

Salk Middle School
6411 North Alberta Street
Spokane, WA 99208-4499

phone (509) 354-5600
fax (509) 354-5542
www.spokaneschools.org/salk



WELCOME TO SALK MIDDLE SCHOOL

August 31, 2023

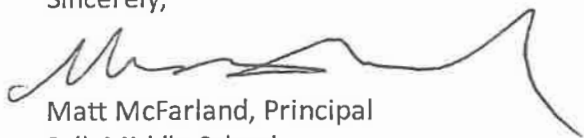
Dear Salk Parents:

Welcome to the 2023-24 school year! We are thrilled to have you as a part of our team. At Salk we work hard to ensure our students have a positive, productive, and memorable experience. When challenges arise, we encourage you to enlist our help in resolving them.

The mission of the Spokane Public Schools is to ensure that all students have a dream, access, and opportunity to achieve their dream. At Salk, we want to support your student anyway we can, so no dream is impossible. We know this mission requires all of us working together to be successful. Fortunately, Salk has a great team in place. With your help, we can ensure our students don't let anything hold them back.

We are excited to have you join Team Salk!

Sincerely,



Matt McFarland, Principal
Salk Middle School

*Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer. Officers: *Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7306 * Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Jodi Harmon, (509) 354-7306 *504 Compliance Officer, Jodi Harmon, (509) 354-7306 * ADA Officer, Jodi Harmon, (509) 354-7306 * Affirmative Action Officer, Jodi Harmon, (509) 354-7306 * Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 * 200 N. Bernard Street, Spokane, WA 99201-0206.*

START OF SCHOOL INFORMATION

Lockers

We will not be assigning lockers to students. If a parent feels one is needed for their student, they may request one at the school office, and one will be assigned.

Breakfast and Lunch

Breakfast and lunch will be served beginning the first day of school. 1% milk is included with each meal. Breakfast and lunch will be free again for this school year. Milk can be purchased separately at \$1.00 per half pint.

Even though meals are free again this year, we are asking all families to fill out the CEP (Community Eligibility Provision) Survey. These surveys help ensure school funding is maintained for essential programs. Students who qualify can get added benefits like waived sports and testing fees, community discounts, and many others. Applications can be filled out on-line at spokaneschools.org. For any questions, please contact CEP@spokaneschools.org.

The cafeteria opens at 8:50 a.m. for breakfast. (9:50 on Mondays)

Because of the short lunch period, 30 minutes, students are not allowed to go home or leave the campus for lunch.

Attendance Procedures

The school day begins at 9:00 a.m. and ends at 3:30 p.m. Tuesday through Friday, and 10:00 a.m. to 3:30 p.m. on Mondays. The building will be open at 8:50 a.m. (9:50 on Mondays). All students are expected to be out of the building and on their way home by 3:40 p.m., unless they are under the direct supervision of a teacher, coach or advisor. Parents/guardians are asked to notify the school using the attendance line (354-5615) if their student is to be absent. We will also be using Thrillshare, our automated calling service, to call in the evening regarding unexcused absences. When a student returns to school from an absence, a note or phone call from the parent/guardian is required stating the day(s) absent and the reason(s). All notes regarding attendance come to the Student Office. All requests for dismissal during the day for doctor, dental, etc. appointments must be in writing or by phone. Whenever possible, please make appointments after school to avoid interrupting the student's day.

Personal Items at School

Please note that personal effects of students are not covered by the school district's insurance policy. Thus, if students leave personal items at school, e.g. band instruments and P.E. equipment, it is done so at their own risk. Moreover, items brought in during the school day such as clothing, cell phones, etc. are not covered.



Cell Phones and Earbuds

Cell phones and earbuds are not allowed in school. If students bring these items to school, they must be stored in their backpacks before entering the school, and they must remain there until they leave at the end of the day.

PE Uniforms

The required P.E. shirt may be purchased through the Business Office for \$6. Black basketball shorts may be purchased from the Business Office for \$10 or from another merchant. Appropriate shoes and socks are required. Combination locks to secure all items will be provided.

Student Accident Insurance

The Spokane School's Student Accident Insurance program will combine basic accident insurance, athletic accident insurance, and dental accident insurance into one policy with one company. It is extremely important that parents read the insurance brochure carefully when selecting the option desired. The brochure can be found at www.spokaneschools.org/salk, click the "Students" tab and from the drop-down menu click on "Enroll". Premiums are paid directly to the insurance company. Do not make the check payable to Salk Middle School.

Associated Student Body

ASB membership is \$15 per year. The ASB serves as the student government of the school. Membership is mandatory to vote. The organization sponsors the activity programs of the school, purchases athletic equipment and uniforms and, in general, gives students the opportunity to help make decisions involving the Salk student body. Prior to student participation in extracurricular activities at Salk (this includes athletics, music, cheer & dance teams, clubs, etc.), he/she must pay the \$15 ASB fee. In case of economic hardship, a fee waiver can be arranged. This fee does not include special events such as Parents' Nights and Grandparents' Day. If an ASB card is lost, stolen or damaged, you may purchase a replacement card for \$5.

Yearbook

If a yearbook is ordered before winter break, the cost is \$20; if ordered after winter break, the cost is \$25.

Planners/handbooks

Students receive the first planner free; replacement planners are \$3.50 and can be purchased in the Business Office.

EARLY DISMISSAL PROCEDURE

To minimize disruptions caused by calling into classrooms, please plan ahead when pulling your student(s) out of class early.

Please **send them with a note** to bring to the office first thing in the morning of the day you need them or leave a **message on the attendance line (354-5615) by 10am**.

In the note or the message, please include the **student's name**, the **reason** for the early release (e.g. doctor's appointment, parent request etc), the name of the **person who will be picking up** your student (they need to be on your contact list), and the **time** you need them released. If your student will be returning to school after an appointment, please share that as well.

If you send a note, we can give them a pass right away. If you call in, they will have a pass delivered to them in 3rd period. They will be able to leave at the appointed time after showing the pass to the teacher and coming through the office. Once they see your vehicle in the loop, we will let them leave.

Students will be responsible for keeping track of the time to leave.

Parents do not need to come to the office if this procedure has been followed.

Please do not leave a message for early dismissal on voice mail if you need your student within two hours. Messages are checked in the morning, then only sporadically throughout the day. Please be sure to talk directly to someone in the office (354-5600).

Student Bus-Riding Expectations

Student safety is a primary concern for Spokane Public Schools. One of our most important duties is to provide each student with a learning environment that is safe and secure. This includes buses and bus loading areas. SPS Transportation and ZUM have worked together to establish expectations for student behavior that we believe will improve the safety of all students who ride school buses.

Remember: Riding a bus to school is a privilege that can be lost if students repeatedly refuse to follow bus-riding expectations. In addition, Washington State Law, RCW. 392.145, makes certain behaviors on the school bus a crime. Student behaviors that require the driver to divert his/her attention from the road place all students' safety at risk and will not be tolerated.

Expectations

Students are expected to demonstrate appropriate behavior while riding the bus (this includes the activity bus) and at bus stops. Bus riders are required to:

- Arrive at their assigned bus stop no more than 5 minutes prior to pick-up time, and be in a single line, ready to load the bus.
- Be respectful of people's property. No running through yards or in the street, climbing trees, littering, yelling or screaming, etc.
- Sit in their assigned seats and remain seated.
- Follow all directions of the driver.
- Show respect for the driver and other riders.
- Not eat or drink on the bus.
- Keep all parts of their bodies inside the bus and out of the aisles.
- Speak in a "classroom" voice level, and use appropriate behavior and language.

Drivers will make every effort to work with students to remind them of appropriate conduct, review rules/expectations, create and enforce a seating chart, and change seats prior to issuing a citation.

Students who leave school grounds without permission will not be allowed back on school property to ride the bus.

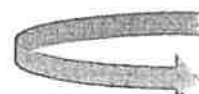
Consequences

There will be five progressive steps for citations written by drivers, bus-loading supervisors, school district resource officers or Transportation staff:

Warning with no bus suspension, parent contact from school, letter sent home with copy of citation and rules

1. **Loss of riding privileges for 1 school day; meeting with student, parents, transportation**
2. **Loss of riding privileges for 3-5 school days**
3. **Loss of privileges for up to 20 school days**
4. **Loss of privileges for the remainder of the school year.**

Any behavior that is determined to be exceptionally dangerous, defiant, or disrespectful may result in immediate loss of riding privileges for a time to be determined by the Transportation department.



Students can receive citations and/or be suspended from the bus for behaviors at the bus stop or while waiting at school for the bus.

When suspended from riding the bus, students are suspended from all school buses, including activity buses. Parents have the right to appeal any loss of privileges to the Transportation department.

The final decision regarding bus privileges resides with the director of Transportation. Principals or a designee must have approval for alternative bus discipline from the director of Transportation.

SPS Online Payment Instructions

Log on to the Spokane Public Schools website at spokaneschools.org. Click on the button labeled Digital Tools. Scroll down and click on the box labeled School Payments.

A Username and Password have been manually entered for your use. If you find you do not have a log-in, or your log-in does not work, contact the Spokane Public Schools cashier's office at 354-5902 or at SPSCashier@spokaneschools.org

Username = Student ID number

Password = Student Last Name (either Smith or SMITH)

Once you successfully enter the Username and Password, your name will appear in a box under "*Who are you shopping for?*". Click in this box and you will be directed to the next screen where you will see several choices.

Shopping for STUDENT NAME

If the student has fines, the following box will appear. If you want to pay the fee/fine follow the directions below.

Attention: STUDENT NAME has \$7.00 in unpaid fines/fees.

Click on view and you will be directed to the next screen. Here click the small box to the right of the fee and then press "PAY SELECTED FINES/FEES. You will then see the items in your cart. If this is correct, click on "CHECK OUT" and you will be directed to the credit card payment screen.

Once you are done, you can print a receipt for your records. If you have questions regarding your account, please contact Cheris@spokaneschools.org. If you have trouble with the online payment process, please contact the Spokane District Cashier at the number or email above.

If you don't want to pay the fee/fine, you can click on "Items at Student's School" to purchase items available only for students at that school. If you are purchasing the lap top insurance click on "Items at All Schools". Then click on the following to move through the screens to where you can purchase the lap top insurance.

Items at All Schools>Technology>Instructional Technology>Insurance

You will then be able to click on purchasing lap top insurance and it will appear in your cart. You will then see the items in your cart. If this is correct, click on "CHECK OUT" and you will be directed to the credit card payment screen.



**Attendance
Works**

Advancing Student Success By Reducing Chronic Absence

www.attendanceworks.org

Pay Attention to Attendance: Keep Your Child On Track in Middle and High School

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and on the job.

DID YOU KNOW?

- Students should miss no more than 9 days of school each year to stay engaged, successful and on track to graduation.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.
- Missing 10 percent, or about 18 days, of the school year can drastically affect a student's academic success.
- Students can be chronically absent even if they only miss a day or two every few weeks.
- Attendance is an important life skill that will help your child graduate from college and keep a job.

WHAT YOU CAN DO

Make school attendance a priority

- Talk about the importance of showing up to school everyday, make that the expectation.
- Help your child maintain daily routines, such as finishing homework and getting a good night's sleep.
- Try not to schedule dental and medical appointments during the school day.
- Don't let your child stay home unless truly sick. Complaints of headaches or stomach aches may be signs of anxiety.

Help your teen stay engaged

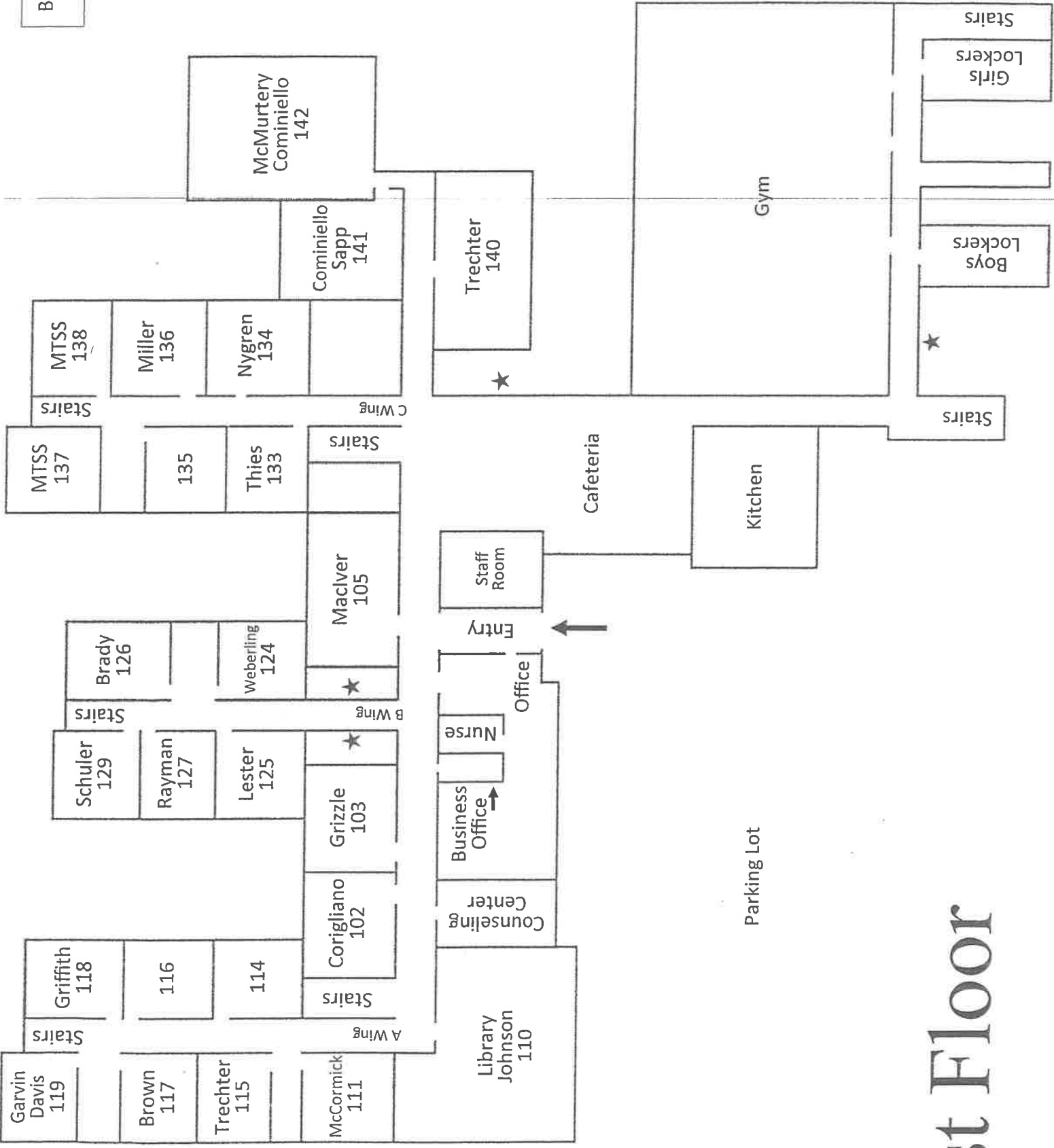
- Find out if your child feels engaged by his classes and feels safe from bullies and other threats. Make sure he/she is not missing class because of behavioral issues and school discipline policies. If any of these are problems, work with your school.
- Stay on top of academic progress and seek help from teachers or tutors if necessary. Make sure teachers know how to contact you.
- Stay on top of your child's social contacts. Peer pressure can lead to skipping school, while students without many friends can feel isolated.
- Encourage meaningful afterschool activities, including sports and clubs.

Communicate with the school

- Know the school's attendance policy – incentives and penalties
- Talk to teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Check on your child's attendance to be sure absences are not piling up.
- Ask for help from school officials, afterschool programs, other parents or community agencies if you're having trouble getting your child to school.



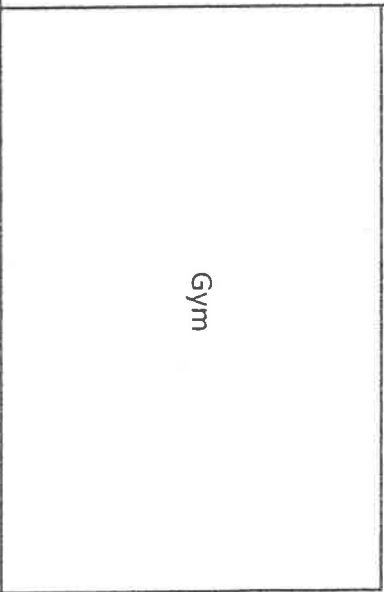
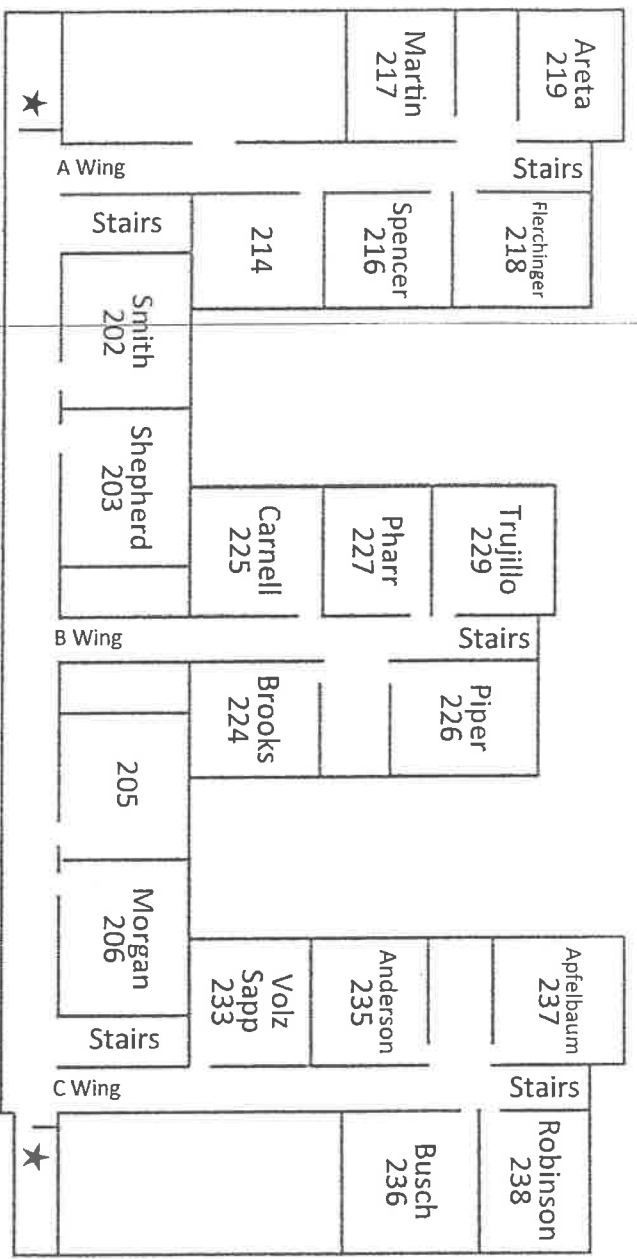
Bathrooms ★



1st Floor

Parking Lot

Bathrooms
★



2nd Floor

Peachjar to Stay Updated

Peachjar is a digital school flier distribution service used by Spokane Public Schools to distribute approved fliers about events and activities from school and community organizations directly to parent e-mails. The system is exclusively used by the school district and your e-mail will not be shared or used for any other purpose.

To access Peachjar through the Spokane Public Schools' app from your smartphone, go to your app store and search for "Spokane Public Schools-WA". After installing the app, follow prompts to register and find Salk and any other school(s) you want to receive information from. You may also visit our school website at www.spokaneschools.org/Salk to access Peachjar fliers and all other school information.

Please get into the habit of checking one of these sites frequently to keep up to date with everything happening at Salk and in the school district.

If you have questions or need assistance, please call the school office at 354-5600.

SALK MIDDLE SCHOOL 2023-24

ATTENDANCE LINE 509-354-5615

FAX 509-354-5542

STAFF NAME	PHONE # (Prefix 354)	ROOM #	EMAIL ADDRESS
ANDERSON, MICHAEL	5544	235	MichaelAn@SpokaneSchools.org
APFELBAUM, LAUREN	5625	237	LaurenA@SpokaneSchools.org
BLAKE, GREG	5582	138	GregoryB@SpokaneSchools.org
BONTRAGER, SHANNON	5593	G116D	ShannonB@SpokaneSchools.org
BRADY, CINDY	5610	126	CindyBr@SpokaneSchools.org
BROOKS, SHASTA	5569	224	ShastaB@SpokaneSchools.org
BROWN, ASHLEY	5571	117	AshleyBro@SpokaneSchools.org
BRUNO, CHERYL	5602	101	CherylH@SpokaneSchools.org
BUSCH, JEFF	5562	236	JeffBu@SpokaneSchools.org
BUSINESS OFFICE (Alea)	5553	101G	AleaS@SpokaneSchools.org
CAFETERIA (Kathy)	5592	160	AndreaSC@Spokaneschools.org
CARNELL, STEVE	5552	225	StevenC@SpokaneSchools.org
COMINIELLO, NATALIE 1 st -3 rd	5606	141	NatalieCo@SpokaneSchools.org
COMINIELLO, NATALIE 4 th	5574	142	NatalieCo@SpokaneSchools.org
COMINIELLO, NATALIE 6 th	5584	114	NatalieCo@SpokaneSchools.org
CORIGLIANO, RYAN	5567	102	RyanC@SpokaneSchools.org
CUSTODIAN	5595	154B	
DAVIS, TRISTAN DOSS	5549	119	TristandossD@SpokaneSchools.org
DECKER, MEGAN	5554	101M	MeganD@SpokaneSchools.org
DOTSON, LOUISA	5621	101	LouisaD@SpokaneSchools.org
DURFEE, PAULINE	5603	101	PaulineD@SpokaneSchools.org
FLERCHINGER, KIRSTEN	5561	218	KirstenF@SpokaneSchools.org
GARVIN, MATTHEW	5549	119	MattG@SpokaneSchools.org
GRIFFITH, BRIAN	5572	118	BrianGr@SpokaneSchools.org
GRIZZLE, JENNIFER	5550	103	JenniferGr@SpokaneSchools.org
HAASCH, TATUM	5601	101	TatumH@SpokaneSchools.org
LESTER, CHRIS	5545	125	ChristineL@SpokaneSchools.org
LIBRARY (Erik)	5628	110	ErikJ@SpokaneSchools.org
MACIVER, COLLEEN	5581	105	ColleenMa@SpokaneSchools.org
MARTIN, LESLIE	5557	217	LeslieM@SpokaneSchools.org
McCORMICK, TERRIE	5569	111	TerrieM@SpokaneSchools.org
McFARLAND, MATT	5600	101C	MatthewMc@SpokaneSchools.org
McMURTERY, JEFF	5575	142	JeffMc@SpokaneSchools.org
MILLER, DANIEL	5580	136	DanielMi@SpokaneSchools.org
MORGAN, BEN	5570	206	BenjaminM@SpokaneSchools.org
NURSE (Joey)	5588	101D	JoeyR@SpokaneSchools.org
NYGREN, KELLI	5577	134	KelliN@SpokaneSchools.org

SALK MIDDLE SCHOOL 2023-24

ATTENDANCE LINE 509-354-5615

FAX 509-354-5542

STAFF NAME	PHONE # (Prefix 354)	ROOM #	EMAIL ADDRESS
PHARR, CHELSIE	5563	227	ChelsieP@SpokaneSchools.org
PIPER, STACY	5558	226	StacyPi@SpokaneSchools.org
POOLER, SARAH	5591	101E	SarahP@SpokaneSchools.org
RAYMAN, KARLEE	5598	127	KarleeR@SpokaneSchools.org
ROBINSON, MIKE	5604	238	MichaelR@SpokaneSchools.org
SABO, LYNDSSEY	5555	101N	LyndseyS@SpokaneSchools.org
SAPP, DAWN 2 nd	5584	114	DawnSapp@SpokaneSchools.org
SAPP, DAWN 4 th & 6 th	5606	141	DawnSapp@SpokaneSchools.org
SAPP, DAWN 5 th	5568	233	DawnSapp@SpokaneSchools.org
SCHULER, HEIDI	5546	129	HeidiSc@SpokaneSchools.org
SECURITY (Eddy)	5620	109	EdR@SpokaneSchools.org
SHEPHERD, ABBY	5564	116	AbbyS1@SpokaneSchools.org
SHEPHERD, MICHAEL	5551	203	MichaelSh@SpokaneSchools.org
SMITH, JAMIE	5565	202	JamieSm@SpokaneSchools.org
SPENCER, NATE	5566	216	NathanS@SpokaneSchools.org
STUDENT OFFICE	5600	101	
THIES, ROSS	5579	133 & 135	RossT@SpokaneSchools.org
TRECHTER, CHRIS 1 st & 4 th	5578	115	ChrisT@SpokaneSchools.org
TRECHTER, CHRIS 2 nd , 5 th , 6 th	5611	140	ChrisT@SpokaneSchools.org
TRUJILLO, DEBRA	5599	229	DebraT@SpokaneSchools.org
VOLZ, DIANE 2 nd & 3 rd	5568	233	DianeV@SpokaneSchools.org
VOLZ, DIANE 1 st , 5 th , 6 th	5568	G116D	DianeV@SpokaneSchools.org
WEBERLING, LYNETTE	5573	124	LynetteW@SpokaneSchools.org
WRIGHT, LEIGH	5600	101	LeighW@SpokaneSchools.org

Get Involved at Salk 😊

Learn new skills, make new friends,
and be part of the fun!

Check out our Salk website to join in!



Salk Middle School Supplies & Fees 2023-24

On the first day of school, please bring a backpack, paper, pencils, and pens. Teachers will let students know if they need to bring additional supplies.

Some of the student fees can be paid online at <https://wa-spokane.intouchrecepting.com/>. You'll need your student's last name and id number. Call the main office at 354-5600 if you need your student's id number.

All fees and supplies can be paid for at the school business office 7:30am-4:00pm on any school day. We accept cash, check, credit, and debit. If paying with check, please make checks payable to Salk Middle School, and include your student's full name and id number.

Fees

ASB card – required if participating in sports. Fee may be waived if you’ve filled out the CEP survey and qualify.	\$15.00
Donation to Invest Ed – to help less fortunate students pay fees	
I.D. card – replacement	\$5.00
Lunch account – meals will be free for all students for the 2023-24 school year, but you may add money to your account for extra food and/or drinks. All families, please go to https://www.spokaneschools.org/Page/2897 to complete the CEP survey. You may qualify for other fees to be waived.	
P.E. shirt – required	\$6.00
P.E. shorts – you may use your own black athletic shorts	\$10.00
Yearbook – if ordered before winter break	\$20.00
Yearbook – if ordered after winter break while supplies last	\$25.00

Supplies Available for Purchase

Angle ruler	\$2.00	Mouth guard	\$1.00
Art sketch book	\$3.00	Notebook paper – pack of 35 sheets	\$0.25
Ball point pen	\$0.10	Pencil #2	\$0.15
Band reed	\$2.85	Pencil lead .07	\$0.50
Colored pencils – 12 count	\$1.50	Pencil top eraser	\$0.05
Compass	\$0.70	Pink eraser	\$0.10
Composition notebook	\$1.25	Pocket folder	\$0.25
Earbuds	\$1.10	Post-it notes	\$1.00
Graph composition book	\$1.75	Protractor	\$0.10
Graph paper – pack of 25 sheets	\$0.15	Ruler 12”	\$0.25
Guitar picks	\$0.35	Safety goggles	\$1.50
Highlighter	\$0.25	Spiral notebook	\$0.65
Index cards 3x5 – pack of 100	\$0.35	Student planner – replacement	\$3.50
Lanyard	\$1.00	Three ring binder 1.5”	\$2.50
Mechanical pencil	\$0.75	Three ring binder 3”	\$4.00
Memo book 3x5	\$0.50	Violin rosin	\$1.00



Cell Phones & Ear Buds at Salk Middle School



To support students in healthy growth academically, personally, and socially, we allow cell phone and ear bud use before school and after school. During school time, from when students enter school until school ends at 3:30, cell phones and ear buds should not be used and be out of sight. Here are some questions and answers:

Why are there no cell phones/ear buds in classrooms?

We want students focused on academics and maximizing their potential. We are committed to the best growth of each student. Cell phones are distractions to students and teachers, and they disrupt classroom learning.

Q: *What if I need to text a family member?*

A: You can call using a classroom phone or an office phone.

Q: *What if a family member needs to talk with me?*

A: A family member should call the office (354-5600) and we'll have a message delivered to you. If you need to talk with a family member, you can use a classroom phone or an office phone.

Q: *What if I want to listen to music?*

A: We want you to be participating in what's going on around you in the classroom, collaborating with classmates, asking your teachers questions, and potentially getting your homework done during class.

If the class wants to listen to music, your teacher could choose to play music from their computer/speakers for everyone to listen to.

Q: *What if I need to check my grades?*

A: You can use PowerSchool on your computer.

Q: *What if my phone is in my pocket and it vibrates? I NEED to check it!*

A: Please relax and don't check it. If something important was happening with a family member, they would call the office, and you'd be notified within minutes. If it's a social media alert or a text from a friend, it can wait until 3:30. Please adjust the settings on your phone so it doesn't vibrate.

Why are there no cell phones/ear buds in the cafeteria?

We think it's important for you to be present with peers at breakfast and lunch, not on your phone. We want you to build good friendships, grow socially, and enjoy community.

Q: *What if I want to show a friend something on my phone?*

A: You can do that before you enter the building or after 3:30.

Why are there no cell phones/ear buds in the hallways?

We want you to be aware of your surroundings, saying hi to friends as you walk between classes, and listening for the one-minute warning bell so you are on time to class.

Spokane Public Schools Laptop Checkout Agreement 2023/24

Taking a Spokane Public Schools student device home accepts all terms and conditions detailed in this agreement.

To use district technology, students must follow all district policies and procedures including the SPS Acceptable Use of Electronic Resources, local, state, and federal laws. Students are expected to use district technology and network resources responsibly and to keep district-issued devices safe, secure and in good working order.

General Care

1. Leave district-applied stickers displayed; do not tamper with or remove any stickers. **Do not attach stickers to your device.**
2. Clean the screen with a soft, dry cloth or computer-specific alcohol wipes if needed (do not use Clorox, baby or Lysol wipes on the screen). Never clean a laptop with sprays.
3. Report any damage to the device to your school immediately.
4. Never leave the device unattended for any reason. **Do not leave the device in a vehicle.**
5. Students should not have an expectation of privacy when using district resources.

Parent/Guardian Responsibilities

If students are assigned a district laptop to take home, families may be responsible for damages outside school whether intentional or accidental. Responsibility will be determined by the SPS Technology Department.

Fees will be assessed to cover damage to a district laptop per district policies. These fees will be determined by the SPS Technology department based on inspection of the equipment. Fee assessment to student account is not immediate and will not be refunded. Fee payment can be paid on the SPS Online Payment System or at your student's school office.

Damage occurring at school and/or by another student should be reported immediately and responsibility for damage will be assessed by school administrators and the SPS Technology Department. A device being damaged beyond repair may result in a lost laptop fee. Spokane Public Schools does not support personal devices on our network.

Technology Fee Schedule

Description	Fee
Laptop - Due to Loss	\$424
Power Cord Replacement	\$28

If a device was stolen, a police report must be filed with Crime Check at (509)456-2233 and reported to SPS Security Department at (509)354-7345, otherwise it will be fined as a lost device

Monitoring Student Use

Spokane Public Schools makes every effort to provide students with the necessary tools and information to ensure safe use of devices at home which includes district internet filtering and tracking software on all devices.

Parent involvement is critical for keeping students safe online.

Suggestions:

- Develop a set of rules/expectations for device use at home. Some websites provide parent/child agreements.
- Communicate expectations for the types of resources your student accesses online and for interacting with others online in a kind, respectful, and safe manner.
- Only allow electronic device use in common rooms of the home (e.g. living room or kitchen), not in bedrooms.

- Demonstrate an interest in what your child is doing on the device. Ask questions and ask to see their work often.
- View your child's online activities to look at their work including comments and feedback from teachers & peers.
- Put all electronic devices "to bed" and charge for the night at a designated time.
- Common Sense Media has information on how to support your students with using technology for learning.

Getting Help:

If you need technical support for a district laptop, please contact your school staff who can provide guidance on your specific technical issues.

Returning the Device:

Checked out laptops are to be returned to your student's school by the last day of the school year or when students transfer out of the district. Students transferring to another district site should also turn their device in and check out a new device from the destination site. Students will be charged the laptop replacement fee plus the cost of accessories if not returned on time. If families return laptops after the last day of school and it is determined that the laptop is damaged or accessories are missing, the family may be charged for repairs/replacement. Instructions for returning devices will be provided by your school. Should your student need a laptop for summer school, a laptop can be checked out to them for that purpose, by their school, to be returned by the last day of summer school.



Student Log-In for Laptops

The first time you log in to your computer must be at Salk so it will sync with all the SPS programs and resources.

6th graders and students new to SPS:

Username: Student ID number

Password: date of birth in MMDDYYYY format

7th & 8th grade returning SPS students:

Username: your SPS81 email address (example: jones1234@sps81.org)

Password: whatever you chose last year

Troubleshooting:

If you forget your password and need it reset or have other log-in issues, please see Mr. Johnson in the library.

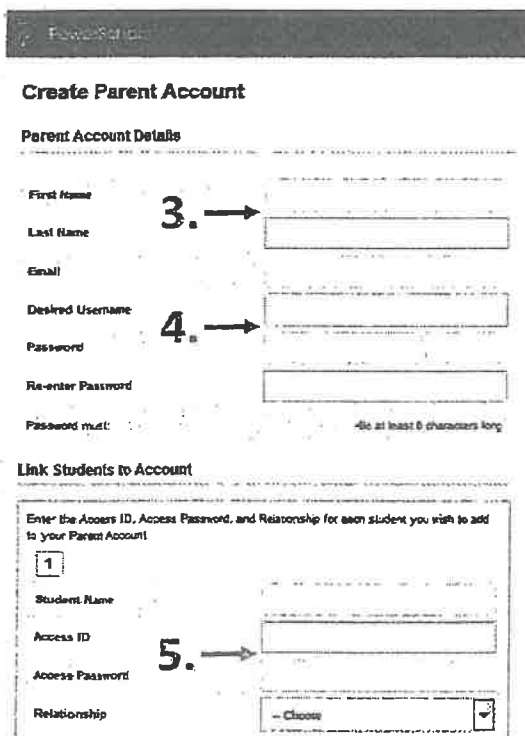
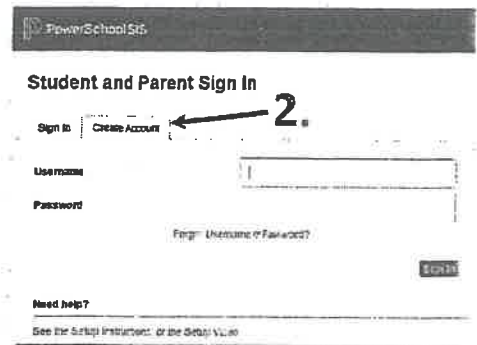
How To Set Up A New PowerSchool Parent Account

By creating a parent account, parents have the ability to access their child's grades, attendance, grade history, teacher comments, cumulative information and test scores. Email notifications can also be set up.

Parent accounts can also link multiple students to view in one location. See * at the bottom of this sheet.

To create your parent account, follow the directions below. You will need information from your Parent Account Access ID and Password Letter. Contact Salk at 354-5600 if you don't have one.

1. Using a browser, go to the SPS Student and Parent Sign In page at <https://powerschool.spokaneschools.org/public>.
2. Click on the "Create Account" tab and then the button.



3. Enter your first name, last name, and email address.
4. Choose a username, password, and re-enter the password. It must be at least 6 characters long. Write these down. This is your new username and password.
5. Enter your student's first and last name. Then enter the access id and password from the Parent Account Access ID and Password Letter or the information you received from calling Salk. Select a relationship from the drop-down bar.
6. Scroll all the way down, and click Enter.
7. There will be a congratulations screen. Log in with the username and password you just created.

*You will only be able to create an account for one student. If you need to add another student, please call Louisa Dotson at 354-5621 or email louisad@spokaneschools.org.

After setting up your account in a browser, you may now download the PowerSchool app on your phone and have even easier access to your student's information. When doing so, you'll need our district code: KMMW.