



25-26

West Seattle High School

Student and Family Handbook



Principal, Brian Vance
Assistant Principal, Megan Claus, 9th Grade
Assistant Principal, Ron Knight, 10th –12th Grades (A-Kn)
Assistant Principal, Nancy Carroll 10th – 12th Grades (Ko-Z)

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

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 25-26
The WSHS Administration Team

Principal, Brian Vance
brvance@seattleschools.org

Assistant Principal, Megan Claus
maclaus@seattleschools.org
Grade 9

Assistant Principal, Ron Knight
rknight@seattleschools.org
Students with Last Names A-Kn
Grades 10-12

Assistant Principal, Nancy Carroll
necarroll@seattleschools.org
Students with Last Names Ko-Z
Grades 10-12

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

Table of Contents

25-26 School Year Dates	3
Bell Schedule and Lunch Times	4
Attendance	4
Cell Phones, Electronic, and Personal Items	5
Communication	6
Tech Support.....	7
Health, Wellness, Substance Use, and Crisis Supports	7
Lunch Information.....	8
Running Start Students	8
AI Policies, Academic Integrity and Plagiarism Policy	11
High School Graduation Requirements.....	13
Schedule Changes	13
Student Activities, Athletics, & Eligibility.....	14
Fees and Fines	15
School Rules: Student Rights and Responsibilities	15
Lost and Found	16
Dress Code	17
Social Media Reporting Checklist	19
Harassment, Intimidation, and Bullying (HIB).....	20
Title IX: Sexual Violence Reporting and Resources	21
Resources	23

25-26 School Year Dates

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

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

Bell Schedule and Lunch Times

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

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

Monday, Tuesday, Thursday

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

1st period: 8:50-9:55

2nd period: 10:00-11:00

3rd period: 11:05- 12:00

Lunch: 12:05-12:35

4th period: 12:40-1:40

5th period: 1:45-2:40

6th period: 2:45-3:40

Wednesday- Early Dismissal

1st period: 8:50-9:40

2nd period: 9:45-10:30

3rd period: 10:35-11:20

Lunch: 11:25-11:55

4th period: 12:00-12:45

5th period: 12:50-1:35

6th period: 1:40-2:25

Friday- Advisory/Assembly

1st period: 8:50-9:35

2nd period: 9:40-10:25

Advisory: 10:30-11:45

3rd Period: 11:50-12:35

Lunch: 12:40- 1:10

4th period: 1:15-2:00

5th period: 2:05-2:50

6th period: 2:55-3:40

COVID, Illnesses, and Staying Healthy

SPS continues to follow mitigation strategies to minimize transmission of COVID-19 and other respiratory illnesses. Please check this page for updates.

<https://www.seattleschools.org/resources/covid-19-health-and-safety/>

Attendance

Please email our attendance specialist if your student is absent at

Westseattlehs.attendance@seattleschools.org or you may call 206-252-8804.

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

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

SPS Attendance Information

Need support in encouraging your student's attendance? Please reach out to their counselor or case manager, if they have an IEP.

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

Cell Phones, Electronic, and Personal Items

We have school-wide cell phone policy/protocol. **Phones Off, Learning On.** There is plenty of research out there now to be confident in saying that unlimited cell phone use at school can have negative impacts on students' academic performance and social-emotional health. In addition, OSPI (Office of Superintendent of Public Instruction) published guidance on this topic [cell-phone-and-smart-device-use-schools.pdf \(ospi.k12.wa.us\)](#)

Please have a conversation with your student about these expectations. Also, please do not knowingly try to contact your student during class time. If an emergency, contact the main office. We are only asking students to disengage from their phones during class times.

We have a policy/protocol that involves students placing their phone into a hanging phone pocket at the beginning of each class. Each class starts without phones and may transition to use at some point, or not, depending on the learning activity that is happening on any given day. Here is the outline of our expectations.

1. Each student will get a numbered pocket in each class.
2. The number corresponds to a pocket in the phone holder.
3. At the beginning of class, each student will put their phone in their respective pocket
4. If you don't have a phone, you will put a card in your phone holder
5. Phones are to remain in the phone holder throughout class unless the teacher has turned their cell phone stop light to green.

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

6. This includes when leaving the room for bathroom/water/etc.

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.

Bathroom Use During Class Time: 5-Point Check List

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 to maximize learning. **Only one student is allowed out of the class for the bathroom at a time.**

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 or social stops.** Go directly to the closest open bathroom and back. Bring the pass back.

Communication

We believe in 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/>

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

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
- General technology resource information and support

(206) 252-0100, 7am- 5pm.

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**.

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/>

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

A few 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.

Here are some other resources about vaping: [Vaping and Youth - Seattle Public Schools \(seattleschools.org\)](#)

Seattle Public Schools Prevention and Intervention

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

Lunch Information

At WSHS we have one lunch. **We recommend that ninth grade students stay on campus.** Students can eat lunch and then go outside on the field, participate in clubs and open gym. There will not be much time for students to go off campus, get food and return on time. So, please have a conversation with your student(s) about their plans 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 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

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.

Accessing West Seattle High School Campus Expectations:

- **Full-Time Running Start:** Only permitted on campus during school hours if you have a scheduled appointment with a WSHS staff member/Neighborcare.

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

- **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/Neighborcare.

In rare circumstances, if a Running Start student is on campus outside of their scheduled class time, students are expected to report to the library. If the library is closed, please report to the main office.

Grading Policy and Guidelines for 2025-2026, Grades 6-12

SPS grading guidelines have been developed to support our belief in equity and inclusivity. These guidelines will also help us meet our commitment to racial equity as required by Policy 0030 and the SPS Strategic Plan.

In our pursuit of academic excellence, we firmly believe that grades should serve as accurate reflections of a student's understanding of content. To uphold this principle, we envision a grading system that encompasses three essential tenets: accuracy, impartiality, and empowerment of student growth.

Student grades should be:

Accurate: Grades measure what students know and are able to demonstrate. They are coherent for teachers, students, and families to understand and should communicate student achievement rather than punish or sort.

Bias-resistant: Grades should avoid subjective behavioral assessments that may be impacted by teacher implicit bias or reflections of the student's environment or culture.

Motivational: A tool to promote intrinsic interest in learning and a growth mindset.

*This list is adapted from Joe Feldman's *Grading for Equity*.

Grading Requirements

There has been no change to the districtwide grading scale in [Policy 2420](#) for the 2025-26 school year. We will continue to utilize an A-E scale. However, SPS leadership requires the following 3 grading practices that promote equity and a long-term effort to move towards a competency-based grading system.

SPS will require the following practices in 2025-26:

Communication: 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.

Minimum Grades: SPS educators will not give any grades lower than 50% on any assignment or assessment even for a missed assignment.

Redemption: SPS educators will allow retakes and assignment revisions to the maximum extent possible.

Grading Recommendations

The district also recommends the following grading practices that minimize inequitable grading:

- Avoid grading students based on participation, attendance, or behavior.
- Avoid group grades; grade only what individual students know and are able to demonstrate.
- Provide effective progress monitoring through updated grades and Source information at

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

least every other week for all students.

Retake Guidelines: retakes of assessments under 82% on a 100 point scale once within ten school days. See new guidance.

Summative Assessments or summative projects are available for Retakes within 10 days. Students must complete some type of reflection or additional learning prior to being eligible for retake. This will vary between subject areas.

- When possible, re-takes will include only the areas in which students need to show improvement in order to meet standard. This might not be possible in some areas thus requiring re-taking an entire assessment.
- Re-takes are to take place within two weeks.
- Students who plagiarize an assessment may not be eligible for a re-take.

Retake Guidelines

SPS educators will allow Retakes to students who receive below proficient on eligible exams, projects, or assignments.

Below proficient is defined as follows:

- 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.
- Reasonable prerequisites before retakes can be required, such as completing notes or test corrections. Participation, attendance or behavior are not considered reasonable prerequisites.
- Retakes should cover the same content matter/standards as the original assignment.
- Retakes should be completed within two weeks (10 school days) of returning original grades, with possible adjustments communicated beforehand.
- Level 2 and below on a 4 Point Grading Scale
- 82 and below on a 100 Point Grading Scale
- B- and below on the Letter Grading Scale
- Students who plagiarize an assessment may not be eligible for a re-take.

No Zeros: SPS educators will not give any grades lower than 50% on any assignment (e.g., no zeros), even for a missed assignment.

A “No Zeros” policy is in place in order to make a 100-point scale mathematically accurate in representing equal spacing between each grade band from A to E.

When using a 100 point scale, a grade of 50 represents not completing or well-below standard performance.

SPS Educators will use the following grading scale per [Policy 2420](#):

SPS Policy 2420 Uniform Grading Scale

Cutoff %

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

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 2025-26 school year, students have six weeks after the term to complete an individual learning plan (ILP) 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 see 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
2023/24 Q4/S2	6/28/2024	10/17/2024
2024/25 Q1	11/06/2024	1/8/2025
2024/25 Q2/S1	1/28/2025	3/18/2025
2024/25 Q3	4/08/2025	5/28/2025
2024/25 Q4/S2	6/18/2025	10/15/2025*

AI Policies, Academic Integrity and Plagiarism Policy

AI

Per the SPS AI page, "AI tools should not be used to create products to be submitted as a student or educator's original work unless explicitly allowed for that purpose. Use of AI tools can be seen as analogous to getting assistance from another person or source. Any substantial help from AI tools in completing assignments or exams must be acknowledged and clearly communicated or [cited using the correct format.](#)"

At West Seattle High School, plagiarism is not tolerated. All students are expected to cite resources in their 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 assignment. Students will also be referred to administration for progressive discipline. See full WSHS plagiarism policy below for more details.

Plagiarism

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

Academic dishonesty/plagiarism, as defined in the SPS Student Rights and Responsibilities, is “knowingly submitting the work of others represented as the student’s own or assisting another student in doing so or using unauthorized sources.”

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.
- Using AI/googling/looking up answers to math/science problems online for math or science and passing them off as your own work.
- Using AI to pass off as your own work.

WSHS Plagiarism Sanctions

1st Offense:

- Teacher contact 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 their own time (in or out of class, or under supervision) based on teacher/administrator discretion.
 - At the teacher’s discretion, students may be required to complete an alternative assignment of their own original work to accurately assess 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 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 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 may be impacted and progressive discipline applied.

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

Counseling

More information on our dedicated and caring counseling team, its services, and booking appointments, and other supports can be found

<https://westseattlehs.seattleschools.org/resources/counseling-center/>.

School Counselors

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

Last Names Ev-Mad, Ms. Kinsey Hedeon krhedeon@seattleschools.org

Last Names Mah-Pet, Ms. Mallory Neuman mlneuman@seattleschools.org

Last Names Ph-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 the 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 (10-12,A -Kn Mr. Knight, 10-12, Ko-Z Mrs. Carroll, Ms. Claus, 9th Grade).

Dropping Yearlong Classes/AP Classes

Ideally when a student signs up for a yearlong class, or AP class, they commit to it for the whole year. Additionally, some core yearlong classes are graduation requirements. However, we do realize that sometimes exceptions occur. Below is the protocol for students wanting to drop yearlong classes such as world language, math, ELA, etc. and AP classes.

Step 1 Student communicates desire for change/drop and rationale to counselor and their assistant principal.

Step 2

- Students talks/emails teacher of class they want to drop.
- Parents email to request class change and rationale.

Step 3 Student's assistant principal to approves or denies drop/change and communicates plan.

When a Drop is Requested due to Teacher

Again, 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. A student may change a course within no more than ten school days of the beginning of the term. Ideally when a student signs up for a yearlong class, or AP class, they commit to it for the whole year. Additionally, some core yearlong classes are graduation requirements. However, we do realize that sometimes exceptions occur. Below is the protocol for students wanting to drop

Step 1 Student communicates desire for change/drop and rationale to teacher,

Step 2 Student talks with counselor.

Step 3 Student emails counselor, teacher, and their assistant principal.

Step 4 Students, parents, current teacher, and administrator meet regarding the requested drop.

Step 4 Student's assistant principal to approves or denies drop/change and communicates to counselor if drop has been approved or denied.

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 \$50 (FRL- fee waived) 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.
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.*

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, 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: <https://www.seattleschools.org/departments/discipline-and-behavior/rules-rights-and-responsibilities/>

[Seattle Public Schools Basic Rules Flyer](#)

[Seattle Public Schools Discipline Matrix](#)

[WAC 392-400 Student Discipline](#)

Here is a concise version of The Basic Rules of Seattle Public Schools
<https://www.seattleschools.org/wp-content/uploads/2024/09/Final-Basic-Rules-of-SPS-2024.2025.pdf> Information in Amharic, Chinese, Somali, Spanish, Vietnamese coming soon.

The Basic Rules of Seattle Public Schools sets forth the rules and regulations of Seattle Public Schools regarding student behavior. It is created in compliance with the requirements of state law and is 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 established through the lens of prevention within an inclusive, safe, and welcoming environment. Stakeholders, students, families, educators, administrators, district staff, and volunteers, co-create shared school-wide behavioral expectations, common language, as well as discipline procedures and strategies that aim to maximize instructional time and reduce out of classroom and school consequences for behavior. School staff are committed to implementing disciplinary responses that affirm all students' connection to their school community, while nurturing and restoring student-school relationships.

This document applies to all students and is designed to communicate student rights and discipline policies to all members of the educational community including rules, regulations, and due process procedures. Parents and guardians are encouraged to review the Basic Rules of Seattle Public Schools with their student. It describes expectations at school as well as what students may expect from adults at school. Seattle Public Schools also publishes Seattle Public Schools Basic Rights Brochure in flyer format and distributes it to all students at the beginning of each school year. All discipline documents may be found on the Seattle Public Schools website.

The Seattle School Board adopted these rules in August 2023. The Seattle School District follows the substantive and procedural due process rights guaranteed by the Office of Superintendent of Public Instruction under RCW 28A.600.015. See, Chapter 392-400 WAC. A copy of the regulations may be requested by contacting the Discipline Appeals Office at 206-252-0820 or downloading the regulations at: <https://apps.leg.wa.gov/WAC/default.aspx?cite=392-400>.

Discipline Appeal Processes Please see Section VI District Grievance and Appeal Rights in the Basic Rules of Seattle Schools <https://www.seattleschools.org/wp-content/uploads/2024/09/Final-Basic-Rules-of-SPS-2024.2025.pdf>.

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.

Fine/Fee Policy

Failure to return books and/or pay fees will result in a fine card being sent to the Fiscal Specialist. In addition, student athletes will be fined if uniforms and/or equipment are not returned in a timely manner. Payments can be made on a regular basis to the Fiscal Specialist, in room 120G.

A student or parent can see if a fine/fee is due by using The Source at: <https://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.
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.

Dress Code

Substance use remains an ongoing concern with high school students at WSHS and around the country. We have noticed an uptick in the wearing of clothes with drug and alcohol symbols and advertising. We want to support a campus free of drugs and alcohol and free of messaging encouraging use.

Please remind your students about [district policies on school appropriate dress, 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, skorts, 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 **2062520510**.

WHAT TO DO: 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?

9th Grade Assistant Principal, Megan Claus, maclaus@seattleschools.org

10th- 12th Grades, A-Kn, Assistant Principal, Ron Knight, rknight@seattleschools.org

10th- 12th Grades Ko-Z, Assistant Principal, Nancy Carroll, necarroll@seattleschools.org

What else can you do?

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

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

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.

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 recurrence.

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 Violence Reporting and Resources

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

[Click here to 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 contacts the Title IX office. If necessary, then the administrator or staff member 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 the persons involved from retaliation.

Resource Support Service Guide, compiled by WSHS Student Club Sexual Violence Resource Group (SVRG): [WSHS Sexual Violence Resource Group \(wshssvrg.carrrd.co\)](http://wshssvrg.carrrd.co)

WHAT IS CONSENT?

Consent is a verbal and affirmative agreement between participants of all actions that overlap with bodily autonomy. These actions include 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, a teal ribbon staff member or administration know if you have been sexually harassed or sexually assaulted. **Please also see the bottom of this section for contact information of outside resources.**

What is the Teal Ribbon Project? What are Teal Ribbon Staff Members?

The Teal Ribbon Project is a program dedicated to promoting sexual violence prevention and creating safe spaces for students at West Seattle High. Created by the WSHS Sexual Violence Resource Group in partnership with the King County Sexual Assault Resource Center (KCSARC), the Teal Ribbon Project is a program that will debut during this school year.

By signing up to be a "teal ribbon staff member," WSHS staff can identify themselves as a safe place for students to receive support. Participating staff have received additional training from KCSARC at the end of August on sexual violence prevention, supporting students, and being a safe space for survivors of sexual violence. Trained staff will then identify themselves to students with a door decal and poster provided after the training. Please note that trained staff members are not mental health providers.

Resources

- Hotlines: King County Sexual Assault Resource Center 24 hour Hotline: 888.998.6423
<https://www.kcsarc.org/en/get-help-now/>
- RAINN - Rape and Incest National Network: 1.800.656.HOPE
- Harborview Abuse and Trauma Center www.uwhatc.org 206-744-1600

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, WA 98042

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

St. Anne Hospital: [\(206\) 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:(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

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.

Parking

Parking a student car on campus is a privilege. To gain and maintain this privilege a student must apply for a parking space online, be approved, and drive safely! They must have a valid license and insurance to apply. Parking permits are issued for a full or partial academic year. [Parking Applications](#) are processed on a first come-first serve basis.

Once the application is processed, the student will be notified via email. Passes will be available throughout the year as students earn their license or until the lot is full.

Student parking areas are open to all students with valid parking permits. During the hours 6:30am-4:00pm. Visitor parking areas are off limits to students.

By issuance of a parking permit West Seattle High School does not assume liability for any property damage to any private automobile parked on its property. The owner-operator(s) of all private vehicles accepts responsibility for their own property and agrees they are parking at their own risk. Vehicles must be operated in a safe and legal manner at all times on the West Seattle High School campus.

Because it is necessary to maintain emergency and business access to the campus,

cars blocking fire lanes, bus lanes, handicap only, staff or visitor parking areas, the bus turn-around area, grass, no parking zones, etc. will be towed and/or driver fined, and parking privileges may be removed.

West Seattle High School Parking Policy

CITATIONS/VIOLATIONS

Depending upon the severity and/or frequency, parking citations can result in the temporary or permanent loss of parking privileges. Citations will be issued for the following:

1. Blocking accessibility, parking in the driveway or occupying more than one parking spot.
2. Parking in restricted areas (fire lanes, bus lanes, handicap stalls, staff or visitor parking areas, the bus turn-around area, on the grass area, no parking zones, etc.), or not parking in an assigned parking area.
3. Moving violation (speeding, unsafe driving, or misuse of vehicle). The speed limit in the parking lots is 5 MPH.
4. Falsification, misrepresentation, reselling or possession of another's parking permit, falsification or forgery of a permit may result in additional discipline.
5. **Parking in a handicap space without a valid and visible state handicap parking permit, risk a \$450 ticket and impound from the Seattle Police Department.**

Depending upon the severity and or frequency of the infractions, additional penalties up to and including the temporary or permanent loss of parking privileges as well as additional disciplinary consequences.

For students with more than two ticket violations, parents may be contacted. Repeat violators may be towed at the owner's expense.

If you wish to dispute a parking ticket you receive, you must do so with the parking supervisor within five (5) days. No changes will be made for tickets older than five school days. Disputing a parking ticket does not necessarily result in a reduction or elimination of the fine imposed.

Parking fines must be paid by the end of each semester or the parking permit may be revoked until the parking fines are paid. No reimbursement will be given if the parking permit is revoked.

STOLEN OR LOST PERMITS

Students will be allowed to replace a lost or stolen parking permit once at a cost of \$5.00.

The original permit will be voided and a new permit issued. If your permit is stolen, submit a report of the theft to the front office immediately. Students may not borrow, loan or resell parking permits to other students.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school"

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([Form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Natasha Roberts, oscr@seattleschools.org) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.



What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy [3207]* and *Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210SP visit the [website](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3208 and Procedure 3208SPA & 3208SPB, visit <https://www.seattleschools.org/departments/student-civil-rights/title-ix/>

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Natasha Roberts, Director of Investigations & Compliance **Phone:** 206-252-0306 **Email:** oscr@seattleschools.org

Office of Student Civil Rights

Seattle Public Schools

MS 33-157

P.O. Box 34165 Seattle, WA 98124-1165

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Harvard Jones, Student Civil Rights Compliance Officer

Phone: 206-252-0367 **Email:** title.ix@seattleschools.org

Title IX Coordinator

Office of Student Civil Rights

Seattle Public Schools

MS 33-157

P.O. Box 34165

Seattle, WA 98124-1165

Concerns about disability discrimination:

Section 504 Coordinator: Shanon Lewis, 504/ADA Coordinator

Phone: 206-252-0306 **Email:** 504coordinator@seattleschools.org

504/ADA Coordinator

Seattle Public Schools

MS 31-681

P.O. Box 34165

Seattle, WA 98124-1165

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Love, Manager – Health Education

Phone: 206-252-0982 **Email:** llove@seattleschools.org

Gender-Inclusive Schools Coordinator

Seattle Public Schools

Mail Stop: 31-644

P.O. Box 34165

Seattle, WA 98124-1165

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210SP](#)) and Sexual Harassment Procedure ([3207SP.A](#), [3208SP.B](#)). For the 2026–27 school year, this complaint process will be updated as required by the new state law, [ESHB 1296](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210SP](#)) and the HIB Procedure ([3207SP](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records

- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure 3211SP](#), visit <https://www.seattleschools.org/departments/health-education/lgbtq/> . If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Gender-Inclusive Schools Coordinator: Lisa Love, Manager – Health Education

Phone: 206-252-0982 **Email:** llove@seattleschools.org

Gender-Inclusive Schools Coordinator

Seattle Public Schools

Mail Stop: 31-644

P.O. Box 34165

Seattle, WA 98124-1165

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 2.