or affiliation by written communication, marks, drawing, painting, design, emblem, etc., upon any school or personal property or one's person or causing and/or participating in activities which intimidate or affect the attendance of another student or staff member.

27. Vandalism/Property Damage, meaning intentionally causing damage to any district or personal property, including writing, painting, drawing, or otherwise marking graffiti on any district or personal property that is \$50 of damage or more.

28. Any action, event or group of events which constitutes a Violation of Federal, State or Local Law.

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. Reference: RCW 28A.320

BELLEVUE SCHOOL DISTRICT NO. 405 Policy No. 4085 Date of Board Adoption: 17 December 1974 Page 1 of 1 Revised: 17 August 2010 STUDENT RIGHTS AND RESPONSIBILITIES: DRUGS AND ALCOHOL POLICY

The following drug and alcohol-related conduct is prohibited at school, on or adjacent to school premises, in school vehicles, and at school-sponsored activities. Students shall not:

- A. Possess, use, or be under the influence of any drug, except as authorized by valid prescription;
- B. Possess, use, or be under the influence of alcohol;
- C. Use or be under the influence of any other intoxicant; or
- D. Sell, purchase, barter, trade, exchange, give, or transmit any drug, alcohol, or intoxicant, or offer to do so.

In addition, students shall not use any drug (except as authorized by valid prescription), alcohol, or intoxicant before attending school or any mandatory school-sponsored activity, and they shall not attend any optional school-sponsored activity after using any drug (except as authorized by valid prescription), alcohol, or intoxicant.

As used in this policy:

- A. "Drug" means any controlled substance, as defined by the Uniform Controlled Substances Act (RCW 69.50), any drug that requires a prescription (so-called "legend drugs"), and any "look alike" drug or substance believed to be or represented as being a drug or controlled substance;
- B. "Alcohol" includes any beverage, mixture, or preparation containing alcohol; and
- C. "Intoxicant" means any other chemical substance (including industrial chemicals and over-the-counter medications) when used contrary to directions or warnings to affect the user's perception, behavior, or mood, excluding tobacco and caffeine.

Violation of this policy constitutes cause for discipline, suspension or expulsion of a student. Offenders may be referred to an appropriate social agency. The District reserves the right to refer to law-enforcement authorities any act or conduct of its students relating to this policy that may constitute a crime under any federal, state, county or local law.

Reference: RCW 69.41

RCW 69.50

Note also: Policy 4050 Student Rights and Responsibilities

Policy 4070 Student Rights and Responsibilities: Misconduct Policy 4071 Student Rights and Responsibilities:

Exceptional Misconduct

BELLEVUE SCHOOL DISTRICT NO. 405 Procedure No. 4085.1 Policy Reference No. 4085 Page 1 of 2
Title: STUDENT RIGHTS AND RESPONSIBILITIES: Effective Date: DRUGS AND ALCOHOL 4
September 1980 Section: STUDENTS Revised: 30 August 2010 ALCOHOL, DRUGS, AND OTHER MOOD
ALTERING SUBSTANCES GRADES K-5 PROCEDURE

The following steps will be implemented, absent unusual circumstances, whenever a student in grades kindergarten through five violates Policy 4085. Evidence of such violation may include, but is not limited to, a student's statement, direct observation, police reports, and circumstantial evidence such as the student's appearance and behavior, odors on the student's breath or person, or drug paraphernalia or alcohol containers in the student's possession. Possession of any of the prohibited substances for the purpose of distribution or selling to others will result in more severe discipline than steps indicated below.

1.0 First offense for use or possession:

1.1 Parent conference at school.

1.2 Suspension for up to 5 days. Suspension may be modified if a student participates in an assessment by a certified drug/alcohol agency approved by the Bellevue School District. The District requires the release of information and that the student follows the assessment recommendation(s). If student does not complete the recommendations of the assessment within the agreed upon time line, the remainder of the suspension will go into effect.

1.3 Law enforcement and/or CPS will be contacted as appropriate.

2.0 Second or subsequent offense for use or possession is the same as for first offense except:

2.1 Student shall be placed on suspension for up to ten (10) days.

3.0 Discipline for selling or distributing:

3.1 Student shall be placed on suspension for up to ten (10) days. Suspension may be modified if student participates in an assessment by an agency approved by the Bellevue School District. The District requires release of the assessment information and that the student follows the assessment recommendation(s). If the student does not complete the recommendation(s) of the assessment, any remaining suspension days will go into effect. Child Protective Services will be contacted if the parents or guardians do not follow through with the recommendations.

3.2 Parent conference required at school.

3.3 Law enforcement agency will be contacted.

4.0 All suspensions are subject to RCW 28A.600 and WAC 392-400.

Previous revisions: 21 October 1993

1 November

1.0 General Provisions

1.1 The district is committed to a safe and civil educational environment for all students, employees, parents/guardians, volunteers, patrons, and school Board members that are free from harassment, intimidation or bullying.

1.2 This policy shall apply to all school district employees, students, parents/guardians, volunteers, patrons, and school Board members including conduct between students. If a teacher, administrator, school Board member other employee, community representative or parent knows or suspects that harassment, bullying or intimidation is occurring, she or he should take steps to correct or report the situation, even if the possible act(s) is/are not within his or her area of responsibility.

1.3 As professionals, employees recognize that any actions which are established as having been taken as a reprisal by an employee against another staff member, a student and/or a parent who communicated a concern related to the performance of the employee are prohibited and shall be cause for discipline of the employee up to and including discharge.

2.0 Definitions

2.1 “Harassment, intimidation or bullying” means 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, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

Physically harms any person or damages the person’s property;

Has the effect of substantially interfering with a student’s education;

Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

2.2 “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

2.3 Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

2.4 This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.

3.0 Training

3.1 This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

4.0 Prevention

4.1 The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

5.0 Interventions

5.1 Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate.

5.2 The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

6.0 Retaliation/False Allegations

6.1 Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying.

6.2 It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

7.0 Internal Review

7.1 The superintendent, or his/her designee, shall conduct an annual review of the utilization and implementation of this policy to review its effectiveness and to recommend any changes to the policy or its implementation. Records of documents related to complaints under this policy shall be kept and retained according to the district's procedures and policies for such records. These records may be used by the district as part of internal reviews and to identify any areas of concern relating to harassment, intimidation and/or bullying.

BELLEVUE SCHOOL DISTRICT NO. 405 Procedure No. 1601.1 Policy Reference No. 1601 Page 1 of 10
Title: PROHIBITION OF HARASSMENT, Effective Date: INTIMIDATION AND BULLYING 1 June 2011
Section: BOARD OF DIRECTORS PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING PROCEDURE

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. 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, culture, gender, socio-economic status, 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 recurrence.

Definitions

Aggressor is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

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: Physically harms a student or damages the student's property.

Has the effect of substantially interfering with a student's education.

Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.

Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is —substantially interfering with a student's education|| will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that rises to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. Incident Reporting Forms are available in the main offices at each school or through other school support personnel, such as the office manager, school nurse, counselor, psychologist, administrator, etc.

Retaliation is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

A. Relationship to Other Laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination.

At least four Washington laws may apply to harassment or discrimination:

RCW 28A.300.285 – Harassment, Intimidation and Bullying

RCW 28A.640.020 – Sexual Harassment

RCW 28A.642 – Prohibition of Discrimination in Public Schools

RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

B. Prevention

1. **Dissemination** In each school in publicly accessible areas and on the district's website the district will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; the name and contact information for the district compliance officer, and a copy of the Incident Reporting Form. The district's policy and procedure will be available in each school. Every effort will be made to provide to the student and/or parent/guardian a copy of the district's policy and procedures in their predominant language, upon request by the student and/or his/her parent/guardian. Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is readily available in school and district offices, and is posted on the district's website.

Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226 (School district rules defining harassment, intimidation and bullying prevention policies and procedures — Distribution of rules)

2. Education

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions, such as classroom, school, and/or community climates, situations, and/or concerns. The information will include reference to an Incident Reporting Form and ways in which to report incidents anonymously.

3. Training

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form and avenues for reporting incidents anonymously, such as completing and turning in an Incident Reporting form, sending a note to school personnel (counselor, psychologist, administrator, etc.), calling school and/or district personnel, reporting incidents on the district's Security line (dial SAFE from any district phone or call TIPS line at 425-456-8477 for non-emergent issues), etc.

4. Prevention Strategies

The district will implement a range of prevention strategies including individual, classroom, school, and district-level approaches.

The District will strive to implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

C. Compliance Officer

The district compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Receive and review information obtained from anonymous reports made to district office personnel, through the SAFE (if inside the district dial SAFE), TIPS (if outside the district call 425-456-8477), or other phone lines.
5. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
6. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
7. Make policy and procedure recommendations.
8. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
9. Provide the Office of Superintendent of Public Instruction (OSPI) School Safety Center with notification of policy or procedure updates or changes on an annual basis.

10. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer may arrange for and/or facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. Sample safety plans will be available at each school site. Staff Intervention:

All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that do not constitute a pattern that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure.

Regardless of the magnitude, all incidents shall be taken seriously and handled accordingly.

D. 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.

E. Addressing Bullying – Reports

Step 1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter:

a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools will identify complaint boxes and develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. A building administrator will monitor anonymous reports, paying careful attention to patterns (location, alleged aggressor, time of day, etc.).

b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.

c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved (provided it is minor in nature and does not constitute a pattern), or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying

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

a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school administrator and/or designee or district designee will begin the investigation. If there is

potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent(s)/guardian(s).

b. 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.

c. The investigation shall include, at a minimum:

An interview with the complainant;

An interview with the alleged aggressor;

A review of any previous complaints involving either the complainant or the alleged aggressor; and;

Interviews with other students or staff members who may have knowledge of the alleged incident;

Interview with the parent(s)/guardian(s), as appropriate.

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

e. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report.

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

The results of the investigation;

Whether the allegations were found to be factual;

Whether there was a violation of policy;

What corrective actions will be taken or supports provided, if any, and;

The process for the complainant to file an appeal if the complainant disagrees with the results.

Because of the legal requirement regarding the confidentiality of student records, the principal or designee may not be able to report specific information to the targeted student's parent/guardian about any disciplinary action taken unless it involves a directive that the targeted student must be aware of in order to report violations.

If the incident cannot be resolved at the school level, the principal or designee shall request assistance from the district.

Step 4: 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. If the accused aggressor is appealing the imposition of discipline, the district may be prevented by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If in an investigation a principal or principal's designee found that a student knowingly made a false allegation of harassment, intimidation or bullying, that student may be subject to corrective measures, including discipline.

Step 5: Targeted Student's Right to Appeal

1. If the complainant or parent/guardian is dissatisfied with the results of the investigation, they may appeal to the superintendent or his or her designee by filing a written notice of appeal within five (5) school days of receiving the decision. The superintendent or his or her designee will review the investigative report and issue a written decision on the merits of the appeal within five (5) school days of receiving the notice of appeal.

2. If the targeted student remains dissatisfied after the initial appeal to the superintendent, the student may appeal to the school board by filing a written notice of appeal with the secretary of the school board on or before the fifth (5) school day following the date upon which the complainant received the superintendent's written decision.

3. An appeal before the school board or disciplinary appeal council must be heard on or before the tenth (10th) school day following the filing of the written notice of appeal to the school board. The school board or disciplinary appeal council will review the record and render a written decision on the merits of the appeal on or before the fifth

(5th) school day following the termination of the hearing, and shall provide a copy to all parties involved. The board or council's decision will be the final district decision.

Step 6: Discipline/Corrective Action

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement.

Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to related district policies.

If staff have been found to be in violation of this policy and procedure, school districts may impose employment disciplinary action, up to and including termination.

Step 7: 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.

F. 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 and/or referral to law enforcement personnel.

Should individuals not directly affiliated with the district 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, any and all steps at the district's disposal (report to law enforcement personnel, issue no trespassing warning from district property, etc.) will be utilized to stop this behavior.

G. Other Resources

Students and families should use the district's complaint and appeal procedures as a first response to allegations of harassment, intimidation and bullying. However, nothing in this procedure prevents a student, parent/guardian, school, or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected class under local, state or federal law. A harassment, intimidation or bullying complaint may also be reported to the following state or federal agencies:

OSPI Equity and Civil Rights Office 360.725.6162 Email: equity@k12.wa.us www.k12.wa.us/Equity/default.aspx

Washington State Human Rights Commission 800.233.3247 www.hum.wa.gov/index.html

Office for Civil Rights, U.S. Department of Education, Region IX 206.607.1600 Email: OCR.Seattle@ed.gov
www.ed.gov/about/offices/list/ocr/index.html

Department of Justice Community Relations Service 877.292.3804 www.justice.gov/crt/

Office of the Education Ombudsman 866.297-2597 Email: OEOinfo@gov.wa.gov
www.governor.wa.gov/oeo/default.asp

OSPI Safety Center 360.725-6044 www.k12.wa.us/SafetyCenter/BullyingHarassment/default.aspx

H. Other District Policies and Procedures

Nothing in this policy or procedure is intended to prohibit discipline or remedial action for inappropriate behaviors that do not rise to the level of harassment, intimidation or bullying as defined herein, but which are, or may be, prohibited by other district or school rules.

BELLEVUE SCHOOL DISTRICT NO. 405 Policy No. 8400 Date of Board Adoption: 21 July 1981 Page 1 of 3
Revised: 4 April 2006 NUTRITION PHYSICAL FITNESS AND WELLNESS POLICY

In order to promote the well-being of students and develop an understanding of the relationship of food and physical activity to good health, it is the policy of the District to:

- Provide students access to nutritious food;
- Provide opportunities for physical activity; and
- Provide accurate information related to these topics.

Parents; students; administrators in the District's Nutrition Services department; school administrators and staff; and the PTSA wellness committee and their community consultants were involved in the development and review of this policy prior to adoption by the Board of Directors.

Access to Nutritious Food

Along with the responsibility to offer healthy food products to students, the District recognizes the need for schools to raise funds to support student activities and the need for cafeteria operations to break even financially. In order to meet these requirements the following policies apply to all food and beverages served or sold to students before and during school hours by vending machines, student stores, the PTSA or Booster Club and the school cafeteria. It does not apply to after-school functions or sporting events. School staff should encourage non-food alternatives as student rewards.

Cafeteria Operations

The District shall provide school breakfast and lunch programs which meet the nutritional standards required by state and federal school breakfast and lunch programs as described in the Child Nutrition Act and the Richard B. Russell National School Lunch Act. Fresh fruits and vegetables will be offered daily with seasonal produce provided by local farmers when possible.

Nutritional content information will be available for all products served on the serving line at all secondary schools. No more than 35% of a meal's total calories will come from fat; no more than 10% will come from saturated fat; and no more than 35% of a food's total weight will come from added sugar (does not apply to nuts, seeds, real cheese, cream cheese, fruit, vegetables, milk or 100% fruit juice.)

Catering

Catered events during the school day that involve students shall include only food meeting the cafeteria standards and will not include carbonated beverages.

Classroom Celebrations

Due to food safety issues, allergies and the rise of childhood obesity, teachers and parents are strongly encouraged to celebrate holidays and birthdays with healthy snacks or non-food items and activities.

Vending Machines, Student Stores, Snack Bars

With the exception of water vending machines, elementary schools shall not have vending machines accessible by students. In the 2005-06 school year, beverage vending machines and beverages to be sold in student stores at secondary schools must include at least 50% water, low or non-fat milk and/or juice products. Middle school vending machines or school stores that did not sell carbonated beverages in the 2004-05 school year may not add them in 2005-06. Effective with the start of the 2006-07 school year, carbonated beverages, excluding those that contain 100% fruit juice or water, may not be sold in student stores or vending machines before school or during school hours. Beverage vending machines and student stores shall only sell 1% or non-fat milk products, water, sport drinks and/or 100% fruit juices. During the 2005-06 school year, schools shall work with students and vendors to identify alternative nutritionally acceptable beverages whose sales will support ASB fund-raising efforts.

Items sold in snack bars, student stores and vending machines will be limited to those that are nutritionally healthful. Products defined by USDA guidelines as "foods of minimal nutritional value" will not be sold. These include certain candies made predominately from sweeteners such as hard candy, breath mints, gum drops, "gummy" figures, licorice, fondant, spun candy, candy coated popcorn, marshmallow candies and water-ices unless made with real fruit juice. Foods that do meet minimum nutrition standards include, but are not limited to, corn chips, beef jerky, popcorn, fruit, cheese and crackers, 100% fruit juices, peanuts, sunflower seeds, granola bars, low fat yogurt, pretzels, trail mix and low fat/non-fat milk products.

Individual food items shall not exceed 300 calories or portion sizes as follows: 1.5 ounce snacks and sweets; 2 ounce cookies and cereal bars; 3 ounce bakery items or frozen desserts; 8 ounce yogurt; 1 ounce nuts and seeds; 12 ounce

beverages with the exception of water products or sport drinks. Vending machines and student stores meeting these criteria may be open during the regular lunch service.

Schools are encouraged to install fresh fruit vending machines and work with the ASB, DECA and Activity/Athletic Departments on healthy vending options.

In order to support student stores and parent groups such as PTSA and Booster Clubs, who may have a current inventory of items no longer meeting the required calorie or portion sizes, these groups will be allowed to sell down that inventory during the 2005-06 school year. However, no new items that do not meet the required calorie and portion standards may be ordered for sale before or during the school day.

Opportunities for Physical Activity and Health Information

The District believes that all students in grades K-12 should have the opportunity to participate in a physical education and fitness curriculum based on the Washington State Essential Academic Learning Requirements (EALRS) and National Health Education Standards. This K-12 health education curriculum shall include nutrition, health and fitness information appropriate to the developmental level of students.

Elementary aged students shall participate in a regular activity-based physical education instructional program in addition to daily recess for supervised active play. Elementary school health education instruction shall include information on health, fitness and nutrition. Middle school students shall complete one semester of physical education instruction in 6th, 7th and 8th grades and one semester of health education in middle school which includes information about the relationship of nutrition and exercise to good health. Intramural sports are available to middle school students. High school students are required to complete two credits of physical education. In addition to basic physical education instruction, a number of physical education electives are offered. Also required is one semester of health education which includes information about nutrition and physical activity. Interscholastic sports are available to high school students.

Individual students may be excused from participating in physical education in accordance with RCW 28A.230.040-050.

Implementation of This Policy

It shall be the responsibility of each school principal to annually review the implementation of this policy to ensure that his or her school meets the requirements herein. It shall be the responsibility of the Director of Support Services to ensure that the food services operations of the District meet the requirements of this policy. It shall be the responsibility of the Assistant Superintendent for School Administration/Curriculum and Instruction to ensure that the physical education and health education curriculum of the District meets the requirements of this policy.

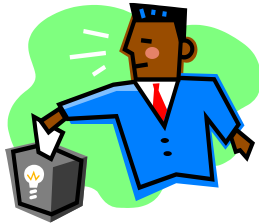
Reference: RCW 28A.230.040-050

Handbook Confirmation 2011-2012

I _____ have reviewed and discussed the student responsibilities section of the 2011-2012 community handbook with my child(ren)_____.

Signed _____
Date _____

***Please return this form to the teacher of your (oldest) child. All forms will be collected and turned in to the office.*



Suggestions/Comments for the Community Handbook?

It is our intent that the information contained in this document is useful, clear and easy to understand. As always, your written comments and suggestions for improvement of future editions of the Somerset Student Handbook are welcome. Please provide your comments below and submit them with your child or to the front office during the month of September. Thanks!