

West Seattle High School



2019-20 Student and Family Handbook

Principal, Brian Vance
Assistant Principal, Michael Griffin
Assistant Principal, Nancy Carroll

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Bell Schedules

Monday, Tuesday, Thursday, Friday

Period	Time	Length
1 st	8:45 - 9:43	58
2 nd	9:48 - 10:46	58
Extended Passing Period	10:46 - 10:58	12
3 rd	10:58 - 11:56	58
Freshman L	11:56 - 12:26	30
4 th Upperclassman	12:01 - 12:59	58
4 th Freshman	12:31 - 1:29	58
Upperclassman L	12:59 - 1:29	30
5 th	1:34 - 2:32	58
6 th	2:37 - 3:35	58

**Note: Passing between periods is 5 minutes.*

Wednesday Advisory - Early Dismissal

Period	Time	Length
1 st	8:45 - 9:21	36
2 nd	9:26 - 10:02	36
Advisory	10:07 - 10:59	52
Extended Passing Period	10:59 - 11:11	12
3 rd	11:11 - 11:47	36
Freshman L	11:47 - 12:17	30
4 th Upperclassman	11:52 - 12:28	36
4 th Freshman	12:22 - 12:58	36
Upperclassman L	12:28 - 12:58	30
5 th	1:03 - 1:39	36
6 th	1:44 - 2:20	36

**Note: Passing between periods is 5 minutes.*

One Hour Early Dismissal

Period	Time	Length
1 st	8:45 - 9:35	50
2 nd	9:40 - 10:30	50
3 rd	10:35 - 11:25	50
Freshman L	11:25 - 11:55	30
4 th Freshman	12:00 - 12:50	50
4 th Upperclassman	11:30 - 12:20	50
Upperclassman L	12:20 - 12:50	30
5 th	12:55 - 1:45	50
6 th	1:50 - 2:35	45

**Note: Passing between periods is 5 minutes.*

Two Hour Late Arrival: Wednesday

Period	Time	Length
1 st	10:45 - 11:10	25
2 nd	11:15 - 11:40	25
3 rd	11:45 - 12:10	25
All school lunch	12:15 - 12:45	30
4 th	12:50 - 1:15	25
5 th	1:20 - 1:45	25
6 th	1:50 - 2:20	30

**Note: Passing between periods is 5 minutes.*

Two Hour Late Arrival: Monday, Tuesday, Thursday, Friday

Period	Time	Length
1 st	10:45 - 11:25	40
2 nd	11:30 - 12:10	40
3 rd	12:15 - 12:45	40
All school lunch	12:50 - 1:20	30
4 th	1:25 - 2:00	40
5 th	2:05 - 2:45	40
6 th	2:50 - 3:35	45

**Note: Passing between periods is 5 minutes.*

Welcome to West Seattle High School!

Home of the Wildcats

Welcome to the 2019-2020 school year! This handbook is designed to help guide students and their families in having a successful WSHS experience. You are an integral part of the Westside family, and we encourage you to get engaged and involved.

Our expectation of all students is to achieve at your highest level of potential, seek out the appropriate needs of support, prepare yourselves for your academics, and to become an active member in the community and the offered programming here at West Seattle High School.

Your success depends on how much of yourself you put into your experience, so don't hang back – get involved.

**All the best to a great year,
The WSHS Administration Team**

Principal, Mr. Brian Vance
brvance@seattleschools.org

Assistant Principal, Mr. Michael Griffin
last names starting with **A-J**
mbgriffin@seattleschools.org

Assistant Principal, Mrs. Nancy Carroll
last names starting with **K-Z**
necarroll@seattleschools.org



WESTSIDE PRIDE!

Wildcats are...

- **Persistent**
- **Respectful**
- **Involved**
- **Diverse**
- **Engaged**



Campus Pride and Cleanliness

West Seattle High School, built in 1917, is a historic landmark. Please treat the campus with respect and care.

Make sure to clean up after yourselves, after all meals, in the Commons Cafeteria, and put trash and papers in appropriate receptacles.

We have recycling, composting, and landfill waste receptacles around the building. Please use them in accordance with Seattle City guidelines.

Make sure recyclables are clean and free of food/liquids before putting them in a recycling bin. Otherwise this contaminates the whole bag and it needs to be thrown in the landfill.

Student Leadership

West Seattle has an active student leadership program that is involved in all aspects of school life.

Upcoming Dates

Families, please keep an eye out for weekly updates in our Westside Weekly

(<https://westseattlehs.seattleschools.org/cms/One.aspx?portalId=13351&pageId=32539>), delivered to your email mailbox. that your updated email address is on file, so you don't miss out on any news.

We welcome students to start their own clubs. For more details, see the Activity Coordinator, Angela Ferda, in the Activity Center.

Student Supports

Office Staff

Administrative Secretary:	Mrs. Amy Huber
Assistant Secretary:	Mrs. Chelsey Miller
Attendance Specialist:	Ms. Nancy Cromer
Fiscal Specialist:	Ms. Lynda D' Ortiz Dabek
Registrar:	Ms. Lilly Nolan

School Counselors

Last Names A-D, Room 209	Ms. Annie Zhou
Last Names E-J, Room 210	Ms. Erica Nguyen
Last Names H-N, Room 216	Ms. Mallory Neuman
Last Names O-Z, Room 109	Ms. Colette Swenson

Activities, Academics, and Operations

Activity Coordinator:	Ms. Angela Ferda
Athletic Director:	Mr. Corey Sorenson
Head Custodian:	Mr. DuWayne Young,
Jr.	
Librarian:	Ms. Colleen Carlson
Link Crew Coordinator:	Ms. Laura McCarthy
Academic Intervention Specialist:	Ms. Sandra Whiton
Restorative Practices Coordinator	Ms. Amber Donaldson

School Nurse, Health Center: Aimee Osland

We have an onsite Teen Health Center called Neighborcare that provides health services to students who enroll ahead of time with them. The Teen Health Center staff provides a wide variety of services including mental health services, routine medical exams, sports physicals, etc. Contact the Teen Health Center for enrollment and questions at (206) 658-8048.

Security Specialists: Ms. Nadine Nguyen, Mr. Reggie Witherspoon

Attendance

Attendance and class participation are essential for learning. Students are expected to be in school and in class daily. Punctual attendance is the first requirement for success – both here and in the “real” world. A large part of learning takes place during class discussions and participation. Many of our teachers use instructional methods that require student participation; if students are absent, they miss out on that learning. The depth of coverage of material in our courses requires active student engagement and participation.

- After the first **10 minutes** of the start of class, students will be **marked very late** if not present!
- ALL students are expected to be on time.

Seattle High School is a closed campus during all class periods. Upperclassmen may only leave campus during their scheduled lunch period. Students who are caught off campus during class time are subject to consequences.

Running Start Students may not be on campus during the school day for periods in which they do not have class. They may come to campus by prearranged appointment with their counselor, Neighborcare, or other school official.

Clearing Absences, Early Dismissals

If you are absent you must have a parent/guardian send a note or email to excuse absences, early dismissals, etc. to nlcromer@seattleschools.org. The attendance specialist will then clear that absence.

Students must clear an absence through the attendance office within 48 hours of their return to school with a note/email.

If you need to leave school before the day is over, bring a note from your parent/guardian requesting an early dismissal. Take your note to the Attendance Office in Rm. 129 and you will be issued an early dismissal pass.

If you arrive late to school, check in at the Attendance Office in Rm. 129 and you will be issued a pass to class.

Consequently, attendance is a necessary component of our classes and will be considered as a basis for grading in all courses. **All absences to school are unexcused unless the parent/guardian contacts the school by phone, email, or note within three school days (72 hours).**

If a student receives an automated call or e-mail for a period(s) they

were not absent in, the student needs to talk to the teacher. The parent cannot excuse the absence.

Excused Absences:

- Participation in a school-approved activity (field trip), (auth in-bldg), (auth out-bldg)
- Request made by parent/guardian such as illness, health conditions, family emergencies, religious purposes, vacations or educational opportunities
- Disciplinary actions or suspensions

Unexcused Absences:

- Absences not authorized or excused from the above reasons

Tardiness:

- Students arriving late to school or class for any reason not described as an excused absence will be counted as unexcused tardy.
- Arrival to class late, by more than 10 minutes will be considered an absence.

ATTENDANCE PROCEDURES FOR STUDENTS:

It is YOUR responsibility to keep track of your attendance. You may look on THE SOURCE or get a print-out from the Attendance Office.

You must excuse absences by a Parent Note, Parent E-mail or Parent Phone Call, within 72 hours (3 days). **You CANNOT wait until the end of the semester to excuse all of your absences.** They will NOT be excused.

If you need an Early Dismissal slip, please have a parent call, email or send a note with the student.

You need an Early dismissal slip before you leave the school grounds. When you return, please check back in at the Attendance Office and show the early dismissal slip. If you come from another classroom with a note, show the note to the teacher and then bring the note to the Attendance Office. This ensures that your absences will be excused.

If you will be gone on a pre-planned event, make sure you fill out a pre-planned absent form and have teachers sign. You need to do this at least 3 days in advance.

SEATTLE PUBLIC SCHOOLS ATTENDANCE FAQ

High School Graduation Requirements

[School Board Policy 2415](#) sets forth Seattle Public School's Graduation Requirements for the Class of 2008 and beyond. More specific information about Washington State and Seattle Public School's Requirements can be found in the information below.

The new graduation requirements are mandated by the Washington State Board of Education. The board designed the new requirements to be both rigorous and flexible, and to support the vision of an education system that prepares all students for college, career, and life.

Students in the Class of 2021 and beyond must earn 24 credits to graduate. Students in the Class of 2018, 2019, and 2020 must earn 21 credits to graduate.

As State graduation requirements vary by graduation year, please refer to the District's comprehensive website with graduation year requirements, 24 credit FAQ, and more:
https://www.seattleschools.org/academics/graduation_requirements

Counselors meet with students to determine graduation pathway for each student. Please ask them if you have any questions.

****All students are required to graduate with a minimum of a 2.0 GPA and pass all required state assessments.****

****Students must also complete 60 service learning hours.****

****Students must complete a High School and Beyond Plan.****

Communication

Families, we encourage positive and productive communication between home and school. If you have a question or concern, please contact a teacher directly to resolve it.

If an email is received on the weekend, holiday, or school break; or if the staff member is absent, kindly expect a delay until the next school day.

Grading Policy

In an effort to more accurately reflect student performance and course rigor, Seattle Public Schools (SPS) School Board revised [Policy 2425](#) related to high school grading. There are two parts to this policy:

1. An 11-point grading scale that includes plus (+) and minus (-) grades (see chart below).
2. Weighted grading that provides additional “quality” points for Honors, Advanced Placement (AP) and International Baccalaureate (IB) course work and is used to determine class rank.

Percentage **	Letter Grade	Grade Point	Honors Class Rank	AP / IB Class
93-100	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
60-66	D	1.0	1.5	2.0
Below 60	E	0	0	0

Percentages will be rounded to the nearest whole number. For example, 81.4% rounds to 81%, 81.5% rounds to 82%

Information on Weighted Grading:

- Weighted grading will be used to determine class rank only and will not affect a student’s official, cumulative Grade Point Average (GPA).
- Quality points used to determine class rank will be awarded as shown in the chart above:
 - AP or IB: 1.0 quality point
 - Honors: .50 quality point
- Class Rank does not appear on official transcripts; however,

many colleges and universities, scholarship programs and some employers do ask for rank on their applications.

- Class Rank has been, and will continue to be, printed on the SPS Academic Course Histories.
- Advanced course options: We recommend that students, families and counselors work together to make decisions about which advanced courses are taken. The goal is an appropriately balanced schedule that takes into account individual student interests and strengths.

<http://www.seattleschools.org/area/policies/d/D15.00.pdf>

Academic Integrity

At West Seattle High School, **plagiarism** is not tolerated. **All** students are expected to cite resources in your writing and research. Students are expected to do their own work which includes not **cheating** on exams and /or **copying** other students' homework. Failure to follow this policy may result in retaking the assessment, redoing the assignment, and/or loss of grade and/or credit for that particular assignment. Students will also be referred to administration for progressive discipline. See full WSHS plagiarism policy below for more details.

Plagiarism Policy

D-245 Plagiarism

(As defined in [Seattle Public Schools Student Rights and Responsibilities](#))

"Cheating, or copying the work of other persons, or turning in another person's papers, projects, computer programs, etc., as your own."

Plagiarism includes:

- Using another writer's words or ideas without proper citation, or merely rearranging or changing a few of the author's words and presenting the result as your own work, or not using quotation marks when citing a source;
- Having someone else write your paper, program, or project, including asking friends, paying someone, using a paper writing service, or taking information verbatim off the Internet.
- Copying another student's work during a test, lab, or classroom activity and turning it in as your own. This is "cheating".

D-245 Plagiarism Sanctions

(Aligned with the [Basic Rules of Seattle Public Schools](#))

1st Offense:

- Administrative conference with student. Parent/guardian will be contacted. Policy reviewed with parent/guardian and student.

- Completion of the original assignment (e.g. re-writes paper, makes-up test, re-does project, etc.)
 - The student must complete the assignment on his or her own time (in or out of class, or under supervision) based on teacher/administrator discretion.
 - At the discretion of the teacher students may be required to complete an alternative assignment of their own original work for the purpose of accurately assessing the student's knowledge/skills.
 - The assignment will be marked "incomplete" until this step is complete.
 - Plagiarized assignments that are not completed may result in student receiving an incomplete and/or no credit on the assignment and/or in the course.
- Student's academic misconduct will be confidentially communicated to all his/her teachers and a log entry made in PowerSchool.

2nd Offense:

- All sanctions for 1st offense apply plus the following:
- Parent/guardian conference with student, teacher(s), counselor and other stakeholders to discuss causes/issues and determine interventions (e.g. attendance at MASH, tutoring, etc.).
- Student must complete restorative sanctions, (e.g. research of university and/or other applicable policies, completion of restorative justice process, community service, written apologies, etc.) at the discretion of teacher, administrator, and/or restorative justice process.
- Formal paperwork will be entered into the discipline record to indicate 2nd offense.

3rd Offense:

- Sanctions for 1st and 2nd offenses may apply at the discretion of teacher/administrator plus the following:
- Student's grade in the course becomes "incomplete" and parent/guardian conference with student is immediately scheduled to discuss student's continued participation in the course.
- Student participation in extra-curricular activities and athletic eligibility may be revoked at the discretion of the administration and/or restorative justice process.

Activities/ASB Card

Activity cards are available for purchase at a cost of \$35.00. The ASB card provides discounts on school spirit gear, school purchases, and entry into sporting events and school dances. The card serves as your school ID plus gives you benefits.

Cell Phones, Electronic, and Personal Items

Each teacher may have their individual classroom cell phone policy. In general, all electronics – including cell phones - need to be turned on silent and out of sight during class time. Cell phones can be used for educational purposes only with **prior** permission **from the teacher.**

- If a staff member requests that a student put the phone away, or get off the phone, it may be confiscated and kept until the end of the period, the day, or until parent or guardian has a conference with the administration.
- If you have an emergency and need to contact your parent(s)/family, come to the Main Office to use the phone. Families, out of consideration of instructional time, other students, and staff members, please do not call, FaceTime, Skype, Livestream or the like during the school day.
- If you need to speak with your student, please feel free to leave a message for them in the main office at 206-252-8800 and a staff member will let them know.
- We strongly suggest that students do not bring ear pods and personal items of value to school.

West Seattle High School staff and administration are not liable for any lost, missing, stolen, and/or misplaced cell phones, ear pods, or any other electronics or personal items.

Lost and Found

Lost items of value can be found in to the Main Office or with security if they have been turned into them or found by a staff member. Clothing, shoes, and other items can be found in the Activity Center. If you can't find something you KNOW you had when you came to school, check with one of the secretaries in the main office to see if it's in the lost and found or check with security. Conversely, if you find something that isn't yours, turn it in to the main office or security.

Fine/Fee Policy

Failure to return books and/or pay fees will result in a fine card being sent to the Fiscal Specialist. In addition, student athletes will be fined if uniforms and/or equipment are not returned in a timely manner. Payments can be made on a regular basis to the Fiscal Specialist, in

room 120G.

A student or parent can see if a fine/fee is due by using The Source at: <https://source.seattleschools.org/pub/login/index.html>. Once you sign in on The Source click on the library link to locate any fine/fees information. This information is updated on a regular basis.

Failure to pay fines may lead to:

1. Ineligibility to play sports.
2. Loss of ASB privileges, such as attending dances and other ASB sponsored events.
3. Inability to attend field trips.
4. Your yearbook being held until the end of the last day of school.
5. Attending Prom, walking in the graduation ceremony as well as, picking up your diploma, and the sending out of your transcript.

Dance Policy

Because we are committed to providing a safe, fun atmosphere for Westside students and their guests, the following will be in effect:

1. **All tickets will be pre-sold and cannot be purchased at the door of the dance.** You must have an identification card to purchase a ticket. There will be **NO** in and out privileges once at , once you leave you may not return. **NO** one will be admitted into the dance after **10:00 pm**.
2. **The dance is for high school aged people.** If you wish to bring a guest who is not a student of WSHS, you must complete the WSHS Dance Guest Request Form **PRIOR** to buying the ticket for your guest. **All guests must**

be 20 years old or younger. A guest that is 21 or older will not be allowed. NO middle school students will be allowed.

3. **Guest forms must be signed in advance by an Administrator at their school who vouches for the guest.** These forms will be available in the Activity Center about 3 weeks prior to the dance.
4. **NO form = no entry for the guest.** Any **forged signatures** will result in the forfeit of future dance/event attendance by the WSHS student and his/her guest.
5. The WSHS student is responsible for their guest and may receive consequences if there are any issues surrounding their guest.
6. Every attendee must present current high school picture ID (ASB card) and is subject to a search. All non-Westside students must have a guest pass/driver license and be the guest of a student of WSHS. They too must have current high school picture ID/driver's license (no exceptions).
7. **Dances are a school-sponsored event, and dress code applies.** Students can and will be removed from the dance by school personnel if not dressed appropriately in accordance with SPS' **Dress Code Policy 3224.**
8. Students who are suspected of being **under the influence of drugs/alcohol** will be subject to an evaluation from school personnel and failure or refusal of test will result in student(s) being removed from the event and parents being notified. All school/district discipline and sanctions apply. If this should happen, a student will be banned from school dances for the rest of the year. **Seniors in possession of or under the influence of any drugs/alcohol at Prom will not walk at graduation.**
9. Students may not be in possession of any drugs, alcohol, tobacco, vapes, JUULs or the like. Students may not use such items at the dance or on school property.
10. School appropriate conduct is expected at all times. No lewd or crude conduct will be allowed, including on the dance floor, (i.e. simulated sexual acts) and or lap dancing. The ultimate arbiter of what is lewd will be the adult of the group sponsoring the dance. Any attendees who are judged to have committed lewd or crude acts will be escorted out of the dance (with no money refund) and will not be allowed to attend the next WSHS dance. Progressive discipline could apply.
11. Tickets **once** purchased are **non-refundable.**

Hallway Behavior

Hallways are to be clear and quiet during class time. There is no loitering in the halls or on school grounds when classes are in session. Students must have a pass when in the halls during class. **Student business such as fees/fines, sports packets, clearing attendance, etc. should generally be conducted before or after**

school or during lunch. Exceptions or special circumstances for student business still require students to have a pass for hallway travel.

Students with a late arrival should plan to arrive no more than fifteen (15) minutes prior to class. Students with early dismissals are to leave the building before period tardy bell rings. This also applies to Running Start Students.

Student Parking Policy

All students who have a current driving license and insurance are eligible to park in the student parking lot in the front of the school.

Parking is on a first come first serve basis. Students must park in the student parking lot only. Students may not park in front of the historical entrance/Hiawatha's parking lot.

STUDENTS PARKED IN THE STAFF PARKING LOT ARE SUBJECT TO BE TOWED.

IF YOU ARE INAPPROPRIATELY OR ILLEGALLY PARKED YOUR CAR IS SUBJECT TO BE TOWED AT THE EXPENSE OF THE OWNER. A WARNING WILL NOT BE GIVEN PRIOR TO VEHICLES BEING TOWED.

PARKING PRIVILEGES WILL BE REVOKED IF YOU ARE FOUND DRIVING RECKLESSLY OR SPEEDING IN THE PARKING LOT.

Visitor Policy

Student Visitors are not allowed on WSHS campus during school hours. All other adult visitors must sign in with the main office and wear a visitor badge.

Alumni may come visit after school. They must check in the main office, like any other visitor.

Locker Policy

Students will be issued a locker at the beginning of the year. ***The school is not responsible for any loss or damage to items which are placed in lockers.*** For your own safety, keep your combination to yourself. By law, lockers are the property of the school and so **administrators and security have the right to open them if there is reasonable suspicion to believe there is something inside that is unsafe and/or illegal.** For this reason, only school-issued locks are allowed. Anything else will be cut off. If you need a repair or forgot your combination, see the custodian in his office – 167H.

Lunch Policy

During lunch students may eat and socialize in the Commons, the courtyard, and in the first floor hallway between the bathrooms on the north side and the gym bathrooms on the west side. Students may not be upstairs unless they are working with a teacher and may not disrupt the learning environment of the school for classes in session. Students may only attend lunch during their assigned time.

West Seattle High School has two lunches:

- 1st lunch for 9th graders.** Ninth graders are not allowed to leave campus - it is a closed campus. Failure to abide by this policy could result in progressive discipline. Ninth graders may socialize up to the fifty yard line on the Hiawatha playfield.
- 2nd lunch for all other grades.** Students in 10th-12th grade have the privilege to leave campus to purchase or eat lunch. This privilege is contingent on good behavior and community standing and may be revoked. **West Seattle High School students represent their school while in the community.**

Student Behavior

Meaningful learning occurs in environments that are safe, positive, consistent, and predictable. A safe and healthy school climate is important in promoting a sense of belonging and supporting excellence for each and every student. In addition to a positive school climate, we understand that students at times may experience emotional and/or

physical stressors. Our Student Rights and Responsibilities sets forth the rules and regulations of Seattle Public Schools regarding student conduct. It is created in compliance with the requirements of state law and aligned with the Seattle Public Schools Strategic Plan. It references sections of the Washington Administrative Code (WAC) that govern use of corrective response (i.e., discipline, suspension, and expulsion) for any student by a school district.

Seattle Public Schools Standard Discipline for Exceptional Misconduct

Please refer to Seattle Public School Discipline Policy for detailed information can be found at the following link:

<http://www.seattleschools.org/common/pages/DisplayFile.aspx?itemId=96422>

[Basic Rules of Seattle Public Schools](#)

[Seattle Public Schools Student Rights and Responsibilities](#)

Vaping, Juuling, Marijuana/Drugs, Alcohol, and Tobacco

Use of any controlled substance and the possession of any paraphernalia (vape, JUUL, tobacco, marijuana, drugs, or alcohol) is prohibited in any amount on school grounds or at any school function.
It's not cool to Juul at school.

Firearms, Fireworks and Dangerous Weapons

Students may not carry onto, possess or use firearms or dangerous weapons on school property, on school-provided transportation, in areas of facilities being used exclusively by public schools, or at school-sponsored events or activities. Any violation of this constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010. An appropriate school authority shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation. (from RCW 9.41.280).

- Students may also not use or be in possession of matches, lighters, fireworks, and "pop-its" at school.

WSHS Dress Code

The WSHS Dress Code is essentially [Seattle Public Schools Board Policy 3224](#). It is the policy of the Seattle School Board that the student and their parent/guardian hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools are responsible for assuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Core Values

In relation to student dress, the district's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming;
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

Universal Dress Code

Students must wear:

- **Top (shirt, blouse, sweater, sweatshirt, tank, etc.);**
- **Bottom (pants, shorts, skirt, dress, etc.); and**
- **Footwear.**

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. physical activity, science or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming or gymnastics.

Students may not wear clothing, jewelry, or personal items that:

- **Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;**
 - **Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;**
 - **Intentionally show private parts (nipples, genitals, buttocks).**
- Clothing must cover private parts in opaque (not able to be seen-through) material;**

- **Cover the student’s face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose); or**
- **Demonstrate gang association/affiliation.**

Attire worn in observance of a student’s religion are not subject to this policy. This policy permits schools with a uniform policy to continue having a uniform policy provided that it is gender neutral and inclusive of attire worn for a religious reason.

Enforcement

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid dress-coding students in front of other students.

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as “a distraction” due to their appearance or attire.

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the noncomplying attire. A student may be instructed to leave their classroom briefly to change clothes. The Principal or their designee should notify a student’s parent/guardian of the school’s response to violations of the student dress policy.

The Superintendent or their designee is authorized to develop procedures in order to implement this policy if needed.

Adopted: July 2019

Revised: Cross Reference: Policy Nos. 3200; 3207; 3433 Related Superintendent Procedure: Previous Policies: Legal References: RCW 28A.320.140 Schools with Special Standards – Dress Codes Management Resources: Oregon National Organization for Women Model Dress Code

Signs and Advertisement Policy

All school related posters, flyers, and advertisements must be approved by the Activity Coordinator in the Activity Center. If a poster, flyer, or advertisement is posted on or around the building that has not been approved, the responsible party could be subject to disciplinary action. All non-school related articles are not allowed on school campus unless approved by the activity coordinator and administration.

Harassment, Intimidation, and Bullying(HIB)

Seattle Public Schools is committed to a positive and productive education and work environment free from discrimination, including sexual harassment. Harassment, intimidation, and bullying are not acceptable behavior at WSHS.

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 all students, school employees, School Board members, contractors, volunteers, families, patrons, and other visitors. No student within the school community will be harassed because of their race, creed, color, religion, ancestry, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy status, marital status, physical appearance, the presence of any sensory, mental or physical disability, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying, or to whom such actions have been reported, must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

WHAT TO DO IF YOU EXPERIENCE HARASSMENT, INTIMIDATION, AND BULLYING (HIB) The most important thing to remember is that harassment is not acceptable and must be stopped. However, you don't need to try to stop it on your own. We, as a staff, are here to help.

- Please report it immediately to any staff member or security.
- Staff MUST then inform the Administrative Team.
- You may also report it directly to any building administrator.

[Seattle Public Schools Policy 3207](#) details the prohibition against harassment, intimidation, and bullying.

[Superintendent Procedure 3207SP. A](#) describes the procedures the district uses when addressing allegations that a student may be experiencing harassment, intimidation, or bullying.

Reports can also be made using the Harassment, Intimidation and Bullying (HIB) Incident Reporting Form (see links below). **Copies of the HIB Incident Reporting Form should be given to both the School Principal and to the district's HIB Compliance Officer.**

HIB Incident Reporting Form:

- [Amharic](#)
- [Arabic](#)
- [Chinese](#)
- [English](#)
- [Oromo](#)
- [Somali](#)
- [Spanish](#)
- [Tagalog](#)
- [Tigrigna](#)
- [Vietnamese](#)

Sexual Assault and Sexual Harassment (Title IX)

The district prohibits sexual assault and harassment of students, employees and others involved in school district activities. ***If you feel that you have been sexually assaulted or sexually harassed, please let security or a staff member know immediately, and they will notify the administrative team. You may also let any assistant principal or the principal know right away.***

Retaliation is prohibited.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. West Seattle High School will take appropriate actions to protect involved persons from retaliation.

WHAT IS SEXUAL ASSAULT AND SEXUAL HARASSMENT?

Sexual Assault Sexual assault is any unwanted, non-consensual sexual contact against any individual by force (against a person's will) or when a person cannot give consent (under the age of consent, intoxicated, developmentally disabled, mentally/physically unable to consent, etc.).

Sexual Harassment Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Sexual Harassment Occurs When:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining a work or educational opportunity or other benefit; or
- Submission to or rejection of sexual demands is a factor in a work, school, or other SPS-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

This conduct may take many forms, including:

- Making unwelcome, offensive or inappropriate sexually suggestive comments,
- Gestures or jokes;
- Standing too close,
- Inappropriate touching,
- Cornering, or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

False Allegations It is a violation of this policy to knowingly report false allegations of sexual harassment or sexual assault. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Again, please let us know as soon as possible if you feel you have been sexually harassed or sexually assaulted.

[To read details, visit the district's What is Sexual Assault and Sexual Harassment webpage.](#)

https://www.seattleschools.org/departments/attendance_and_truancy/fa
[q](#)



West Seattle Athletics

West Seattle offers a full slate of interscholastic sports teams which are divided into three seasons:

FALL: Coed Cross Country, Football, Coed Golf, Women's Volleyball, Women's Soccer, and Women's Swimming.

WINTER: Men's and Women's Basketball, Wrestling, Coed Swimming, Women's Gymnastics.

SPRING: Coed Tennis, Men's and Women's Track, Baseball, Softball, and Men's Soccer.

Athletic Eligibility

Students participating on any athletic team must meet the eligibility standards which include:

1. **Earning a 2.0 GPA** the grading period *before* the season begins
2. **Maintaining a 2.0 GPA** during participation season
3. Completing and returning the required paperwork
4. Have a current ASB Card
5. Be clear of all school fines
6. Have a current physical on file, good for two years

Athletes are subject to weekly grade checks. If athletes are not eligible they are unable to participate in the weekly competitions. These rules fall under WIAA regulation and are not subject to change.

ASB and Cheer Participation

Participation in ASB, Leadership Class, and Cheer are a privilege. Students running for, holding an elected office (Class, ASB, and Cheer), or participating in the ASB class must earn a minimum of a 2.5 GPA to retain their position. Students must have a 2.5 GPA before trying out or running for office. Failure to maintain with this academic standard could result in forfeiting the privilege of participation in aforementioned activities/class.

Advisory Overview

West Seattle High School implements a comprehensive advisory program for students grade 9-12.

WHY Advisory?

- To build positive relationships between individuals – staff/student, student/student.
- To provide a regular, ongoing support for you.
- To support your academic achievement.
- To build a positive school community that includes authentic student voice and participation.

WHAT will we do in Advisory?

The content in Advisory will be around 4 general themes:

- **Personalized learning** – we will spend time helping you learn about yourself, your strengths and challenges, your interests, what makes you who you are, and thinking about where you want to go.
- **High School and Beyond** – we will help you create, review, revise, and achieve your post-high school vision for your life.
- **Student Senate** –This is the forum for authentic student voice. Each Advisory group will elect a representative who will attend monthly Senate meetings during Advisory time facilitated by the ASB officers. This is where issues will be raised, changes and ideas suggested and discussed, and students heard. Senators will report back to their group about what went on during the next Advisory time.
- **Tutorial** – this is monthly access to course and/or content-specific tutoring provided by classroom teachers and/or tutors. This will be your time to work on homework, tests, projects, make-up work, etc.

WHEN is Advisory?

- Once a week, on Wednesdays
- Students are divided into smaller groups of +/- 20 students – all in the same grade level.
- You will receive a Pass/No pass grade and .25 credit per semester (.5 per year) that is performance based.

- Credit for Advisory is based on attendance **AND** the successful completion of the portfolio requirements. The standard for credit is 80%+ attendance AND a revised and complete portfolio at the end of each semester.

HOW will the goals of Advisory be accomplished and by WHOM?

As an Advisor, I will:

- be a coach, support and mentor for you.
- work to build community by providing a positive, supportive, and learning-focused atmosphere.
- help you understand more about who you are and who you want to become.
- oversee your participation and engagement in our activities and your portfolio development throughout the year.
- help you track your academic progress and attendance in your classes.
- help you define your goals and needs based on your strengths, challenges, abilities, and interests. This includes revising and/or redefining these as the year progresses.
- communicate with your family at least once per quarter (10 weeks) to discuss your progress.

As an Advisee, I will:

- attend all Advisory sessions on time.
- work to build a positive community by listening to others in the group, engaging in all activities we do, and being willing to learn about myself in an authentic way.
- take responsibility for my success including using the tools and supports of the school in exploring my interests/strengths, addressing my challenges, and achieving my personal goals.
- stay up-to-date on my academic progress and attendance by using The Source regularly.
- Demonstrate how I have grown and accomplished my goals each semester (by portfolio and/or exhibition).

Schedule Changes

We do not permit schedule change based on “teacher shopping” or students selecting a class based on who the instructor is.

1. A student may change a course within no more than ten school days of the beginning of the term. The timeframe may be extended only for extenuating circumstances upon written approval of the principal or principal designee.
2. Marks and attendance should follow a student to the new class if the class change occurs after the first ten school days of the term.
3. No student may drop a course if the result is a hole in his/her schedule. Juniors and seniors who are on track to meet their graduation requirements may have the option of late arrival or an early dismissal in lieu of a dropped class with parent/guardian permission.
4. Any change after ten days, including a staff-initiated transfer, requires documentation in a student’s file or PowerSchool, and approval from an assistant principal.

WSHS Fight Song

We are the gold and we are the blue Winning
the game is just what we do Respect the foe,
still crush them though Bring home the vict'ry
for Big Blue

We have the spirit, we have the pride Our true
devotion we cannot hide Through the halls and
on the walls Westside we're true to you.

W-E-S-T-S-I-D-E
Westside, Westside, GO BIG BLUE!

So come on Wildcats get up out your seats Cheer on
the teams so they can't be beat Scholar, athletes,
staff unite
Show that BIG BLUE has all the might

So score the goal and go make the play
Wildcats are sure to go all the way Take the
vict'ry ONE, TWO, THREE With that ol' Westside
Pride!

-Will Sullivan

