

Salmon Bay School Family Handbook

Welcome to Salmon Bay!
We hope the following pages answer some of your questions
and help you make the most of your time with us.

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1 | Mission, vision and values

Our mission is to empower compassionate, creative, and independent thinkers.

Our vision is to provide all students with a physically and emotionally safe space to engage in challenging, integrated, and experiential learning that will prepare them to become resourceful and responsible citizens in an ever-changing, diverse world.

As a staff, we hold ourselves responsible for exemplifying the following shared values:

- Relationships grounded in trust
- Inquiry-based, authentic, and experiential learning through hands-on projects
- Service to the larger community
- Integration of athletics and arts with the general curriculum
- Enhanced learning through computer literacy skills
- Equal status and respect for all members of the school community

As an extension of our shared values, we explicitly teach our students the following research-based character strengths: optimism, grit, curiosity, social intelligence, gratitude, self-control, zest, compassion, and independent thinking.

2 | Responsive Classroom, Advisory and RULER Approach

The language we use matters. At its best, language helps to build community, develop and sustain a safe and respectful learning environment, and encourage student's best efforts. Salmon Bay teachers:

- Reinforce student efforts to behave and learn,
- Remind students about behavior expectations before beginning a task,
- Redirect students when they get off task, and
- Use logical consequences related to student actions.

Teachers seek to use specific and direct language. Their goal is to notice and name the behavior, labeling the deed not the doer. Framing positive actions and choices gives children the opportunity to follow through with appropriate behavior. Redirecting students with empowering language provides a chance for students to maintain their dignity, reestablish positive behavior as quickly as possible, and repair relationships when necessary. Logical, developmentally-appropriate consequences reinforce individual responsibility and accountability.

Morning meetings occur each day in elementary classrooms and middle school homerooms. These meetings provide time for community building and space for discussions about behavior, exclusion, apathy and other factors that affect teaching and learning in the school environment.

At Salmon Bay, we use the RULER Approach curriculum for social and emotional learning. RULER is an acronym that stands for *recognizing* emotions in self and others, *understanding* the causes and

consequences of emotions, *labeling* emotions accurately, *expressing* emotions appropriately and *regulating* emotions effectively.

3 | School structure

Elementary school (K–5): We have two classes at each grade level for Kindergarten through 5th grade and one multi-age K/1. In addition to their classroom teachers, elementary students are supported by a team of professionals including: special education teachers, instructional assistants, a physical education teacher, an art teacher, a music teacher, a drama teacher, a librarian and a reading specialist.

Middle school (6–8): Our middle school has double the number of students at each grade level. This provides the opportunity for new students to join Salmon Bay and for students who attended elementary at Salmon Bay to make new friends. All middle school students start their day in a homeroom and proceed through their core classes (social studies, language arts, math, and science) and Exploratories (e.g. visual arts, band, creative writing, Japanese, Spanish, video production, robotics, theater arts, etc.). Sixth grade students attend core classes with other sixth grade students. Seventh and eighth graders are divided into two mixed-age teams (Olympics and Cascades) and attend all core subjects except math with students from their team. Math classes are mostly divided by grade level but many students are assigned to a math class beyond their grade level based on past performance. Exploratories include a mix of students from all middle school grades and teams.

Special Education: Salmon Bay hosts several special education programs, ranging from resource room services (K-8), ACCESS service (K-8) to self-contained classrooms (K-5). These programs serve students with a wide range of social, academic and behavioral needs. Salmon Bay works within the district's processes and policies to ensure students receive the support they need to thrive. Students are served according to their individual education plans (IEPs). Salmon Bay follows an inclusion model, which we believe benefits all learners. Special education students participate as much as possible in regular education classes and enrichment offerings at Salmon Bay.

4 | Art, music, exploratories and physical education

In addition to classroom instruction in core subjects, Salmon Bay students enjoy the following.

Art: Our certified art teacher instructs all K-8 students. Elementary students attend art once per week for the year. Middle school students have several art exploratory options (e.g. visual arts, ceramics). Art is also embedded in many classroom-based projects.

Music: Our music teacher provides musical education for all elementary students each week. Also, our K-5 community comes together each week at Friday Morning Sing, with parents and families welcome. Fourth grade students have an opportunity to join an instrumental music program. Middle school students can participate in band or marimba as an exploratory.

Exploratories: In addition to core subjects, middle school students select exploratory classes based on their interests and needs. Exploratories may include, but are not limited to: band, theater arts, multi-media, visual arts, languages and cultures, creative writing, study skills, coding, mythology, robotics, video production, marimba and awareness/activism.

Physical Education (PE): Our PE program provides opportunities to try different challenges in traditional and alternative sports. Our program focuses on: cardiovascular endurance, balance, flexibility, strength, power and accuracy, and learning about a healthy lifestyle. Elementary students have PE three days a week for the entire year. Middle school students have PE every day for half of the year.

5 | Camp and enrichment activities

Camp: Every grade enjoys a camp experience. Elementary students attend camp in spring. For Kindergarteners, this is generally a day camp. Grades 1–8 participate in overnight camp experiences of various lengths. 6th graders attend camp in fall, whereas 7th and 8th graders attend camp in spring.

Enrichment activities: Elementary students pay an Enrichment Fee each year. The fee varies by grade level and covers field trips, artists in residence, camp, and other activities selected by the classroom teacher. Middle school students take part in a Winter Enrichment Program (WEP) that offers a choice of activities that generally occur during the school day on six consecutive Fridays in the winter (e.g. skiing/snowboarding, Tour of Seattle, jewelry making, Wilderness Exploration, rowing, photography, theater arts). WEP fees vary depending on the program selected. Elementary school students also participate in WEP, although all programs are site-based.

6 | Homework

Homework can help students practice, prepare for, and/or extend classroom-based learning. It also is intended to help students with organizational skills and to build the responsibility necessary to complete and return work independently. Homework at Salmon Bay looks different at each grade level.

Amount: While there is little homework beyond daily reading in the early elementary grades, homework expectations increase with age. Middle school students may be assigned between 60 and 90 minutes of homework per night, including reading.

Daily reading: All Salmon Bay students are expected to read daily. At the younger grades, this may take the form of parents reading aloud to children. When they are ready, students should begin reading “just right” or leveled books to build fluency and comprehension skills. Expected daily reading time varies by grade, beginning with 10–15 minutes a day and rising to 30 minutes.

Other subjects: In addition to daily reading, students may receive math, writing or research homework to support classroom learning or make progress on an assigned project. At times, they may be asked to finish incomplete classwork at home.

7 | Assessment

Progress reports: Parents receive progress reports periodically throughout the year. Elementary parents have an opportunity to attend parent-teacher conferences in November and receive written progress reports at the end of each trimester (December, March, and June). Middle school parents receive quarter reports in November and April and semester reports in January and June.

District testing: Students in grades K-2 take the Measurement of Academic Progress (MAP) test, a computer-based assessment aligned to Washington State standards.

State testing: Students in grades 3-8 take the *Smarter Balance Assessments* once a year in spring for both English Language Arts (ELA) and math.

Advanced learning testing: Parents wishing to have their student tested to qualify for Advanced Learning Opportunities or Highly-Capable Services can apply to do so in the fall. Application information and deadline are available on the district's [Advanced Learning](#) page.

8 | Commuting to and from school

Driving: Drop off and pick up your student in the loading zone on the east side of the building (18th Avenue). We ask that drivers do not drive north on 18th Avenue during drop off and pick up periods. Limiting the street to southbound traffic helps our crossing guard manage congestion and ensures all students are being dropped off and picked up from the curb side of the street. Streets around our school are highly congested during drop off and pick up periods. If you drive your student to school, please plan ahead to ensure an on-time arrival. Finally, for student and family safety, please do not drop-off or pick-up students on NW 65th Street.

Parking: Salmon Bay is in a residential neighborhood with no off street parking. It is important for us to be a good neighbor. Seattle Municipal Code prohibits parking a vehicle within five feet of a driveway or alley. Please respect the bus zone on 19th Avenue and other no-parking zones around the school. There is absolutely no parking in the loading zone on 18th Avenue. If you must enter the building for any reason, you must park elsewhere.

Walking: We have a crossing guard on duty at NW 65th St and 18th Ave NW each morning. Please wait for the crossing guard to indicate it is safe to cross the street.

Biking: Bike racks are located on the north side of the building, in the alley below the playground. Access to these racks is restricted during the school day when the alley gates are closed. The bike corral on 18th Avenue is accessible all day for bikers arriving or leaving outside typical drop off and pick up times.

Skateboards: Students are not allowed to ride skateboards or scooters on school grounds, including alleyways and sidewalks, unless during a planned school event. During the school day, students risk confiscation of their skateboards and scooters if observed using them.

School bus: The district office mails school bus assignments. Additional transportation information is available on the district website at seattleschools.org or by phone at (206) 252-0900. If your student will be riding a non-assigned bus to or from school, the student must have a temporary bus card (green card) to board the bus. Green cards are obtained from the main office. from the main office.

9 | Absences, late arrivals, and leaving during the day

Absences: If your student will be absent, please call the attendance office at (206) 252-1728 before the start of school. Excused absences require a note or phone call from the parent/guardian. Any absence of five or more consecutive days requires a doctor's note. Truancy occurs when a student is absent without permission, and will result in disciplinary action. When students are absent, they're responsible for collecting make-up work from teachers.

Planned absences: Students learn best when they are in school. Before making plans and purchasing tickets, please check the school calendar and avoid traveling when school is in session. When absences are unavoidable, submit a Planned Absence Form at least one week prior to the absence. Forms are available in the front office. Forms are available in the front office.

Tardiness: Students learn best when they are on time. Students who are late must report to the attendance office to sign-in and obtain an admit slip. Unexcused tardiness includes oversleeping, missing the bus, not getting to class on-time even though on campus.

Leaving during the day: If a student needs to leave school during the day, a note from the parent/guardian is required. Parents/guardians must sign students out in the main office prior to leaving campus.

10 | When to keep your student home

Please keep your child at home if he/she has any of these symptoms:

- Fever over 100 degrees within the past 24 hours
- Vomiting within the past 24 hours
- Diarrhea more than once within the past 24 hours
- Drainage from the eye
- Sore throat, especially with fever or swollen glands
- Yellow or greenish nasal discharge accompanied by a fever and/or coughing, sneezing, drowsiness and general signs of not feeling well
- Rash not associated with heat or allergic reaction
- Unusually tired, pale, lack of appetite, difficult to wake, confused

Notify the school office if your child has been found to have any of the common childhood illnesses such as chicken pox, conjunctivitis (pink eye), or head lice.

A note about head lice: Head lice infestation is a common public health nuisance among children. Avoid transmission of lice by instructing students to avoid head-to-head contact and never share headgear, combs or brushes.

Seattle Public Schools do not enforce a “no-nits” policy. When school staff identify students with signs of head lice infestation, we maintain confidentiality at all times. When live lice are confirmed, parents will be notified. Students may remain in school and in class until the end of the day and return to school when parents/guardians report the student has no live lice on inspection.

11 | Building access

During the school day: We lock all exterior doors except the main doors on 65th Street. Please use the front entrance for entering the campus during school hours. All visitors entering or remaining in the building between 9:10 and 3:15 must check in at the main office and wear a visitor badge.

After hours: enter through the north door on the east side of the building (along 18th Avenue).

12 | Lunch and recess

Lunch: We provide a nut-free table in our cafeteria. Students may purchase lunch from the cafeteria or bring lunch from home. Checks (payable to Nutrition Services) and cash are accepted by the manager of the lunchroom, either as a pre-paid deposit to a student's account or for purchasing individual meals or milk/juice. Meals also can be paid with a credit card online or by phone using [PayPams](#), which requires the student's SPS ID number or meal account pin number (provided by the school). PayPams charges users a payment transaction; find out more on the [Nutrition Services website](#). Applications for the free and reduced lunch program are available in the main office and [online](#).

Recess: K-2 students generally have 3 recesses a day, and 3rd – 5th students have two recesses a day. Middle school students have the option of eating lunch outdoors and using part of their lunch period for recreation. We encourage students to go outside for fresh air whenever possible. Please send your student with appropriate clothing, including a raincoat, for unpredictable Northwest weather. During extreme weather, we have classroom-based recess. During extreme weather, we have classroom-based recess.

13 | Before and after school activities

School supervision: Supervision begins 25 minutes before school. Students should not be on campus without parent supervision before that time. Once supervision begins, students need to be in one of three supervised areas: playground/upper field, cafeteria, or library. Wandering the hallways is not permitted. After school, no supervision is provided unless through an after-school club or school-sponsored activity.

On-site childcare: The Ballard Boys and Girls Club offers on-site before and after school child care. For further information, visit their [website](#).

Before and after school programs: Each quarter, students have a range of before and after school programs to choose from. Timing and fees vary by program. Program details and registration information are provided in the weekly bulletin. If you have an idea for a program, please contact the volunteer coordinators.

Middle school athletics: School sports are a great way to meet new friends, add value to a team, grow your skills, and improve your technique. Salmon Bay sports operate on a no-cuts model; all students who want to participate are welcome. Our recent championship victories in track, girls basketball, and boys soccer prove that you don't need to be exclusive to be excellent. Go Panthers!

Following are sports we offer by season:

	Girl Sports	Boy Sports	Co-Ed Sports
Fall	Soccer		Ultimate Frisbee
Winter	Basketball	Basketball	
Spring	Volleyball	Soccer	Track and Rec League Ultimate Frisbee

Students who want to participate in athletics must provide coaches with proof of a sports physical prior to the first practice. Access that form [online](#). In order to participate, students must maintain a 2.0 academic GPA in every class, as indicated on a progress report signed by each teacher. Students can be under no disciplinary action on game day, cannot be absent from school for any or part of game day except for extraordinary circumstances, and must follow coaches' rules.

After school transportation: There is no after school activity transportation for elementary students. There is an out-of-school time (OST) bus available for middle school students. To request bus service for your middle school student, pick up an OST form in the front office.

14 | Weekly bulletin

Our weekly bulletin, sent via email, is our primary means of communicating all-school happenings with families. The weekly bulletin is where you will find out about upcoming events, fundraisers, volunteer needs, and much more.

15 | The Source and Schoology

The Source: The Source is Seattle Public School's online communication tool. It allows parents, guardians and students access to schedules, attendance records, and assessment scores. Middle school grades are available on the Source. We recommend middle school families establish a regular, weekly check-in time at home and get in the habit of tracking student grades to help facilitate early interventions where needed. For registration and login instructions, [click here](#).

Schoology: Seattle Public Schools' new learning management system, Schoology, provides pages where teachers can post assignments, files, links, messages and calendar items. Students and teachers can engage in two-way conversations and class discussions. [Click here](#) for more information.

16 | Volunteering

Volunteers are critical to Salmon Bay's success. Your time and talents enrich our students' learning experiences, improve the adult to child classroom ratios, support experiential learning opportunities, and fund the needs of our community. Our volunteer coordinators work hard to match volunteers with jobs they enjoy.

To become a volunteer, individuals are required to watch an online sexual misconduct prevention video and have a current background check on file. There are additional requirements for drivers and overnight chaperones. Volunteers must submit a complete volunteer packet prior to volunteering. Packets are available in the front office and on the [school website](#). If you are an approved volunteer from a previous school year, please check with a Volunteer Coordinator before volunteering in a new school year to confirm your information is current or provide required updates.

17 | FOSB (Friends of Salmon Bay)

Friends of Salmon Bay, or FOSB (pronounced FOZ-bee), is our Parent/Teacher Organization. When you join our community, you are automatically a FOSB member. There's no application and no dues to have a voice and a vote.

FOSB exists to raise and distribute funds in ways that enrich and enhance the learning environment at the school; help educate the adults who are part of the school community on matters of interest; encourage the growth of community at the school among and between guardians and parents, educators, staff members, administrators and students; support the educators and administrators to the benefit of the students at the school; contribute to the collective efforts to improve the education system in the Seattle School District and the State of Washington; foster and maintain strong connections with the communities of which the school is a part; and effectively and efficiently administer FOSB.

Your participation in meetings and events makes Salmon Bay stronger. FOSB meetings are generally held on the 2nd Thursday of the month. Please come. For more information on FOSB meeting dates, committees, and events, check out the [FOSB website](#).

18 | Fundraising

FOSB's budget helps close the gap between programming the district funds and the programming we want our students to have. Like most public schools, Salmon Bay asks parents to contribute financially. FOSB organizes two major fundraisers each year:

- **Direct Giving:** In the fall, we will ask you to give generously to the school. Gifts made through this campaign are fully tax deductible and eligible for employer matching.
- **Annual Auction:** This spring event is the one time our entire parent community gathers to celebrate our school. Most auction donations also are eligible for employer matching.

FOSB generates nearly 75 percent of their annual income through direct giving and the auction, and supplement them with smaller events and ongoing fundraising activities (e.g. Ballard Market receipts, box tops, loyalty programs).

19 | Behavior expectations

Salmon Bay students are expected to comply with [The Basic Rules of Seattle Public Schools](#) and to be safe, kind and responsible. Students must comply with school policies and procedures during school dances, field trips, and after-school activities.

20 | Dress code

We ask for your cooperation in ensuring that your child is dressed appropriately for school.

At Salmon Bay, our goal is to allow everyone to be comfortably dressed, to allow everyone to express themselves and their individual style, and to allow everyone to be focused on teaching and learning. We should express ourselves in a manner that does not disrupt, offend, or intimidate other members of the school community. Clothing that advertises, displays or suggests drugs, alcohol, sex, profanity or gang affiliations is not permitted.

- Clothing must fully cover undergarments
- Clothing must fully cover the torso (no midriff showing)
- All pants must be worn at the hips (no sagging)
- Hoods may be worn outside but must be off inside
- Hats may be worn but shouldn't impact vision or distract others
- Shoes are to be worn at all times

Inappropriate dress can result in the following consequences:

- 1st offense: Request for a cover up or clothing change (clothes may need to be brought from home)
- 2nd offense: Phone call home and request for clothing to be brought to school if needed
- 3rd offense: Office referral/family meeting and request for clothes to be brought from home

21 | Showing affection

Every student has the right to have personal friends, but their affection must not disrupt the learning environment. Staff members are responsible for responding to inappropriate behaviors of couples, and they report misconduct to the Assistant Principal or Principal. The expectations are as follows:

- Students may not kiss
- Students may give hugs, but no continuous holding
- Students may not lie or sit on each other

- Students may not inappropriately touch another individual

22 | Bring your own device policy

At Salmon Bay, we want to capitalize on the usefulness of personal electronic devices while preventing some of the disruptive behaviors associated with such devices. The intent of this policy is to strike that balance. We expect these guidelines and rules will be adjusted as we continue to evaluate how to guide students on the use of their own technology in the learning spaces at our school.

Definition of Terms: As used in this policy, “Electronic Devices” includes phones, music players, tablets and laptops. For 2017-2018, “School Hours” are from the morning bell at 8:55 a.m. until dismissal—3:25 p.m.

Acceptable Use – Educational Purposes Only: Use of electronic devices on school grounds during school hours must be for educational purposes. This includes the use of school equipment and personal devices. Before or after school hours, electronic devices may be used on school property, though school and district personnel retain the right to require devices be put away or turned off. On buses, students must follow the driver’s instructions regarding device and headphone usage.

Educational uses of technology include: using the Internet for research, checking grades on the Source, creating multimedia projects, reading eBooks, typing notes, word processing, using calculators and graphing software, and other activities teachers deem educational. Teachers will take into account any IEP or 504 accommodations and work with case managers to implement these.

Prohibited non-educational activities include: playing games, texting, listening to music, and checking social networking sites.

Personal electronic devices may be used only with teacher permission. Students who are uncertain whether they may use their personal devices are responsible for consulting teachers. Teachers reserve the right to tell students to put away technology they deem to be distracting in the classroom.

Etiquette:

- Devices should be used on a table/desk such that the screen is visible. Students may be asked to show what they are working on or what is on their screen.
- Cell phones are not to be used in the halls, in bathrooms, at lockers, in the lunchroom or on the playground. Students should not be texting/receiving texts, making/receiving phone calls or listening to music/podcasts during the school day except with specific staff permission.
- Technology must not distract from the learning environment.
- Students must silence cell phones before school begins.

- Headphones must be used when listening and watching educational audio recordings and video. Headphones may not be worn outside of classrooms or learning spaces during the school day.

Wireless Use – Required Connection to Filtered Network: During school hours, students must use the district’s filtered wireless network to access the Internet. Students may choose to use the district’s wireless network outside school hours, but allowed use of the network remains limited to educational purposes.

Salmon Bay does not guarantee privacy for data transmitted on the wireless network. All data uploaded or downloaded on the network should be school appropriate. Students are advised to avoid sending any personal data or images electronically.

The wireless network uses the same filtering software as the district's computers. The school cannot guarantee that students will be closely monitored at all times they are using the wireless network. Parents and guardians who are concerned about unsupervised use should consider not providing their students with Internet-enabled devices at school.

Consequences: Using technology in a harmful and unsafe manner is prohibited and subject to disciplinary action.

Devices being used inappropriately, without permission, or in contravention of the above guidelines will be confiscated. Confiscated phones or other devices will be held in the front office, with the following progression of consequences:

- 1st Confiscation: Device may be picked up by the student at the end of the day from the front office.
- 2nd Confiscation: Administrative conference with student and phone will be returned to student.
- 3rd Confiscation: Administrative conference with parent and phone will be released to parent.
- 4th Confiscation: Student will lose permission to bring their device at school for the remainder of the semester.

Device Safety – Owner’s Responsibility: Salmon Bay and Seattle Public School are not responsible for lost, stolen, or damaged personal electronic devices. Students who bring personal devices to school do so at their own risk. Students may keep devices with them instead of storing them in lockers, but the devices should remain out of sight with ringers and sound off unless they are being used for an acceptable purpose.

23 | Medications at school

Students may not self-administer medications at school without adult supervision or a health plan in place authorizing it from the school nurse. All students who require medications during the school day must have their health care provider complete and sign an [Authorization for Medication](#)

[to be Taken at School](#) each year. Medications must be in their original container, labeled, and kept in the school office. Please note that medications are discarded at the end of the school year.

24 | Bullying, intimidation and harassment

The Seattle School Board prohibits harassment based on national origin, race, religion, economic status, sex, sexual orientation, pregnancy, marital status, or disability. This prohibition applies to all district employees, volunteers, parents/guardians, and students, including conduct between students, between adults, and between adults and students.

Salmon Bay is committed to making our school a safe and caring place for all students, staff, families, and visitors. We treat each other with respect, and refuse to tolerate bullying in any form. We teach students to recognize behaviors that constitute bullying, intimidation or harassment and report such behaviors to an adult they trust.

All bullying reports will be investigated. The investigation may include meetings with students, families, or employees, a review of student records, and other reasonable efforts to understand the facts surrounding a reported incident.

25 | Fighting

Please always solve issues peacefully, or ask a teacher or staff member for help in order to do so. Students who are involved in fighting or “play fighting” (pushing, slapping, wrestling, horseplay) will receive the appropriate SPS consequences. Based on the severity of a situation, this may mean suspension and/or expulsion from school.

26 | Smoking, alcohol and other drug use/possession

Washington State law prohibits any use of tobacco, alcohol, or drugs on school property. This prohibition applies to adults visiting campus. Students violating this policy are subject to progressive disciplinary consequences including confiscation of tobacco products and possible suspension. If students appear at school or any school-related activity demonstrating behavior that indicates that they may be under the influence of drugs or alcohol, or if a student admits to school authorities that they are under the influence of drugs or alcohol, administrators will notify the student’s parent/guardian. Students will receive a mandatory short-term suspension from school with an opportunity to have the suspension shortened if they become involved in a drug and alcohol assessment and follow the recommendation. For a repeat offender, the consequences are stronger, including expulsion from Salmon Bay and criminal charges.

27 | Weapons and combustibles

Possession of weapons of any nature on school property is illegal and is grounds for immediate suspension or expulsion. Dangerous weapons include, but are not restricted to the following:

slingshots, daggers/knives, gas pens/pencils, razor blades or similar items, ammunition, fireworks, sparklers, firearms, pepper spray, mace, or other dangerous weapons.

In addition, toys that appear to be firearms, objects that can be used to inflict serious bodily injuries when used with intent to harm, and objects that can be used to intimidate someone will be treated as weapons. Possession or use of such items is “exceptional misconduct”, which warrants suspension or expulsion for the first offense. Expulsion is the normal sanction; only in very rare cases where strong mitigating circumstances, as defined in district procedures, are present, suspension may be used.

Flammables, lighters, “poppers,” smoke bombs, laser pens or explosives of any kind will be confiscated and students will be subject to disciplinary action.