

# West Seattle High School Staff Handbook 2008-09

## **OUR MISSION/BELIEFS**

**Every student a learner  
Every parent\* a partner  
Every staff member a leader  
Every community member a mentor**

*\*a person who raises or cares for another*

## **OUR VISION**

**We are what we repeatedly do.  
Excellence, therefore, is not an act  
but a habit.**

*-- Aristotle*

## **We Are Westside**

**We are a diverse learning community of students,  
families, and professional educators.**

**We respect our differences and similarities in all  
areas.**

**We strive for a climate of trust, respect and  
accountability.**

**We commit to creating and promoting a positive  
environment for all and understand that doing so is  
the job of every person.**

**We hold high standards and expectations for all.  
We recognize that each of us has a part in and is  
responsible for achieving Westside's mission and  
vision.**

***We are ALL Westside!***

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West Seattle High School  
3000 California Avenue SW, Seattle, Washington 98116

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**School telephone numbers** begin with the prefix 252-\_\_\_\_\_. If dialing from within the building, you only need dial 2-XXXX.  
**WSHS Main Office** 252-8800  
**WSHS FAX #** - 252-8801  
**WSHS Website** = <http://wshs.seattleschools.org>  
**Westside Notes Website** = <http://notes.moderator@wshsptsa.org>  
**West Seattle HS PTSA website** = <http://wshsptsa.org>

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**Administration • Counseling • Student Services**

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**Administration**

<b>Bruce Bivins</b>		(2-8805)
Principal - Main Office		
<b>Jenni Maughan-MacDonald</b>		(2-8880)
Asst. Principal - Room 216		
<b>Anitra Pinchback-Jones</b>		(2-8846)
Asst. Principal - Room 136		
<b>Carol Wakefield</b>		
Administrative Secretary – Main Office		(2-8816)
<b>Pam Mason</b>		
Assistant Secretary/Athletics – Main Office		(2-8792)

**Counseling Department**

<b>Marcia Berenter</b>	Room 209	(2-8819)
Students A-G		
<b>Sue Quigley</b>	Room 204	(2-8820)
Students – H-N		
<b>Tara Vanselow</b>	Room 109	(2-8804)
Students O-Z		
<b>Katherine McEwen</b>		
Counseling Secretary Room 129		(2-8830)

Student Services

Academic Help	Counselors
ASB/Activity Cards/Clubs/ Dances	Carrie Burr, Activity Center
Athletics / Sports	George Foster - Room 177A Pam Mason - Main Office
Attendance Issues	Nancy Cromer - Room 129
Bus & Transportation	Nancy Cromer - Room 129
Change of Address	Kathy Newman - Room 181
Class Schedules	Counselors, Couns. Office
College Assistance, Job Info	TBD, Career Center (in Library)
Community Service	Counselors/Counseling Office
Conflicts, Harassment	Asst. Principals or Counselors
Counseling	Counselors/Counseling Office
Dean of Students - Academic Intervention	Regina Carr - Room 142
Drug/Alcohol Interventionist	Virginia Metz- Room 238
Emergency Student Contact	Main Office
Fees, Fines	Lynda D'Ortiz-Dabek Fiscal Office - Room 120G
Lockers	Dave Lunde - Head Custodian
Lost and Found	Security - large items Main Office -small items
Lunch Info	Charlene Swanson - Lunchroom
Health Needs	Sandy Polzin, School Nurse, Health Center - Room 127
Psychologist	Gary Newell - Room 210
Registration	Counselors Kathy Newman- Room 181
Report Cards	Counseling - Room 129
Running Start	Counseling - Room 129
Scholarships	Counseling - Room 129
Events, Building Rentals	Carrie Burr - Room 122 D
Security Officers	Security Office - Room 117
Sports Applications	Pam Mason - Main Office
Students' Transcripts	Counseling Office - Room 129
Teen Health Center	Tasha Alexander - Room 127
Yearbook	Laura Turner - Room 125

## **BELL SCHEDULES**

### **1ST SEMESTER "Rolling Four" - 2008-09**

#### **Mondays & Fridays**

**1st**—8:10-9:00  
**2nd**—9:05-9:55  
**2nd Breakfast** 9:55-10:10  
(**Mon**-*Frosh Advisory*)  
(**Fri**-*Office hours*)  
**3rd**—10:15-11:10  
**Lunch** -11:10-11:45  
**4th**—11:50-12:40  
**5th**—12:45-1:35  
**6th**—1:40-2:30

#### **Tuesdays**

**1st** -8:10-9:30  
**2nd Breakfast** 9:30-9:40  
**2nd**—9:45-11:05  
**Lunch**—11:05-11:40  
**4th**—11:45-1:05  
**5th**—1:10-2:30

#### **Wednesdays**

**1st**—8:10-9:30  
**2nd Breakfast** 9:30-9:40  
**3rd**—9:45-11:05  
**Lunch** 11:05-11:40  
**4th**—11:45-1:05  
**6th**—1:10-2:30

#### **Thursdays**

**2nd**—8:10-9:30  
**2nd Breakfast** 9:30-9:40  
**3rd**—9:45-11:05  
**lunch**—11:05-11:40  
**5th**—11:45-1:05  
**6th**—1:10-2:30

### **2ND SEMESTER "Straight Six" - 2008-09**

#### **Mondays & Fridays**

**1st**—8:10-9:00  
**2nd**—9:05-9:55  
**2nd Breakfast** 9:55-10:10  
(**Mon**- *Frosh Advisory*, **Fri**-*Office Hours*)  
**3rd**—10:15-11:10  
**4th**—11:15-12:05  
**Lunch**—12:05-12:40  
**5th**—12:45-1:35  
**6th**—1:40-2:30

#### **Tuesdays, Wednesdays, Thursdays**

**1st**—8:10-9:00  
**2nd**—9:05-9:55  
**2nd Breakfast** 9:55-10:05  
**3rd**—10:10-11:10  
**4th**—11:15-12:05  
**Lunch**—12:05-12:40  
**5th**—12:45-1:35

6th—1:40-2:30

**2008-09 SCHOOL CALENDAR  
(Subject to change)**

August 11	220's report	Jan. 23	End of 1 <sup>st</sup> semester
August 20	Football begins		
August 25	Fall sports begin	Jan. 26	Day between semesters – no school
August 26	TRI Day (District)		
August 27	Cert's. begin	Jan. 27	2 <sup>nd</sup> semester begins
	201's report		
	LID day		
August 28	LID day		
Sept. 2	Staff work day	Feb. 4	Early release
Sept. 3	First student day	Feb. 16-20	Mid-winter break
Sept. 24	2 hr early release	Feb. 25	Spring sports begin
Oct. 1	Open House (6:30 – 9 pm)		
Oct. 4 & 5	Class of 2008 Graduation order days	March 2	Spring sports begin
		March 4	Early release
Oct. 3	5 week progress grades posted	March 20	Waiver day – no students
Oct. 10	Waiver day	Mar.30-April 3	– spring break
Oct. 29	2 hr early release	April 13-May 1	WASL testing
			Oct. 17 Picture retake day #1 (of 2)
Nov. 10	Gymnastics begin	May 20	2 hr early release
Nov. 11	Veteran's Day Holiday	May 25	Memorial Day
Nov. 17	Winter sports begin	June 10	Last day for Class of 2008!
Nov. 26	One hour early dismissal	June 12	Class of 2008 graduation @ Memorial Stadium
Nov. 27-28	Thanksgiving break	June 16	Last student day
Dec. 22-Jan 2	Winter break	June 17	Waiver day
Jan. 19	MLK Holiday	June 26	Last day 201's Last day 220's

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## West Seattle HS Attendance Policy

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Staff is required to take attendance per WAC 180-44-010:

(1) It shall be the responsibility of the teacher to follow the prescribed courses of study and to enforce the rules and regulations of the school district, the state superintendent of public instruction and the state board of education, maintaining and rendering the appropriate records and reports.

Consistent, accurate attendance practices contribute to student learning success. In order to create an accountable learning environment, it is the responsibility of all staff to:

- Take attendance at the beginning of the period
- Keep students throughout the entire period (any individual students who leave class, need to have a pass)
- Be clear, consistent, and immediate with consequences
- Give no out-of-class "breaks".

When a student is absent from school, a note must be brought to the attendance office within 48 hours of the student's return to school. The attendance office opens at 7:45 AM. **Please do not send students with notes during class time.** Per Board policy:

EXCUSED ABSENCES	UNEXCUSED ABSENCES
Illness or injury	Sleeping late
Family emergency	Car breaking down
Known religious holiday	Traffic
Pre-Planned, Parent-Excused absences	Babysitting
College visitation	Outside job
Family trip	Leaving class without permission
Medical Appointments	Leaving class with permission but not returning as assigned

Note: Field Trips and other School-Sponsored absences (e.g., discipline suspensions) are considered part of the instructional program, and are considered "constructive absences".

### **Teachers' Responsibilities Regarding Attendance**

1. Teachers are required to take and maintaining accurate attendance records per WAC 180-44-010 (see page 6).
2. At the beginning of each period after the tardy bell rings, take roll using eSIS or the appropriate substitute method.
3. The attendance office will notify parents by phone (automated calling machine) any day that a student has been marked absent. Parents may also log onto *The Source* to check on students' absences.
4. Teachers **need** to specifically notify students, parents, and administration of patterns of excessive absenteeism. A phone call home is the most influential way to get a student to return to your class!
5. The Becca Bill ensures that after the second full day of unexcused absence from school, the attendance office will send a letter home to parents, requesting a Truancy conference with the student, parent, and administrator.

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***All teachers must publish the reasons attendance is required in your classes and how it impacts grades/credits. This information will be included in every syllabus and posted in every classroom.***

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#### **Attendance is required so the student will be able to...**

- Participate in oral presentations
- Participate in physical activities, including lab activities
- Participate in class discussions and/or in group work
- Receive verbal instruction concerning new concepts, and re-explanation of previous concepts
- Collaborate in group processing activities
- Hear and respond to guest speakers and outside resources (e.g., films, video presentation, etc.)

### **Instruction Policy**

#### **Academic Plans**

By the end of the second week of each scheduled course (semester, year) you shall provide the appropriate administrator a copy of your Academic Plan (syllabus) for each course that you teach. The following information should be included:

- ❖ Title of the Course
- ❖ Textbook/Material Used in Class
- ❖ Course Expectations

- ❖ Brief summary – description of the Course including the post high school readiness skills included in your curriculum
- ❖ Assessment Strategies
- ❖ Procedures and Expectations Related to Homework
- ❖ Criteria Used to Determine Grades at the Quarter
- ❖ Attendance, tardy, and discipline policies and other requirements (be sure to state why attendance is important to attaining the learning goals for your class and how lack of attendance will impact the students grade).
- ❖ Any guidelines that impact the course grade should be included.
- ❖ Signature of Parent or Guardian

Each student should receive a copy of your Academic Plan each semester. and you should post it on *The Source*.

### **Homeroom (Third Period Class)**

The third period class serves as the HOMEROOM. You need to make sure that the daily bulletin is read daily. Each 3rd period class will elect a student forum representative which serves as a unit of the student government.

### **West Seattle High School Grading Policy**

1. Parent conferences regarding grading and progress are encouraged.
2. There are four grading periods a year, plus mid-term reports.
3. The grading symbols are A, B, C, D, and N.
4. For students with special needs, a P or N grade may be used. Such decisions need to be made at the very beginning of the semester, and must be recorded by no later than five weeks into the semester. A student will only be allowed to take one course per semester, unless an IEP or 504 team has determined that additionally courses need to be taken on a pass/fail basis on account of a student's disability.
5. A student may not receive an "N" grade at the quarter or semester unless a parent/guardian has timely notification prior to the issuance of the "N" grade (at least two weeks' prior notice). NOTE: there may be circumstances warranting a failing grade because of unsatisfactory performance during the last two weeks of the term. In such cases, there must be two-way communication by email or phone, with the teacher prior to the teacher's issuing a failing grade/loss of credit.

### **Progress Reports (5- and 15-week reports)**

All students receive mid-quarter grade reports via *The Source*. They are an excellent reinforcement tool for students who are making good

progress, and also alert families of poor academic performance. Teachers must keep an electronic grade book (e.g., *EasyGrade Pro*,) and post your progress report grades on The Source through eSIS. Please update *The Source* **at least** every two weeks; preferably on the 1<sup>st</sup> and 15<sup>th</sup> of each month.

### **Report Card Grades**

All grades for report cards are filed electronically.

### **Updating Grade Information for The Source**

- Electronic grading (i.e., *Easy Grade Pro*) is required of all teachers. If you feel you have an exceptional circumstance, please see the principal.
- Keeping an electronic grade book (e.g., *EasyGrade Pro*) allows you to easily and regularly post student grades to a secure server. Parents and students use a family-generated password to access this information.
- Noting upcoming assignments and deadlines in *EasyGrade Pro* is an excellent way to enlist parent support in making sure students keep up with their assigned work. When students are unexpectedly absent, this is also a good way for them to find out what they missed, and keep track of upcoming assignments.

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## **General Responsibilities of Staff**

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### **1. Hours**

Certificated staff are contracted to work in the school building for a 7.5 hour teaching day. Faculty is required to be in the building by 7:40 AM (8:10 in the classroom) and then remain in the building until 3:00 PM. Flexibility in these hours is allowed, but such exceptions must be pre-arranged with the building principal and/or your direct supervisor. Flexibility is not permitted for the times when teachers should be in the classroom to meet students. Teachers are never to leave students unattended during class time. (If there is an emergency reason to leave class, please call the main office at 2-8800).

From time to time, a staff member may need to leave the building during prep/break time—in this event, please sign out in the main office.

Staff members are required to attend bi-monthly staff meetings, prep period meetings, departmental meetings, and other meetings scheduled as part of the regular school program.

2. **Communication**

Students under our direction are constantly evaluated in terms of individual success. It is essential that close communication be maintained between teachers and the home regarding grades, behavior, and attendance, all of which reflect patterns of success. Two-way communication with families (in person, by phone, or by email) is both critical, and expected, for any student whose grades are slipping, or who may potentially receive a "D" or an "N" grade. Please remember to be professional in all communications.

3. **Routines**

Greet your students at the door daily. Keep students engaged bell to bell. Do not issue any hall passes during the first and last 10 minutes of the period. Check your mailbox before and after school.

4. **Use of Email**

Email is subject to the Internet Use policy. Remember the 3 P's: No politics, pornography, or personal gain (\$\$.) Also remember that, unless protected by attorney-client privilege, all electronic mail is subject to public disclosure. Please limit the use of all-staff emails to appropriate school business.

5. **Students as Teacher Assistants**

Your TA's are your responsibility during the class period. They should remain in your class the whole period, unless on a specific mission for you, then TA must have hall pass. Ms. Burr will be happy to print a semester hall pass for any TA's. Send them to the Activity Center to request one.

6. **Student Illnesses**

Students who become ill during class should be sent to the nurse in the Health Center **with a pass**. She will determine if the student is ill enough to go home and then will follow procedure to procure an early dismissal for that student.

7. **Student Health Alerts**

Each semester the nurse will give you health forms for any of your students with special health concerns. Keep them in your substitute folder.

8. **Students after School**

Students on campus after school must be under the supervision of a staff member. Teachers who have arranged activities for students after school must arrange to have a staff supervisor present.

**9. School Visitors**

Non-Westside students are not allowed on campus unless they are part of a supervised, approved activity. Adult visitors must sign in at the main office and wear a visitor's badge. Anyone wishing to observe a class should prearrange it with the teacher and the principal.

**10. Statement of Responsibilities and Rights**

This document includes the district requirements regarding student rights and is sent home to all families in the fall. All teachers must be thoroughly familiar with its contents.

**11. Guest Speakers**

If you wish to invite an outside speaker to your class, complete the "Guest Speaker" forms (available in the main office) and presents it to the building principal prior to the agreed-upon date. Consider that the guest speaker is approved, unless the principal gets back to you regarding any specific concerns or questions.

**12. Injuries**

Report any on-the-job injuries to the school nurse.

**13. Child Abuse Reporting**

RCW 26.44.030 requires that all school personnel report to the Department of Social and Health Services (DSHS), Child Protective Services (CPS), or local law enforcement agency when they have reason to believe a child or adult dependent person has suffered abuse or neglect. Such report must be made at the first opportunity to do so, but in no case longer than 48 hours after the suspected abuse or neglect has come to the attention of the staff member.

A written report must be submitted to the agency contacted as soon as possible after the phone report is made. It is staff members' legal responsibility to make a report whenever there is reason to believe abuse or neglect has occurred. In doing so, staff is immune from potential liability. Protection of children is the paramount concern; any doubt about the child's condition shall be resolved in favor of making the report. It is CPS' responsibility to determine if the abuse or neglect actually occurred.

If the person suspected of abuse is a fellow staff member, and the concern is suspected sexual misconduct, pursuant to the District's Adult Sexual Misconduct Procedure, school personnel must report their concerns to the Principal. If the conduct of concern rises to the level of child abuse, school personnel and the Principal are to contact law enforcement and Human Resources.

#### **14. Emergency Substitute Folder**

Each teacher must provide an emergency substitute folder to be kept on file in the main office. This will be used on those rare occasions where a teacher is suddenly taken ill and has not had time to put together sub plans. It must contain, at minimum, the following information:

- At least two days' Emergency lesson plans
- Location at which you have left your specific lesson plans
- Relevant instructional materials
- Names of responsible students who may be helpful
- Classroom rules and procedures, library policy, hall pass privileges, and location of emergency evacuation plan
- Pertinent phone numbers like the main office, the Assistant Principals and Security

*It's your responsibility to ensure that this folder is complete and current.*

#### **15. Substitute Plans**

Each teacher must provide a substitute folder in your room. The purpose is to give specific information for a substitute to use to conduct meaningful learning activities for your students when you are absent. It must contain, at minimum, the following information:

- Seating charts
- Class lists to be used for attendance
- Specific name of the book used in each class
- Rules and procedures for checking out books
- Relevant instructional materials.
- Names of responsible students who may be helpful
- Classroom rules and procedures, library policy, hall pass privileges, and emergency evacuation plan.

It's your responsibility to ensure that this folder is complete and current.

#### **16. Respect and Cooperation**

- Students must give respect to any staff member. It is against state law and board policy for a student to refuse to identify him or herself to a staff member, or to refuse to comply with a staff member's request. Due to the need for safety and order in schools these qualify as suspendable offenses.
- When possible, *spend the last two minutes of passing period standing by the door to your classroom or office.* It is important

for us all to do what we can to maintain a visible presence in the hallways and common areas of the school.

- During all-school assemblies report to your assigned seating area and actively supervise the students in that section. Your participation is mandatory and will help these events be productive, safe, and community building.

### **17. Controversial Issues**

School Board policy and state law require that in the discussion, instruction, or presentation of controversial issues, staff members must ensure that particular positions or points of view are balanced by equal attention to divergent views on the given topic. The key to discussing controversial issues with students is balance.

Pursuant to School Board procedure, the principal must be aware of courses and programs relating to controversial issues. Here is a link for the complete *School Board Policy and Procedure* regarding Controversial Issues:

<http://www.seattleschools.org/area/policies/c/C06.00.pdf>

<http://www.seattleschools.org/area/policies/c/C06.01.pdf>

### **18. Anti-Harassment Policy**

Harassment, intimidation, and bullying are not acceptable. Employees, volunteers, parents/guardians, and students are prohibited from engaging in harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical, or sensory disability. This includes conduct between students, between adults, and between adults and students. Complete information regarding the District's Anti-Harassment Policy and the Procedures for reporting and investigating complaints of harassment, can be found at the following links:

<http://www.seattleschools.org/area/policies/d/D49.00.pdf>

<http://www.seattleschools.org/area/policies/d/D49.01.pdf>

<http://www.seattleschools.org/area/policies/d/D49.02.pdf>

### **19. Ethics Policy**

School district employees cannot have an interest, financial or otherwise, or engage in a business or transaction or incur an obligation of any nature that is in conflict with their official duties. There are specific limitations on accepting gifts, particularly when you have a role in making purchasing

decisions. All employees must follow the School Board's Policy and Procedure on Ethics, which can be found at the following links:

<http://www.seattleschools.org/area/policies/f/F11.00.pdf>

<http://www.seattleschools.org/area/policies/f/F11.01.pdf>

### **20. Issuing Textbooks and other School Materials to Students**

You are responsible for having each student fill out a Book Card for each and every textbook and any other learning materials you issue to the student. It is critical that all book cards be filled out completely, and signed and dated by the student. Include Title, Publisher, Year, Replacement Cost, Term, Teacher, and Student Signature. Keep the original for your records. When a student returns the book/material, rip up and discard the original.

### **21. Movies, Television, and Videos as a part of the Curriculum**

When used judiciously and to support specific course objectives, movies and videos, or excerpts of movies and videos, can be an excellent teaching tool. School Board policy is explicit with respect to using movies or videos as part of instruction. In general, you must: **1)** identify the course objectives to be served by the showing of the video, **2)** notify parents in advance, and **3)** notify your Administrator in advance.

Here is the link for the complete policy:

<http://www.seattleschools.org/area/policies/c/C24.00.pdf>

*Do not make movies your lesson plan for days when you have a substitute. Subs generally do not stop and start the video for instructional purposes, or engage students in period discussions, noting how the movie supports your lesson and learning objectives.*

### **22. Cell Phones, MP3's iPods, CD Players, et al**

To protect instructional time, our school policy is that **inside the school building, personal electronic devices are to be neither visible nor used, between the hours of 7:40 AM and 2:40 PM.**

This includes passing time, nutrition break and lunch times. Note: Family emergency communication with the student is handled through the main office. *On late arrival days, the policy goes into effect at 9:40am.*

**23. West Seattle Helpdesk (tech help for staff)**

Somewhere on your computer, tape a little note to yourself: "WST Helpdesk". By sending an email to this address, you will identify your tech support needs to JSCEE, Paul Larsen, or Neil Rockwell. They will respond to these requests as quickly as possible. It is important to the effective functioning of our school's "helpdesk" that ALL requests are made through the WST Helpdesk email address.

**24. Westside Notes**

Westside Notes is the PTSA's email publication, which is sent to hundreds of subscribing parents and staff members. Its purpose is to share timely and important information news to West Seattle families, staff members, and community members and to support staff members and students by being a vehicle for sharing program or classroom needs. Do you need chaperones for a field trip or dance? Do you need 5 more copies of a textbook? Classroom supplies? The PTSA encourages all West Seattle faculty and staff to use Westside Notes to get the help you need. Email [notes.moderator@wshsptsa.org](mailto:notes.moderator@wshsptsa.org) with your request, and/or to subscribe to this wonderful list serve.

**25. Final Checkout Procedure for Summer**

Your completed Staff Checkout form is due before you leave for summer vacation. The checkout procedure involves turning in copies of grades and other important matters.

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**West Seattle Career Center**

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<b>Career Center 2-8818</b> Career Specialist: TBD  Adria Sneed, TRIO Talent Search	Career Center	Materials and information for all students concerning post-high school planning involving careers, vocations, and college. College conferences and speakers representing various careers take place here.
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The Career Center provides many resources for students wishing to explore careers and research post-high school educational options.

- The Center has a computerized career information system, interest inventories, and offers speakers on specific careers.

- Students can find information regarding selection and admissions to 4-year, community, and technical colleges, and to military programs. Over 100 colleges and universities hold conferences in the Career Center.
- The Career Specialist helps students enroll in vocational education opportunities such as City Campus and Tech Prep.
- Students can register here for work credit. They will also find employment listings and information on doing a successful job search.
- The Career Center offers field trips to local businesses, colleges, and events pertaining to careers.

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### **Library**

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West Seattle High School's library is an extension of your classroom, housing books, magazines and selected web sites. These resources are designed to support and extend your teaching and students' learning. Be sure to talk with the librarian about the instructional focus of your classes, **prior** to bringing your class to the library or sending individual students to the library.

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### **Supplies**

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#### **STUDENT SUPPLIES**

West Seattle High School's supply budget is very limited. The school is therefore unable to provide supplies for individual students or for classes. You may order student supplies from departmental budgets, provided that the department head signs off and that sufficient funds are available. Give a purchase requisition form to Ms. Lynda D'ortiz-Dabek, the Fiscal Secretary, and indicate that the material is to be ordered through "B2B", our online ordering system. Write on the form which account is to be billed for the order:

- a. Department account (requires dept. head signature), or
- b. Departmental Self Help Account (requires dept. head signature)

#### **STAFF SUPPLIES**

We will do our best to provide each staff member with what you need to carry out your work at Westside. See Ms. D'ortiz-Dabek, the Fiscal Secretary, to request supplies. If the item(s) needed are small and can fit in your school mailbox, you may alternatively leave a note in the basket on her door.

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## **Emergency Procedures • Building Security**

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### **Fire Drill Procedure**

If a continuous fire alarm horn sounds in your area:

1. Exit from the room.
2. Close and lock door(s) to room.
3. Move quickly to Hiawatha field via the closest exit.
4. Take roll on the field.
5. Report to your Area Leader.
6. Await the all-clear signal.

### **Earthquake Procedure**

1. Remain calm.
2. Remain in the classroom.
3. Move Away from the windows.
4. Seek protection under tables and desks.
5. Follow emergency plan (Protect, Assess, Evacuate to assigned area of field)
6. Lock door upon leaving; mark with ribbon

### **Lockdown Procedure**

1. Office calls 911 and makes an announcement over the loudspeaker.
2. **This is the signal for all students and staff to go immediately to the closest classroom.**
3. Grab any stray students/staff from hallways, lock door, pull shade, turn off lights, and remain quiet until you receive further instructions.

### **Chain of Command for Emergencies**

In the event of an emergency, the following people are in charge (chain of command)

1. Principal – Bruce Bivins
2. Assistant Principal – Anitra Pinchback-Jones
3. Assistant Principal – Jenni Maughan-MacDonald
4. Activity Coordinator – Carrie Burr

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## **Use of Building After-Hours**

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The building is open between the hours of 6:00 AM and 10:00 PM on weekdays. Check with the head custodian regarding weekend hours the building may be open. The building is used in the evenings by a number of groups, both school and outside entities. If you wish to schedule an event after 5:00, **you must check with Carrie Burr, the Activity Coordinator, to procure a space** - this includes all classrooms.

Once closed, the building is protected by an alarm system that detects movement. The police department responds to all alarms, including to those, which are inadvertently triggered by staff. They bill us \$50 per false alarm; this bill will be the responsibility of the individual staff member, not West Seattle, so please be careful.

A reminder to those few staff members who have keys to the building:

1. Turn off the alarm immediately.
2. Call Security (2-0707) immediately.
3. Work in your area. When you leave your area, please be sure the area is secure, windows are closed, and lights are off.
4. Call Security (2-0707) to let them know you are leaving and are re-setting the alarm.
5. Re-set the alarm.
6. You will have 90 seconds to exit the building. As you leave, make sure the door is firmly shut behind you.

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### **Purchasing Procedures • Cash Handling**

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#### **Purchases from Baseline Departmental accounts**

**Prior approval of your department head is required for all departmental purchases.**

An explicit fiscal procedure handbook with samples of correctly filled out forms entitled

"WSHS Fiscal Procedures" is available on your teacher computer desktop (Main Office Folders).

#### **Purchase Order Requests**

After you have received budget approval from your department head, call the vendor to determine whether they will accept a purchase order from the Seattle School District, and verify amounts (including tax and shipping.)

- Fill out a Purchase Order Request form completely. To ensure that there is no mix-up, write the department or account name on the form.
- Obtain your department head's signature on the form.
- Turn the completed form in to the Fiscal Specialist for processing and for the principal's signature.
- Allow 3-4 weeks for turnaround.

### **Reimbursement Requests (from departmental budgets)**

For small purchases (generally under \$200) you may purchase the item, and submit a completed request for employee reimbursement form.

- Attach original receipt(s). Include an additional photocopy of all receipts.
- Include your employee ID # on all receipts and copies.
- Sign the original receipts, and indicate the purpose of the purchase.
- Obtain your department head's signature
- Turn your request in to the Fiscal Specialist.
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### **Self-Help Purchases**

Self-Help moneys are moneys that you deposit with the school; generally, these moneys are generated through student lab or class fees, or else through donations you may receive from PTSA or other outside sources. The money is placed in a special "self-help" account under the title of your department.

- You may submit purchase order requests or you may request reimbursement from your self-help account once the monies are posted in the account.
- Make sure that you indicate on the form, "This is from the (name of dept) self-help account."

### **Receipt of Goods**

When a delivery is received, initial the packing slip and turn the slip or invoice into the Fiscal Secretary immediately, so that payment may be processed.

- If the packing slip is not with the shipment, furnish a written note to the Fiscal Specialist verifying receipt of the shipment.
- If you don't confirm receipt of your order, the vendor will not be paid.
- On open purchase orders, let the Fiscal Secretary know each time you receive an order, and submit all packing slips or invoices for payment.

Questions? Ask your department head or our Fiscal Specialist.

### **Cash Handling**

To insure the safe keeping of cash and the proper audit controls, it is **REQUIRED** that receipts be written for any cash received for any school activities or purposes. If you are collecting money for a class project, you need to obtain a general receipt book from the Fiscal Specialist ahead of time. The receipt should include date, name of student, amount received, purpose, and whether it was check or cash. You then count the total, and

deposit it in the school safe that day. Never keep cash in classrooms overnight. In accordance with state law, all money is to be deposited within 24 hours. Once the deposit is processed, you will receive a receipt for this amount.

**If you are handling monies that are not baseline, i.e. ASB monies, check the ASB procedures handbook and with the Activity Coordinator – Carrie Burr as to how this is to be done.**

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### **Field Trip Procedure**

There are specific packets in the Forms drawer in the Main Office for Field Trips (local, Overnight/Out of State, and Overseas). These contain everything you need to know to organize and a field trip, including all forms that are required for your particular trip.

It is important to realize that you must fill out proper field trip forms, even when the trips happen after school hours on weekends, or during vacations—even summer vacations. The field trip policy also applies to any and all athletic trips.

Important: Activities, Academic, and Athletic field trips are an important aspect of the educational program of the Seattle Public Schools. All school rules, district policies, and state and federal laws that pertain to schools and schooling are in effect on field trips. As a chaperone at a school district-sponsored event (i.e., field trip) you assume a great deal of responsibility. For extended, overnight, and out-of-state field trips, this responsibility extends to 24-hours a day and 7 days a week, and means, among other things, that the *no alcohol/drugs* rule applies not only to students, but it also applies to adults chaperoning the trip. Even overseas.

**All field trips must be pre-approved by the Administration (Ms. MacDonald – Assistant Principal in charge of field trips), and certain field trips will require the pre-approval of Risk Management and/or the School Board. The following procedure is required for all field trip requests:**

**Timeline:** Local field trip request forms must be submitted to the building principal at least two weeks prior to the scheduled trip. Extended (overnight, weekend/holiday, or out of state) requests require the approval of the High School Instructional Director, and must be submitted well in advance of the intended date. International travel requires significant advanced approval from various sources, and should be started a year in advance of the anticipated trip. Incomplete or late requests will affect the approval of your field trip.

1. **Field Trip Request Form** (available in the main office; also in your Field Trip notebook)
  - a. **Local:** for weekdays and trips within the area of Western Washington
  - b. **Extended:** for overnight, Saturday, Sunday, holiday, or areas outside of Western Washington
  - c. **Trips involving fundraising:** These field trips must be approved by the district office prior to conducting any fundraising activities for the trips. This requires time, so submit forms several months in advance.
2. **District Initiated (DI) Sub Requests** (available in the main office) must accompany any field trip for which you will require substitute coverage (no exceptions.) Be sure to indicate the account that is paying for your substitute costs (e.g., departmental account, departmental self-help account, etc.) DI subs are only available for staff that are on school-sponsored and approved trips. Staff who are accompanying students on trips that are not school-sponsored or approved will not be provided with DI subs, and must record missed work time as personal or unpaid leave.
3. **Travel Insurance Form** – If you have an extended or overnight field trip, you must fill out this form and attach a check to cover the \$.25 per day, per student cost.
4. **Student Behavioral Expectations Form** – All students participating in extended field trips (e.g., overnight) must complete this form. You keep a file of all signed forms.
5. **Student Field Trip Form** – This form requires signatures from parents and other teachers, and also contains pertinent medical information. By staff agreement, the student field trip form must be presented to (and signed by) students' other teachers no less than 3 days before the trip. You should keep these in your own files.

Also, please give the attendance office a list of students attending your field trip, with their ID #'s and the periods they will miss. Do this procedure TWO times: once, before the trip and once, afterwards (indicating those students who did not attend.)

6. **Check with school nurse** for possible emergency medications to accompany the student on the field trip

7. Prior to leaving the building, the filed trip supervisor needs to sign out in the Main Office.

**Transportation**

a) **School District Bus Transportation** – Please obtain the budget numbers for the account being used for the trip. Dept. Heads or the fiscal secretary can answer questions regarding appropriate budgets for bus. Fill out the transportation request form, and give to the Assistant Secretary in the main office.

b) **Private Transportation** – Before the field trip ALL private transportation drivers must have a “volunteer driver Information” form on file in the Counseling Office, Room 129. The driver and the parent MUST sign student permission to transport forms, and the trip must be recorded in the transportation log in the main office.

**Check with Ms. MacDonald if you have ANY questions regarding field trips.**

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The Building Leadership Team (BLT)

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The ***Building Leadership Team*** exists as part of the SPS/SEA contract to ensure dialogue between the principal and representatives of various parts of the broad school community.

Specifically, BLT speaks to the building's budget process, the school transformation process, and professional development within the building.

The BLT is composed of 5 certificated teachers, 2 classified (one parapro, one seaop), 2 parents, 1 Site Council rep, 2 student representatives and the Principal. Representatives are selected for two-year terms by their constituencies.

BLT meetings are generally held the first and third Tuesday of each month, at 2:35 in the main office's conference room.

**The 2008-09 BLT Members**

Bruce Bivins, Principal  
Juan Price, Certificated  
Laura Turner, Certificated  
Laura McCarthy, Certificated  
Anne Louise Eades, Certificated  
Wayne Grytting, Certificated  
Marguerite Jones, Parapro  
Regina Walker, PTSA parent  
Janne Endreo, PTSA parent

**Names TBA**

SAEOP, TBD  
2 Students, TBD

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**Instructional Council (IC)**

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The IC is made up of members of the administrative team, the school nurse, all department heads, the activities coordinator and other members that directly impact and or influence instructional decision making in the building. The focus of IC is to maximize student performance through high quality instruction. The IC helps the BLT implement the school's transformation plan. As the chief instructional leadership body, the IC coordinates and guides a wide range of instruction-related activities each year that best support the teaching and learning objectives in alignment with the school improvement plan.

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