

# Greenwood Elementary Handbook

2016-17

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# Welcome!

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Welcome to Greenwood Elementary School. This handbook was created by staff and parents to answer your questions. If you are unable to find what you need, please call the front desk at 206/252-1400 or contact any staff member (Directory on page 4).

## Have a great year!

Greenwood Elementary School  
(Main office on the second floor)

144 NW 80th Street  
Seattle, WA 98117

Main Office Phone: 252-1400

Attendance Line Open 24 hours: 252-1404

Fax: 252-1401

Main Office E-Mail: [dmpalmer@seattleschools.org](mailto:dmpalmer@seattleschools.org)

<http://www.seattleschools.org/schools/greenwood/>

*The information contained in this handbook was accurate at the time of printing (October 2016). If you believe it to be in error, please contact the school office at 206/252-1400 so we can make corrections before the next printing.*

# Who's Who at Greenwood / Directory

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More background information about the staff, along with photos, can be found on our website at <http://www.greenwoodpta.org>

Tentative schedules are given for part-time and itinerant staff. Please check with the main office if you are unsure of when and how to find staff members.

## Contact Information

The staff is always happy to hear from parents and guardians. Please understand, however, that their first priority each day is to be with the students. If you call or e-mail, staff will make every effort to reply by the end of the following day. If your message is urgent, it should be directed to the main office.

Voice mail and e-mail addresses are listed here for all staff members. Your child's classroom teacher may express a preference for how to be contacted. If so, please respect their request.

## Administrative & Support Staff

Principal Main Office	Dr. Walter Trotter <a href="mailto:wtrotter@seattleschools.org">wtrotter@seattleschools.org</a>	252-1405
Secretary Main Office	Ms. Deirdre Palmer <a href="mailto:dmpalmer@seattleschools.org">dmpalmer@seattleschools.org</a>	252-1400
Attendance Main Office	Mrs. Sue Daley <a href="mailto:scdaley@seattleschools.org">scdaley@seattleschools.org</a>	252-1400
Attendance 24-hr Recorded Line		252.1404

Nurse Main Office	Ms. Lynne Carveth <a href="mailto:lycarveth@seattleschools.org">lycarveth@seattleschools.org</a>	252-1407
Student Care Coordinator*	Ms. Page Byers <a href="mailto:kpbyers@seattleschools.org">kpbyers@seattleschools.org</a>	252-1406
Speech Therapy* (K-5)	Ms. Adri Silver <a href="mailto:aesilver@seattleschools.org">aesilver@seattleschools.org</a>	252-1409
Speech Therapy (Pre-K) & (Preschool)	Ms. Emily Byers <a href="mailto:ejbyers@seattleschools.org">ejbyers@seattleschools.org</a>	252-1421
OT/PT Office, 3 <sup>rd</sup> Floor	Ms. Doreen Burris <a href="mailto:deburris@seattleschools.org">deburris@seattleschools.org</a>	252-1392
Psychologist*	Mr. Micah Shelton <a href="mailto:mjshelton@seattleschools.org">mjshelton@seattleschools.org</a>	252-1418
Kitchen Manager	Ms. Dianna Langwell <a href="mailto:dilangwell@seattleschools.org">dilangwell@seattleschools.org</a>	252-1429
Day Custodian	Van Dam	252-1425
Evening Custodian	Leland Codd	252-1425

\*These offices are located next to the elevator on the 2<sup>nd</sup> floor.

## *Classroom Teachers*

Preschool Rm. 101	Ms. Claire Sherman 252-1426 <a href="mailto:cfsherman@seattleschools.org">cfsherman@seattleschools.org</a> Kristine Sendelbach, Instructional Asst. Cyndi Edwards, Instructional Asst.	Grade 3 Rm. 307	Ms. Jamey Schmidt 252-1431 <a href="mailto:jmschmidt1@seattleschools.org">jmschmidt1@seattleschools.org</a>
Preschool Rm. 105	Ms. Therese Margot 252-1420 <a href="mailto:tamargot@seattleschools.org">tamargot@seattleschools.org</a> Leia Vandersnick, Instructional Asst. Heather Cowan, Instructional Asst.	Grade 4 Rm. 305	Mr. Michael Wolfson 252-1438 <a href="mailto:mpwolfson@seattleschools.org">mpwolfson@seattleschools.org</a>
Kindergarten Rm. 106	Ms. Katie Anderson 252-1419 <a href="mailto:kcanderson@seattleschools.org">kcanderson@seattleschools.org</a>	Grade 4 Rm. 304	Ms. Lisa Dunker Olson 252-1435 <a href="mailto:lidunker@seattleschools.org">lidunker@seattleschools.org</a>
Kindergarten Rm. 102	Ms. Genevieve Schumacher 252-1424 <a href="mailto:gmjaquezschmac@seattleschools.org">gmjaquezschmac@seattleschools.org</a>	Grade 5 Rm. 301	Ms. Kathleen Goldfarb 252-1434 <a href="mailto:kdgoldfarb@seattleschools.org">kdgoldfarb@seattleschools.org</a>
Kindergarten Rm. 104	Ms. Margaret Tougher 252-1422 <a href="mailto:matougher@seattleschools.org">matougher@seattleschools.org</a>	Grade 5 Rm. 302	Ms. Elizabeth Maahs 252-1437 <a href="mailto:emaahs@seattleschools.org">emaahs@seattleschools.org</a>
Grade 1 Rm. 103	Ms. Hannah Hoose 252-1423 <a href="mailto:hshoose@seattleschools.org">hshoose@seattleschools.org</a>		Mrs. Amy Pedersen 252-1433 <a href="mailto:ampedersen@seattleschools.org">ampedersen@seattleschools.org</a>
Grade 1 Rm. 204	Mr. Todd Lommers 252-1416 <a href="mailto:tjlommers@seattleschools.org">tjlommers@seattleschools.org</a>		
Grade 2 Rm. 203	Ms. Amie Santiago 252-1417 <a href="mailto:acsantiago@seattleschools.org">acsantiago@seattleschools.org</a>		
Grade 2 Rm. 306	Ms. Hannah Klink 252-1432 <a href="mailto:hcklink@seattleschools.org">hcklink@seattleschools.org</a>		
Grade 2 Rm. 205	Ms. Kimberly Ransiear 252-1415 <a href="mailto:karansiear@seattleschools.org">karansiear@seattleschools.org</a>		
Grade 3 Rm. 308	Ms. Teresa Spiz 252-1430 <a href="mailto:tpspiz@seattleschools.org">tpspiz@seattleschools.org</a>		

## *Specialists*

Librarian	Mrs. Ruthanne Rankin	252-1414 <a href="mailto:rwrankin@seattleschools.org">rwrankin@seattleschools.org</a>
P.E. Teacher	Ms. Jeanne Bastasch	252-1427 <a href="mailto:jdbastasch@seattleschools.org">jdbastasch@seattleschools.org</a>
Resource Rm. Rm. 221	Ms. Bethany Jones	252-1410 <a href="mailto:bcjones@seattleschools.org">bcjones@seattleschools.org</a> Sheila McKinney, Instructional Asst.
PT Rm. 316	Ms. Doreen Burris	252-1392 <a href="mailto:deburris@seattleschools.org">deburris@seattleschools.org</a>
OT Rm. 316	Ms. Anna Munson	252-1392 <a href="mailto:ammunson@seattleschools.org">ammunson@seattleschools.org</a>
Instr. Music Stage	Randall Davidson	252-1428 <a href="mailto:rpdavidson@seattleschools.org">rpdavidson@seattleschools.org</a>
Visual Art Rm. 202	Ms. Linda Carlson-Brazil	252-1412 <a href="mailto:lmcarlsonbra@seattleschools.org">lmcarlsonbra@seattleschools.org</a>

# The School Day

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## *Transportation*

Students who live less than one mile from school are required to walk or are driven by their families. Bicycling is allowed if students wear helmets, follow safety guidelines, and lock their bicycles to one of the racks at school. **Scooters and skateboards are not to be brought to school.**

Adult Safety Patrol crossing guards will be on duty at NW 80th/1st NW and NW 80th/3rd NW.

When coming to or from school, drivers should drive east and park on NW 81st or use the drive-through lane off of NW 80th, avoiding the parking lot lane. There is no parking in the drive-through lane. Cars will not be allowed to stop in the bus zone on 1st NW and should avoid driving on this block to minimize congestion and increase safety. Please drive slowly and be considerate of our school neighbors!

Students who ride a school bus will receive notification from the School District Transportation Office regarding their pick-up and drop-off times and locations. If you have questions about bus service, please call the Transportation Office at 206/252-0900.

Students who want to ride a bus other than their own, or get off at a different stop, must bring a signed note from home and get a yellow card to present to the driver. Students should take notes to the Main Office before school or during morning recess and pick up cards in the office at the end of lunch recess.

## *Morning Arrival*

Playground supervision begins at 7:30 am. Please do not bring students to school before this time.

School officially begins at 7:55 am. Students are expected to remain outside and enter the building when the first bell rings at 7:50 am.

The Library and classrooms are not open before school. Students are to stay outside until the first bell unless they are going to The Commons for breakfast.

Breakfast is served from 7:30-7:50 am. The price for a student breakfast is \$2.00. Adult breakfast is \$3.00.

Classes begin on time each day. Please make every effort to have your student at school on time. Students who arrive late must go to the main office and check in with Mrs. Daley before going to their classrooms to receive a blue slip.

If your student is going to be absent, you must contact the school office. Please call the attendance line at 252-1404. This line is available 24 hours a day/7 days a week. We appreciate calls before school begins. Children who have had a fever, vomiting, or diarrhea in the past 24 hours should remain home.

## *Recess*

Kindergarten classes have morning and afternoon recess. Grades 1-5 have one or two recesses per day.

Please send your child to school in clothing and shoes suitable for active play outdoors. **Personal toys and sports equipment are often a distraction and should be left at home.**

Parents and guardians who would like to assist with recess duty should contact the main office for orientation information.

## *Lunch*

Students are to stay inside to eat for at least 15- 20 minutes for lunch, and participate for 15-20 minutes of lunch recess.

The price of a student lunch with milk is \$3.00. Milk alone is 50¢.

Any family that may be eligible for free lunches should fill out a confidential application (available in the main office) as soon as possible.

Payment for lunches can be sent each day or money can be put into your student's lunch account. To do this, deliver cash or a check (made out to Child Nutrition Services) to Ms. Dianna in the kitchen. If students forget their lunch and money, they will be offered fruit, vegetables and milk for **up to three days** only.

Families are welcome to join students for lunch. The price of a visitor lunch is \$4.00. **Please sign in at the main office every time you visit the school.**

If you pack your student a lunch, please try to avoid large or caffeinated drinks, large quantities of candy, or food to share with other children. There is absolutely no sharing of food between students. There is a sharing table for students to place excess food.

This sharing table is available for students to select from when wanting additional food to eat.



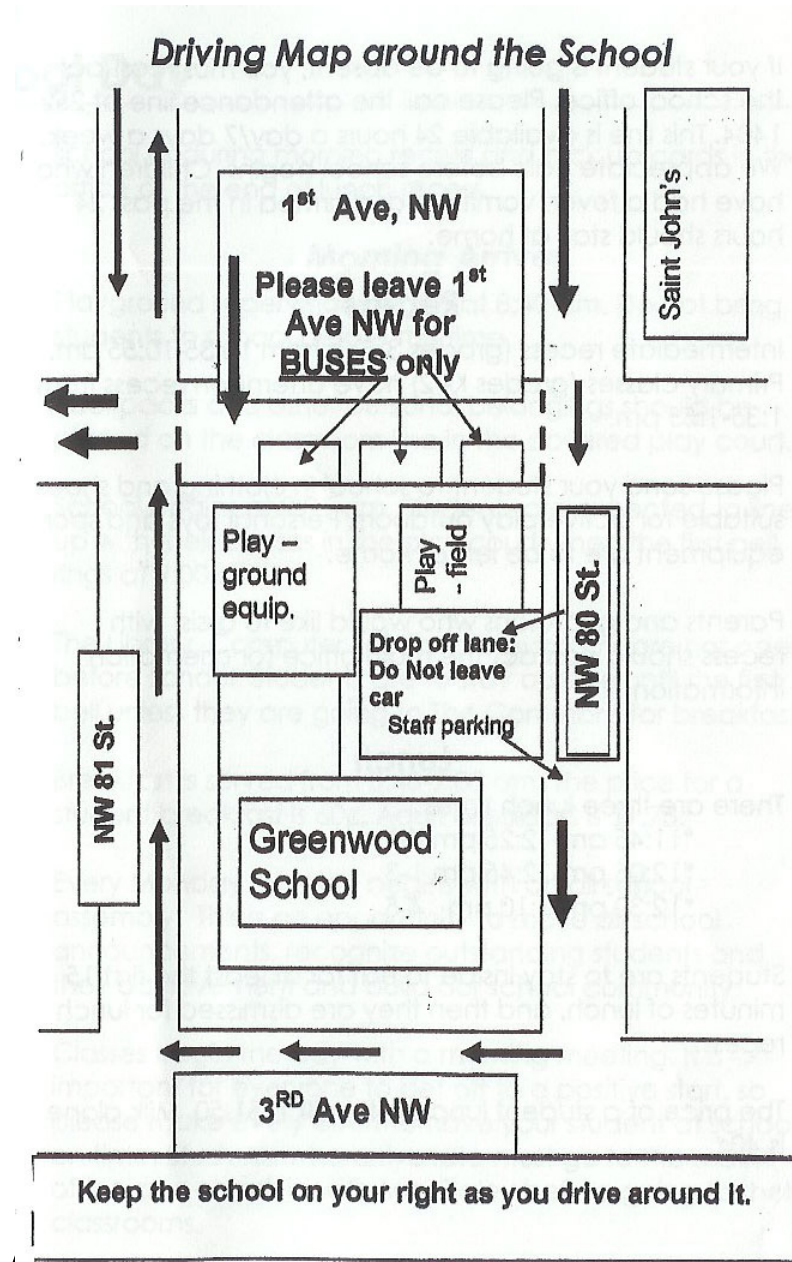
## Afternoon Departure

Families should remain outside for student pick up. School is dismissed at 2:05 pm. On early dismissal days, students are generally excused at 12:05 pm. K-2 Teachers will walk their classes to the bus lines or meet their families. Staff will remain on the playground until all buses have left the school. Watch the Weekly Bulletin for details about after-school activities.

## Drop off/Pick up Directions

If you are driving to drop off or pick up a student, for the safety of all students, please keep the following in mind:

- Please drive around the school in a clockwise direction. By keeping the school on your right you will be doing this. This is especially important on NW 81<sup>st</sup> because there is limited space for cars to pass in both directions.
- **DROP OFF LANE:** Use the drop off lane off of NW 80<sup>th</sup> to drop off or pick up your student before and after school. **Do not leave your car unattended in the drop off lane.**
- **PARKING LOT:** The parking lot is for parking only. The parking lot is NOT a safe drop off zone.
- **NW 81<sup>ST</sup> STREET:** Use NW 81<sup>st</sup> Street for parking. Please do not drop students off in the middle of the block or street. NW 81<sup>st</sup> St. is not a safe drop-off zone. Head east on NW 81<sup>st</sup> towards Greenwood Avenue.
- **BUS LANE ON 1<sup>ST</sup> AVE. NW:** Please avoid using 1<sup>st</sup> Ave NW between NW 81<sup>st</sup> and NW 80<sup>th</sup> because the busses load and unload here.
- For environmental and health precautions, please do not leave your car idling when parked.



# Character Words & Expectations

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## *Behavior Expectations*

The following outline includes the behavior expectations we have for everyone at Greenwood School. Three basic ideas guide all we do and say at Greenwood.

We respect each other.  
We learn as much as we can.  
We have fun!

These ideas apply to areas of school life, as shown below.

## **Hall/Galleries Expectations**

- You are in the hall for a purpose
- Use quiet voices
- Stay in your personal space
- Respect displays and works-in-progress
- While working in the hall, keep walkways clear
- Respect people working in the halls
- Be friendly without disturbing others

## **Greenwood Commons/Lunchroom Manners**

- Use a conversational voice, don't yell or shout
- Sit at your table and stay in your own place with both legs under the table
- Clean your area
- Everyone eats his or her own lunch
- Food stays in the Commons

## **Recess Expectations**

- Play safely and respectfully.

- Include one another.
- Take turns and share.
- Respond to adults in a respectful manner.
- Use equipment responsibly.

## **Bus Behavior**

- Use polite voices.
- Stay seated.
- Listen respectfully to driver's instructions.
- All body parts and objects stay inside the bus.
- While waiting in the bus line, listen respectfully to teacher's instructions.
- Be positive and friendly in line.
- Set a good example!

## *Positive Discipline*

Positive discipline is an approach that prepares children for responsible citizenship. Positive discipline encourages the use of solution focused discipline to build a learning community that models mutual respect, cooperation, and responsibility in the classroom and school wide.

In a Positive Discipline School, every adult...

Understands that the quality of relationships and school climate are absolutely critical to successful student learning.

Seeks to establish strong meaning and connection for students, families and staff in social and academic contexts.

Implements principles of mutual respect and encouragement.

Focuses on long-term solutions to misbehavior at individual, class, and school-wide levels.

Views mistakes as opportunities to learn and misbehavior as opportunities to practice critical life skills.

### ***Anti-Bullying***

Students will be taught skills and anti-bullying strategies. Bullying is defined as any abuse of power by an individual or group who deliberately targets others for repeated physical or psychological abuse. Students learn to recognize, refuse, and report bullying behavior. Any student or parent who is concerned about bullying should feel free to contact your child's classroom teacher.

### ***Second Step***

Teachers in grades K-5 use the Second Step approach to teaching empathy, conflict resolution, and anger management. Students learn to use the following steps when solving problems:

1. What is the problem?
2. What are some solutions?
3. For each solution ask:
  - Is it safe?
  - How might people feel?
  - Is it fair?
  - Will it work?
4. Choose a solution and use it.
5. Is it working? If not, what can I do now?

### ***Weapons Policy***

Weapons and weapon-like toys are strictly prohibited. In compliance with District regulations, Greenwood has a no-tolerance policy in regard to weapons, firearms, mace, knives of any sort, or weapon-like toys or instruments. Weapons include any object that could reasonably be used to inflict serious bodily injury. In fact, elementary students are more likely to be expelled for the use of objects that are not usually thought of as weapons, such as scissors, sharp pencils, rocks, or sticks. Any student using such an object to threaten, harm, or found to be carrying any weapon faces immediate suspension or expulsion.

### ***Dress Guidelines***

Shirts are to cover the midriff. Shirts should meet the top of the pants. Sleeveless shirts that cover the shoulder completely are acceptable. Please boys do not wear just your sleeveless undershirt during the Spring or Fall when it is warm.

Shorts are to be long enough that when you hold your arms straight down at your side, the bottom hem of the shorts is at or below your fingertips. Pants should be kept up to student's waist, no sagging.

Bra and spaghetti strap tops should not be worn.

Shoes should be safe for running during PE and on the playground and for going up and down stairs. Shoes should cover toes and hold the ankle securely. Flip-flops and shoes with no backs are not acceptable.

If dress guidelines are not followed, parents may be contacted to bring a change of clothes.

Wearing make-up is often a distraction and not allowed.

Hats are allowed in and around the building.

Wearing hats in the classroom is at teacher's discretion.

### ***Cell Phone Policy***

Student cell phones should remain at home unless parents/guardians need their child to have a cell phone in order to contact them after school. If this is the case, student cell phones should be turned off and stored away during the school day. Parents and guardians wanting to contact their child for an emergency or to leave a message, should call the main office at 252-1400.

### ***Skate Board Policy***

Skate boards can be a safety hazard and are not allowed on school grounds. Storage and theft may also be an issue when bringing skate boards to school. Therefore, we encourage students to walk to school for greater health benefits rather than ride their skate boards. Thank you.

# Resources

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## ***Special Education - Resource Room***

Our Special Education Resource Teachers provide specialized instruction to students with learning disabilities in order to help them succeed at school. The Resource Room phone number is 252-1410 for Ms. Jones.

## ***School Nurse***

The School Nurse will be at Greenwood every Tuesday and every other Friday. On other days Ms. Palmer and Mrs. Daley will help students with first aid and health needs.

Students who need to take any prescription or over-the-counter medications while at school must have an authorization form on file in the office. The most potent medicines that can be administered without this form are band-aids and ice packs and warm water bottles.

The nurse carries out various health screenings during the course of the year. If you suspect that your child might need hearing or sight tests, the nurse can assist you. Her voicemail number is 252-1407.

## ***Student Care Coordinator***

Ms. Page Byers is the Student Care Coordinator (SCC) who works with a number of families to better meet their basic needs.

The SCC works as a liaison to assist families at Greenwood with resource and referral information related to basic needs, school district and community programs. This involves clothing for school children (including shoes), school supplies, and

sometimes assisting other needs. Ms. Byer's voicemail is 252-1406.

## ***School Psychologist***

Mr. Micah Shelton is our school psychologist. He evaluates students that are academically and/or emotionally challenged and may qualify for additional assistance. Mr. Shelton's voicemail is 252-1408.

## ***Speech Therapist***

Ms. Silver is available part-time to provide speech therapy to students who qualify. For information about evaluation or therapy services, please call Ms. Silver's voicemail at 252-1409.

## ***Before and After-School Care***

Nurturing Knowledge provides on-site before and after-school care and preschool at Greenwood School. Their facility is located on the 1<sup>st</sup> floor, with a separate entrance near the corner of NW 81<sup>st</sup> Street and Third Avenue NW.

For more information about their schedules and rates, please contact the Director at 940-5032 or go to their website at [www.nurturingknowledge.org](http://www.nurturingknowledge.org).

## *Greenwood Early Childhood Program Developmental Preschool*

The Seattle Public Schools Greenwood Developmental Preschool Program provides a safe and caring learning environment that stimulates the cognitive, communicative, social, emotional, and physical development of young children. The program is committed to providing an environment that includes children of differing abilities in a warm, nurturing classroom setting. Several of our classes are blended to include children who have special learning needs alongside their community peers who are typically developing. We include large and small group activities, play, music, snack and daily outdoor play. The curriculum, materials, activities and teaching methods are individually adapted to support all aspects of children's development.

The morning preschool operates Monday through Thursday, following the Seattle Public Schools calendar. Staff includes Special Education Teachers, Speech Therapists, Physical and Occupational Therapists and Instructional Assistants. In addition to the preschool program and Extended Day Program provides a 90-minute highly specialized learning environment for children on the Autism spectrum.

For enrollment information for community peers, please contact Therese Margot at 252-1420 or Claire Sherman at 252-1426. If you have or know of a preschool child with special learning needs, please contact Heidi Gainer at 252-0849 at the central office for further information.

# Programs

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## *Library*

The Greenwood School Library is open to all school families. Our librarian, Mrs. Rankin, welcomes parents and guardians to get their own library cards and check out materials in their own names. Library volunteers are welcome, especially those who are willing and able to commit to a regular weekly time to shelve books.

## *Music/Dance*

Greenwood School maintains a commitment to integrating the arts into every student's education. Artist in residence is funded by the PTA and provides activities such as music and dance.

## *Internet Access*

Every student will have access to the Internet in classrooms, and at the Library. The School District uses an Internet filter that blocks the majority of sites inappropriate for student use. In addition, school staff will teach responsible Internet use and supervise students to the extent practical.

## *Physical Education*

All students can succeed and improve in Greenwood Physical Education. Our P.E. program is health-oriented and fun for every ability level. Students learn and practice sport and movement skills, fitness concepts, and important social skills. Health concepts such as nutrition and heart health are integrated into active, fun lessons throughout the year. Each class has thirty minute P.E. lessons each week.

If variety is the spice of life, then Greenwood P.E. is red hot! Here are some of the activities students can expect from six years in the Greenwood Physical Education Program: Juggling, volleyball, double-dutch, ultimate Frisbee, biking, fencing, stilts, basketball, tennis, uni-cycling, gymnastics, jump rope, soccer, bowling, rock climbing, and much, much more.

# Family Involvement / Communication

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## *Visiting the School*

Families are always welcome at Greenwood School. For the protection of our students, all visitors are required to check in at the main office and wear a nametag. Please be considerate of the staff and understand that unplanned visits can be disruptive. Younger siblings are welcome to visit with you.

## *Greenwood Parent Involvement*

We welcome active parent/family involvement in classrooms, at extracurricular activities, at special events, and in decision-making. We recognize the diversity of our community and are committed to creating a culturally inclusive school-family partnership to maximize the success of every student.

## *Volunteering*

Greenwood School welcomes and needs parent and community volunteers. All volunteers at Greenwood must fill out a Washington State Patrol criminal background check form and have a current one on file in the Main Office. During the day, we need classroom assistants, small group leaders, one-on-one tutors, and playground supervisors. There are many ways to help on your own time if you are not able to come to school during the day.

### **Volunteer Expectations**

- Sign in and out in the volunteer book in the Main Office.
- Wear a nametag whenever you are at school.

- Please do not share information about students you are assisting. Confidentiality is important!
- The classroom teacher will guide your activities while volunteering. You are here to help them! Be sure the teacher knows what your talents and interests are and how you may be able to assist.
- It is important to treat all students fairly. If you think it will be a problem for you to work with your own child, feel free to help in another classroom.
- Be familiar with the Greenwood School Behavior Expectations and help all students remember how to be a positive part of our community.
- Make a commitment to regular volunteering. Give the teacher the courtesy of a phone call in advance if you won't be able to make it at an expected time. Sign in and out and check for important notices in the Volunteer Room each time you come to school.

We Appreciate You!!

## *Building Leadership Team*

The Building Leadership Team (BLT) is a site-based advisory committee made up of staff and parents. The BLT is responsible for overseeing the building's Academic Achievement Plan, Professional Development, and Building Budget. For more information about the BLT, please contact Dr. Trotter at 252-1400.



## ***PTA***

Greenwood Elementary is supported by a very involved PTA. Through fundraising events, the PTA sponsors various enrichment programs such as music, dance and drama instruction as well as social activities including assemblies, after-school classes, buses for field trips for every classroom, and teacher “mini-grants”. Some of the annual events to look forward to are the Jog-a-Thon and the Auction.

General meetings are regularly at 7:00 pm in the library or cafeteria, unless otherwise noted. You do not need to be a member to attend meetings.

Joining and volunteering with the PTA is a great way to make a difference in your child’s education and meet other school families.

Feel free to contact any of the PTA officers with questions, ideas, or to volunteer.

### ***PTA Board of Directors 2016-17***

#### Co-Presidents

Lisa Vanderford-Anderson	vanderford@hotmail.com
Margaret Peterson	markiepeterson@gmail.com

#### VPs at Large

Audrey Desnoyers	ajdesnoyers@gmail.com
Yarek Rivers	yarek.rivers@gmail.com

#### Co-Secretaries

Miranda Meyer	mirandaandbob@yahoo.com
Wendy Price	wendyjprice@comcast.net

#### Co-Treasurers

Brooke Van Eyk	brookevaneyk@gmail.com
Courtney Day	courtney.s.day@gmail.com

#### Committee Chairs of Fundraising

Yvonne Muench	yvonnemu@microsoft.com
Skye Howell Henley	skyeflies@yahoo.com

#### Committee Chairs of Events

Shelly Deiner	shellymentzer@yahoo.com
Laurie Marczak	lbmarczak@gmail.com

#### Committee Chairs of Membership

Kimberly Kendall	kkendall23@gmail.com
Christi Steinburg	christina.short@comcast.net

#### Committee Chairs of Communications

Michelle Peters	mpeters@eagleeyes.biz
Nancy Trott	bntrott@comcast.net

#### Committee Chairs of Community Outreach

Mark Mazzola	marksmazzola@gmail.com
Keith Bubach	keithbubach@comcast.net

#### Committee Chairs of Legislative Affairs

Cynthia Kemp	cynthiakemp@gmail.com
John Freeman	john.j.freeman@gmail.com

### *Kid Mail*

The most frequent communications from school are notices sent home in your student's backpack, commonly called "kid mail." **It is a good idea to check your student's backpack frequently for information from the teachers, main office, or PTA.**

### *Weekly Bulletin*

The school publishes a Weekly Bulletin (affectionately called the "WeeBee") every Thursday or you can have the WeeBee emailed to you electronically in order to reduce the total number of letters, flyers, and notices going home.

### *School Song: The Greenwood Stars*

(Sung to the tune of "It's a Grand Old Flag")

WE'RE THE GREENWOOD STARS  
AND WE ALWAYS AIM HIGH  
IN OUR HOMES AND AT SCHOOL AND AT PLAY!

WE ARE HELPFUL, TOO.  
TO OUR FRIENDS WE'RE TRUE.  
WE PROVE IT TO THEM EVERY DAY!

IF YOU WANT TO KNOW,  
WE'LL BE HAPPY TO SHOW  
THAT WE MEAN EVERY WORD WE SAY;

WE STAND THE TEST,  
WE ARE THE BEST!  
SO IT'S GREENWOOD,  
HIP HIP HOORAY!

# Miscellaneous

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## *If You Have a Concern*

If you have questions or concerns about your student's school experience, the best place to begin is by contacting the teacher. If you are uncomfortable talking to the teacher about your concerns, then please get in touch with Dr. Trotter. You may leave a telephone or e-mail message, drop a note by the office, or make an appointment to come in and talk. Contact information for all staff members can be found in the front of this Handbook.

## *Animals*

We ask that animals are kept off of school grounds. Not all children feel safe with unfamiliar animals. Students and parents are to make arrangements with their teachers before bringing any animals to school.

## *Birthday Celebrations*

If you wish to send treats for your child's birthday, please observe the following guidelines:

- Check with your child's teacher in advance! Check with the teacher about classmates with allergies and please respect their nutritional requirements.
- Please provide "healthy portable" snacks that can be passed out quickly by the children. If supplying juice, please check with the teacher first.
- Ideally any in-class birthday celebration should take no more than 15 minutes.

## *Early Departure*

Teachers appreciate a note in the morning if your child plans to miss a portion of the school day. If you need to pick up your student early for any reason (illness, appointment, family

commitment), you must sign them out in the main office and sign them back in if they return before 2:05pm.

## *Emergencies*

The school has a monthly emergency drill so all students and staff will be safe and comfortable with the procedures in the case of a real emergency.

## *Personal Belongings / Lost and Found*

Unless invited by a teacher, students are not to bring personal toys or sports equipment to school. Electronic devices and game cards are not allowed at school or on buses. The school cannot be responsible for the loss of valuable items brought from home. Please make a habit of labeling everything and checking the Lost and Found for your child's items whenever you visit the school. Look for the Lost and Found in front of the cafeteria. A significant quantity of children's clothing, lunch containers, and other belongings are deposited in the Lost and Found each year. All unclaimed items are donated to a local service agency several times a year.

## *Snow*

If severe winter weather threatens to delay, cancel, or close school early, announcements will be made on all major radio and TV stations and on the website <http://www.schoolreport.org>. Please do not call the school for this information. The secretaries can't get to school either!

## *Family Contact Information*

It is important for the school to be able to reach every student's parents or guardians during the school day and in the evening.

If your address, workplace, or telephone numbers (home, work, cell) changes, **please let the office know immediately!**  
Your cooperation is greatly appreciated.

### ***State Attendance Law***

Washington State Compulsory School Attendance Law requires parents of children at least eight years old to enroll them in school on a full-time basis or to have an approved home instruction program. In addition, any six or seven-year-old child enrolled in public school is required to attend school. Unless the child under eight years is formally withdrawn, the parent is responsible for the child's attendance.

The school is required to inform the parent of each unexcused absence. After two unexcused absences in a month, the school must request a conference with the parent. The school must also take reasonable steps to eliminate or reduce the absences. After seven unexcused absences in a month or ten unexcused absences in a school year, the school must file a truancy petition against the parent.