



West Seattle High School Student and Family Handbook 2021-22

Principal, Brian Vance
Assistant Principal, Zack Elvig (A-L)
Assistant Principal, Nancy Carroll (M-Z)

Welcome to West Seattle High School!

Home of the Wildcats

Welcome to WSHS! This handbook is designed to help guide you, our students and families, in having a successful learning experience. You are an integral part of the WSHS community, 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 WSHS' offered programming.

Please pay close attention to the COVID-19 Safety guidelines in the next section.

Your success depends on how much of yourself you put into your experience, so don't hang back – get involved. This year we are back together and finding our STRIDE. We can do this. Go Wildcats!

All the best to a great year,

The WSHS Administration Team

Principal, Mr. Brian Vance

brvance@seattleschools.org

Supervises: *Counseling, Library, Science, World Languages, and CTE*

Assistant Principal, Mr. Zack Elvig

last names starting with A-L

zcelvig@seattleschools.org

Supervises: *Athletics/PE, ASB, Math, and Social Studies*

Assistant Principal, Mrs. Nancy Carroll

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necarroll@seattleschools.org

Supervises: *Art, English, and Special Education*



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COVID-19 Safety

We are all in together to keep our WSHS community safe.

Students, staff, and anyone entering West Seattle High School must wear a mask.

Stay Home When Sick

At Seattle Public Schools, we are committed to keeping our school communities safe. You can help us by keeping your student home when they have a known exposure to someone with COVID-19, or new symptoms that are not caused by another condition.

Symptoms of COVID-19 may include:

- Fever or chills
- Cough
- Fatigue
- Headache
- Sore throat
- Nausea or vomiting
- Congestion or runny nose
- Diarrhea
- New loss of taste or smell
- Muscle or body aches
- Difficulty breathing

Masks

Universal and correct use of cloth face coverings or masks helps prevent the spread of COVID-19 and is still required for all school personnel, PreK-12 students, families, volunteers, and visitors for 2021-22. Schools will have extra masks on hand for students who may need them.

There are specific exceptions based on age, development, or disability.

Regardless of vaccination status, masks will continue to be worn:

- In classrooms and common areas, except when eating or drinking
- On school buses (a medical exemption may be required if mask wearing is not possible for a student)
- At this time, masks are still required to be worn outdoors on SPS building sites even though guidance from Washington Department of Health has changed.

Snug-fitting masks provide excellent protection.

- Make sure masks cover your mouth and nose and fit snugly against the sides of your face and under the chin. Gaps can let air with respiratory droplets leak in and around the edges of the mask.
- Use a cloth mask with multiple layers of fabric, or wear a disposable mask underneath a cloth mask.
- Choose masks with a nose wire or mask fitter
- For visuals of these tips, visit the [CDC's guidance for improved mask use](#) and [King County Public Health Masking guidance](#).

Hand washing

Hand washing is important to prevent the spread of COVID-19. Students and staff should wash their hands with soap and water or use hand sanitizer if soap and water are not available. Hand washing will be encouraged throughout the day, especially when students are changing classrooms, prior to eating, and after playing outside or using the restroom.

If you have questions or concerns about SPS health and wellness policies, please email healthinformation@seattleschools.org.

For general COVID-19 health and safety information, please visit the [Washington State Department of Health \(DOH\) website](#).

Family Visitors

All visitors to schools will be required to follow school COVID health and safety protocols including masking and physical distancing. All visitors will be required to have an appointment. **When entering the building, visitors will need to complete an electronic or paper health screening and will need show proof of vaccination.** Visitors will also sign in to support contact tracing if needed.

All family meetings will be remote for now in response to the increase of COVID-19 transmission in our community. This means curricula nights etc. will also be remote. Please stay tuned for updates.

For more information: <https://www.seattleschools.org/resources/#health>

Attendance

Please email our attendance specialist if your student is absent at Westseattlehs.attendance@seattleschools.org or you may call 206-252-8804.

Attendance has been proven to be one of the most powerful predictors of academic achievement and can have a dramatic impact on key milestones, including ninth grade achievement, high school graduation, and life success. Attendance is a foundational part of strong teaching and learning. As part of our commitment to the learning needs of every child, WSHS will be monitoring and recording daily attendance.

You can check your child's attendance on the Source here:

<https://ps.seattleschools.org/admin/home.html>

Need support in encouraging your student's attendance? Please reach out to their counselor.

https://www.seattleschools.org/departments/attendance_and_truancy/encouraging_attendance

SPS Attendance Information: https://www.seattleschools.org/departments/attendance_and_truancy

Communication

We believe positive and productive communication between home and school. If you have a question or concern, please contact the staff member directly to resolve it first.

You may search for WSHS staff emails [here through the West Seattle HS Directory](#), and then put their name, job, or title in the search bar to find the person.

If you send an email on the weekend, holiday, or school break; or if the staff member is absent, expect a delay until the next school day. Kindly expect up to 48 school/business hours for a reply to emails requiring a response from staff.

Please check teachers' individual Schoology pages for updates on assignments, tests, and important dates.

<https://www.seattleschools.org/departments/dots/support-training-forms/schoologylms/>

We also recommend checking your grades via the Source. Families, if you do not have a Source account, you may get one here: <https://www.seattleschools.org/departments/dots/support-training-forms/source/>

Please make sure that your updated email address and phone number(s) are on file, so you don't miss out on any news or text updates.

Also check on our school website for upcoming dates and important announcements:

<https://westseattlehs.seattleschools.org/>

[Sign up for Remind text notifications to receive important WSHS Updates:](#)

Class of 2022 – Text the message @wsclass22 to number 81010

Class of 2023 – Text the message @wsclass23 to number 81010

Class of 2024 – Text the message @wsclass24 to number 81010

Class of 2025 – Text the message @wsclass25 to number 81010

2021-22 School Year Dates

- September 1 First day of school for 1st – 12th grade students
- September 6 Labor Day (no school)
- October 8 State In-service Day (no school)
- November 11 Veterans Day (no school)
- November 22 – 24 Elementary conference days (no school for elementary and K-8 students; varies by school)
- November 25 – 26 Thanksgiving break (no school) Thanksgiving and Native American Heritage Day
- December 17 1-hour early dismissal (winter break)
- December 20, 2021 – January 2, 2022 Winter break (no school)
- January 17 Martin Luther King Jr. Day (no school)
- February 21 – 25 Mid-winter break including Presidents Day (no school)
- April 11 – 15 Spring break (no school)
- May 30 Memorial Day (no school)
- June 17, 2022 Last day of school (1-hour early dismissal)

Bell Schedule and Lunch Times

Monday, Tuesday, Thursday, Friday

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

*Note: Passing between periods is 5 minutes.

Wednesday Advisory - Early Dismissal

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

*Note: Passing between periods is 5 minutes.

One Hour Early Dismissal

Period	Time	Length
1st	9:45 - 9:35	50
2nd	9:40 - 10:30	50
3rd	10:35 - 11:25	50
First Lunch	11:25 - 11:55	30
4th Period if Second Lunch	12:00 - 12:50	50
4th Period if First Lunch	11:30 - 12:20	50
Second Lunch	12:20 - 12:50	30
5th	12:55 - 1:45	50
6th	1:50 - 2:35	45

*Note: Passing between periods is 5 minutes.

Two Hour Late Arrival: Wednesday

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

*Note: Passing between periods is 5 minutes.

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

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

*Note: Passing between periods is 5 minutes.

Tech Support

Having laptop challenges or tech troubles? Check out <https://www.seattleschools.org/student-portal/technology-supports-for-families/#internet>

Technology support includes:

- Laptop and SPS device support
- Hot spots support
- Support with remote learning software and other educational resources
- General technology resource information and support
- Language help for remote learning tools
- Additional English language instructional support (206) 252-0100

Health, Wellness, Substance Use, & Crisis Supports

Our point person for health and wellness supports is our WSHS School Nurse, Ms. Aimee Osland aiosland@seattleschools.org.

Neighborcare Teen Health Center

We have an onsite Teen Health Center through a community provider, 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 by appointment only including mental health services, routine medical exams, sports physicals, etc. You may contact the Neighborcare Teen Health Center at (206)

658-8048.

Health, Wellness, and Substance Abuse Supports

Below is a list of additional Community Based Providers and Crisis Support contacts to help support you and your family during this time.

<https://www.seattleschools.org/departments/mental-health-services/>

A number of community agencies offer assistance and information on health and human services available to King County residents. You can call 800-621-4636 or 211 for additional information.

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 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.

Lunch Information

This year, due to social distancing requirements of COVID-19, WSHS will be an open campus for lunch. Please treat the campus with respect and care as it's a historical landmark, built in 1917. Treat the community and local businesses with respect and care. Clean up after yourselves, put trash and papers in appropriate bins.

You are ambassadors of WSHS while out in the community. How you act while out and about reflects on all of WSHS. Also, school lunch for free to all students this year.

Grading

The Board does not plan to change the districtwide grading scale in Policy 2420 for the 2021-22 school year. However, SPS leadership will require grading practices that will promote equity and our long-term, multi-year effort to move towards a standards-based grading system. Specifically, SPS will require the following practices in 2021-22:

- SPS educators will provide biweekly check-ins with students and families for students at risk of earning an Incomplete, No Credit, or a failing grade.
- SPS educators will allow retakes and assignment revisions to the extent possible.
- SPS educators will not give any grades lower than 50% on any assignment (e.g., no zeros), even for a missed assignment.

SPS Educators will use the following grading scale per Policy 2420:

SPS Policy 2420 Uniform Grading Scale	Cutoff %
A	93
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	60
E	50

Incompletes: Per the policy change for last year, Incompletes earned during the 2020-21 school year are permanent grades and will not revert to Es. Students have until the end of the following semester to replace the “I” with a letter grade. This means that students with 2nd semester incompletes from 2020-21 will have until February 2022 to complete their learning plan. For any Incompletes earned during the 2021-22 school year, students have the usual six weeks after the term to complete the individual learning plan and convert the “I” to a letter grade.

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 and not using a computer translator/program (like Google Translate) to produce writing on class work, assignments, and assessments, especially in World Language classes. 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](#)).

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 not ***copying*** other students' homework and not ***using an electronic translator/program*** (like Google Translate) to produce writing on class work, assignments, and assessments, especially in World Language classes. 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.

"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.

Plagiarism Sanctions

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

1st Offense:

- Teacher 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 after school 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 practices 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

Counseling

More information on our dedicated and caring counseling team, its services, and booking appointments, and other supports: <https://westseattlehs.seattleschools.org/resources/counseling-center/>

School Counselors

Last Names A-F, Ms. Erica Nguyen etnguyen@seattleschools.org

Last Names G-Pa Ms. Mallory Neuman mlneuman@seattleschools.org

Last Names Pe-Z, Ms. Christine Nutters canutters@seattleschools.org

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.

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/high-school-college-career/graduation-requirements/>

Counselors meet with students virtually 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.****

****Class of 2023 and beyond: Students must also complete 60 service learning hours.****

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

Schedule Changes

We do not permit schedule change based on "teacher shopping" or students selecting a class based on who the instructor is, or if their friend(s) are in the class.

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 the assistant principal (A-L Mr. Elvig, M-Z Mrs. Carroll).

Student Activities, Athletics, & Eligibility

Check out our existing clubs [here!](#) We welcome students to start their own clubs. For more details, see the Activity Coordinator, Ms. Angela Ferda, aaferda@seattleschools.org.

Activities/ASB Card

Activity cards are available for purchase at a cost of \$35.00(\$15 FRL) 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.

Athletics

For more information on athletics, please go to our athletics web page.
<https://westseattlehs.seattleschools.org/student-life/athletics/>

Athletics/Cheer, ASB, and Grades Participation

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 2.0 GPA to retain their position. Students must have a 2.0 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.**

Fees and Fines

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 our Fiscal Specialist, Ms. Maria Penner, in room 120G. Questions? Email mpenner@seattleschools.org

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 (if in-person prom is permitted this year), walking in the graduation ceremony, picking up your diploma, and the sending out of your transcript.

Advisory & Social Emotional Learning (SEL)

West Seattle High School has a comprehensive advisory program. This school year, advisory will focus more on social emotional learning (SEL), which is an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel and show empathy for others, establish and maintain supportive relationships, and make responsible and caring decisions.

SEL advances educational equity and excellence through authentic school-family-community partnerships to establish learning environments and experiences that feature trusting and collaborative relationships, rigorous and meaningful curriculum and instruction, and ongoing evaluation. SEL can help address various forms of inequity and empower young people and adults to co-create thriving schools and contribute to safe, healthy, and just communities.

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 Advisor?

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.

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 assignments.

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.

Student Rights & Responsibilities

Meaningful learning occurs in environments that are safe, positive, consistent, and predictable. When the principles of cultural intelligence, safety, respect, honesty, accountability, and equity are exhibited throughout a system, trusting relationships result and excellence for each and every student can be achieved.

Seattle Public Schools is committed to furthering cultural intelligence that respects and values the diversity in schools and in classrooms across the district. This commitment serves to guide decisions in promoting fair and equitable treatment for all.

Please refer to Seattle Public School Discipline Policy for detailed information can be found at the link here: [Basic Rules of Seattle Public Schools](#).

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 responses (i.e., discipline, suspension, and expulsion) for any student by a school district.

The foundation of Seattle Public Schools' discipline policy is one of prevention, by establishing a safe and welcoming environment that includes shared behavioral expectations and a common language for talking about expected behavior that is inclusive of students, families, teachers, administrators, volunteers, and other staff (within a Positive Behavioral Interventions and Supports (PBIS) framework). Discipline procedures and strategies aim to maximize instructional time and reduce out of school consequences for behavior. This document applies to all students and is designed to apply to

all students and is designed to educate all members of the educational community as to the rules, regulations, and due process procedures. We encourage families to review the Student Rights & Responsibilities with their student. It describes our expectations at school as well as what students can expect from adults at school.

Discipline Appeal Processes for the 2021 - 2022 School Year

Classroom exclusion and other forms of discipline, including exclusion from transportation or extra-curricular activity:

- Conference with Administration

Short-term suspension or in school suspension:

- Conference with Administration (optional)
- On the record review (by Hearing Officer)
- Discipline Appeal Council (DAC)

Long-term Suspension, Expulsion, or Emergency Expulsion:

- Conference with the School Leader (optional)
- Appeal Hearing (with Hearing Officer)
- Discipline Appeal Council (DAC)

Questions about the Student Rights and Responsibilities or the Discipline Appeal Process may be directed to the Discipline Office at: discipline@seattleschools.org; 206-252-0820; or Seattle Public Schools MS 31-177 P.O. Box 34165 Seattle, WA 98124-1165

WSHS Dress Code

The WSHS Dress Code also applies virtually and during hybrid/remote learning: [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

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

Reports can be made in person or over the phone to any staff member or security. They can be made in writing via email, Teams Chat, etc. They can also be made in writing using the Harassment, Intimidation and Bullying (HIB) Incident Reporting Form (see links below). While you do not need to use the HIB Incident Reporting Form to make a report, many students find using the form a helpful way to be sure they are providing all necessary information. If you use the HIB Incident Reporting Form, please remember that you should provide a copy to the school principal AND to the District's Compliance Officer (via email at oscr@seattleschools.org, or mail at Office of Student Civil Rights, Mail Stop 33-157, P.O. Box 34165, Seattle, WA 98124).

You can find the HIB Incident Reporting Form here:

- [Amharic](#)
- [Arabic](#)
- [Chinese](#)
- [English](#)

- [Oromo](#)
- [Somali](#)
- [Spanish](#)
- [Tagalog](#)
- [Tigrigna](#)
- [Vietnamese](#)

Title IX: Sexual Assault and Sexual Harassment

<https://www.seattleschools.org/departments/student-civil-rights/title-ix/>

WARNING: This section contains information on sexual assault, harassment, and rape.

Read the SPS policy and procedure on sexual assault and sexual harassment:

- <https://www.seattleschools.org/about/school-board/policies/3208-sexual-harassment/>
- <https://www.seattleschools.org/about/school-board/policies/3208sp-sexual-harassment/>

The district prohibits sexual assault and harassment of students, employees and others involved in school district activities. If you have been sexually assaulted or sexually harassed, we are here to support you. Please let us know by reaching out to a trusted administration or staff member for support. Staff and administration will respect and honor whomever you are comfortable with confiding in.

*Teachers and school staff are mandatory reporters, meaning if you tell them you have been assaulted, they are required to report it to the school. When you report a sexual assault your report first goes to building administration. Then building administration calls the district Title IX office who reports to CPS or SPD (Seattle police). After a report to SPD, SPD will attempt to contact you; they may come to campus or will attempt to contact you at home. You can choose whether you want to speak to the police – if you do choose to speak to the police and they come to speak with you on campus, a trusted staff member can support you in speaking to the police by being present in your meeting.

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 consent?

Consent is a verbal and affirmative agreement between participants of all actions that overlap with bodily autonomy. These actions include but are not limited to agreeing to touch, hold hands, hug, kiss, and engage in sexual intercourse. Any sexual activity without consent is considered sexual assault.

Consent is FRIES...

Freely given without manipulation, pressure, or under the influence of drugs or alcohol

Reversible (One can change their mind anytime on what they consent to do)

Informed (One is aware of what they are consenting to do)

Enthusiastic (All parties in the action are visibly and vocally interested)

Specifically given for each act

Age of consent in Washington State:

The age of consent in Washington state is 16 years old. This means that once an individual is 16, they can legally consent to sexual activity with an adult who is 18 years or older unless there is an unequal power dynamic. If there is an unequal power dynamic, there is not consent. (Ex: There is not consent between a teacher and student, foster parent and foster child, employer and employee, large age differences, or if an individual has cognitive delays) RCW 9A.44.010.

If someone is not 16, Washington state law states that sex, even when teens may think they're consenting, the State considers the listed instances illegal if:

- The younger person is under 12, and the older person is more than 24 months older (RCW 9A.44.073)
- The younger person is 12 or 13, and the older person is more than 36 months older (RCW 9A.44.076)
- The younger person is 14 or 15, and the older person is more than 48 months older (RCW 9A.44.079)

What is sexual assault and sexual harassment?

Sexual Assault Sexual assault is any unwanted, non-consensual sexual contact of an individual. It can be 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.). It can happen to anyone regardless of race, gender, age, and sexuality

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

- A student or employee is led to believe that they 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
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Sexual harassment can happen to anyone regardless of race, gender, age, and sexuality.

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.
- Sending unwanted pictures that are sexual in nature; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Again, if you feel comfortable, please let a trusted staff member or administration know if you have been sexually harassed or sexually assaulted. [Click here to read the SPS policy and procedure on sexual assault and sexual harassment.](#) Please also see the bottom of this section for contact information of outside resources.

False Allegations

Please know that administration and staff take reports of sexual harassment and sexual assault very seriously. We want to provide a supportive environment for all of our students and will take appropriate next steps when receiving reports. Please also know that for false allegations, it is a violation of this the District's policy on Sexual Assault and Sexual Harassment 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. If you believe that someone has made a false allegation against you, please let a trusted staff member or administration know.

Resources for sexual assault survivors

Hotlines: King County Sexual Assault Resource Center 24-hour Hotline: 888-998-6423

RAINN National Sexual Assault Hotline: 800-656-4673

King County Sexual Assault Resource Center: <https://www.kcsarc.org/en/get-help-now/>

Harborview Resources for students: <https://www.seattleschools.org/wp-content/uploads/2021/07/Teen-Handout-FINAL.pdf>

Recovering from Sexual Violence Articles: <https://www.rainn.org/recovering-sexual-violence>

Sexual assault nurse examiner locations in King County

Harborview Abuse and Trauma Center: [\(206\) 744-1600](tel:2067441600), Patricia Steel Building, 401 Broadway, Suite 2075, Seattle, WA 98104

Covington Medical Center: [\(253\) 372-6500](tel:2533726500), 17700 SE 272nd St, Covington, WA98042

Evergreen Medical Center: (425) 899-1000, 12303 NE 130th Lane Kirkland, WA 98034

Good Samaritan Hospital: (253) 697-4000, 401 15th Ave SE, Puyallup, WA 98372

Highline Medical Center: [\(206\) 244-9970](tel:2062449970), 16251 Sylvester Rd SW, Burien, WA 98166

Multicare Auburn Medical Center: [\(253\) 833-771](tel:253833771), 202 N Division St, Auburn, WA 98001

Overlake Medical Center: [\(425\) 688-5000](tel:4256885000), 1035 116th Ave NE, Bellevue, WA 98004

Seattle Children's Hospital: [\(206\) 987-2000](tel:2069872000), 4800 Sand Point Way NE, Seattle, WA 98105

St. Elizabeth's Hospital: [\(360\) 802-8800](tel:3608028800), 1455 Battersby Avenue First Floor, Enumclaw, WA 98022

St. Francis Hospital: [\(253\) 835-8100](tel:2538358100), 34515 9th Ave S, Federal Way, WA 98003

Swedish First Hill: [\(206\) 320-2000](tel:2063202000), 500 17th Ave, Seattle, WA 98122

UW Medical Center- Northwest: [\(877\) 694-4677](tel:(877)694-4677), Main Hospital, 1550 N 115th St, Seattle, WA 98133

Valley Medical Center: