



2023-24

West Seattle High School

Student and Family Handbook

Principal, Brian Vance

Assistant Principal, Ron Knight (A-Gh)

Assistant Principal, Megan Claus (Gi-N)

Assistant Principal, Nancy Carroll (O-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. We aspire to make this handbook as helpful and as comprehensive as possible, so it includes links to important documents like the Student Rights and Responsibilities and district policies.

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. You are an integral part of the WSHS community, and we encourage you to get engaged and involved.

Your success depends on how much of yourself you put into your experience, so don't hang back – get involved, make good choices, and represent our CommUnity well.

Go Wildcats!

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

Principal, Brian Vance

brvance@seattleschools.org

Supervises: Counseling, Library, Science, and CTE

Assistant Principal, Ron Knight

rknight@seattleschools.org

Students with Last Names A-Gh

Assistant Principal, Megan Claus

maclaus@seattleschools.org

Students with Last Names Gi-N

Assistant Principal, Nancy Carroll

necarroll@seattleschools.org

Students with Last Names O-Z

If you need support outside of school hours, contact King County 24-hour crisis line at 206-461-3222.

Free crisis counselling, 24/7, Text HOME to 741741

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2023-24 School Year Dates

Key dates for the school year can be found on the [District website](#).

Bell Schedule and Lunch Times

Check our website for updates if there is an early release or late start.

<https://westseattlehs.seattleschools.org/about/bell-schedule/>

Monday, Tuesday, Thursday, Friday

Note: Passing between periods is 5 minutes.

1st period: 8:50-9:45 a.m.

2nd period: 9:50-10:45 a.m.

3rd period: 10:50-11:45 a.m.

Lunch/Club Block: 11:45 a.m. – 12:45 p.m.

4th period: 12:45-1:40 p.m.

5th period: 1:45-2:40 p.m.

6th period: 2:45-3:40 p.m.

Wednesday - Early Dismissal

Note: Passing between periods is 5 minutes.

1st period: 8:50-9:30 a.m.

2nd period: 9:35-10:15 a.m.

3rd period: 10:20-11 a.m.

4th period: 11:05-11:45 a.m.

Lunch*: 11:45 a.m. – 12:25 p.m.

5th period: 12:30-1:10 p.m.

Advisory/SEL/Support Time: 1:10-1:40 p.m.

6th period: 1:45-2:25 p.m.

Assembly Schedule

Period	Time	Minutes
1st period	8:50-9:35	45
Passing	9:35-9:40	5
2nd period	9:40-10:25	45
Passing	10:25-10:30	5
3rd period attendance & walk to the gym	10:30-10:35	5
Assembly	10:35-11:25	50
Return to 3rd period	11:25-11:30	5
3rd period	11:30-12:15	45
Lunch	12:15-1:15	60
4th period	1:15-2:00	45
Passing	2:00-2:05	5
5th period	2:05-2:50	45
Passing	2:50-2:55	5
6th period	2:55-3:40	45

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

SPS will not be doing COVID testing this school year onsite.

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.

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. Parents can monitor attendance via [The Source](#).

Tardies and Absences

It is important to be in class, on-time and for the entire class period in order to maximize learning and success. If you happen to be late for some reason, please still come to class. You can do so without being disruptive and re-engage with what is happening in class. Follow up with the teacher at an appropriate time to see what was missed and check in about your tardiness.

- **Tardy Codes:**
 - **L code:** Between 1 and 10 minutes late or out of class beyond bathroom allotted time
 - **UT code:** Between 11 and 45 minutes late or out of class for more than half of the class
 - **A code:** Show up last 10 minutes or out of class for all but 10 minutes or not present

SPS Attendance Information

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

<https://www.seattleschools.org/departments/attendance>

Bathroom Use During Class Time:

5-Point Checklist:

There will be times when a student needs to use the bathroom during class-time. We want to minimize the amount of time that students are out of the classroom in order to maximize learning. Here are the 5 simple rules to follow:

1. Sign out and back in legibly.
2. Take a pass
3. Gone a maximum of 5 minutes.
4. **10-10 Rule.** No signing out during the first or last 10 minutes of class or while teacher is presenting.
5. No pit stops. Go directly to the closest open bathroom and back.

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. Teachers also have access to [Talking Points](#), a district supported texting app.

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

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

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

206-252-0100, 7 a.m.-5 p.m.

Health, Wellness, Substance Use, and Crisis Supports

If you need mental health support at school... WSHS School Counselors are available for support during normal school hours. If you need support outside of school hours, contact King County 24-hour crisis line at 206-461-3222.

In a crisis? Free crisis counselling, 24/7, Text HOME to 741741

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**.

If you need support outside of school hours, contact King County 24-hour crisis line at 206-461-3222. Free crisis counselling, 24/7, Text HOME to 741741

Our school nurse, Aimee Osland, is our point person for health and wellness. Her office is in the Teen Health Center; however, she works directly for SPS.

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.**

Vaping, Alcohol, and Drugs

Vaping nicotine, vaping/smoking any substance, ingesting smokeless tobacco, using cannabis products, illegal drugs and other mind-altering substances is not permitted on any school grounds, school event (even if off campus) or school sponsored trip. If you are found vaping at school, are under the influence of drugs/alcohol, smell of marijuana/alcohol, you are subject to a search and disciplinary action. Discipline and supports offered regarding vaping, alcohol, and drugs are done in compliance with Washington State Law (Washington Administrative Code-WAC) and [SPS Student Rights and Responsibilities](#).

If you vape, and would like to quit, text VAPEFREEWA to 88709.

Key facts about Vaping and Covid: <https://www.seattleschools.org/departments/prevention-and-intervention/vaping-and-c-o-v-i-d-19/>

Seattle Public Schools Prevention and Intervention:

<https://www.seattleschools.org/departments/prevention-and-intervention/>

Lunch Information

At WSHS we have one lunch, which includes times for clubs.

Students may leave campus for lunch or eat on campus. Please treat the campus with respect and care as it's a historical landmark, built in 1917. Treat the community and local businesses with civility and conduct yourselves honorably in the community.

Clean up after yourselves, put trash, compost, and recycling in appropriate bins.

You are ambassadors of WSHS while out in the community. How you act while out and out and about reflects on all of WSHS.

Running Start Students

1. Students will be treated as college students while attending the community college, expected to adhere to the same college rules, expectations, and procedures as all other college students. Students are responsible for knowing and following all rules, guidelines and deadlines of the Running Start program at the specific college they are attending.
2. Accessing West Seattle High School Campus Expectations:
 - i. **Full-Time Running Start:** Only permitted on campus during school hours if you have a scheduled appointment with a WSHS staff member or Neighborcare.
 - ii. **Part-Time Running Start:** Only permitted on campus during scheduled period at the high school. Or if you have a scheduled appointment with a WSHS staff member or Neighborcare.

Grading

As approved by the Seattle Public Schools Board, grading policies outlined in Policy 2420 will continue, utilizing an A-E scale. To advance equity and support our ongoing shift towards a competency-based grading system, SPS leadership mandates the following 3 grading practices for the 2023-24 academic year:

1. **Communication Home & Gradebook Updating:** SPS educators will provide biweekly check-ins with students and families for those at risk of earning an Incomplete, No Credit, or failing grade.
 - a. Grades will be updated in The Source at a minimum every 2 weeks.
 - b. Communication will be made with home for students who are not on track at a minimum of every 2 weeks. Communication options include phone calls, TalkingPoints, email, etc.
2. **Retake Guidelines:** SPS educators will allow retakes and assignment revisions to the maximum extent possible.
 - a. Summative assessments or summative projects are available for retakes.
 - b. Students must complete some type of reflection or additional learning prior to being eligible for retake. This will vary between subject areas. Examples may include completing notes, test corrections, review with teacher, etc.
 - c. Retakes will cover the same content matter/ standards as the original assessment.
 - d. Retakes will be completed within two weeks (10 school days) of returning original grades, with possible adjustments communicated beforehand. Note: Students may experience emergencies which preclude them from meeting this retake deadline and communicating with you beforehand. Please consult with an administrator if this occurs in your classroom.
 - e. A single retake opportunity is allowed for summative assignments. For students dissatisfied with retake results, a meeting with the teacher is recommended to collaboratively devise a support plan.
 - f. IEP/504 plans take precedence over the retake policy and timelines, in accordance with each student's specific plan.
3. **No Zeros:** SPS educators will not give any grade lower than 50% on any assignment (eg- no zeros), even for a missed assignment.
 - a. A "No Zeros" policy is in place to make a 100-point scale mathematically accurate in representing equal spacing between each grade band from A to E.

- b. A grade of 50 should be entered if a student attempts the assignment and scores 50% or below. A grade of IE should be entered if the assignment is missing and/or the student did not attempt the assignment.
- c. 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

Incomplete Guidelines

For any incomplete “I” earned during the 2023-24 school year, students have six weeks after the term to complete an individual learning plan and convert the “I” to a letter grade. Once their ILP is completed the teacher of record will submit a grade change form with the earned letter grade. Please school level policy for this process. If no action is taken the “I” will revert to an “E” grade on the transcript on the timeline below.

Term	Term End Date	“I”s revert to E
2022/23 Q4/S2	6/30/2023	10/19/2023*
2023/24 Q1	11/08/2023	1/10/2024
2023/24 Q2/S1	1/31/2023	3/20/2024
2023/24 Q3	4/17/2024	5/30/2024
2023/24 Q4/S2	6/21/2024	10/16/2024*

*Q4/S2 “I” grades will revert to “E” 6 weeks after the start of the following quarter.

Academic Integrity and Plagiarism Policy

Definition & Scope: Academic Dishonesty/ Plagiarism is the deliberate submission of others’ work as one’s own or aiding another in such conduct, along with unauthorized use of sources, as outlined in the SPS Student Rights and Responsibilities Handbook. The unauthorized use of generative artificial intelligence, without proper citation, is considered a breach of this policy.

At West Seattle High School, **plagiarism & academic dishonesty are not tolerated**. All students are expected to cite resources in writing and research. Students are expected to do their own work which includes not cheating on exams and /or copying other students’ work and not using a computer translator/program (like Google Translate/AI/) 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, or other progressive discipline. Students will also be referred to administration. See full WSHS plagiarism policy below for more details.

Policy on Cheating/Plagiarism: The response to such behavior will involve a retake or revision coupled with the requisite disciplinary action as determined by the school.

Plagiarism

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.
- Googling/looking up answers to math/science problems online for math or science and passing them off as your own work.
- **Utilizing Generative AI without appropriately citing sources.** (See links for how to appropriately cite sources when AI is used: [APA Style](#), [MLA Style](#).)

WSHS Plagiarism Sanctions

1st Offense:

- Teacher contact with student. Parent/guardian will be contacted by teacher. Policy reviewed with parent/guardian and student.
- Completion of the original assignment (e.g. re-writes paper, retakes test, re-does project, etc.)
 - The student must complete the assignment on their own time (in or out of class, and 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- IE" until this step is complete.
- Student's academic misconduct will be confidentially communicated to all their teachers, administrator 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 circle process, written apologies, future testing under heightened supervision to rebuild trust, 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 participation in extra-curricular activities and athletic eligibility may be suspended at the discretion of the administration and/or restorative practices 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-Fe, Ms. Erica Nguyen etnguyen@seattleschools.org

Last Names Fi-Marg, Ms. Kinsey Hedeem krhedeem@seattleschools.org

Last Names Mari-Pig, Ms. Mallory Neuman mlneuman@seattleschools.org

Last Names Pin-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 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 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.

If you need support outside of school hours, contact King County 24-hour crisis line at 206-461-3222. Free crisis counselling, 24/7, Text HOME to 741741

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, L-Z Mrs. Carroll).

Student Activities, Athletics, & Eligibility

Check out our existing clubs:

<https://westseattlehs.seattleschools.org/student-life/w-s-h-s-clubs/>

We welcome students to start their own clubs. For more details, see the Activity Coordinator, Ms. Angela Ferda, aaferda@seattleschools.org.

Activities/ASB Stickers

Activity cards are available for purchase at a cost of \$50.00(\$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 webpage:

<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
7. Attend all classes on game days.

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.

If you need support outside of school hours, contact King County 24-hour crisis line at 206-461-3222. Free crisis counselling, 24/7, Text HOME to 741741

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://ps.seattleschools.org/public/>

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, in the event of in-person sports this year.
2. Loss of ASB privileges
3. Your yearbook being held until the end of the last day of school.
4. Walking in the graduation ceremony as well as, picking up your diploma, and the sending out of your transcript.

School Rules: Student Rights and Responsibilities

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 was 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

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)

If you need support outside of school hours, contact King County 24-hour crisis line at 206-461-3222. Free crisis counselling, 24/7, Text HOME to 741741

- 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

Cell Phones, Electronic, and Personal Items

In general, all electronics – including cell phones - need to be turned on silent and are best out of sight. Cell phones can be used for educational purposes only with **prior permission from the teacher.**

Classroom Cell Phone Use

We are implementing a color-coded system to help students clearly understand when it is ok to use cell phones in class and for what purposes. At all times, follow school rules, being respectful of your teacher and classmates is required. The color coding works like a stop-light:

Red: No Cell Phones. Cell Phone/Device needs to be put away and in silent mode.

Yellow: Teacher Directed Use. Cell Phone/Device to be used as per teacher directions. Focused on using as a resource or tool to complete task in class.

Green: Free Choice. Cell Phone/Device can be used, as long as, you are following school rules being respectful of those around you.

Violations may include the following:

1. Warning
2. Phone is removed from learning environment
3. Communication with family and admin
4. Admin intervenes if problem persists.

Emergencies pertaining to cell phones

- Students, if you have an emergency and need to contact your parent(s)/family, please let your teacher know immediately. There is a phone available in the main office for students to use.
- Families, out of consideration of instructional time, other students, and staff members, please do not call, FaceTime, Zoom, Livestream or the like during the school day with your student during class time.
- Families, if you need to speak with your student, please feel free to call 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.

Dress Code

The WSHS/SPS Dress Code is outlined [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

Social Media Reporting Checklist

What to do to report cyberbullying, cyber harassment, online threats, and inappropriate online behavior. More on harassment, intimidation, and bullying (HIB) is in the next section, if this is related to your concern.

IMPORTANT: If the user or post is threatening harm to self, others, your family, the school, or someone at the school, and it is after school hours, call 911. Cyberbullying, cyber harassment, threats, and inappropriate online behavior can be a crime. Parents can also be held liable for failing to monitor their child’s internet/devices if their child engages in such behavior. **When in doubt, report it out.**

If it pertains to school and is after the school day or on a weekend/break, call the **Seattle Public Schools Safe Schools Hotline**, staffed 24/7 at **206-252-0510**.

SCRRRUB

STOP. Breathe.

Capture screenshots.

Report the user and posts to the social media platform.

Report the issue to your parent(s)/guardian(s).

Report the issue to school security/administration.

Unfollow.

Block the user.

Who are your administrators?

Principal, Mr. Brian Vance

brvance@seattleschools.org

Assistant Principal, Mr. Ron Knight

Students with Last Names A-Gh

rknight@seattleschools.org

Assistant Principal, Ms. Megan Claus

Students with Last Names Gi-N

maclaus@seattleschools.org

Assistant Principal, Mrs. Nancy Carroll

Students with Last Names O-Z

necarroll@seattleschools.org

What else can you do?

Be an Upstander: Speak up if someone bullies. Stop untrue or harmful messages from spreading.

How to Report Cyberbullying:

<https://www.stopbullying.gov/cyberbullying/how-to-report>

Which WA laws and regulations cover bullying?

<https://www.stopbullying.gov/resources/laws/washington>

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](#)

If you need support outside of school hours, contact King County 24-hour crisis line at 206-461-3222. Free crisis counselling, 24/7, Text HOME to 741741

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

Title IX: Sexual Assault and Sexual Harassment

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

[Read the SPS policy and procedure on sexual assault and 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. 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. [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:206-744-1600), Patricia Steel Building, 401 Broadway, Suite 2075, Seattle, WA 98104
- Covington Medical Center: [253-372-6500](tel:253-372-6500), 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:206-244-9970), 16251 Sylvester Rd SW, Burien, WA 98166
- Multicare Auburn Medical Center: [253-833-771](tel:253-833-771), 202 N Division St, Auburn, WA 98001
- Overlake Medical Center: [425-688-5000](tel:425-688-5000), 1035 116th Ave NE, Bellevue, WA 98004
- Seattle Children's Hospital: [206-987-2000](tel:206-987-2000), 4800 Sand Point Way NE, Seattle, WA 98105
- St. Elizabeth's Hospital: [360-802-8800](tel:360-802-8800), 1455 Battersby Avenue First Floor, Enumclaw, WA 98022
- St. Francis Hospital: [253-835-8100](tel:253-835-8100), 34515 9th Ave S, Federal Way, WA 98003
- Swedish First Hill: [206-320-2000](tel:206-320-2000), 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: [425-228-3450](tel:425-228-3450), 400 S 43rd St, Renton, WA 98055

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