

Hazel Wolf K-8 First Week of School Information

This section includes important information about attending Seattle Public Schools. Nothing in this section needs to be completed or returned.



Dear Seattle Public Schools families,

A warm welcome to our students and families as we enter the 2016-17 school year.

Our schools, the heartbeat of our community, are ready to go! This summer, we worked hard to prepare for a great school year. Our staff are eager to care for, support and challenge each student to pursue excellence.

Our outstanding staff, are leading the way to prepare students for college, career and life. Over the last decade, our district has outperformed our statewide peers academically. Nearly three out of four SPS graduates enroll in either a two- or four-year college.

While we are making significant progress, opportunity gaps continue to exist for some of our students, specifically for African American males and other students of color. Eliminating these gaps is the issue of our time. As the superintendent of Seattle Public Schools, I am personally committed to ensuring a better and more just future for all of our students.

Our strategic plan guides our work and holds us accountable to the promise of educational excellence. This year, in support of the strategic plan and our commitment to eliminating opportunity gaps, we will continue to invest in the following:

- High quality instructional practices
- Coordinated academic, social, emotional and behavioral supports for students
- Culturally responsive practices

The best part of my job is my weekly visits to schools. I see the optimistic energy in our classrooms as students and teachers work and learn side by side. A new area of focus in 2016-17 will be the intentional support of improved school culture and development of positive student-teacher relationships, a foundation to student academic success.

We have a busy and exciting year before us! Thank you for the privilege of serving your family, your children and our community.

Sincerely,

Larry Nyland
Superintendent
Seattle Public Schools
Proud Graduate of Seattle Public Schools Class of '66

OFFICE OF THE
SUPERINTENDENT

2445 Third Avenue South * PO BOX 34165 * Seattle, WA 98124-1165
Tel: 206.252.0100 * Fax: 206.252.0209 * www.seattleschools.org



2016-17 KEY DATES

Sept. 7	Start of school
Sept. 28	2-hr early dismissal
Oct. 14	Teacher Professional Development Day (no school)
Oct. 26	2-hr early dismissal
Nov. 11	Veterans Day
Nov. 16	2-hr early dismissal
Nov. 21-23	Elementary and K-8 conferences (varies by school)
Nov. 24-25	Thanksgiving Holiday
Dec. 19-30	Winter break
Jan. 2	New Year's Day Observed
Jan. 16	Martin Luther King Jr. Day
Feb. 1	Day between semesters (no school)
Feb. 20	Presidents' Day
Feb. 21-24	Mid-winter break
Mar. 22	2-hr early dismissal
April 10-14	Spring break
May 10	2-hr early dismissal
May 29	Memorial Day
June 23	Last day of school (1-hr early dismissal)

SCHOOL YEAR	
Sept. 7, 2016 - June 23, 2017	
SEMESTERS	
Sept. 7 - Jan. 31 Semester 1	
Feb. 1 - June 23 Semester 2	
QUARTERS	
Sept. 7 - Nov. 10 Quarter 1	
Nov. 11 - Jan. 31 Quarter 2	
Feb. 1 - April 7 Quarter 3	
April 8 - June 23 Quarter 4	
TRIMESTERS	
Sept. 7 - Dec. 2 Trimester 1	
Dec. 3 - March 17 Trimester 2	
March 18 - June 23 Trimester 3	

September

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September 2016

Dear Parents and Guardians:

The state Compulsory School Attendance Law (28A.225 RCW) has very strict expectations for student attendance at school. This law requires that your child(ren) attend(s) all classes every day unless they have an excused absence. Attendance is important to your child's academic achievement.

Setting and maintaining a family expectation that your child(ren) will go to school every day is one of the most valuable things you can do to ensure they graduate from high school. Students who are absent from school for any reason have difficulty keeping up with classroom instruction. They miss essential instruction for understanding key concepts and they quickly fall behind in completing assignments.

The following Seattle School District definitions apply to students at all ages:

Excused Absences:

- Unplanned absences are excused when your child's personal illness or injury, or the illness, injury or death of a family member, prevents your child from attending school. The school may require a note from your child's doctor before excusing absences if your child is absent due to illness or injury more than 10 days.
- Planned absences are excused when you submit a request to the principal or assistant principal at least three school days before the start of the planned absence, usually for a doctor or dentist appointment, or religious, or other special one-time events. Long-term absences or a succession of long-term absences may affect whether your child will be promoted. Absences for longer than twenty consecutive school days may result in your child being dropped from school enrollment.
- Absences due to short-term discipline of your child are excused on District attendance records unless your child is under court order to attend school without additional truancies or behavior problems.

Unexcused Absences:

- All other absences are considered unexcused, including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting or translating for parents, student job requirements, disputes about student assignment, etc.
- Absences by long-term suspended and expelled students for whom space is available in the reentry program, but who do not enroll and attend, are unexcused.
- Family vacations or family trips during regular school days are not excused.

You may notify your child's school about your child's excused absence by telephone or in a written note unless your child's school requires a specific method of notification. Normally, excuses need to be received within two school days.

Excessive excused absences and tardies have an adverse effect on students' academic progress as well. Research shows that students who miss a lot of school in any year for any reason are more likely to drop out of high school. The Truancy Office will be paying close attention to students who exceed twenty (20) excused absences in a school year. Similarly, elementary students who arrive late to school and miss 15 or more minutes of core instructional time for ten or more days in a school year will be subject to school-based and central interventions, and may be subject to a truancy petition.

Respectfully,

Erin Romanuk, Manager, Truancy Office

Truancy Office

John Stanford Center for Educational Excellence * 2445 3rd Avenue South * 98124 * www.seattleschools.org
Mailing Address: MS 31 – 177 * PO BOX 34165 * Seattle, WA * 98124 – 1165 * 206-252-0822

IMPORTANT INFORMATION for Non-English Speakers:

- ¡Oportunidad de pruebas de Aprendizaje Avanzado! Busque el paquete de información traducido en línea después del 1 de septiembre, 2016.
- 有機會參加 Advanced Learning (資優課程) 考試! 請在2016年9月1日後，從西雅圖校區網站上找到中文資訊。
- Fursad lagu galayo imtixaanka loogu gudbo fasalada lagu dhigo tacliinta heerkeedu sareeyo! Warbixin dheeraada oo ku qoran luqooyin kala duwan ka fiirso internetka wixii ka danbeeya bisha September 1, 2016.
- ልዩ የትምህርት ተሰጥቶ ላላቸው ተማሪዎች የሚሰጥ ትምህርት (ኢድባንስድ ለርኒንግ) የመግቢያ ፈተና! ለተተረጎመ የመረጃ ጥቅል በድህረገጻችን ላይ ከመስከረም 1, 2016 በኋላ ይመልከቱ።
- Oportunidad para sa Advanced Learning na pagsusulit! Hanapin ang isinalin na pakete ng impormasyon sa online pagkaraan ng Setyembre 1, 2016.
- ንፍሉይ ተውህቦ ትምህርት ዘለዎም ተማሃር ዝወሃብ ትምህርቲ (ኢድባንስድ ለርኒንግ) ምእተዊ ፈተና! ንዝተተርጎመ ዝተፈለለየ ሓበሬታ ዝሓዘ ጽሑፋት ኣብ ኢንተርኔት ካብ መስከረም 1, 2016 ንደሓር ተመልከቱ።
- Cơ hội để thử Học Nâng Cấp! Hãy để ý tìm thông tin bằng tiếng Việt ở trên mạng sau ngày 1 tháng 9 năm 2016

www.seattleschools.org/advlearning

ADVANCED LEARNING Testing Opportunity

You may want to refer your child if you have noticed these characteristics:

Verbal skills	Has an advanced vocabulary for his/her age Seems to continuously talk and ask questions
Thinking skills	Is imaginative; has lots of ideas Can come up with many interesting solutions to problems
Learning behaviors	Understands information quickly; remembers what has been learned Wants to work on more difficult things; may not finish regular assignments because wants to spend time doing projects he/she thinks are more interesting
Motivation	Is very interested in certain topics/projects and wants to work on them all the time Does not want or need a lot of direction for completing a task; likes to figure it out on his/her own
Social-emotional development	Is sensitive to the feelings of others and is concerned with fairness May be a perfectionist and/or become frustrated with mistakes May prefer to interact with students who are older and/or adults
Reading	Is a very strong reader, reading above grade level and/or reading at an early age
Math skills	Is very interested in math, works above grade level in math and/or shows an interest in numbers at an early age

If most of these characteristics apply, you may want to consider referring your child for Advanced Learning opportunities. Eligibility criteria and forms are available

Beginning on September 1st, 2016 at

www.seattleschools.org/advlearning

All applications are due October 6th, 2016
to determine eligibility for school year 2017-2018.



Meningococcal and HPV

July 28, 2016

Dear Parent or Guardian:

As a parent, there is nothing more important than safeguarding your child's health. The Washington State Legislature requires us to make information available to you about meningococcal disease and human papillomavirus (HPV). Know the facts about these diseases and the vaccines available to protect your child.

Meningococcal Disease and Prevention

What is meningococcal disease?

Meningococcal disease is a serious bacterial infection. Fortunately, this life-threatening illness is rare, with only 20-50 cases reported each year in Washington. The most common symptoms of the disease include fever, cough, headache, and rash. It can cause meningitis (swelling of the covering of the brain and spinal cord). The disease spreads through close contact with an infected person. Teens and young adults are more likely to get meningococcal disease, especially if they live in group settings like college dorms.

How can I protect my child from meningococcal disease?

The meningococcal vaccine, or MCV4, prevents against four types of the disease. It is recommended for all children between 11 and 12 years of age, and again at 16 to 18 years of age.

Where can I find the meningococcal vaccine?

Talk to your doctor, nurse, or local health department to learn more. Washington offers free vaccines to kids through age 18. Providers may charge an office visit fee or administration fee to give the vaccine. People who can't afford these fees can ask to have them waived.

For more information about meningococcal disease and how to prevent it:

- Washington State Department of Health
www.doh.wa.gov/YouandYourFamily/Immunization/Diseases/MeningitisMeningococcalDisease.aspx
- Centers for Disease Control and Prevention
www.cdc.gov/vaccines/hcp/vis/vis-statements/mening.html
- Children's Hospital of Philadelphia Vaccine Education Center
<http://prod-www.chop.edu/conditions-diseases/meningococcal-infections>

Human Papillomavirus (HPV) and Prevention

What is HPV?

HPV is a common virus. Most people exposed to HPV will never develop health issues. But for others, HPV causes major health problems, including cervical, anal, vulvar, mouth, and throat cancer. Most infected people have no symptoms and may spread the virus without knowing it. HPV spreads mainly through sexual contact.

How can I protect my child from HPV?

Make sure your child gets the HPV vaccine. The vaccine is highly effective. The best time to get it is before sexual activity ever starts. The HPV vaccine can prevent infection from some of the most common and serious types of HPV that cause cancer and genital warts. The vaccine does not get rid of existing HPV infections.

Who should get the vaccine and when should they get it?

Three doses of HPV vaccine are recommended for all boys and girls starting at ages 11 to 12. It is recommended for females up to age 26 and for men up to age 21. In addition to HPV vaccine, your 11 to 12 year-old should receive Tdap and meningococcal vaccines.

Where can I find the HPV vaccine?

Ask your doctor, nurse, or local health department about the vaccine and where you can get it.

For more information on HPV, the vaccine, and cervical cancer:

- Washington State Department of Health
www.doh.wa.gov/Portals/1/Documents/Pubs/348-187_HumanPapillomavirusVaccineFactsheet.pdf
- Centers for Disease Control & Prevention
www.cdc.gov/std/hpv/
- American Cancer Society
www.cancer.org

Sincerely,

Kathleen H. Johnson, DNP, RN-BC, NCSN, Manager Student Health Services, Seattle Public Schools

NON-DISCRIMINATION STATEMENT



Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; 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. SPS also provides equal access to the Boy Scouts and other designated youth groups.

What is discrimination?

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability. Discriminatory harassment is verbal or physical harassment based on a protected class.

What is a protected class?

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes in Seattle Public Schools are those groups identified in the Non-Discrimination Statement above, such as sex, race, etc.

How do I file a complaint about discrimination?

If you believe that you or your child has experienced discrimination or discriminatory harassment at school, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination complaint procedure, call or email the Office of Student Civil Rights, (206) 252-0367 or OSCR@seattleschools.org or visit

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/School%20Board/Procedures/Series%203000/3210SP.B.pdf

Before filing a complaint, you may want to discuss your concerns with your child's principal or Seattle Public School's Ombudsperson at (206) 252-0529. This is often the fastest way to resolve your concerns.

For students, parents/caregivers, and members of the public, the Office of Student Civil Rights has been designated to handle questions and complaints of alleged discrimination in Seattle Public Schools, 206-252-0306 or oscr@seattleschools.org or Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. You can also contact:

- Title IX Coordinator for sex discrimination and harassment concerns, 206-252-0367 or Title.IX@seattleschools.org
- ADA/Section 504 Grievance Coordinator for disability discrimination concerns, 206-252-0178 or accessibility@seattleschools.org

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, 206-252-0024 or hreeoc@seattleschools.org or Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166.

DISCRIMINATION COMPLAINT PROCEDURE



Step 1: Complaint to the School District

In most cases, complaints must be filed within one year from the date of the discriminatory event. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint. Some complaints may not be considered complete until the signed Affirmation and Authorization form is received granting permission to disclose your identity and to investigate your complaint. Complaints may be submitted by mail, e-mail, or hand delivery to any District or school administrator, the Office of Student Civil Rights, or Human Resources.

When the school district receives your written complaint, you will be provided a copy of the District's discrimination complaint procedure. The Office of Student Civil Rights or Human Resources will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint without an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date or an exceptional circumstances related to the complaint require an extension of the time limit. If the complaint takes more than 30 calendar days, you will be notified in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, the response must include:

1. A summary of the results of the investigation;
2. Whether or not the district has failed to comply with civil rights requirements related to your complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.

Step 2: Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school board. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

Step 3: Complaint to OSPI

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within 20 calendar days after you received the district's appeal decision. You may send your complaint to OSPI by e-mail: Equity@k12.wa.us; fax: (360) 664-2967; or Mail: OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200.

DISTRICT OFFENSES (cont'd.):

- **Disobedience** – Flagrantly, purposefully, or repeatedly failing to comply with or follow the instructions of teachers and other school staff.
- **Gambling** – Playing cards, dice, or games of chance for money or other things of value.
- **Misrepresentation** – Forging a parent’s, guardian’s, or any other person’s signatures on any letter to the school or on any school document. Changing grades or attendance records on official District forms, including attendance reporting sheets and grade books, for any student without authorization of a school official. Providing a false name when asked to identify oneself to a school authority. Providing false information to school personnel, or impersonating another person verbally or in writing to provide false or misleading information regarding a student’s attendance or absence from school.
- **Plagiarism** – Cheating or copying the work of other persons or turning in another person’s papers, projects, computer programs, etc., as your own.
- **Using or Possessing Tobacco Products** – Using or possessing any tobacco products, to include possession or use of e-cigarettes and other vaporizing devices, by any students in or on public school property, on school buses, and at school-sponsored activities.
- **Misuse of Computers** – Inappropriately using school computers.
- **Graffiti** – Knowingly writing, painting, drawing, scratching, or otherwise marking any inscription, figure, or mark of any type on any District-owned or staff property, unless the student has obtained the permission of a school official or staff person.
- **Bullying, Intimidation, and Harassment** – Engaging in intentional, persistent and pervasive written, verbal, electronic, or physical bullying, intimidating, or harassing conduct that: is for the purpose of embarrassing or denigrating another person; physically harms a student or damages the student’s property; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; has the effect of substantially interfering with the student’s education; or has the effect of substantially disrupting the orderly operation of the school.
- **Sexual Harassment** – Deliberately harassing another person for sexual reasons or in a sexualized manner with unwanted attention, touching, or verbal comments such that the person is uncomfortable, intimidated, or threatened by the behavior.
- **Inappropriate Sexual Conduct** – Engaging in inappropriate mutual sexualized conduct that is not conducive to the learning environment of the school.
- **Inappropriate Touching** – Unwanted or inappropriate touching of the private parts of another person by elementary-age students.
- **Inappropriate Language** – Using words that are hurtful, harmful, demeaning, offensive, or embarrassing, including words that are crude or vulgar, and name-calling.
- **Toy Guns and Toy Weapons** – Possessing a toy gun (BB-guns and other pellet guns are Dangerous Weapons) or other toy weapon not appearing to be a real gun or weapon; or appearing to be a real gun or weapon, but not used or displayed with malice.
- **False Reporting** – Knowingly reporting or corroborating misbehavior of others that did not occur.

IMPORTANT NOTE: Students who damage or vandalize property belonging to the Seattle Public Schools, a contractor of the District, an employee, or another student are required to make restitution for such damage. Failure to do so may result in the withholding of a student’s grades, transcript, or diploma.

NOTE: In addition to the above rules, each school will adopt and distribute to each student rules which will govern a student’s conduct in that particular school. When students break those school rules, they will be disciplined. (See Rule-breaking, above).

What Happens If a Student Breaks a Rule?

Whenever you are accused of breaking a rule, you have the right to explain your side of the story to your teacher, counselor, assistant principal, or principal **before** you are disciplined. Your parents may also meet with school staff to help identify and solve problems and to consider appropriate penalties. If some other penalty doesn’t work, you could be suspended. If the offense was very serious, you could be expelled. If there is an emergency, you could be expelled right away and have a conference later. If there has been a criminal offense, normally, the police will be called.

What If You Think You Are Being Treated Unfairly?

If the principal or assistant principal proposes to discipline you, and you think the disciplinary action is unfair or inappropriate, you have the right to appeal the discipline imposed. The various processes for appeal are contained in the **Student Rights and Responsibilities** booklet, which can be obtained from your school, from the Student Discipline Office at 206-252-0820, or on the Seattle Public Schools’ website at www.seattleschools.org (click on District/Departments/Discipline). The booklet is also sent out with the first formal Notice of Disciplinary Action. Additional information may also be obtained from the Discipline section of the District’s website at www.seattleschools.org (click on District/Departments/Discipline).

Sometimes, problems in school can be helped by counseling on health, emotional, or legal concerns. While the Seattle Public Schools can provide some assistance, its resources are limited. A number of community agencies offering such assistance are listed in the Seattle telephone directories, or you may call the Community Information Line at 206-461-3200 or 211.

Student Rights

Students, as citizens, have certain constitutional rights. The school system cannot unduly infringe on those rights. The schools may, however set some reasonable limits on those rights in order to meet the District’s obligation to educate.

- Students have FREEDOM OF SPEECH and may express their personal opinions. That freedom does not allow personal attacks, swearing, threats of violence, or interference with other people’s rights to express themselves.
- Students have the RIGHT TO ASSEMBLE peaceably. Any such gathering, which interferes with the operation of the school or classroom, is inappropriate and prohibited.
- Students have the RIGHT TO PETITION appropriate school authorities when they feel that they have been treated unfairly.
- Students have FREEDOM OF THE PRESS and may express their personal opinions in writing. They must take full responsibility for the content of their publications by identifying themselves as authors or editors of the publication. They are not allowed to make personal attacks or publish libelous or obscene material.
- Students have the right to FREEDOM FROM UNREASONABLE SEARCH AND SEIZURE while at school.* For the protection of all, however, the following rules apply:
 - ~ General searches of school property, including lockers and desks, may be conducted.
 - ~ Items such as firearms, other weapons, firecrackers, or anything else that might reasonably be a threat to safety or security, or disruptive to the educational process may be seized and removed from a student’s possession.
- Students have the right to EQUAL EDUCATIONAL OPPORTUNITY. They shall not be unlawfully discriminated against because of national origin, race, religion, economic status, sex, sexual orientation, gender identity, pregnancy, marital status, previous arrest, previous incarceration, or physical, or mental or sensory handicap. Such differences shall not be held against a student or used as a basis for determining a student’s potential.
- Students have the right to FREEDOM OF RELIGION. Students are free from being controlled or influenced by any particular religious point of view while they are participating in any school district conducted or sponsored activity, or while students are otherwise subject to school district supervision and control.
- Students have the right to obtain course material and homework from teachers during suspensions from classes. Further, they have the right to expect a reasonable reengagement plan to assist in their successful return to class activities and instruction.

*Washington law (RCW 28A.600.230(3)) **prohibits strip searches of students** by school administrators and persons acting under their supervision. “Strip search” is defined broadly: “[H]aving a person remove or arrange some or all of his or her clothing so as to permit an inspection of the genitals, buttocks, anus, or undergarments of the person or breasts of a female person.” In general, searches of students’ persons (other than strip searches) or property may be conducted on reasonable suspicion that contraband or other evidence of misconduct is present, so long as the methods used are reasonably related to the objectives of the search and the search is not excessively intrusive in light of the age and sex of the student, the nature of the suspected infraction, and the information upon which the search is based.

The Basic Rules of Seattle Public Schools

2015-2016 Seattle School Board

Stephan Blanford – Sherry Carr – Harium Martin-Morris – Martha McLean – Betty Patu – Sharon Peaslee – Sue Peters

Superintendent Dr. Larry Nyland

NOTICE TO STUDENTS AND PARENTS REQUIRED BY FEDERAL DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989
The Seattle Public Schools prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of school activities. Compliance with this rule is mandatory; students who disregard the prohibition will be long-term suspended or expelled. The possession and use of illegal drugs and the unlawful possession and use of alcohol are wrong and harmful to health and education. The District offers, or can assist in arranging access to, drug and alcohol counseling, rehabilitation, and re-entry programs. For further information, contact your school’s principal or counselor.

EQUITY AND COMPLIANCE POLICY

Seattle Public Schools Seattle Public Schools (“SPS”) provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; a disability; veteran or military status; or the use of a trained dog guide or service animal. SPS provides equal access to the Boy Scouts and other designated youth groups. SPS complies with all applicable state and federal laws and regulations, including but not limited to: Title IX, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and RCW 49.60 (“The Washington Law Against Discrimination”). SPS’s compliance includes, but is not limited to all District programs, courses, activities, including extra-curricular activities, services, and access to facilities. The following employees have been designated to handle questions and complaints of alleged discrimination: Requests for Accommodation • Student 504: Carole Rusimovic, Student 504 Coordinator, 206-252-0118, crusimovic@seattleschools.org • Adult Accommodations: Brent Jones, Assistant Superintendent for Human Resources, 206-252-0027, bjones@seattleschools.org Sexual Harassment • Brent Jones, Title IX Coordinator, 206-252-0027, Title.IX@seattleschools.org All Other Forms of Discrimination • Student Matters: Pegi McEvoy, Assistant Superintendent for Operations, 206-252-0707, securityoff@seattleschools.org • Adult Matters: Brent Jones, Assistant Superintendent for Human Resources, 206-252-0027, Title.IX@seattleschools.org Mail: P.O. Box 34165, MS 33-157, Seattle, WA 9124-1165

To All Students:

This brochure is intended to tell you about some of the responsibilities which you must assume, the rights which you share with all others, and the general rules you must follow so that you can take full advantage of your educational opportunity without experiencing major discipline problems. Under state law, this information must be given to you at the beginning of every school year.

This brochure does not cover all of the legal details and considerations, such as specific procedures related to special education students, or the appeal processes that are available to you if you feel that discipline is being wrongly or unfairly applied. Full and detailed information is in the **Student Rights and Responsibilities** booklet, which can be obtained from your school, from the Student Discipline Office at 206-252-0820, or in the Parents section of the District's website at www.seattleschools.org. That booklet is also sent out with the first formal Notice of Disciplinary Action.

STUDENT RESPONSIBILITIES

- Make a determined effort to learn.
- Alert teachers if they are unable to understand course material and ask for assistance.
- Attend all classes every day on time, ready to work, and with the necessary learning materials, books, pencils, etc.
- Respect the rights of other people.
- Refrain from expressing personal prejudices against any individual or group.
- Follow the instructions of teachers and other school staff.
- Find a trusted adult in the school with whom to share issues that may be affecting their mental, emotional, or physical well-being for the purpose of obtaining resources to alleviate barriers to learning.
- Know and obey the rules of the District and individual school.
- Accept reasonable disciplinary actions for breaking school or District rules.
- Identify yourself if asked to by school staff.
- Dress appropriately for school in ways that will not cause safety or health problems, or disruptions.
- Respect the property of other people and of the school.

School staff understands that at times students may be under severe emotional, physical or mental challenges from situations that arise within a school, at home or other places. School staff wants to encourage each child to make these challenges known to their teacher, a school counselor, or other appropriate adult at the school. School staff understands that learning cannot occur in extreme stress situations. Therefore, staff is committed to working with each student to resolve or offer coping mechanisms to each child so that s/he is able to learn to the best of his/her capability.

CODE OF PROHIBITED CONDUCT

EXCEPTIONAL MISCONDUCT:

Students will be disciplined, and normally will also be referred to the police to face criminal charges, if they commit any of the exceptional misconduct on the list below while in school, on school grounds, on District-sponsored transportation, or at any school-sponsored event. Students will also be disciplined and referred to the police if they

engage in this exceptional misconduct in any other setting having a real and substantial relationship to the operation of the District. Disciplinary action can include such things as losing the privilege of attending District-sponsored activities, losing the privilege of using District-sponsored transportation, suspension, or expulsion.

The School Board has determined that these behaviors amount to "exceptional misconduct" warranting suspension for the first offense, provided that disciplinarians and hearing officers may grant exceptions in cases involving extenuating or exceptional circumstances, or after considering the background of the individual student.

- **Selling Illegal Drugs, and Controlled Substances**
- **Selling Alcoholic Beverages**
- **Distributing Illegal Drugs and Controlled Substances**
- **Distributing Alcoholic Beverages**
- **Possessing or Using Illegal Drugs and Controlled Substances**
- **Possessing or Using Alcoholic Beverages**
- **Assault** – Being physically violent, using unwarranted force, or demonstrating the deliberate and immediate intent to be physically violent toward another person, including domestic violence.
- **Sexual Assault** – Sexually assaulting or taking indecent liberties with another person (includes "panting" behavior by other than elementary-age students).
- **Physical Aggression** – (Generally for elementary students) Being physically violent, using unwarranted force, or demonstrating the deliberate and immediate intent to be physically violent toward another person. (Usually appropriate only for aggressive or violent behavior by elementary students; or appropriate for any student in circumstances when sufficient maturity to understand the consequences of such behavior may be questioned.)
- **Extortion, Blackmail, Coercion** – Obtaining money, property or other consideration by violence or threat of violence, or forcing someone to do something against his or her will by force or threat of violence.
- **Fighting** – Engaging in or provoking mutual physical contact involving anger or hostility.
- **Threats of Violence** – Communicating credible, focused threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or electronic actions, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person's life, safety, or property is in danger.
- **Hazing** – Initiating or harassing another student with meaningless, difficult, dangerous, or humiliating tasks through unsafe or illegal behaviors that cause, or are likely to cause, physical injury or endangerment.
- **Firearm** – Mandatory One-Year Expulsion – Carrying a firearm onto, or possessing a firearm on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Dangerous Weapons** – Carrying a dangerous weapon onto, or possessing a dangerous weapon on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.

EXCEPTIONAL MISCONDUCT (cont'd.):

- **Small Folding Knives** – Carrying onto or possessing a small folding knife with a blade length of 2½" or less and with a blade width of ½" or less on school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Fireworks, Explosives, Chemicals, and Incendiary Devices** – Carrying an uncommon firework, explosive, chemical, or incendiary device onto, or possessing any of the foregoing on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Toys Used As Weapons** – Possessing and using with malice (in a threatening manner) objects that appear to be capable of causing bodily harm such that a person believes his or her safety is in danger, including toys that appear to be weapons regardless of size.
- **Robbery** – Taking another's property by force or threat of force.
- **Theft** – Stealing school district property or the property of a staff member, student, or school visitor.
- **Burglary** – Forced entry or remaining unlawfully in a District building or room in the building for the purpose of taking property.
- **Possession of Stolen Property** – Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.
- **Malicious Property Damage** – Intentionally causing damage to any school property, staff property, or school buses. Also, writing, painting, drawing, or otherwise marking graffiti on any school property, staff property, or school bus that is so extensive that the cost of removing it exceeds \$100. This includes damage to intellectual property, such as, but not limited to, damaging or destroying a staff person's or student's work, whether artistic, written, or on the computer, and graffiti or other willful damage to public or private property while participating in a school sponsored activity away from school grounds. Malicious Property Damage is a property damage offense, not an offense or attack against another person.
- **Intimidation of School Authorities** – Interfering, or attempting to interfere, with the discharge of the official duties of District personnel by using direct, deliberate, or focused threats, force, or violence, such that the staff person believes his or her safety or the well-being of his or her property is in danger.
- **Interference with School Authorities** – Interfering with the discharge of the official duties of District staff by: using force or violence that is non-deliberate and not focused on the staff person, such as attempting to continue a fight when a staff person is trying to stop the fight and inadvertently striking that person; disobeying the orders of school officials to leave school property or disperse as instructed; heckling or harassing school authorities engaged in any lawful task, function, process, or procedure of the school district such that it interferes with their ability to maintain order or complete their lawful duties, including use of abusive or foul language directed at a school district employee and use of any electronic means that has the purpose of embarrassing, denigrating, or demeaning school staff; or hindering the investigation of an incident by school staff, including but not limited to: refusing to submit to a search for reasonable cause or respond to reasonable questions, or deliberately lying about, or encouraging others to lie deliberately about, the facts of the incident.
- **Malicious Harassment** – Maliciously and intentionally committing one of the following acts because of a perception of that person's

EXCEPTIONAL MISCONDUCT (cont'd.):

- race, color, religion, ancestry, national origin, gender, sexual orientation, gender identification, or mental, physical, or sensory handicap: Causing physical injury to the victim or another person, or causing physical damage to or destruction of the property of the victim or another person, or threatening a specific person or group of persons such that the persons, or members of the specific group of persons, are in reasonable fear of harm to themselves or their property, including their right to an education or their safety at school.
- **Gang/Hate Group Activity** – Belonging to an organized gang, hate group, or similar organization or group and knowingly engaging in gang/hate group activity on a school grounds or during school activities or functions.
- **Trespass** – Entering or remaining unlawfully in a school building or on any part of school grounds or school property for any purpose excluding theft of property.
- **Computer Trespass, Tampering, and Misuse** – Intentionally violating a school's or the District's computer system or database.
- **Arson** – Intentionally setting a fire or causing an explosion.
- **False Alarm** – Activating a fire alarm or calling 911 for other than the intended purpose of the alarm.
- **False Threats** – Falsely reporting any type of bomb or person with a firearm in any school building or structure, on school grounds, on District-provided transportation, or at a school-sponsored function.
- **False Reporting** – Knowingly and maliciously falsely reporting or falsely corroborating misbehavior of others that did not occur, including spreading a false rumor maliciously at school, on school grounds, on school-provided transportation, or at a school-sponsored function.
- **Lewd Conduct** – Engaging in inappropriate sexual or social behavior, such as sexual acts, either singly or consensually with another person, including sexual intercourse, oral sex, sexual touching, indecent exposure, or voyeurism.
- **Other Exceptional Misconduct** – Engaging in any other activity that would constitute a felony or gross misdemeanor under city, state, or federal law.

DISTRICT OFFENSES:

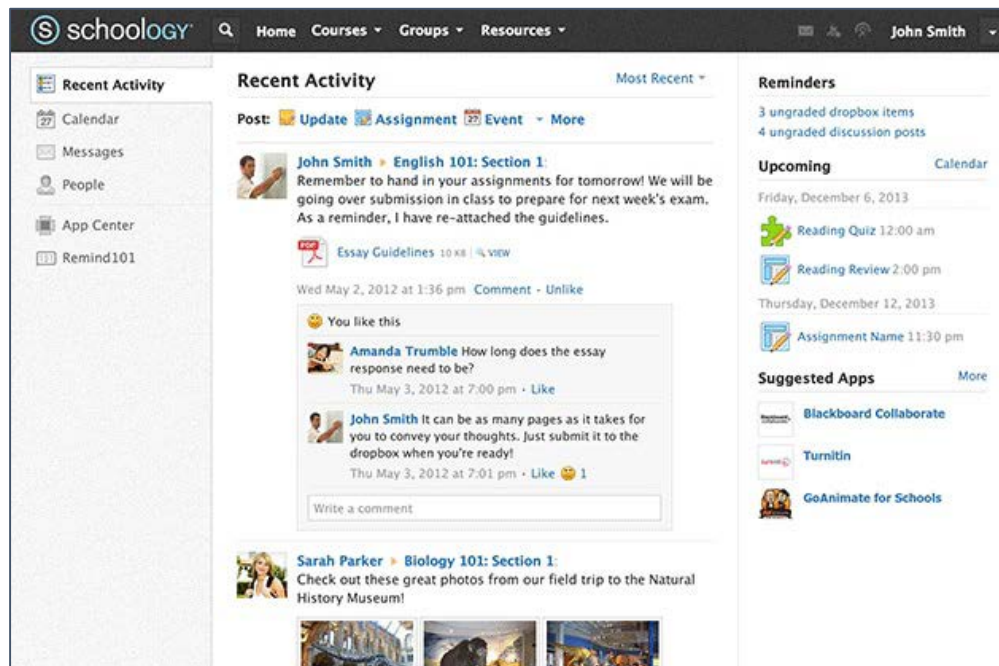
In addition to Exceptional Misconduct, students are not allowed to engage in other behaviors which disrupt or interfere with the educational process. Students will be disciplined for participation in any of the following behaviors in school, on school grounds, on District-sponsored transportation, or at any school-sponsored event. Students will also be disciplined for such behavior in any other setting having a real and substantial relationship to the operating of the District.

- **Disruptive Conduct** – Flagrantly and substantially interfering with teaching or learning in the classroom, school activities, or extracurricular activities.
- **Rule-breaking** – Breaking a specific, published school rule. This includes breaking school bus rules and violating a specific safety or behavior contract.

(Continued on reverse side.)

What is Schoolology? Schoolology is Seattle Public Schools' learning management system. It is changing the way our teachers communicate online with students and families.

- Teachers may post assignments, messages and calendar items.
- Familiar to social media users, Schoolology's format is simple.
- Schoolology allows students and teachers to engage in two-way conversations and class discussions.
- Teachers can easily share files and links with students, families and fellow teachers.



Who Will Use Schoolology? Schoolology is designed for all grade levels, but teacher use is optional. If a student's teacher chooses to use Schoolology, parents and guardians can log in to monitor assignments and view resources.

How To Join:

- **Students** will be registered automatically to their teachers' courses, and will log on with their school username and password.
- **Parents and guardians** must sign up through the Schoolology Access Code link found in their [Source](#) accounts (accessible through "[Student Portal](#)" on www.seattleschools.org).

To learn more, please go to <http://lms.seattleschools.org>

Please review the step-by-step Schoolology registration instructions for parents and guardians on the back of this page or online at: <http://www.seattleschools.org/schoolologyregistration>

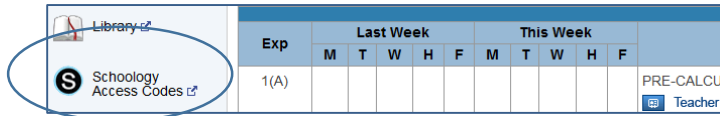
Every Student. Every Classroom. Every Day.

Creating a Schoology Account

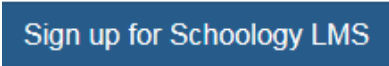
To create an account, you will need your **Schoology Access Code(s)**. Codes may be found in the Source under the **Schoology Access Codes** menu item. If you do not have a Source account, please visit <https://psreg.seattleschools.org/RegCode>

To Create a Schoology Account:

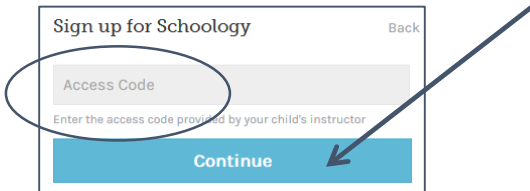
1. Please log onto your Source account at <http://ps.seattleschools.org>
2. Click the **Schoology Access Codes** menu item on the left.



3. Carefully copy and paste or write down your **Schoology Access Code**. (If you have more than one student, you will enter the remaining Access Codes later using the + **Add Child** feature.) Click the **Sign up for Schoology LMS** button.



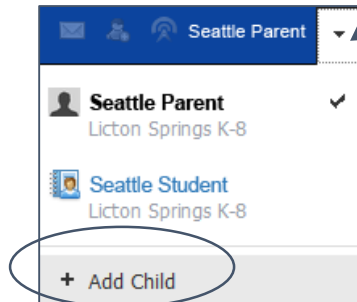
4. Enter the **Access Code** and click **Continue**.



5. Fill out the form with *your* name, valid email address and create a password. Click **Register**. If you only have one student, you have completed your registration!

To Add Students to your Schoology Account:

1. Click the downfacing arrow on the top right of your account, by your name.
2. Click the + **Add Child** link.



3. Enter the **Access Code** from the Source and click the **Use Code** button.
4. Repeat these steps if you have more children enrolled in SPS.

Contact us at: sourcesupport@seattleschools.org

Seattle Public Schools
2445 Third Avenue South
PO Box C-34165
Seattle, WA 98124
September, 2016

Dear Parents and Guardians,

The Source is Seattle Public Schools' online communication tool that allows parents, guardians and students access to schedules, attendance and assessment scores. Secondary student grades are also on the Source.

Already Registered With The Source? You *DO NOT* need to register again.

Please logon at: <http://ps.seattleschools.org>

Have You Forgotten Your Source Username or Password?

Please go to: <http://ps.seattleschools.org>

Please click the "Forget your password?" or the "Forget your username?" links.

Need to Add Students to Your Source Account?

Please log onto your Source account, click **Add Students** and follow the steps.

Not Registered With The Source? Here's how to get started:

1. Please go to <http://ps.seattleschools.org> and click the **Sign up** button.
2. Read the instructions and click the **Add Student Information** button.
3. Enter: **Your student's 7 digit Seattle Schools student ID#, date of birth and school.**
4. If you have more than one student, click **Add Another Student.**
5. Click **Finished Adding Students** after you have entered all of your students enrolled in SPS.
6. Wait a few minutes and look for an email message from sourcesupport@seattleschools.org
NOTE: If you don't see the message in your inbox, check your SPAM or Trash folder.
7. Open the email and make note of the **Access ID** and **Access Password** for each student.
NOTE: Do not include any spaces when entering the Access ID or Access Password.
Access Password is entered in **UPPER CASE LETTERS.**
8. Click the **Create Parent Account** link in the email.
9. Enter the following: Your first and last name, your valid email address, and a password (please do not use an apostrophe ' in your password). Enter each student's name, Access ID, Access Password (in UPPER CASE LETTERS) and use the drop-down to select *your* relationship to each student.
10. Scroll down and click **Enter** when you are done.
11. Log onto the Source!

About Schoology Learning Management System (LMS): Schoology is a tool teachers may use to post assignments, homework, messages, events, and calendar items. To sign up, click **Schoology Access Codes** on the left menu of your Source account. Make note of the Student **Access Code** for each student and click the **Sign up for Schoology LMS button.**

For more information about Schoology, please visit <http://lms.seattleschools.org>

Click the step-by-step registrations link to create an account.

Click the Parent Resources links on the left side of the webpage for more information about Schoology.

If you have questions or need help please email sourcesupport@seattleschools.org

Registering and Creating a Source Account

To create an account, you will need: **valid email address**, each child's **7 digit SPS student #** each student's **school** and **date of birth**.

To Create a Source Account:

1. Please [visit http://ps.seattleschools.org/](http://ps.seattleschools.org/) and click the **Sign up** button.
2. Read the instructions then click the **Add Student Information** button.
3. Enter each student's **7 digit SPS student ID#**, **date of birth** and **school**.
4. If you only have 1 student, click **Finished Adding Students**.
If you have more students, click **Add Another Student**.
When you are done adding all students, click **Finished Adding Students**.
5. Enter and confirm your email address, then click **Done**.
6. Check your email for a message from sourcesupport@seattleschools.org
NOTE: If you don't see the email, it may have been routed to Spam or Trash, depending on your email settings.
7. Open the email and make note of the **Access ID** and **Access Password**. The Access Password is *cAse sEnsiTive*, please use all **UPPER** case letters, no spaces.
NOTE: You may share your codes with your child's other parent or guardian.
8. Click the **Create Parent Account** link in the email.
9. Enter your name, email address, and create a password. **Your email address will be your Username. Please do not use an apostrophe ' in your password.**
10. Enter each student's name, **Access ID** and **Access Password** (UPPER CASE letters, no spaces). Use the drop-down menu to select *your* relationship to the student.
11. After you have added all of your students, scroll to the bottom and click **Enter**. This will take you to the Source log on screen.

The screenshot shows two parts of a web form. The top part is titled "Create Parent Account" and contains fields for First Name (Fred), Last Name (Flintstone), Email (fred@fred.com), Re-enter Email address (fred@fred.com), Password (masked with dots), and Re-enter Password (masked with dots). A "Strong" indicator is visible next to the password field. A callout box points to the email field with the text "Your email address will be your username." Another callout box points to the password field with the text "Please do **not** use an apostrophe ' in your password." The bottom part is titled "Link Students to Account" and contains a header "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". Below this is a table with one row for "Student # 1". The fields in the row are Student Name (Ginger O'Doggy), Access ID (12345), Access Password (masked with dots), and Relationship (Father, shown in a dropdown menu). A callout box points to the Relationship dropdown with the text "Use the drop-down to select your relationship to the student."

12. Log on using the **Username (email address)** and **Password** you just created!

Email us at: sourcesupport@seattleschools.org



Re: Student Injuries and Insurance
2016-2017 School Year

Dear Parent/Legal Guardian:

At Seattle Public Schools, the safety of our students is one of our most important concerns. Even so, accidents do happen and resulting medical treatment (ambulance transport, surgery, hospitalization, etc.) can be very expensive.

Please know that the District **does not** assume responsibility for these costs. However, as a service to you and your child, our school district has joined with many other member districts of the Washington Schools Risk Management Pool to offer you access to a low cost, voluntary purchase student accident/sickness insurance program. The program is arranged and administered by Myers-Stevens & Toohey & Co., Inc. a firm that has specialized in such coverages for 40 years. Details and an enrollment form are in the accompanying brochure. Please read it carefully.

Several plans are offered and rates for the entire school year start at around \$24 (*Dental Accident Plan*). You can limit coverage to school related injuries only (including sports) or opt for 2417 protection. Also offered are a *Student Accident & Sickness Plan* (recommended if your child has no other health insurance) and a *pharmacy discount program* for your entire family. Whether your child currently has no other coverage or you want to "fill in the gaps" in other insurance, you will probably find an option to fit your needs.

While you can seek care from any doctor or hospital, you'll also have access to an extensive network of medical providers with discounted charges. Seeking care through contracted providers may further reduce your out-of-pocket costs, particularly if your child needs surgery or hospitalization.

To enroll, complete the enrollment form in full, select the plan(s) you want for your child, enclose the proper premium using a check, money order or credit card, seal and return as directed on the form. You can also choose to enroll online at www.myers-stevens.com by clicking the "Enroll Now" button. While your child is eligible to enroll at any time, you are encouraged to consider early enrollment to get maximum value from the plan(s) selected.

If you have any questions, please call Myers-Stevens & Toohey at (800) 827-4695. Bilingual representatives are available for parents who need assistance in Spanish.

Sincerely,

Richard Staudt
Risk Manager