

Bryant School  
**The Enrichment Cooperative**  
Parent/Student Handbook

910 North Ash Street Spokane, WA  
99201 (509) 354-7810

## ***Preparing Students for Life by Fostering Academic Achievement***

Our Commitments:

Full parent participation in the education of their student.

Increased student ownership of their learning as they progress through the program.

Supportive staff guidance to facilitate student success.

***“One Student at a Time”***

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## CONTACT INFORMATION

Website Instructions: Our website address is **[spokaneschools.org/bryant](http://spokaneschools.org/bryant)**. You will use the WINGS website to access your student's monthly progress notes and to check for teachers' comments. If you do not have internet at home, computers are available throughout the school and at your local library. Parents can access the internet onsite using a smart phone or computers in the family room. Contact the office for more information.

Main Office 354-7810  
 Lunch Line 354-5666 Please call before 9:00 a.m. to order lunch.  
 Attendance 354-7815 Please call to report and student absences.  
 FAX 354-7816

Office Staff	Title	Phone	Email
Suzy Smith	Principal	354-7819	SuzanneS@spokaneschools.org
Jessica Haynes	Principal Assistant	354-7830	Jessicaha@spokaneschools.org
Kay Schutz	Office Manager	354-7817	KaySch@spokaneschools.org
Denise Sullivan	Lead Bookkeeper	354-7874	DeniseSu@spokaneschools.org
Laura Lloyd	Data Processor, Registration	354-7832	LauraL@spokaneschools.org
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Family Room		354-7845	

*To contact TEC teachers by phone call 354-7810 and the office will connect you to the appropriate teacher.*

*To contact TEC teachers by email visit our website at **[spokaneschools.org/bryant](http://spokaneschools.org/bryant)** and click on the staff sites.*

### TEC Teachers:

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## WHO WE ARE

### **The Enrichment Cooperative**

The Enrichment Cooperative (TEC) is Spokane Public Schools' Parent Partnership Program. Established in 2002, it provides both core and enrichment curriculum for students in kindergarten through eighth grade. Ninth through twelfth grades can access a range of classes using the Summit Learning Platform and earn a high school diploma. 11th and 12 grade students have even more educational options including SVL, Running Start, and Newtech Skill Center. The Enrichment Cooperative offers a variety of courses on the Bryant Campus to support and enrich student learning. Courses range from core academic areas of reading, writing, math, science and social studies to the elective courses of P.E., music, robotics, Spanish, technology, drama, and art.

Our program aligns with Washington State Alternative Learning Experience (ALE) requirements. Each TEC family works closely with a certificated teacher who develops a written student learning plan (WSLP) for each student. This plan includes: Learning goals, curriculum, materials and methods of evaluating student performance as well as other required information. The WSLP is supervised, monitored, evaluated, and documented by a certificated teacher.

### **TEC's Common Understanding**

The Enrichment Cooperative was designed as a partnership between parents and the public school system. Parents are invested in the education of their children. The vital role of parents in the success of their students at TEC cannot be overstated. TEC's goal is to enrich and support a lifelong love of learning. At the heart of that goal is the Written Student Learning Plan (WSLP) — a completely individualized plan developed by a certificated teacher in partnership with students and parents — in order to meet that student's educational needs and interests for the school year.

### **We are part of Spokane Public Schools**

The mission of Spokane Public Schools is to develop the skills and talents of all students through rigorous learning experiences, relevant real-life applications, and supportive relationships. TEC falls under the regulatory requirements for Alternative Learning Experiences (Washington Administrative Code 392-121-182) and is governed by the same rules and laws that apply to other public schools. For more information, you may want to visit <http://www.k12.wa.us/ALD/>.

## A PARENT PARTNERSHIP

“The Best of Both Worlds.” Many parents have used these words to describe what they have at TEC – the best of home education and the best of public school rolled into one. Parents have the support of excellent classroom teachers, additional research-based educational resources, and the opportunity for your children to learn within a group setting. TEC is authorized under WAC 392-121-182. Our Parent Partnership Program is subject to the rules and regulations governing public school students including course, graduation, and assessment requirements for all portions of the Alternative Learning Experience. As such, all members of this partnership agree to the following in order to comply with state requirements.

### We Are Partners

We have joined together to create the best educational experience for your child. TEC is not created to be a stand-alone school and cannot be effective without your direct, hands-on involvement. We agree to provide engaging instruction and meaningful support. We expect you to incorporate what TEC offers into an overall learning plan that meets the full range of your child's needs.

<b>As part of this partnership, staff commit to providing:</b>	<b>As part of this partnership, you and your student(s) agree:</b>
<ul style="list-style-type: none"><li>•A safe, rich learning environment for all students</li><li>•A wide variety of engaging classes and courses</li><li>•Access to certified teachers</li><li>•Flexible scheduling options</li><li>•On-going assessment for your students</li><li>•A network of families educating their children at home</li><li>•A Written Student Learning Plan</li><li>•Parent training</li></ul>	<ul style="list-style-type: none"><li>•To help create and support a Written Student Learning Plan (WSLP) that addresses the core academic area of education inclusive of, but not limited to, language arts and mathematics, throughout the school year</li><li>•To spend time working toward your goals at home (TEC hours plus home hours should equal a total of 28 hours for K-8th grades and 30 hours for High School)</li><li>•Participation in annual assessments is expected for students.</li><li>•To continuously monitor and measure your child's progress toward the stated goals in your child (ren)'s Written Student Learning Plan.</li><li>•To attend WSLP conferences.</li><li>•To work toward the betterment of the school and community while advocating for your children</li><li>•To register K-2<sup>nd</sup> grade students in at least 2 courses in a core content area and register 3-8<sup>th</sup> grade students in at least 3 courses in a core content area per semester.</li><li>•To regularly attend and arrive on time for classes.</li></ul>

## THE WRITTEN STUDENT LEARNING PLAN (WSLP)

As an alternative school, we are committed to seeing each child as an individual with unique learning needs. Your certificated teacher will develop a WSLP using parent and student input. The goals are organized around core academic areas, inclusive of, but not limited to reading, writing and math.

### The Initial WSLP:

Developed by a certificated teacher, the WSLP is your plan (or map) for your child's education. It is a dynamic document and represents a written dialogue between the student, parent, and WSLP consultant that is updated monthly with progress notes. It includes all information necessary to guide student learning and is designed to meet the student's individual education needs. The most important part of the WSLP is the description of the specific learning goals. These goals will be written by your WSLP consultant so that it is clear what the student needs to learn, and how he/she will be able to achieve the goals that are set.

Questions that act as a guide are:

- ☐ What do we want or need to learn?
- ☐ What instructional materials and activities will we use to achieve learning goals?
- ☐ How will I know whether we have achieved these goals?
- ☐ How will we track student progress toward these goals?

### There are as many ways to accomplish learning goals.

Written Student Learning Plans Include:	Monthly Progress Notes Include:
<ul style="list-style-type: none"><li><input type="checkbox"/> Class description</li><li><input type="checkbox"/> Identification of learning materials</li><li><input type="checkbox"/> Learning activities</li><li><input type="checkbox"/> Learning goals</li><li><input type="checkbox"/> Methods of evaluation</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Materials</li><li><input type="checkbox"/> Pacing</li><li><input type="checkbox"/> Progress Made</li><li><input type="checkbox"/> Topics Covered</li></ul>
<i>Teachers will determine whether each student is making satisfactory progress overall each month. Unsatisfactory progress will require an intervention plan as a requirement of State ALE WAC 392-121-182</i>	

### Determining Overall Satisfactory/Unsatisfactory Progress

<p><b>K-8 Students:</b></p> <p>Overall monthly satisfactory progress is determined by the certificated teacher assigned to each individual student. When determining satisfactory progress, the teacher will review all of the classes on the student's WSLP. If 50% or more of the classes have been determined to have satisfactory progress, the student's overall progress will be satisfactory. Teacher discretion and professional judgment can apply.</p>	<p><b>High School Students:</b></p> <p>Overall monthly satisfactory progress is determined by the certificated teacher assigned to each individual student. When determining satisfactory progress, the teacher will review all of the courses on the student's WSLP. If 50% or more of the core courses have been determined to have satisfactory progress, the student's overall progress will be satisfactory. Teacher discretion and judgment can apply.</p>
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## MONTHLY PROGRESS NOTES

After your WSLP consultant has developed your learning plan (with participation from you and your child) your consultant will provide ongoing assistance in recording and monitoring home-learning progress. You, alongside your WSLP Consultant, will be required to provide information regarding your child's progress toward learning plan goals. Goals will continue each month unless all previous goals have been completed. Each month you will provide information regarding how your student has progressed in each academic area. In addition, each instructor at TEC will provide monthly input as to your student's progress in their classrooms. You, alongside your WSLP Consultant, are responsible for describing progress for your student's off-site course work. It is helpful to be as specific as you can. Please contact your WSLP consultant with any questions about the process of monitoring monthly progress.

### Jump Start

All new parents are required to attend *Jump Start* training sessions. These trainings are provided by TEC staff and equip families with the knowledge necessary to support their child's learning goals. *Jump Start* trainings will consist of the following:

#### Nuts and Bolts

The *Nuts and Bolts* session is designed to familiarize families with the procedures here at TEC. This session also supports families through providing training on how to utilize the *School Data Solutions* program to monitor students' academic progress.

#### Curriculum Support

The *Curriculum Support* training provides families with a well-rounded introduction to the curricular materials available to them. This training provides recommendations and demonstrations from certificated teachers in each core content area. Our *Curriculum Support* session is a hands on experience where parents are shown how to utilize materials to the fullest in order to set their student up for success.





## WSLP MEETING

One of the strongest aspects of the TEC program is the WSLP conference. Conferences occur two to four times each academic year and consist of a face to face meeting with you, your child(ren) and the WSLP consultant. During the initial conference: a WSLP will be developed for each student, a consultant will review the student's academic schedule, and goals for each child. It is important that your child(ren) have a good understanding of their learning goals and how they are going to achieve them. In addition to your initial WSLP meeting; you and your child(ren) will meet with your WSLP consultant throughout the year. WSLP conferences provide an opportunity for students to share their learning and discuss how they are progressing towards their learning goals. Remember to bring your portfolio of work. Adjustments to the WSLP document can be made at this time. This is where students and teachers get to connect to celebrate student learning. We encourage these WSLP meetings to be student led exhibitions of their learning. Such showcases can include: Displaying journals, projects, drawings, books read, reports, and any other notable coursework stated in the learning plan. Class registration for the next semester occurs in connection with the winter and summer WSLP meetings. **Please note: TEC classes are not held during WSLP meetings and students are still required to continue their home learning during these weeks.**

## RESOURCES

Libraries: TEC has two separate resource libraries for your use:

1) The TEC Family Library, located in Room 108, is made up of non-consumable items. This library contains a wider variety of materials that can be checked out for the entire school year. Contact: Denise Sullivan.

### Internet Sites:

- A to Z Reading — an online reading program complete with vocabulary, phonics, poetry and guided reading. Web address: [www.readinga-z.com](http://www.readinga-z.com). User: tecbryant. Password: Bryant.
- Readworks.org. Several leveled reading passages - good test prep - comprehension, etc.
- Dreambox—Math
- Lexia- A comprehensive online Reading, Writing, and Literacy Program

### Additional Sites (free):

Khan Academy ([www.khanacademy.org](http://www.khanacademy.org)) provides free videos on multiple topics.

Princeton Online (<http://www.princetonol.com/groups/iad/index.html>) provides art education.

Arts Edge (<http://artsedge.kennedy-center.org/educators.aspx>) provides learning in, through and about the arts.

OWL ([owl.english.purdue.edu/](http://owl.english.purdue.edu/)) provides an Online Writing Lab.

Read Write Think (<http://www.readwritethink.org/>) provides resources in reading and language arts instruction.

Presidential Challenge ([www.presidentschallenge.org/](http://www.presidentschallenge.org/)) provides fitness goals and tracking guidelines.



## OUR COMMUNITY

One of the best things about TEC is its sense of community – families and staff partnering to create a warm, creative, and above all, safe environment for children to facilitate optimal learning. TEC's unique make-up of kindergarten through 12th grade students, younger siblings and parents, creates a rich sense of community.

Our policies are based on the concepts of respect and responsibility:

**Respect:** Every person within the TEC community is unique and valued. Everyone will be treated with respect, dignity and kindness. With our limited space, chances are that most of your actions will have an impact on at least one other person, if not several. We ask that you consider that impact in whatever you do – whether it is your manner of dress, keeping the hallways open, how your behavior affects younger students, or lowering the noise level in the lunchroom.

**Responsibility:** Students are responsible for their own behavior. We expect that they will respect themselves, others and school property. We expect that they will follow the directions of all staff members and parent volunteers. We are thankful for the extra adults onsite and count on parents to be aware of the behavior of the children around them. Please discuss the TEC environment with your children and encourage them to show the appropriate respect for all adults and students.

**On-Site Requirement:** Parents of children 7 and under will initially need to stay on campus until your child feels comfortable navigating from one class to another and are able to get their own lunch. We ask you to communicate with your WSLP consultant when you feel your child is ready to be on their own.

**Guests:** While we want to welcome new people into our midst, guest visits must be approved by our Principal, Suzy Smith. Visitors must sign-in at the office and wear a visitor's badge while in the building.

## The Family Room

The Family Room was created to allow parents to be onsite while their children attend class. The Family room includes many “at-home” conveniences such as refrigerators and microwaves. There is also a computer available for your use. Your small children are welcome to play with the assortment of toys.

- Out of courtesy to other families and our custodial staff, it is very important that each family clean up their toys, food, dishes and other materials before leaving the room.
- Students may not be in the family room unless accompanied by a parent or designated adult.
- Parents must accompany children on the small playground. This playground is for children kindergarten age and under only.
- At the end of the day, the family room should be clean and ready for the next day. Please put chairs up on tables to allow for vacuuming by the custodial staff.



### **TEC Staff Room**

The staff room is reserved for TEC staff only. Please ask the office for assistance if you need access to this room for any reason.

## VOLUNTEER OPPORTUNITIES

School volunteering is richly rewarding. There is nothing like watching that “Aha!” moment when a student finally grasps a critical concept. Knowing that your efforts as a tutor or mentor can help lead to this moment is even more inspiring. Bryant has an outstanding group of volunteers who always welcome new participants.

Some volunteers serve as general classroom assistants and help teachers in a variety of tasks. Others tutor or mentor children on a regular basis or help chaperone events or field trips. Additional volunteer opportunities include: Assisting with vision screening and picture day, lunchroom and playground help, teacher prep — photocopying, laminating, cutting and assembling, and a number of other tasks that can be done while watching younger children in the family room.

While it is important to have volunteers in the classroom, space is limited and we ask that other siblings not enrolled in the class do not accompany you while you volunteer in the classroom. In order to assure an atmosphere of learning, please silence your cell phones.

All volunteers are required to register with the Spokane Public Schools Volunteer Program prior to beginning service. You may download the application at <http://www.spokaneschools.org/volunteer> or you may obtain an application in the office. The application permits a thorough history review through the Washington State Patrol. Once the application is approved, you may start helping at our school. A volunteer coordinator will orient volunteers to the building policies and procedures and will offer other training assistance as needed.

The teachers and staff greatly appreciate all volunteer support!





## MEALS



Lunch is an important time for relaxation and socialization for our students. To make sure it is enjoyable for all, safety and organization are paramount. Please remember that students of ALL ages must be supervised at ALL times.

All food must be eaten in the cafeteria or the family room. Students must be accompanied with a parent in the family room.

Menus will be placed in your family mailbox monthly. They can also be found on the District website at [www.spokaneschools.org](http://www.spokaneschools.org). These list the two daily entrée options, as well as side dishes. An asterisk is placed next to items of danger to students with peanut allergies.

**Application For Free and Reduced Price Meals:** You may obtain an application form in the office or you may fill out the application online at <http://www.spokaneschools.org/Page/375>. If you completed this form last year, it will expire and needs to be completed again before the end of September. *By filling out a lunch application the school, staff, students and parents can gain significant benefits even if you don't eat hot lunch!* Some of the benefits include discounted fees for Running Start, Free In-State College Tuition for future education, and prospective grants for school and staff.

**Lunch and Breakfast: Menus and Cost:** You can check the cost of a meal and the current lunch/breakfast menu at <https://www.spokaneschools.org/Page/380>. Milk is included in all student lunches. Breakfast is served each day, though a limited number of breakfasts are available and are first come, first served.

**Payment:** Each student has a meal account set up. Please make your payments in the main office. Student accounts will not be allowed to carry a negative balance. Please watch your mailbox for lunch account information.

Order your lunch by calling 354-5666 prior to 9:00 a.m. on the day you want lunch. Because our lunches are delivered from another school each day, we need to call in our lunch order by 9:15 a.m. The lunch line is open 24 hours a day, so you can call any time. Leave your first and last name along with your menu choice on the recording. You may also sign up for lunch in the lobby or in the office before 9:00 a.m. If you fail to order by 9 a.m., you will need to wait until the end of the lunch line to see if there are extras.

Lunch Schedule:	
Grades K-5	Grades 6-12
11:35– 11:50 Lunch	11:35– 11:50 Recess
11:50 – 12:10 Recess	11:50 – 12:10 Lunch

*We appreciate assistance in cleaning your eating area and stacking trays when finished. Students are required to remain in the cafeteria until dismissed. The lunch room will be converted back into a gym for classes after lunch, so finishing promptly by 12:10 is appreciated. Steve welcomes any help to expedite this process.*

# THE PLAYGROUND

Students are required to enter and exit the playground through the east hall. *Be sure to dress your students appropriately for the weather.* All students will be expected to spend their recess outdoors with the exception of severe weather. For your student's safety, we have established the playground rules listed below:

## Playground Rules

- Follow directions given by all playground supervisors.
- Keep your hands, feet and all other objects to yourself.
- Use only school appropriate language.
- Picking up, throwing, kicking or moving around in any way; dirt, sawdust, rocks, sticks, snowballs, bark, wood chips, gravel, stones or any other objects is not allowed.
- Climbing fences, trees, or other structures is not allowed.
- Only school toys and equipment are allowed on the playground.
- Tackling, dog-piling and other roughhouse games are not allowed.
- Any child not enrolled in TEC classes, must be accompanied by their parent or a responsible adult other than a TEC student.
- Food items should be eaten in the cafeteria or family room (if accompanied by a parent).

## Small Playground

The climbing toy on the small playground is designated for children kindergarten age and younger. All students must be supervised by adults who are present on the playground with their children.

## Equipment Rules

### Slides

- Slide down, feet first and sitting up, one person at a time.

### Climbing Equipment:

- Hold on with both hands.
- Hanging upside down is not allowed.
- Grabbing or hanging on other students is not allowed.



## NUTS AND BOLTS

**Arrival/Departure Times:** Students can arrive no earlier than 10 minutes before their scheduled class time and depart no later than 10 minutes after their last class. While we know students desire and need time to hang out and relax, Bryant cannot serve as a gathering place for unsupervised, unstructured activity. All students must be picked up by 3:15 p.m.

**Absences:** Please call (354-7815) to report absences on the morning of the absence. It is helpful for us to know the reason for the absence, including the specific illness. Students that miss 50% or more of a TEC class during any given month may receive a no-progress for that onsite class in their WSLP.

**STA Bus Passes:** If you live outside a 1-mile radius of Bryant, your TEC student is eligible for bus passes to get to and from school. He/she must sign for them in the office each day.

**Computers:** All computers (laptop and desktop models) are property of Spokane Public Schools and are to be used for educational purposes. Students will be issued personal logins and will be required to log-in and log-out. Computers may be checked out, though usage will be tracked. No food or drink is allowed near the computers.

**Pictures:** We ask that all students have their pictures taken on picture day for our records and for the yearbook. Whether or not you purchase pictures is, of course, up to you.



## NUTS AND BOLTS

**Registration:** TEC classes run on a two-semester schedule. Our fall semester runs from the end-of-August thru late January and our Spring Semester runs from the end of January to mid-June. The registration process occurs about the same timeframe as your WSLP conference and is completed online, so that each family will register their own child(ren). Registration for fall classes will be at the end of the previous school year.

**Scheduling Classes:** When selecting a schedule for your student(s) we ask that your student's schedule does not have any empty class periods unless they will be sitting with their parent doing supervised schoolwork. Please be sure to consult with your WSLP consultant if there is a question.

**Vaccinations:** In order to register and attend classes at TEC, students must be up to date on their vaccinations or parents must have an exemption signed by a medical provider. Required vaccinations change from year to year: check the Spokane Public Schools website for current requirements.

**Birthdays:** As a part of the larger Spokane School District, TEC must abide by all school and classroom celebration guidelines. This includes limiting the use of food, candy, and other treats as a reward or celebration. For your student's birthday, please refrain from bringing treats of any kind to classrooms. If you would like to do something special for your student, please okay this with your 6<sup>th</sup> period teacher and keep all celebrations food free! Additionally, feel free to place any party invitations in family boxes.

**A Few “Absolutely Not’s”:** Weapons or pretend weapons of any kind; water balloons; skates (including “Heelys”); skateboards; snowball fights; physical horseplay; or bad language.





## STAYING CONNECTED

As a Parent Partnership Program, we realize two-way communication is vital. Parents are welcome in the classroom at any time. However, space is limited, and we ask that other siblings not enrolled in the class do not accompany you while you visit the classroom. In order to assure an atmosphere of learning, please be aware of the distraction of cell phone usage and respectfully use it outside of the classrooms.

### **Family Mailboxes/Email**

Each TEC family has a mailbox located in the hallway leading to the south parking lot. Please be sure to have someone in your family pick up your mail each week so that you can stay informed with the information placed in your box. If you have an email address, please share it with the office and your WSLP teacher. We will regularly send important information via email.

### **Bryant Website**

The Bryant website, <http://www.spokaneschools.org/bryant>, includes a wealth of information. Please check the site frequently for current information, links to teachers' websites and email, TEC Tidbits, and a variety of online resources. On the website, there will be a link to *School Data Solutions*. This is where you will access all your personal information — your child's WSLP and class schedule, your certification of hours.

### **TEC Tidbits**

The purpose of our newsletter is to keep you informed regarding events and activities at TEC. The newsletter will be available on our website. It's a more attractive publication when it includes pictures, so please consider signing a media release which allows us to use pictures of your children.

### **Personal Information**

It is very important that you notify the office and make updates/changes to your child's information as soon as possible. Updates frequently needed are immunizations, contact information, and student medical information. Access to confidential student records and any other information that is indicated by a parent as confidential is only made available to appropriate staff members. Some of the parent volunteer work may include alphabetizing forms that have names, addresses, phone numbers, and schedules. If this is an issue for you, please contact the office.

# Our High School Program: The TEC Summit Experience

In the TEC Summit High School program, we partner with families to prepare students for the future and mold students into thoughtful, contributing members of society. Our high school uses the Summit Learning platform, which offers a personalized approach to the high school experience. TEC Summit High School is guided by *Four Elements of Future Readiness* that we instill in everything we do.

## Cognitive Skills

### Project Time

- Using Project Time, students will develop deeper learning skills such as critical thinking, problem-solving, and communication.
- Students will develop the ability to work collaboratively on rich project-based experiences.

## Content Knowledge

### Self-Directed Learning

- Using Self-Directed Learning (SDL) time students can choose how they experience and learn content.
- SDL time ensures that student receive individual, one-on-one support when needed.
- Self-Directed Learning allows for students to learn content knowledge at their own pace.

## Sense of Purpose

### Habits of Success

- Focusing on Habits of Success helps students to develop goals and actively measure progress toward these aspirations.
- Students gain the agency needed to improve in their ability to make decisions for themselves & act on them.
- Teaching Habits of Success gives students purpose and develops a mindset that they are capable, competent, and able achieve their goals.

## Coaching for Success

### Mentor Time

- Each student meets weekly with a mentor to receive coaching and feedback.
- Teachers and students utilize mentor time to create an authentic partnership and to chart a course for each student's life that is meaningful and individualized.
- Mentor time ensures that each student develops a strong bond with a caring adult.

## Options: 11<sup>th</sup> and 12<sup>th</sup> Grade

### **RUNNING START THROUGH TEC**

Running Start is intended to provide students a program option consisting of attendance at certain institutions of higher education and the simultaneous earning of high school and college/university credit. Running Start was initiated by the Legislature as a component of the 1990 parent and student Learning by Choice Law.

Students in grades 11 and 12 are allowed to take college courses at Eastern Washington University, Spokane Falls Community College and Spokane Community College.

Running Start students and their families do not pay tuition, but they do pay college fees and buy their own books, as well as provide their own transportation. Students receive both high school and college credit for these classes and therefore accelerate their progress through the education system. The exercise of that right is subject only to minimal eligibility and procedural requirements, which are spelled out, in state administrative rules. See RCW 28A.600.300 for more information.

### **NEWTECH SKILL CENTER**

The Newtech Skill Center offers career and technical education programs in agricultural, business and marketing, family and consumer sciences, health-sciences, skilled and technical sciences, and more! Newtech courses meet academic graduation requirements and, in addition, many courses offer professional certifications and/or direct transfer into college programs. When enrolled in this program, Spokane School District will provide bussing. Learn what programs are available and get started on your future career goals by visiting the Newtech Skill Center website at <http://www.spokaneschools.org/Domain/678>.

### **SPOKANE VIRTUAL LEARNING**

If parents want to register their students for SVL classes, they can do so at: <http://www.spokaneschools.org/Domain/6276>. Scheduling SVL classes in conjunction with the TEC Summit High School program can be tricky. For this reason, please be sure to schedule any SVL courses with the assistance of our TEC Counselor, Sara Duval.

\*To sign up for Running Start, Newtech Skill Center, or Spokane Virtual Learning, be sure to be in communication with and/or submit paperwork through Sara Duval during normal school hours. She can help with the transition, tracking and communication between students, parents and teachers. She can be reached at 354-7821 or by email at [saraduv@spokaneschools.org](mailto:saraduv@spokaneschools.org).

# ASSESSMENTS

Annual Assessment for all ALE Students is a Requirement. It is our goal at TEC to provide our TEC educators with assessment data to guide instruction, thereby helping students achieve maximum potential. Regular day-to-day assessments are regularly employed in the classroom. Students are shown what quality work looks like and are allowed to compare their work to a standard.

Students in kindergarten through sixth grade are also assessed within reading classes using the Developmental Reading Assessment (DRA) or Running Records. These are individually administered assessments of a child's reading capabilities and are used by instructors to identify a student's reading level, accuracy, fluency, and comprehension.

## Kindergarten Assessments

Any student entering kindergarten will complete the WaKIDS assessment. This assessment ensures that all students entering kindergarten are entering with the "readiness" skills necessary to find success. The WaKIDS assessment measures six areas of development and learning: Social-emotional, physical, language, cognitive development, literacy, and math.

Kindergarten students will also participate in the KOLLA or Kindergarten Oral Language and Literacy Assessment. This assessment measures reading readiness. The KOLLA includes six separate subtests or parts: Prints own name, writing vocabulary concepts about print, story sequencing and retell, letter identification, and sound identification.

## State Assessments

All students over .8 FTE are required to take the state assessment. If you want your child to be a .8 FTE, it must be requested by the end of September and all paperwork must be submitted. The following state assessments will be administered to all full-time students:

**Math & English Smarter Balanced Assessments (SBAC)** and the **Washington Comprehensive Assessment of Science (WCAS).**

Elementary & Middle School	High School
<ul style="list-style-type: none"><li>• 3-8<sup>th</sup> grade students will take the ELA and Math SBAC.</li><li>• 5<sup>th</sup> and 8<sup>th</sup> grade students will take the Science WCAS.</li></ul>	<ul style="list-style-type: none"><li>• 10<sup>th</sup> grade students will take the ELA and Math SBAC.</li><li>• 11<sup>th</sup> grade students will take the Science WCAS.</li></ul>

More information on assessments can be found at the Office of the Superintendent of Public Instruction website: [www.k12.wa.us](http://www.k12.wa.us)

# TEC ALLOCATION GUIDELINES

## Purchasing Curriculum and Materials

The purchase of curriculum and materials for the declared WSLP course can be provided by TEC, through your WSLP consultant. If we find a purchase may conflict with what is considered “reasonable” under the laws and or may have sectarian content, we will let you know so you and your consultant can choose other items before the order is placed. As in the past, all items must go through an approval process starting with your WSLP teacher. All materials must be approved by the WSLP and administrator.

Your WSLP consultant will fill out a separate “TEC Materials Order Form” for each company used and for each child. Ordering will occur once a week; all WSLP consultant orders submitted by noon on Thursday will be placed on the following Monday.

## Non-Consumable Items

Non-consumable items are considered school property and must be returned at the end of the year to TEC. These items would be available for check out at the beginning of the next school year. Summertime checkout is available to those families that will be returning in the fall.

## Definitions:

<i>Consumable:</i> A consumable item is one that has a onetime only use and cannot reasonably be returned for future use by other students, e.g., a music lesson, a workbook, potting soil, seeds.	<i>Non-Consumable:</i> A non-consumable item is one that can be returned for use by others, e.g., a CD, a book, software, maps, flashcards, skeletal model, reproducible workbooks, etc. Please check with Monica in room 108 to see if an item is already available to be checked out before requesting a non-consumable item. The catalog is available on the TEC website.
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# TEC ALLOCATION GUIDELINES

## WHAT MAY BE SUBMITTED FOR PURCHASE BY YOUR WSLP CONSULTANT

All activities, books, curriculum materials and supplies listed as resources required to support the subject goal(s) in the WSLP and approved by the WSLP teacher. These materials may include the following:

- Educational Software
- Books/Workbooks: math, science, history, language arts, health and fitness and other electives
- Art supplies will be limited to \$50 per student per semester
- Manipulatives, i.e.: flash cards, Leap Pads/books, globes, posters
- Educational games, i.e.: Scrabble, Traffic Jam, Master Mind
- SVL Online Curriculum- no fee
- ITED-no fee

## WHAT MAY NOT BE SUBMITTED FOR PURCHASE BY YOUR WSLP CONSULTANT

- Sectarian materials of any kind. Materials that promote one religion over another.
- An expensive version of a simpler item (e.g., model airplane, prisma color pencils vs. Crayola)
- Audio books, E-books, PDF's
- Computers, iPods, Tablets
- Team Sports: e.g., football, basketball, soccer, baseball
- Memberships/Annual Fees: e.g., MAC, YWCA/YMCA, club, etc.
- Registration in any religiously affiliated organization
- Uniforms: e.g., sports, band, graduation cap and gown, Gi's
- Sports equipment
- Backpacks
- Driver's Education fees
- Textbooks for Running Start
- Tickets for fun centers, e.g., Wild Waters, Silverwood
- Fees for parties or outings unless strictly educational
- Musical instruments/supplies, such as guitar strings, reeds, metronomes
- Dues to organizations, such as Scouts, Camp Fire, etc.
- Permanent additions to your home, e.g., greenhouses, raised beds, ponds, gardens and supplies, train layouts, etc.
- Computer supplies, such as ink cartridges, system upgrades, etc.
- Activities that take place during the summer
- Subscriptions (Computer programs, websites, magazines etc.)
- Basic school supplies
- Gift Certificates
- Ski lessons, rental or tickets
- Fencing, archery, firearms or other activities banned by the district
- Academic Testing – the school is able to provide this at little or no cost

*\*These lists are not comprehensive. An item not listed here may or may not be approved.*

## NON-DISCRIMINATION STATEMENT

Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities 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) 354-7269 \*Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Melanie Smith, (509) 354-7284 \*504 Compliance Officer, Melanie Smith, (509) 354-7284 \* ADA Officer, Stephanie Busch, (509) 354-5993 \* Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 \* Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651 \*200 N. Bernard Street, Spokane, WA 99201-0206

### Unlawful Discrimination

Allegations of discrimination should be reported to your child's teacher or principal immediately. This will allow the school the opportunity to address your concerns and resolve the situation as soon as possible. Unlawful discrimination is the unfair or unequal treatment of a person or a group because they are part of a defined group, known as a protected class. Discrimination can occur when a person is treated differently, or denied access to programs, services or activities because they are part of a protected class. Discrimination can also occur when a school or school district fails to reasonably accommodate a student or employee's disability. A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal and state laws. Protected classes defined by Washington state law include: sex, race, color, religion, creed, national origin, disability, sexual orientation, gender expression or identity, honorably discharged veteran or military status, or the use of a trained dog guide or service animal. If you are unable to resolve your concerns with your child's teacher or principal, contact Melanie Smith, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, (509) 354-7284, [MelanieSm@spokaneschools.org](mailto:MelanieSm@spokaneschools.org) to discuss your concerns or to file a complaint. If you cannot resolve your concern with the school, you may wish to file a formal complaint with the school district. Procedure 3210 provides the procedure for filing a discrimination complaint. There are three (3) steps: Step 1: Complaint to School District Superintendent, Step 2: Appeal to the School Board, and Step 3: Complaint to OSPI. The instructions on how to follow these steps may be found at [k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination](http://k12.wa.us/policy-funding/equity-and-civil-rights/complaints-and-concerns-about-discrimination).

## **Sexual Harassment**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when; a student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, or place on a sports team, or any educational or employment decision, or; the conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment. You can find a copy of the district's policy and procedure 5011 on the district's website [www.spokaneschools.org](http://www.spokaneschools.org), at your school, or Human Resources. Individuals who believe there has been a violation of policy are encouraged to report to any school staff member, contact their building administrator, or contact Jodi Harmon, Title IX/Staff Civil Rights Officer, at (509)354-7269. Further information and instructions on how to file a formal complaint can be found at <https://spokaneschools.org/domain/182>.

## **Complaint Options: Discrimination and Sexual Harassment**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's officers: Title IX/Staff Civil Rights Officer, Jodi Harmon, (509) 354-7269 \*Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer, Melanie Smith, (509) 354-7284 \*504 Compliance Officer, Melanie Smith, (509) 354-7284 \* ADA Officer, Stephanie Busch, (509) 354-5993 \* Affirmative Action Officer, Nancy Lopez-Williams, (509) 354-5651 \* Equal Opportunity Officer, Nancy Lopez-Williams, (509) 354-5651

## **Complaint to the School District**

*1. Write Out Your Complaint:* In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

*2. School District Investigates Your Complaint:* Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional



circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

**3. School District Responds to Your Complaint:** In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period. Appeal to the School District If you disagree with the school district's decision, you may appeal to the school district's board of directors. 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. 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 the Office of Superintendent of Public Instruction (OSPI).

### **Complaint to OSPI**

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI. You can do this in the following methods.

- Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us)
- Fax: 360.664.2967
- Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

### **Harassment, Intimidation or Bullying (HIB)**

Washington State law prohibits harassment, intimidation, or bullying (HIB) in our schools. The law and Policy and Procedure 3207 defines harassment, intimidation or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, physical or sensory handicap, or other distinguishing characteristics, when an act physically harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school. Schools are required to take action if students report

they are being bullied, and any district staff member can take the report. Individuals who believe there has been a violation of policy are encouraged to contact their building administration or

HIB/Student Civil Rights Officer, Jodi Harmon 354-7306. Further information and complaint forms can be found at [spokaneschools.org/nondiscrimination](http://spokaneschools.org/nondiscrimination).