

# WEEKLY FALCON NEWS

FOR THE WEEK OF 9/5/2021



## Welcome Back, SEED Scholars & Families!

We are excited to have everyone back for in-person instruction.

This is your Weekly Falcon News. You will receive this newsletter via email every Friday evening. Allow it to be a resource for all school announcements for the coming week.

## Happy Labor Day Weekend!

In observance of the Labor Day holiday on Monday, Sept. 6th,

**there will be no check-in on Sunday, Sept. 5th or Monday, Sept. 6th.**

Check-in for all overnight on-campus scholars will be Tuesday, Sept. 7th, from 6 a.m. - 7 a.m.



# ACADEMIC ATTENDANCE GUIDELINES

## EARLY DISMISSALS AND PLANNED ABSENCES

In the event, a scholar needs to leave campus during the school week and will miss any part of the school programming (academic or student life), including Sunday check-in, families should send an email to [attendance@seedschooldc.org](mailto:attendance@seedschooldc.org). The email should include the following:

1. Scholar's name
2. Date(s) of absences
3. Date and time of pick-up and drop off
4. Name of an adult who will pick up the scholar (proof of identification will be required)
5. If student is departing on their own, please indicate the mode of travel (Uber, Lyft, Metro, etc.)
6. Reason for absence/appointment

**Please note:** All communication regarding absences must be submitted in written form by the parent/guardian/caregiver on file. SEED DC will not allow a scholar to leave campus without a prior written communication from the parent/guardian/caregiver on file. Scholars must be signed out at the front desk in the lobby for early dismissal and signed in when returning to campus. All written communication should be sent to [attendance@seedschooldc.org](mailto:attendance@seedschooldc.org) and should include the time the student will depart and return, mode of transportation, and contact information for an adult authorized to pick the student up. This includes transportation via Metro, Uber, Lyft, or riding with other families. Staff may be directed to conduct a follow-up phone call, to confirm details or ask clarifying questions. When a scholar returns to campus following a medical visit, a signed medical note from the medical facility must be presented to the receptionist stating the reason for the absence.

***If a scholar needs to leave early on a Friday, families should send an email to [attendance@seedschooldc.org](mailto:attendance@seedschooldc.org) no later than 8 p.m. on Thursday evening.*** Student Life staff will be notified to have scholars bring their belongings from the residence halls in the morning to place in the academic building. Please note that emails sent after 8 a.m. will not be honored, as the residence halls are closed from 8 a.m. until student life staff arrives for check-out, 4 p.m. If you still have to pick-up your scholar, you will have to return to pick up their belongings between 4 p.m. - 5 p.m.

Absent for three (3) or more days? Please contact the Attendance Coordinator at (202) 248-7773 x5116.

# STUDENT LIFE PROTOCOLS FOR SY21-22

## CHECK-IN PROTOCOLS:

Sunday check-in is from 8 - 9:30 p.m. by grade level. Families are not permitted to enter campus during check-in, except to submit prescription and over-the-counter medication or health-related documentation to the school nurse.

Any overnight on-campus scholar who arrives after 9:30 p.m. will not be permitted access to campus and must check-in on the following morning. Any overnight on-campus scholar who does not check-in on the following morning will not be permitted to board for the remainder of their week. **Due to the federal holiday on Monday, September 6th, overnight on-campus scholars will check-in on Tuesday, September 7th from 6:00 - 7:00 AM. THERE IS NO CHECK-IN FOR SUNDAY, SEPTEMBER 5th.**

## SIGN-OUT PROTOCOLS:

Overnight on-campus scholars are not permitted to leave campus after 4 p.m. Monday - Thursday, except for pre-approved appointments. If a scholar leaves campus for a pre-approved appointment, the parent/guardian must return with the scholar and provide the appropriate documentation no later than 7 p.m. of the same day. Scholars must also complete the [Daily Health Screen](#) and temperature check before returning to the residence halls. Families must submit all appointments that occur after 4 p.m. for review and approval to Mr. Rooks, Director of Student Life with a minimum of one week in advance of the appointment.

## EARLY DISMISSAL PROTOCOLS:

*Brown Hall and Marshall Hall are not accessible during the academic day, 8 a.m. - 4 p.m.*

Scholars may only retrieve their belongings from the residence halls at the end of the academic day. Although we are aware that emergencies do arise and are inevitable, scholar belongings will remain secured in the residence halls until the end of the academic day. *Residence halls open at 4 p.m.*

If you have any questions or concerns, please contact Mr. Rooks, Director of Student Life by email: [crooks@dc.seedschool.org](mailto:crooks@dc.seedschool.org) or [crooks@seedschooldc.org](mailto:crooks@seedschooldc.org) or by phone on (202) 381-8055.

# WELLNESS SUITE MEDICATION REQUIREMENTS

Please be reminded that that only parents/guardians/caregivers or authorized adults can bring medication to the Wellness Suite. Medication will not be accepted from students and students are not allowed to carry medication on their person, with the exception of an asthma inhaler.

In order for the school to administer prescription medication, a [medical authorization form](#) must be filled out by the doctor. Parents must also sign the form before school medical personnel can administer medication. Only creams, antibiotics, or medical equipment will be sent home on Fridays during checkout and that no student will be allowed to take medication home. Be sure to request for your pharmacist to divide the medication in two (2) bottles, one to keep at home and one to be left at school. Also we have over the counter medications here and all parents should fill out the form if their student needs to take any over the counter medications. All of the medical forms mentioned here can be found on the [health & wellness suite page](#) of the school website.

Click here to review the full [medication policy](#).

Thank you,

The Wellness Team:  
Nrs. Jones & Ms. Faison  
202-248-3008 (phone)  
202-318-8625 (fax)



# PowerSchool Portal for Parents & Families

*The SEED School of Washington, D.C. is proud to offer a tool that parents and family members may use to stay connected to their scholar and their school.*

*The PowerSchool Parent & Family Portal gives you real-time access to valuable information such as grades, assignment details, & messages from teachers.*

**Through the portal, view your scholar's:**



**ACADEMIC HISTORY**



**TEST RESULTS**



**ATTENDANCE**



**& MORE!**



You can log in any time from any computer, tablet, or mobile phone.

**GET ALERTS VIA:**



**TEXT**



**PHONE**



**EMAIL**

**Receive alerts about attendance, school events, & weather-related closures.**

Turn over for more info on how to set up your Parent Portal,

# Parent & Family Portal: Getting Started

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How do I sign up for the Parent & Family Portal & set up my account? You must have a personal email address to sign up for a Parent & Family Portal account.

You can register for a free email account using Gmail, Outlook, Yahoo, or a similar service..

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## WHERE DO I START?

Visit <https://seedschool.powerschool.com/public/>

1

- Click "Create an account"
- Enter your first & last name and email address
- Create a password - at least 6 characters
- Re-enter password
- Enter student's name (If you have multiple student's @ SEED, each will have their own access ID & password)

2

## HAVE YOUR CONFIDENTIAL ID READY

- Enter Confidential ID (provided by school)
- Enter Access Password (provided by school)
- Select appropriate relationship to student

Once completed, you will be taken to the login page of the Parent & Family Portal

3

## DOWNLOAD THE MOBILE APP

- App Store or Play Store
- Enter district code: **FQGN**
- Click Continue
- Enter Confidential ID
- Enter Password
- You're all set to go!

**Still need help?**

**Contact the registrar:**

**[ctyson@seedschooldc.org](mailto:ctyson@seedschooldc.org)**