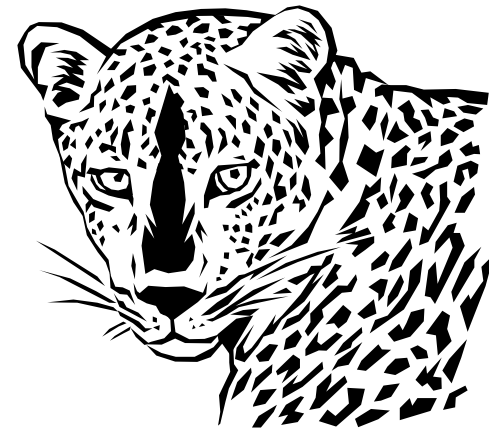


# Lake Hills Elementary School

## 2007-2008 STUDENT HANDBOOK

Information contained in directories, newsletters or membership lists published by Lake Hills Elementary School and/or PTSA may not be used for purposes of solicitations, either commercial, political, ideological, or any other purposes not consistent with the Washington State Educational Codes and/or the Washington Congress of parent and teachers Bylaws.



# LAKE HILLS ELEMENTARY SCHOOL

14310 SE 12<sup>th</sup> Street  
Bellevue, Washington 98007

“Home of the Jaguars”

Office Phone	425-456-5300
Attendance Line	425-456-5301
Office Hours	7:45AM - 3:30PM

**Principal: Judy Buckmaster**  
**Administrative Assistant: R. J. Sammons**

## **COMMENTS ABOUT HANDBOOK**

Please read and discuss the information in this handbook together with your child. It is our intent that the information contained in this document is useful, clear and easy to understand. Your written comments and suggestions for improvement of future editions of the Lake Hills Student Handbook are welcome in the school office.

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## PRINCIPAL'S LETTER

Dear Lake Hills Students:

Welcome to Lake Hills Elementary School, a safe place to learn and play. I am so glad you are here! Together with your family, the staff of Lake Hills wants 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. Do these things and you will be a successful student at Lake Hills.

Dear Lake Hills Families:

Welcome to Lake Hills, a school where everyone will work hard to help your child succeed. This will be an exciting and productive year focused on raising academic achievement, solving problems in a positive manner and building a community of lifelong learners. Students will continue to study math, reading and writing in uninterrupted blocks of instructional time, in addition to science and social studies. Specialists teach music, art, PE and library.

At Lake Hills, all adults take responsibility for all children. We will continue to focus on helping your child take responsibility for his/her learning and behavior. This is where you can help us to educate your child. Attendance and punctuality are important to your child's success. So that you are well informed regarding these issues, please read through this handbook. Excessive absences and tardies harm your child's potential to learn. In order for us to be most effective, your child must come to school on time and ready to learn. Children should be well rested, clean, have their homework completed, bring their best behavior to school and maintain a high level of respect for others.

I encourage each of you to take an active part in your child's education by supporting his/her work at home and communicating regularly with your child's teacher, counselor and principal. We must work as a team to give your child the best education possible.

We are all looking forward to an exciting and rewarding year. Welcome to Lake Hills, Home of the Jaguars!

Sincerely,  
Judy Buckmaster  
Principal

# ATTENDANCE

## ABSENT, LATE, EARLY DISMISSAL

If your child is absent or late, please call the attendance line at 425-456-5301 before 8:40AM. 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 parent explaining the absence or late arrival. No notification within 5 days of absence will be permanently recorded as an unexcused absence.

**Excused Absences:** Excused absences or late arrivals considered appropriate by the school district include student illness, family emergencies, special religious observances, medical/dental appointments, and school-sponsored activities. We urge you to make certain these are the only reasons for your child missing school. Any exceptions should be discussed with your child's teacher and the school office prior to the 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(7) unexcused absences in any month or ten(10) unexcused absences during the school year, the school must file a BECCA truancy petition with the King County Court.

**Tardies:** Children arriving late to school are listed as tardy on the permanent record. Excessive tardies are disruptive to a child's education. Three tardies are considered as one unexcused absence. Accumulated tardies may result in a truancy petition.

**Absences for Extended Periods of Time:** Parents are discouraged from taking students from school for extended periods of time. Regular attendance is important for academic success. In the event a family should take a student from school for an extended period of

time, the parents submit a signed prearranged absence form to the office and schedule a meeting with the principal prior to leaving. This may be an unexcused absence.

**Excused During the Day:** If your child is leaving early during the day, please send a note to the teacher that morning. When a parent/guardian comes to pick up a child, report to the office to sign the child out. The child is called to the office from the classroom. If your child is to be released to persons other than parents, guardians and emergency contacts, we need written consent from the parent/guardian and picture identification.

## ARRIVAL AND DISMISSAL TIMES

Children may not arrive at school before 8:25AM unless they are participating in the school breakfast program at 8:10AM. Students are expected to go directly home upon dismissal. When the school day ends, students must leave campus unless participating in school-sponsored after school activities. Children must be picked up promptly at dismissal time. There is no childcare supervision after school hours. Students may not return to the school campus including the playground areas until after 4:00PM. All school rules for safety and respect of property are to be observed whenever children are on the school grounds.

## DAILY TIME SCHEDULE ~ GRADES K-5\*

8:00-8:40**	Crossing Guards On Duty
8:10-8:30	Breakfast
8:30	Classrooms Open
8:40	Tardy Bell
8:50-9:30	Jaguar Celebration (1 <sup>st</sup> day of week only)
12:45	Early Dismissal (Wednesday only)
3:05	Regular Dismissal
3:05-3:25**	Crossing Guards On Duty

\* Half-day kindergarten schedule is 8:30AM to 11:20AM.

\*\* Crossing Guard start/end times vary by location. Call the main school office with questions.

## **EMERGENCY DISMISSALS AND BUS CHANGES**

For current announcements regarding Bellevue School District closures and hours of operation due to weather conditions or natural disasters, call the Bellevue School District School News Hotline at 425-456-4111.

In the event of an emergency, please do not call the Lake Hills school office as the school lines must be kept open for emergency communications. Current announcements will be made on local and television stations between 6:00AM and 8:00AM.

Refer to the Bellevue School District Emergency Communications Bulletin (sent home at the beginning of the school year and available in the office thereafter) for complete message and bus route information. Please plan ahead for short-notice childcare in the event that school is closed, starts late, or dismisses early. Discuss these contingency plans in advance with your child and your emergency childcare provider.

# BEHAVIOR EXPECTATIONS & DISCIPLINE POLICY

## **GOALS OF DISCIPLINE**

All students are expected to behave in ways that are consistent with our core school wide expectations in order that our school will be a safe and enjoyable place for learning for everyone. Throughout the elementary years, students will be taught and expected to grow in their understanding and ability to use appropriate social interactions and decision-making skills. They are expected to grow in self-discipline through the guidance of the adults around them and interaction with each other in appropriate ways.

## **PHILOSOPHY**

We believe that all students can learn responsible school behavior and that it is essential for learning. Staff members use the four core

expectations (SAFE, KIND, RESPECTFUL and RESPONSIBLE) as a framework to teach and model specific behaviors and to give students feedback, encouragement, and reminders as needed. All staff works with students to teach school expectations and follow through when expectations are not followed.

## **ROLE OF THE PARENT/GUARDIAN**

Parents are considered an important part of our behavior/discipline program. Communication with parents is an essential component of an effective plan. Parents' expectations for acceptable school behavior and their willingness to work with us as a team when unacceptable behavior occurs send strong messages to the child. It is our hope that parents will understand the importance of sharing the responsibility of helping the child grow to be a responsible and competent young person. When working together to eliminate inappropriate behaviors and build new behaviors, parents may be asked to:

- Meet with the teacher, counselor, and/or the principal
- Help develop a behavior plan based on understanding of the purposes of the behavior
- Monitor daily results of a behavior plan
- Establish rewards or consequences at home to support the school plan
- Brainstorm other ways to help the student change behaviors
- Consider outside counseling and/or other support as needed

## **ROLE OF THE PRINCIPAL/ADMINISTRATIVE ASSISTANT**

The role of the principal/administrative assistant in discipline is three-fold. First, to help monitor, revise, and update the discipline policies and procedures. Second, to help staff implement and comply with classroom management and school management techniques. Third, to assist staff with handling severe misbehavior such as physically dangerous situations, flagrant disrespect of adult authority, and any chronic and recurring problems by implementing other consequences.

If a serious infraction occurs or inappropriate behavior persists, the teacher or other staff member asks the principal/administrative

assistant to become involved. Depending on the nature of the behavior and the student(s) involved, the principal/administrative assistant will do some or all of the following:

- Listen to all persons involved in the situation
- Assist with problem solving
- Set clear expectations for behavior
- Discuss choices made and decision-making process
- Determine the underlying causes of the problem
- Keep a record of the interaction for future reference
- Determine appropriate consequences
- Help develop a plan for future decisions/behavior
- Work with the counselor(s) to help the student understand the issues involved
- Contact the parents and develop a family intervention, as needed

It is possible for the administrator to accept discipline for minor problems. If minor problems are referred to the office, students soon learn that being referred is ‘no big deal’ or that the real authority is the principal, not the classroom teacher. To maintain potential effectiveness of office referrals, they must be used only for severe or recurrent problems.

## **ROLE OF THE TEACHER**

Teachers develop their own approach to develop classroom rules and deal with general misconduct. A teacher’s classroom management plan includes both positive and negative components. Management systems may change through the year or from year to year as each teacher works with a specific group of children or a child. The goal is to develop consistent good behavior, which is built on self-discipline rather than on external factors. However, reward systems may encourage the development of self-discipline.

During the first week of school, each class discusses the four core expectations, lists specific expectations for the classroom, and reviews the expectations for school wide behavior. The entire school meets together during Morning Celebration to set a tone of positive

school wide expectations for the year. The principal leads the assembly, clearly setting the expectations for a positive climate and high behavior expectations. As routine activities take place during the first few days, specific behaviors are practiced and explained. Students learn to line up and move through the school campus as a group appropriately, to share equipment on the playground, to treat specialist teachers respectfully, to act appropriately in the lunchroom, etc. Consequences for inappropriate behavior are discussed. Throughout the year, teachers discuss and remind students of the expectations of the class and school.

When student behavior outside the classroom and away from the classroom teacher is not appropriate, the staff member responsible at the time works with the students involved, uses problem solving strategies and conflict management, sets consequences, and builds understanding of the expectations. Any persistent or serious issues are shared with the classroom teacher for further interventions. Teachers monitor the social and emotional growth and behavior of their students as well as their academic growth.

If a pattern of behavior that is unacceptable begins, the teacher will:

- Discuss the situation with the student,
- Determine appropriate consequences
- Make a plan for improvement

If inappropriate behavior continues, the teacher will:

- Contact the parents
- Describe and discuss the issue
- Develop a plan for changing the behavior with student and parents

Counselors and the principal/administrative assistant might also be consulted at any time. The teacher will determine appropriate consequences for specific behaviors and specific children using the list of consequences below or similar consequences.

## **ROLES OF SUPPORT STAFF**

The school counselor and school psychologists conduct classroom observations to provide feedback, assist with student problem-

solving sessions, provide crisis/individual/group counseling sessions, and consult on behavioral/academic interventions. They are available for these duties, but depending on the issue may have different responsibilities for follow-through.

#### School Counselor (Jean Vrbka)

- Child Study Team facilitator
- Family outreach and support
- Counseling groups (divorce, family chemical dependency, etc.)
- Manage grant funds for emergency needs
- CPS referrals
- VIBES mentor referrals
- Counseling referrals to outside agencies
- Coordinate services for children and families of high need
- Team with Family Connection Center liaison on addressing family emergencies
- Organize Leadership Camp and other student leadership opportunities

#### School Psychologists (Leihua Edstrom, Jen Frohlich & Jennifer Wiechert)

- Multidisciplinary Team (MDT) for special education facilitator
- Case-manager for special education evaluations and re-evaluations
- Staff trainer for Second Step and Steps to Respect social skill curriculum
- Develop functional behavioral assessments and behavior intervention plans
- Coordinate gifted testing in building for GATE district programs
- Test for Early Entrance for Kindergarten

### **COMMUNITY MENTAL HEALTH PROFESSIONALS**

We have mental health therapists from several agencies who each spend one day at our school. Youth Eastside Services, Seattle Mental Health, Consejo, and Asian Counseling and Referral Services provide services which are funded through a family's medical coupons (health insurance for low-income families).

### **FAMILY CONNECTIONS CENTER**

Our family liaison assists families in accessing community resources (housing, health insurance, clothing, translation, food, etc.), plans family nights, facilitates parental involvement, and manages projects related to basic needs:

- Operation School Bell (school clothing)
- Good Start Back to School (school supplies)
- Holiday Food and Gifts
- Break Time/Meal Time (food for families during vacations)

### **HARASSMENT / BULLYING POLICY**

Respect is a basic right of all students, staff, and parents of Lake Hills Elementary School. We maintain a positive and productive learning environment that is free of all forms of unlawful discrimination, bullying and harassment.

Harassment/Bullying is any repeated, unwanted, unwelcome, uninvited, unfriendly talk, writing, picture, or action that makes someone feel bad.

What to do if you are harassed/bullied?

1. Say "STOP" like you mean it.
2. Clearly say that the behavior needs to stop.
3. Get away from the person who is bothering you.
4. Tell the nearest adult.

Lake Hills Elementary supports treating others with:

- Dignity
- Respect
- Safety
- Equality

For help, contact:

- Teacher
- Counselor
- Nurse
- Principal
- Any staff member

Friendly interactions are welcome, such as talking, appropriate touching or actions that show respect, dignity, and equality. Reminder, everyone has the right to feel safe at school.

### **CONSEQUENCES WHEN EXPECTATIONS FOR BEHAVIOR ARE NOT MET**

- Logical consequences
- Assign a different seat
- Time out from group activity
- Time out in a neighboring classroom
- Think Paper
- Problem solving among all involved
- Recess time lost
- Preferred activity time lost or shortened
- Written note home to parents (by student or teacher)
- Phone call from teacher to parents
- Consequences at home and at school (determined through parent conference)
- Discussion with the principal
- Office at recess time
- Phone call home to parents by principal
- Time out in the office during class time with work materials
- Student informs parents of incident by phone
- Removal of school privileges such as special activities
- Restitution
- Service to the school community
- Behavior contracts

### **EXCEPTIONAL MISCONDUCT**

Certain behaviors are so serious in nature and/or are so serious in terms of the disruptive effect upon the operation of the school that they are considered “exceptional misconduct” and can be cause for immediate short-term suspension, as described in Bellevue School District Policies. “Exceptional misconduct” includes but is not limited to:

- Any threat of bodily harm with a weapon even if no weapon is present
- Profane or vulgar language directed at a person and in the presence of a staff member
- Harassment (unwanted attention-physical, sexual, emotional or verbal)
- Defacing, misuse or destruction of school property
- Defiance of school authority
- Possession of any object that could be considered a weapon
- Theft
- Possession of a controlled substance

## **POSITIVE PROGRAMS FOR STUDENTS**

Students have the basic human need for recognition, acknowledgment, attention, competence, purpose, and belonging. The following positive programs are intended to meet each student’s needs.

### **CAUGHT DOING IT RIGHT**

Students at Lake Hills will be “caught” doing it right or doing out-of-the-ordinary deeds. Any adult in the school can give “caught” slips whether the behavior is observed in the classroom, on the playground, in the lunchroom, during specialist times, or while passing. Teachers will develop systems in their classrooms to recognize student achievement.

### **GOLDEN BROOM**

The golden broom will be given to one class each week that best demonstrates excellence in the cafeteria.

## **JAGUAR AWARD**

The stuffed Jaguar mascot will be given to one class each week. The class receiving the Jaguar will be announced at Morning Celebration. The Jaguar “lives” in the classroom that best demonstrates excellence throughout the week.

## **MORNING CELEBRATIONS**

Each first day of the week, our school will assemble together in the gym for a morning celebration beginning at 8:50AM. This is a time for the entire school to come together to clarify school, classroom and community expectations, to celebrate our successes and share our thoughts for continued growth.

## **PRINCIPAL AWARDS**

Principal Awards will be given to one student from each class on a weekly basis. Award recipients will be announced weekly at Morning Celebration. Principal Awards are given to students who demonstrate academic gains, achievement in learning or behavior, or out-of-the-ordinary deeds.

# STUDENT RESPONSIBILITIES

## **BICYCLES, SCOOTERS, SKATEBOARDS, OTHER**

Students in grades 3 through 5 are permitted to ride bicycles and scooters to school. Bikes must be parked and locked at the bike rack near the school flag. Scooters must be stored in classroom cubbies. Helmets are required whenever your child is riding a bike or scooter to and from school. Bikes and scooters must be walked on school property during school hours and may not be ridden on the sidewalks. No mini-bikes, go-carts, skateboards, roller blades, or roller shoes are permitted on school property.

## **BUS CONDUCT**

We expect all our students to follow Lake Hills rules and expectations, whether on campus, in the classroom, on a field trip, or on the bus. Rules for passenger conduct on school buses are made available to each student rider at the beginning of each year. These rules will also be posted in each bus.

## **CELL PHONES/PAGERS**

Students who carry cell phones/pagers to school should check them into the office in the morning before school and pick them up after school.

## **COLLECTIBLE CARDS/ELECTRONIC GAMES**

Pokemon, Yu-Gi-Oh and other collectible cards are not allowed at school. Game Boys, Personal PlayStations and similar electronic toys are not allowed at school.

## **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. Short shorts, miniskirts, halters, spaghetti straps, and half-shirts are not to be worn at school. 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.

Footwear should be chosen with safety in mind, considering running outdoors and climbing on playground equipment. A non-skid, non-marking sole shoe is recommended for PE days, as well as comfortable, loose-fitting clothing such as sweat pants and T-shirts.

## **OUTDOOR RULES**

1. Students are expected to be courteous and to show consideration for others at all times. Hitting, shoving, and kicking are not acceptable behaviors.

2. The following activities are NOT ALLOWED on the playground:
  - Any use of the jump rope except for skipping
  - Tackle football
  - Pushing or interfering in any way with other pupils on playground equipment
  - Throwing rocks, sticks, sawdust, hardballs, and snowballs
  - Using skateboard, roller blades, scooters or roller shoes at school during school hours
3. The following areas are out-of-bounds to pupils:
  - Parking lot
  - All areas not directly supervised by an adult
  - Properties outside the fenced area

There are always at least two adult supervisors on the playground during morning/noon recesses. In addition, student Conflict Managers assist in resolving playground disputes. Problems on the playground should be reported to adult supervisors or Conflict Managers. Students may not leave campus at any time during the school day unless they are released through the school office and are accompanied by a parent/guardian or responsible adult.

## PARENT RESPONSIBILITIES

### ACCIDENT INSURANCE

Student accident insurance may be purchased through the school for a very nominal charge. Insurance information is sent home during the first week of school. Contact the school office for additional information.

### ADDRESS CHANGES

When there is a change of student's address, the parent/guardian is asked to provide proof of residency to the school office per District Policy 4020.6 (Verification of Student Residence). Some examples of the types of documents that are routinely used to verify a child's

residence are (1)current lease or purchase agreement, (2)current utility bills, (3)bank statement, (4)major credit card statement, (5)property tax statement, or (6)auto, homeowner's, or rental insurance policy.

### CLASSROOM/BIRTHDAY TREATS

Teachers appreciate donations of boxes of graham crackers, saltines, fish crackers, pretzels, or other non-perishable snacks that can be kept in the classroom for use as needed. Classroom treats may also be provided in honor of a child's birthday.\* Please make advance arrangements with the teacher and limit the snack to something easily handled in the classroom (cupcakes, cookies, fruit, crackers, etc.). No refrigerator is available for ice cream, ice or other frozen items. Birthday party invitations should not be handed out at school unless the entire class is invited.

\*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.

### EMERGENCY CONTACT NUMBERS

Call or send a note to the office promptly with changes in home address; home, work and/or cell phone numbers; 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.

### 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. 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.

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.

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 of 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. All students are required to complete a series of three Hepatitis B inoculations and a second MMR. Additionally, one Varicella vaccination for chicken pox or verification of disease is required for kindergarten.

### **HOME VISITS & PORTFOLIO NIGHTS**

Home visits are an important part of our schoolwide model, and teachers will be visiting their students' family at home. During the school year, parents may request a conference at any time. If the school needs a conference, every effort will be made to notify the parent immediately. If necessary, a note will be sent home with the student. Portfolio Nights are scheduled in the spring as an important time for students to share their individual work and progress with parents.

### **LAKE HILLS PTSA**

PTSA membership is your show of support for activities and programs sponsored at our school and for our students. The Lake Hills PTSA invites you to join in supporting our efforts. PTSA membership forms are available in the school office. Membership dues support PTSA scholarships, leadership training, resources, and programs at the local, state and national level. PTSA meetings and special programs are open to all Lake Hills parents, regardless of membership. Meetings are announced by way of PTSA newsletter, the reader board, and notices sent home from school. Childcare at PTSA meetings is provided free for all PTSA members. Please make every effort to attend these special events.

### **LIBRARY**

The library is open to students during the school day. Classes visit the library each week to meet with the librarian, listen to stories, engage in research projects, and check out books. 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. Parents are needed to help shelve and repair library books. Contact our librarian to offer your assistance.

### **LOST AND FOUND**

All articles found on the playground and school premises are turned in to the Lost & Found Box. Each year, numerous jackets, sweatshirts, lunch boxes, and other items are never claimed. Three times a year (winter break, spring break, and summer), items from the Lost & Found Box are donated to charity, so please claim missing items promptly. Please label all lunch boxes, coats, etc., with the student's name.

### **MONEY AND VALUABLES**

Lunch money should be taken to the gym before 8:30AM. Please limit the amount of cash students bring to school to the amount needed that day. Prepayment for breakfast/lunch is encouraged. Checks are preferred when paying for meals, field trips or other school expenses.

Radios, tape recorders, walkman-type headsets, electronic games and other toys are not allowed at school. If these toys are needed for after school activities, please check the equipment in the school office for safekeeping during school hours. If students bring these items, they will be taken and a note will be required from the parent to have items released and returned home.

### **NUTRITION SERVICES**

The computerized food service program at Lake Hills allows money to be deposited in advance into the child's personal account. The cost of meals is debited from the account when the child goes

through the line. Any amount of money can be added to the child's meal account; however, we are unable to use another student's account to pay for a friend's lunch.

Parents are encouraged to make meal payments by check (payable to Bellevue School District) in an amount that will allow the child to eat at school for a particular amount of time, for instance, a week or month in advance. This will eliminate the need for the child to bring money daily.

### **Meal Payments**

Children should take meal money to the gym when they arrive at school in the morning, before going to their classrooms. The cashier is available at 8:10AM-8:30AM.

### **Meal Prices**

Breakfast – \$1.25	K-5 Reduced – No Charge	Milk – \$ .50
Lunch – \$2.25	K-3 Reduced – No Charge	4-5 Reduced – \$.40

The school is unable to loan money to children who forget their lunch or lunch money. Children may call a parent and request a sack lunch if money is forgotten. Please leave the lunch in the office clearly marked with the child's name, room number and teacher. Crackers purchased by the staff and fruit snacks are provided when a child does not have a lunch. Children are given reminders when their account balance is low.

**Breakfast** is served daily in the gym from 8:10AM-8:30AM. The menu consists of a choice of hot entree, cold cereals, milk and juice. No reservations are necessary. Students are welcome to eat breakfast at school on any given day.

**Lunch** includes milk. Milk may be purchased separately for 50 cents. If your child is going to be late for school, but needs a lunch that day, please call the school office with your child's order before 8:40AM.

District lunch menus are sent home toward the end of each month. Please help your child make a selection of main entree before leaving for school in the morning.

## **PARENT VOLUNTEERS**

Lake Hills needs many 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, call 425-456-5300 to contact your child's teacher, the librarian, or the PTSA officers. Every contribution, small or big, 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 or room parent (helping the teacher in a variety of ways), library assistant (shelving and repairing books, helping students at check-out times), computer work with students, field trip chaperon, fund-raising, 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.

Washington State Law requires all prospective volunteers complete and sign an application and disclosure form available in the office.

### **PARKING LOT DROP-OFF/PICK-UP**

Please observe all signs in the front parking lot. The pick-up and drop-off area is designated to keep our children safe. Children walk only on designated walkways and crosswalks. Do not block driveways or marked crossing areas. Do not enter the rear parking lot used only as staff parking, bus stop and loading zone.

Safety Patrollers wearing vests are at crossing areas in the parking lot to flag areas as students cross. Please observe all directions given by patrollers as they are trained in traffic safety and are responsible for safety at their post.

Students waiting for pick-up must stay in the covered area outside the school office, not on the playground. Move all the way forward in the "drop-off/pick-up" zone before stopping. If you are leaving your car to meet your child, you must pull into a parking stall. These procedures are in place to allow maximum safety for our students.

## **PETS ON SCHOOL GROUNDS**

Pets are not allowed on school grounds between 7:30AM and 4:00PM or during any school function. If a pet follows a child to school, parents will be called if the owner is known; otherwise, Animal Control will be called to impound animals on the school grounds.

## **PHOTOGRAPHS AND/OR VIDEOTAPES**

From time to time our school and the school district make videotapes and photographs of our students and their school work. When we do this for normal school use within the school district, we do not require parent permission.

Occasionally, videotapes and photographs of our students, their class activities, and their student work are used outside of the district and on our websites. Examples of these uses are to:

- show the Bellevue community what we do in our school
- include in broadcast media and newspaper articles, the Annual School Performance Report, and Bellevue Schools Foundation programs
- televise through the City of Bellevue Cable TV station
- make presentations to other audiences at workshops
- post on our district, school, teacher, and curriculum websites along with lesson plans
- use in a variety of other appropriate district-authorized purposes

Your student might be included on videotapes or in photographs that could be used for such activities, unless you object.

Forms preventing the use of photographs and/or videotapes of students outside of the district are sent home at the beginning of the school year. Forms are also available in the office for you to sign only if you do not want videotapes and/or photographs of your child and his/her student work to be released for such purposes listed above.

## **VISITING YOUR CHILD AT SCHOOL**

Parents are always welcome to visit the child's classroom and to participate in all school activities. These suggestions are offered to make the most of your visit.

1. Parents should make arrangements to visit a classroom by contacting the teacher or the school office prior to the visit.
2. Sign in at the office before going to your child's room. All school visitors and volunteers, including parents, must sign in at the office. Visitors will be given name tags that will indicate to the teachers and staff that the visitor has checked in at the office.
3. Morning is usually the best time to visit.
4. Do not knock, but enter quietly to avoid distracting the class.
5. Take a seat at the back of the room.
6. Look for the following indicators of your child's progress in school: general attitude, ability to listen, independent work habits, willingness to cooperate and share, success in working with others.
7. If you wish to see special work, consult the teacher in advance. Keep in mind that you are seeing a small unit of work that may have been in progress for many days and which may not be completed for some time.
8. Arrange for a follow-up conversation with the teacher during recess, after school, or by phone.
9. This is an opportunity for you to actively participate in your child's class. Enjoy!

# DISTRICT NOTICES

## BELLEVUE SCHOOL DISTRICT NO. 405

### Policy No. 1600

Date of Board Adoption: 2 May 1995

## SEXUAL HARASSMENT

### POLICY

#### 1.0 General Provisions

- 1.1 It is the policy of the Bellevue School District to maintain a positive and productive learning and working environment that is free from all forms of unlawful discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.
- 1.2 This policy shall apply to all school district employees, volunteers, parents/guardians, and students, including conduct between students. If a teacher, administrator, or other employee knows that sexual harassment is or may be occurring, he or she must take immediate steps to correct or report the situation, even if the possible harassment is not within his or her area of responsibility and has not been reported.

#### 2.0 Definitions

- 2.1 “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature between two or more individuals if:

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

2.2 For the purpose of this definition, sexual harassment may include conduct or communication that involves adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female. Retaliation against any person making a complaint or any person participating in the investigation of a complaint is also prohibited and subject to discipline. False accusations of sexual harassment shall also be subject to discipline. It is understood that federal and state case law interpreting sexual harassment may be used as a guide in specific instances regarding complaints of sexual harassment.

2.3 With regard to interactions between district employees and students, any and all sexual advances, requests for sexual favors, or sexually motivated physical contact can never be deemed “welcome”.

### 3.0 Remedies and Grievance Procedures

- 3.1 The district will promptly investigate all complaints that come to its attention, either formally or informally, and when appropriate will take immediate corrective action. Allegations of criminal acts will be reported to law enforcement. Violations of this policy which are established to have occurred will be dealt with according to the specific circumstances, including but not limited to, employee or student discipline, termination of volunteer opportunities, and/or other penalties which are consistent with requirements of applicable collective bargaining agreements, state and federal law, and district policy. To the maximum extent possible, allowing for a fair investigation, confidentiality of complaints will be provided.
- 3.2 The district strongly encourages individuals who believe they have been subjected to any form of sexual harassment within the district's educational or work environment to bring their complaints and concerns to the immediate attention of their principal, manager, supervisor, another administrator and/or the District's Title IX/Affirmative Action Officer. However, nothing in this policy should be construed to limit any individual who believes he or she has been the subject of sexual harassment from filing a complaint with any other agency with jurisdiction over such matters.
- 3.3 The grievance procedure set forth in district Policy 5910 Affirmative Action and Equal Opportunity shall be used for complaints brought under this policy.

### 4.0 Dissemination And Discussion

- 4.1 A copy of this policy shall be: (1) provided to each district employee, volunteer, and student; (2) conspicuously posted in each school building and facility; and (3) included in school or district publications that sets forth rules, regulations, procedures and standards of conduct for the school or district. This should occur at least annually.
- 4.2 The superintendent, or his/her designee, will develop a process for having each school discuss this policy to ensure that the discussion addresses the definition of sexual harassment and issues covered in this policy.

### 5.0 Internal Review

- 5.1 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 retained so as to be available for possible future investigations and may be used as part of internal reviews and to identify any areas of concern relating to sexual harassment.

#### References:

RCW 28A.640 Equal Equity Mandated for Public Schools  
WAC 392-190 Equal Educational Opportunity  
Policy 5910 Affirmative Action and Educational Opportunity  
Replaces Policy 5915

## TRUANCY LAW

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

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

If a student has either seven unexcused absences in any month, or ten unexcused absences during the school year, the school must file a petition with the King County Superior Court regarding the trancies to enforce attendance. A truancy petition is a request to have the court order the student to attend school. If the student disobeys a court order to attend school, this could lead to civil penalties against the student and/or parent. These penalties could be a detention for the student in a juvenile facility and fines for parents.

Each school will work hard with your student to make sure that the education available is right for him/her. Each school publishes attendance policies and procedures. Parents and students should read and discuss them together. If you do not understand them, talk to the school's assistant principal or principal. We know you want your student to be successful. Attending school daily is one way to help contribute to that success.

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

## WEAPONS POLICY

Bellevue School District has a no-tolerance policy when it comes to weapons on campus. We are asking parents and guardians to explain the rules to their students so that our schools will continue to be safe places for both children and adults.

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

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

If your child becomes a victim of harassment, bullying or threatening behavior of any kind, please contact your school principal. In each school, trained counselors can assist students who want to talk about fears or unpleasant experiences.

Fortunately, because parents and school personnel are concerned about safety, our schools are good places for children to be. This fall Bellevue Police Department Officers will continue to be available to support our high schools and our middle schools. We believe that police officers, consistent discipline policies, students' willingness to report problems, student mediator programs and other regular school practices will work to keep schools safe. But we also need your help. Please talk to your student about constructive ways to solve problems, keep any weapons you own inaccessible, and alert us to any reports you hear about students bringing weapons to school or any other potentially dangerous situations. If we work together, we can keep our children safe.

\* These include air guns such as BB and pellet guns, knives, metal knuckles, sling shots, nun-chu-ka sticks, throwing stars and replicas of dangerous weapons.

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## Bellevue School District's Official Notices 2007-2008

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### Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their students' education records. All rights accorded to parents under FERPA are accorded to both parents, with or without custody, a legal guardian, and an individual acting as a parent in the absence of a parent or guardian, unless the school has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. These rights transfer to the student when he or she reaches 18 years of age ("eligible student"). These rights are:

- 1) The right to inspect and review the student's education records within 45 days from the day a request for access is received. A parent or eligible student should submit to the school principal a written request that identifies the records he or she wishes to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student should write the school principal, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate. If the principal decides not to amend the record as requested by the parent or eligible student, the principal will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosure without consent is permitted to school officials/agents with legitimate educational interests. A school official/agent has a legitimate educational interest if there is a need to review an

education record in order to fulfill his or her professional responsibility. A school official/agent is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or entity with whom the District has contracted to perform a special task (such as an attorney, auditor, medical/educational consultant including The College Board, Trends in International Math and Science Study (TIMSS), Safe and Civil Schools, National Student Clearinghouse, or therapist); or a parent or student serving in an official District capacity, such as on a disciplinary or grievance committee, or assisting another school official/agent in performing his or her tasks. Upon request, the District forwards education records without consent to officials of another school district, private school, or institution of post-secondary education in which a student seeks or intends to enroll or is enrolled. Schools are authorized to release student information without consent pursuant to a court order or a legally issued subpoena.

FERPA permits a school district to identify certain information as "directory information," which may be released publicly without the permission of the parents or the student. FERPA grants parents and eligible students the right to notify school authorities that directory information is not to be released. This request may be made on the student registration form or in writing to the school principal.

The Bellevue School District identifies directory information for students as the following: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, grade level, photographs, diplomas and awards received, honor roll, graduate status, schools attended, weight and height of members of athletic teams, and other similar information that would not generally be considered harmful or an invasion of privacy if disclosed. In the Bellevue School District, directory information may be released for purposes such as a student directory, mailing lists for parent groups that are organized in affiliation with and support of schools (e.g., PTSA), school yearbooks and newspapers, commencement programs and honor rolls, and reporting about athletic events and other school curricular and extracurricular activities.

Student lists containing directory information will not be released for commercial purposes or to non-school-affiliated individuals or organizations with the following exception: Upon a request made by a military recruiter or an institution of higher education, the Bellevue School District will provide access to secondary school students' names, addresses, and telephone numbers. However, a secondary school student or the student's parent may notify the District that such information is not to be released to a military recruiter or an institution of higher education without prior written parental consent.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA: Complaints may be sent to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5920.

In accordance with the Bellevue School District's Student Records Procedure, 4250.1, the District will keep such records concerning each student as deemed necessary to provide school programs to meet the student's needs and will permanently maintain certain student records. Other records maintained by the school will be destroyed according to schedules established in District policies and procedures and according to state requirements. Personally identifiable information collected, maintained, or used in compliance with IDEA or WAC 392-172 will be destroyed six years after a student separates from the District's special education program, unless the District is advised to the contrary by the parent(s) or eligible student.

Questions concerning parents' rights with regard to their children's education records may be directed to the principal or to Vicky Murray, Assistant Superintendent of Student Services and Alternative School Programs, at 425-456-4156. If parents have a primary language other than English, the District will notify them of their rights under this section. A copy of the District's Student Records Policy and Procedure may be obtained by calling 425-456-4000.

In accordance with Washington's Public Records Act, Chapter 42.56 RCW, parents have the right to request public records, including public records relating to school employee discipline.

Requests for disclosure of public records should be directed to the District's public records officer, Shelby Swanson, at 425-456-4086.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding student surveys, the collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

- *Inspect*, upon request and before administration or use, –
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Questions concerning parents' and eligible students' rights with regard to the PPRA may be directed to Chris Lindberg at 425-456-4225. Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue SW  
 Washington, D.C. 20202-5920.

### **Student and Staff Rights and Responsibilities**

In compliance with Washington Administrative Code 392-400-225, this is to notify parents that a complete copy of “Student, Teacher, and Administrative Rights and Responsibilities” is available upon request from the principal of each school in the District. This document includes the following:

1. Washington Administrative Code adopted by the Washington State Board of Education prescribing the substantive and procedural due process rights of students in the public schools. Topics included are student responsibilities and duties, student rights, discipline procedures, short-term suspension procedures, long-term suspension procedures, expulsion procedures, and appeals procedures.
2. Bellevue School District policies on student rights and responsibilities; student government; freedom of expression; inspection of students' person and property; student conduct; attendance; use of tobacco, drugs and alcohol; use of motor vehicles on high school campuses; readmission procedures after suspension or expulsion; adjusting student grievances and corporal punishment.
3. Rights and responsibilities of teachers and principals, as prescribed by state laws and regulations, including flag ceremonies, student attendance, establishment and enforcement of rules regarding student conduct and rights, treatment of children and teachers, disturbances on school premises, disclosure of examination questions, injury to school property, intimidation of teachers or students, trespassing on school grounds, health and safety of

students, work hours, student records, preparation of teachers, transportation rules, school safety patrols, and special education or behaviorally disabled students.

4. The District's policy prohibiting sexual harassment between or among employees, students, and volunteers, and prohibiting harassment, bullying, and intimidation of students, employees, and others involved in school district activities.

### **Notice of Non-Discrimination**

Employment applicants, students, parents, employees, sources of referral for applicants for employment and all groups having collective bargaining or professional agreements with the Bellevue School District are notified that this District is committed to providing equal opportunities for all persons without regard to race, color, religion, national origin, disability, age, marital status, sex, or other extraneous factors. There is a grievance and appeal procedure for complaints regarding any perceived discrimination. Any person having inquiries concerning the District's compliance with federal, state, or District requirements regarding non-discrimination, or any person seeking information as to the existence or location of programs and activities that are accessible to and usable by disabled persons within the Bellevue School District, may contact Vicky Murray, Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, 425-456-4156. Members of the public with disabilities who have specific concerns about the effectiveness of the District's communications to them should contact Ann Oxrieder, Assistant to the Superintendent, at 425-456-4000. The District's mailing address is P.O. Box 90010, Bellevue, Washington 98009-9010.

### **Childfind**

In compliance with Washington Administrative Code 392-172-100, this is to notify parents who live within the Bellevue School District boundaries of Childfind. Childfind activities are conducted in order to locate, evaluate and identify students with a suspected disability, regardless of the severity of the disability, who reside in the District. If you have a child from BIRTH THROUGH AGE FIVE who has trouble with talking, walking, seeing, hearing, or following directions, he/she may be eligible for special education services through the Bellevue School District. If you would like more information about these programs and a free screening, call 425-456-4171.

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

### **Complaint Resolution**

Any citizen who has a concern about any aspect of the school program is encouraged to make that concern known using the following procedures. These procedures are to be followed in all cases except those for which specific communication patterns have been established. In cases of this sort (e.g., placement and program decisions for special education students) the specific procedure should be followed and it is the responsibility of the District staff to inform patrons about these specific procedures.

1. Contact the school employee closest to the source of the concern, express the concern, either orally or in writing, and ask for a response.
2. If the response does not satisfy the concerned citizen, an appeal should be made, either orally or in writing, to the immediate supervisor of the employee with whom contact was initially made.
3. If the concern has not been resolved below the area director's level, the matter should be referred to the area director's office either orally, by appointment, or in writing.
4. At the discretion of the concerned citizen, any matter that has not been resolved at the area director's level may be brought to the attention of the School Board.

### **Pesticide Notification**

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

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

Notification Procedure – The District will provide notification at least 48 hours before applying a pesticide if school will be in session within 48 hours of the application. This notification will be posted in a prominent place in the main office of the school/site. Contact the Bellevue School District Maintenance Department by calling 425-456-4511 or by writing to Bellevue School District, Pesticide Registration, Facilities and Maintenance Services, P.O. Box 90010, Bellevue, WA 98009-9010. The pre-notification at a minimum shall state: "Notice: Pesticide Application" and include the product name of the pesticide to be applied,

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

### **Asbestos Notification**

The Bellevue School District is providing written annual notification that the District has an asbestos management plan, for each school building, that sets forth the procedures for controlling building materials that contain asbestos. If you would like more information about the District's plan, you may:

1. Contact the Bellevue School District Maintenance Department by calling 425-456-4511, or by writing to Bellevue School District, Asbestos Management Plan, Facilities and Maintenance Services, P.O. Box 90010, Bellevue, WA 98009-9010; or

### **Lead in Drinking Water Sample Results**

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

Student, Teacher, and Principal Rights and Responsibilities and Official Notices are posted online at [www.bsd405.org/SRR](http://www.bsd405.org/SRR).