



2014-2015

Student and Parent

Handbook

Welcome to the Seattle World School

For students and families who were with us last year, welcome back to our school. To new students and families, we welcome you aboard. Seattle World School provides a nurturing learning environment, helps students acquire English skills and encourages them to pursue academic classes that prepare them for the next stage of life. Our school services include: English and academic assessments, counseling, health services, information about American education, and the opportunity to earn high school graduation credit. We also offer career counseling for vocational programs and college requirements. Our dedicated bilingual teachers and bilingual support staff work hard to foster confident, successful students.

Your involvement and support is important for your students and our school. We encourage you to join us at school orientations, family nights, student performances and other events. Please communicate with our staff about your son's and/or daughter's studies.

The Seattle World School also has many volunteers and tutors from the community and nearby universities. Some are even former students! We know you, too, have many skills and welcome you to be part of our community of tutors and volunteers. If you want to volunteer please talk to one of our staff members.

We created this handbook to give you information about, how our school works, what we expect from our students and parents/guardians, and how to contact us.

I look forward to meeting each of you and working together to help our students succeed.

Yours truly,

Concepcion Pedroza

Principal

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School Calendar 2014-2015

School is open from 7:00 am to 4:00pm Monday through Friday.
The calendar lists all the holidays and early dismissal days.

Key dates for 2014-15 include:

- **Wednesday, Sept. 3, 2014: First day of school for students**

- **Nov. 11: Veterans Day**

- **Nov. 27-28: Thanksgiving holiday**

- **Dec. 22, 2014-Jan. 2, 2015: Winter break**

- **Jan. 19, 2015: Martin Luther King, Jr. Day**

- **Feb. 16, 2015: President's Day**

- **Feb. 17, 2015: One day off, as part of shortened Mid-Winter break**

- **April 13-17, 2015: Spring Break**

- **May 25, 2015: Memorial Day**

- **Monday, June 15, 2015: Last day of school for students**
 - June 16, 17, 2015: Snow makeup days (if needed) A reminder, the last day of school for students this year is Thursday, June 19

Important Phone Numbers

Seattle World School is open from 7:00 am to 4:00 pm. During these hours you may call the school at **(206) 252-2200**. You may leave a message in your own language or in English or speak with the person who answers the phone. If you leave a message please leave your name and phone number so we can return your call. You can also call your child's teacher and leave a message on their phone.

Staff Directory

Main Office		206-252-2200
Principal	Concie Pedroza	206-252-2205
House Administrator	Irene Rodriguez	206-252-2229
Academic Counselor	Rusty Hibbert	206-252-2202
Head Secretary	Hanh Dang	206-252-2200
Attendance Secretary	Cheryl Parker-McLane	206-252-2200
Librarian	Susan Jenkins	206-252-2220/38
Career Specialist	Jennifer (Bean) Yogi	206-252-2206
Volunteer Coordinator	Ruel Olanday	206-252-2241
Truancy Specialist	Ryan Patek	206-252-2255
Family Support Worker	Nebiat Tessema	206-252-2232

Teaching Staff

Bruketta, Doug	Physical Education	206-252-2231
Chen, Erin	Language Arts	206-252-2225
Cotton, Holly	Language Arts	206-252-2230
Chhay, Thoun	Math	206-252-2209
De Wald, Monica	Language Arts	206-252-2213
Fong, Leenar	Math	206-252-2227
Gorney, Kathleen	Literacy	206-252-2216
Howerton, Diane	Language Arts	206-252-2221
Kelsey, Kathryn	Physical Science & Biology	206-252-2242
Leberer, Lori	Art and Multi-media	206-252-2217
Mamedova, Svetlana	Drama and Literacy	206-252-2223
McNaul, Michael	History	206-252-2211

Teaching Staff (continued)

Mell, Aimee	Choir & Music	206-252-2244
Nguyen, Oanh	Pre-Algebra	206-252-2228
Nkeze, Cynthia	Literacy	206-252-2214
Noel, Saraswati	Algebra & Geometry	206-252-2209
Perara, Michael	Algebra & Geometry	206-252-2215
Wu, Chandra	Science	206-252-2209
Butler, Bill (long-term sub)	Career Technical Education	206-252-2218

Instructional Assistants

We have instructional assistants who speak many different languages to help you talk to teachers and other staff. During class hours the instructional assistants are in the classes. You can call their phone number or our main office number and leave a message for them at **(206) 252-2200**. They will return your call as soon as they are able.

Chavez, Luis	<i>Spanish</i>	206-252-2248/49/50
Hua, Kim	<i>Vietnamese</i>	206-252-2248/49/50
Lichebo, Melaku	<i>Oromiffa and Amharic</i>	206-252-2248/49/50
Dirie, Hussein	<i>Somali</i>	206-252-2248/49/50
Shou, Ngoc	<i>Cambodian, Vietnamese Chinese</i>	206-252-2248/49/50
Torres, Juan Carlos	<i>Spanish</i>	206-252-2248/49/50
Negassa, Dereje	<i>Amharic</i>	206-252-2248/49/50
Nguyen, Nhu Hien	<i>Vietnamese</i>	206-252-2248/49/50
Vongkhamchanh, Thongchanh	<i>Lao, Thai</i>	206-252-2248/49/50

How the School Works

Seattle World School is a school designed for immigrants and refugees learning English. The newcomer program serves beginning English students. It is a service program. Students attend the newcomer program for one or two semesters. Seattle World School High School is a choice high school. It serves students through graduation, preparing them for continuing education.

Newcomer students are given a reading and math test in English. The tests scores are used to place them in their academic classes.

The English literacy classes have three levels:

- **Beginning Literacy:** Student has had interrupted education and does not read, write, or speak academic English
- **Level 1:** Student reads, writes, speaks and understands beginning academic English
- **Level 2:** Student reads, writes, speaks and understands academic English at a first grade English level.

The math classes have four levels:

- **Math A:** Counting, basic addition and subtraction.
- **Math B:** Basic multiplication, division, story problems, fractions and decimals
- **Pre-algebra:** 7-8th grade math
- **Algebra A and B:** High School math

All students are tested twice a year to see if they are ready for the next level. Students also have classes in Washington State History, Physical Education, Computer Keyboarding and Art and Science.

Program Length for Newcomer Students

Most students attend the newcomer program for ten months then transfer to our high school or the comprehensive public school in their neighborhood. In order to be academically successful at their new school, we recommend that students read, write, speak and understand academic English at the third grade level and are able to do middle school math before they transfer.

Transfer to Comprehensive Public Schools

Students are transferred when they have exceeded their maximum time allowed in a newcomer program (3 semesters.) The school will communicate with you when it is time to transfer. You also have the option of allowing your son/daughter to transfer into our high school. If you want your students moved to a comprehensive school and have been told they are not ready, you may meet with the principal who will make the final decision. Seattle Public School does not accept students older than 20 years of age.

Seattle World School High School

Seattle World School began its high school program in 2011.

Our high school offers:

- Rigorous high school curriculum leading to graduation
- Development of academic English skills while mastering course content
- Consistent interaction with native English speakers
- Individual mentoring toward graduation
- An Extended Program that offers academic classes and tutoring to ensure success
- Flexible scheduling and integrated courses to prepare students for global citizenship
- World language credit for competence in first language
- Small class sizes for individualized instruction
- Instructional support in students' first language, if needed
- Post-high school/career guidance
- Academic financial aid/scholarship guidance
- Extensive access to computers
- Alternative education and career paths for over-age students
- An emphasis on small group work
- Project Based Learning at each grade level

General Information

Attendance

If your child is going to miss school, contact the school office to let us know before 10:00 am on the day of the absence. The phone number is **(206) 252-2200**. When your child returns to school please send a note with their name, date of absence and the reason for the absence. Please sign it. Should your child arrive late to school they must check in at the main office and get a pass to go to class. If your child needs to leave early because of a special appointment such as doctor or dentist they must bring a letter from you and sign out at the main office.

After School Program – Extended Day

We offer many after school activities. During the school year we will give you information on academic clubs, drama, and sports activities that your child may wish to join.

Breakfast/Lunch program

When your child enrolls in school they will complete an eligibility form to receive free or reduced breakfast and/or lunch. It is important that you complete the entire form correctly. If you put zero's where it asks for income the form will not be accepted. If your family income is within a particular range your child will get free, and/or reduced priced breakfast and lunch.

Bus service

Students living far from the school use either the school buses or the Metro Transit. We will give your child the school bus winter emergency route information. Check with Metro for the information on their emergency routes.

Closed/Open campus

Students may not leave our campus (school) until it is time to go home unless they have written family permission to leave campus for a doctor or dentist appointment.

Class credits

Beginning in 9th grade, students receive 0.5 credits for each class they successfully complete. Students will not complete high school until they have a minimum of 21 credits of the required classes. For more information please attend our parent information nights.

Discipline

All students are required to follow the discipline expectations in common areas of the school and classroom rules.

CAFETERIA EXPECTATIONS:

- Please keep the area clean by cleaning up your area.
- Walk in the cafeteria and wait patiently.
- Place garbage and recycling in the proper areas.

- Student aged 18 needs to check in and out of the office if you are leaving campus for any reason. Student under 18 years of age need a note from their parent. The office has the list of the students.

HALLWAY EXPECTATIONS:

- Walk quietly to and from all areas and walk on the right side.
- Passes are required during class time.
- PDA (Public Displays of Affection), yelling and profanity are not allowed.
- Students cannot be in the hallways during advisory time.
- Side doors need to remain locked during the school day.

The following are some descriptions that are part of Seattle Public Schools Code of Prohibited Conduct. Violations of any of these may result in disciplinary action.

Drugs/Alcohol: Using, possessing, selling, giving, or being under the influence of illegal drugs, including alcohol and/or possession of drug paraphernalia will result in suspension, expulsion, and/or legal action. Students found in violation will be banned from school activities.

Electronic Devices: Using electronic devices is not permitted in the classroom. They are permitted before and after school and at lunch only. Students are expected to use electronics in common spaces in a respectful manner. This means keeping the volume down and not speaking loudly into a cell phone. If a student uses an electronic device in the classroom the teacher will confiscate it and either return it to the student or give it to the office. Students will pick up their devices after school. These devices may be brought to school at your own risk and the school is not responsible for theft or loss!

Gambling: Students may not engage in card-playing, electronic games, or games of chance. Money confiscated will be turned over to the Police.

Tobacco Use: Use of tobacco products will not be permitted on school grounds or the sidewalk adjacent to the school. If students smoke they will be required to take a smoking cessation class.

Weapons and Explosives: The policy of the Seattle School Board is no tolerance for student possession or use of weapons or firearms. Under this policy, students may not possess or use weapons on school property, on school-provided transportation, in areas of facilities being used exclusively by public schools, or at school-sponsored events or activities. Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toys that appear to be weapons or that can be used to cause bodily harm, regardless of size. This policy is enforced throughout the district.

Disciplinary Action and Sanctions: Students will be disciplined if they fail to fulfill any of their responsibilities while at school, on school grounds, on School District-sponsored transportation or any school-sponsored event, and in any other setting related to school. Disciplinary action is taken progressively and based on the severity of the offense and can include losing the privilege of attending District-sponsored activities, losing District-sponsored transportation privileges, class suspension, short-term suspension, long-term suspension or expulsion.

Health Clinic

The Health Center is sponsored by International Community Health Services (ICHS) and its partners Neighborhood House and Sea Mar Community Health Center, with additional funding from the City of Seattle's Families and Education Levy. Medical and mental health professionals from ICHS provide services and consultations, additional health center staff include health educators, patient navigators and a clinic care coordinator who all work together to provide a variety of services to support your child's health, well-being and academic success.

The services the health center offers your child include (but are not limited to):

- Quality care on-site by a Licensed Medical or Mental Health Provider
- Appointments during and after school
- Physical exams and health assessments (including sports physicals and other routine exams)
- Immunizations and medications
- Diagnosis and treatment of illness and injuries
- Assessment and counseling related to mental health
- Nutrition consultations
- Reproductive health care
- Preventive health care including health education activities
- A health care home, including coordination of additional care at other clinics offering medical and dental services
- Referrals to other health care providers

Each student must provide full parental consent in order to receive comprehensive services. Parental consent requires completion of a registration form and the signature from the student's legal guardian. Public insurance plans, such as Medicaid generally cover the entire fee for your student's services at the health center. However, if you have private insurance your plan may not cover the entire cost of care and insurance rules may require that ICHS bill for some out of pocket expense. However, no students will be denied services because of the inability to pay.

We are proud to be able to provide high quality school-based health care to students. We believe this is a unique opportunity for students to learn how to care for their health.

Emergency drills

For safety reason, we practice earthquake, fire, bomb and lockdown procures regularly with all students.

Emergency school closure

The radio and television stations will report when Seattle Public Schools is going to be closed or starting late because of bad weather.

High School Graduation Requirements

All students must pass specific classes and state exams to graduate. We will give you more information in one of our parent meetings.

Illness at school

A school nurse is available most days to assist students with health issues and illnesses. When appropriate, the school will contact the family if the student is not feeling well and arrange for them to be driven home by the school transportation office.

Immunizations

Washington State law requires that all students have the correct and current immunizations. Students who do not have current immunizations are contacted by the school nurse and the family must immediately make an appointment with their doctor or clinic to inoculate their child. We also offer inoculation services at the ICHS.

Lockers

The lockers are not secure. Students are not to place valuable items in their lockers (e.g., wallets, purses). Students are responsible for all items stored in their lockers. Lockers are not to be shared. School staff may open lockers at any time. Seattle World School and the Seattle School District are not responsible for items lost or stolen from lockers.

Online computer information

Parents/guardians can register on *The Source* to get the following daily information about their child's school performance.

- class schedule
- attendance record
- homework assignments and due dates
- teachers' names, phone number and email addresses
- current class grades
- high school graduation standards

Every year we offer a class for parents on how to access *The Source*. You will receive information about this later in the school year.

School Field Trips

School field trips are important learning activities. Each year students visit places like the zoo, aquarium, museums, other schools and companies and then discuss what they have seen and learned. The parent/guardian must sign a permission form for these trips. We welcome parents to volunteer as chaperones on these educational trips. Talk to your child's teacher if you are interested in going on a trip with us.

Truancy Law

Washington State requires students to attend school. Students who miss more than 10 class days in a semester are "truant". Schools are required to contact the family and together solve the problem. If the student continues to miss school, Seattle Public Schools will contact the courts system and the family and students must appear before a court judge.

Visitors

Visitors must park on the street and come into the main office to sign in. All visitors and staff wear identification badges.

Volunteers

We welcome people who want to help in our classes, after school activities, testing, cultural programs, school field trips, special events and the school gardens. Call **(206) 252-2200** for more information of if you wish to volunteer.