

Greenwood Elementary Handbook

2019-20

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Welcome!

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: (206) 252-1400

Attendance Line Open 24 hours: (206) 252-1404

Attendance E-mail: greenwood.attendance@seattleschools.org

Fax: (206) 252-1401

Main Office E-mail: dmpalmer@seattleschools.org

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

The information contained in this handbook was accurate at the time of printing (September 2018). 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

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 | Zachary Stowell zwstowell@seattleschools.org | 252-1400 |
| Secretary Main Office | Deirdre Palmer dmpalmer@seattleschools.org | 252-1400 |
| Attendance Main Office | Beverly Johnson bjohnson@seattleschools.org | 252-1404 |
| Attendance 24-hr Recorded Line | | 252.1404 |

| | | |
|---|--|----------------------|
| Nurse Main Office | Twinkle Ramos tnramos@seattleschools.org | 252-1407 |
| Counselor | Tre Birkhauser tamargot@seattleschools.org | 252-1418 |
| Student Care Coordinator* | Page Byers kpybers@seattleschools.org | 252-1406 |
| Speech Therapy* (K-5) | Adri Silver aesilver@seattleschools.org | 252-1409 |
| Speech Therapy (Pre-K) & (Preschool) | Amy Whitehouse ejbyers@seattleschools.org | 252-1421 |
| OT/PT Office, 3 rd Floor | Morgan Michaud, OT mlmichaud@seattleschools.org Brianna Barker, PT bmbarker@seattleschools.org | 252-1392 252-1392 |
| Psychologist | Chelsea Barduson ceentrop@seattleschools.org | 252-1418 |
| Kitchen Manager | Dianna Langwell dilangwell@seattleschools.org | 252-1429 |
| Day Custodian 252-1425 | Van Dam | 252-1425 |

*These offices are located next to the elevator on the 2nd floor.

Classroom Teachers

| | | | | | |
|-------------------------|---|----------|--------------------|---|----------|
| Preschool Rm. 101 | Christine Krause cmkrause@seattleschools.org Teresa Bell, Instructional Asst. Lucy Morehouse, Instructional Asst. | 252-1426 | Grade 3 Rm. 306 | Laurie Reddy lareddy@seattleschools.org | 252-1432 |
| Preschool Rm. 105 | Mollie Overa maoveraseattleschools.org Cyndi Edwards, Instructional Asst. Christine Sendelbach, Instructional Asst. | 252-1420 | Grade 3 Rm. 307 | Jamey Schmidt jmschmidt1@seattleschools.org | 252-1431 |
| Kindergarten Rm. 106 | Justine Cody jncody@seattleschools.org | 252-1419 | Grade 4 Rm. 304 | Danielle Marley ddmarley@seattleschools.org | 252-1434 |
| Kindergarten Rm. 102 | Genevieve Schumacher gmjaquezschmac@seattleschools.org | 252-1424 | Grade 4 Rm. 303 | Lisa Olson lidunker@seattleschools.org | 252-1435 |
| Kindergarten Rm. 104 | Margaret Tougher matougher@seattleschools.org | 252-1422 | Grade 5 Rm. 302 | Amy Pedersen ampedersen@seattleschools.org | 252-1433 |
| Grade 1 Rm. 103 | Hannah Hoose hshoose@seattleschools.org | 252-1423 | Grade 5 Rm. 301 | Ryan Rogers rprogers@seattleschools.org | 252-1437 |
| Grade 1 Rm. 204 | Todd Lommers tjlommers@seattleschools.org | 252-1416 | | | |
| Grade 1 Rm. 205 | Kimberly Ransiear karansiear@seattleschools.org | 252-1415 | | | |
| Grade 2 Rm. 308 | Teresa Spiz tpspiz@seattleschools.org | 252-1430 | | | |
| Grade 2 Rm. 203 | Kellie Strupp kmstrupp@seattleschools.org | 252-1432 | | | |

Specialists

| | | |
|-------------------------|--|----------|
| Librarian | Ruthanne Rankin rwrankin@seattleschools.org | 252-1414 |
| P.E. Teacher | Jeanne Bastasch jdbastasch@seattleschools.org Brent Roberts broberts@seattleschools.org | 252-1427 |
| Resource Rm. Rm. 221 | Amie Santiago acsantiago@seattleschools.org Sheila McKinney, Instructional Asst. | 252-1410 |
| Instr. Music Stage | Tasha Reynolds tmreynolds@seattleschools.org | 252-1428 |
| Visual Art Rm. 202 | Lynne Wilburn lswilburn@seattleschools.org | 252-1412 |

The School Day

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 (see Riding Apparatus p. 12).

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 bell rings at 7:55 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 \$3.25.

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 Ms. Beverly Johnson 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. Or you can email us at greenwood.attendance@seattleschools.org. 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 as soon as possible. Available in the main office or online at:

<https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=18853>

Payment for lunches can be put into your student's lunch account online at:

<https://paypams.com/HomePage.aspx>

Also, cash or a check (made out to Child Nutrition Services) can be given directly 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 \$4.75. **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.

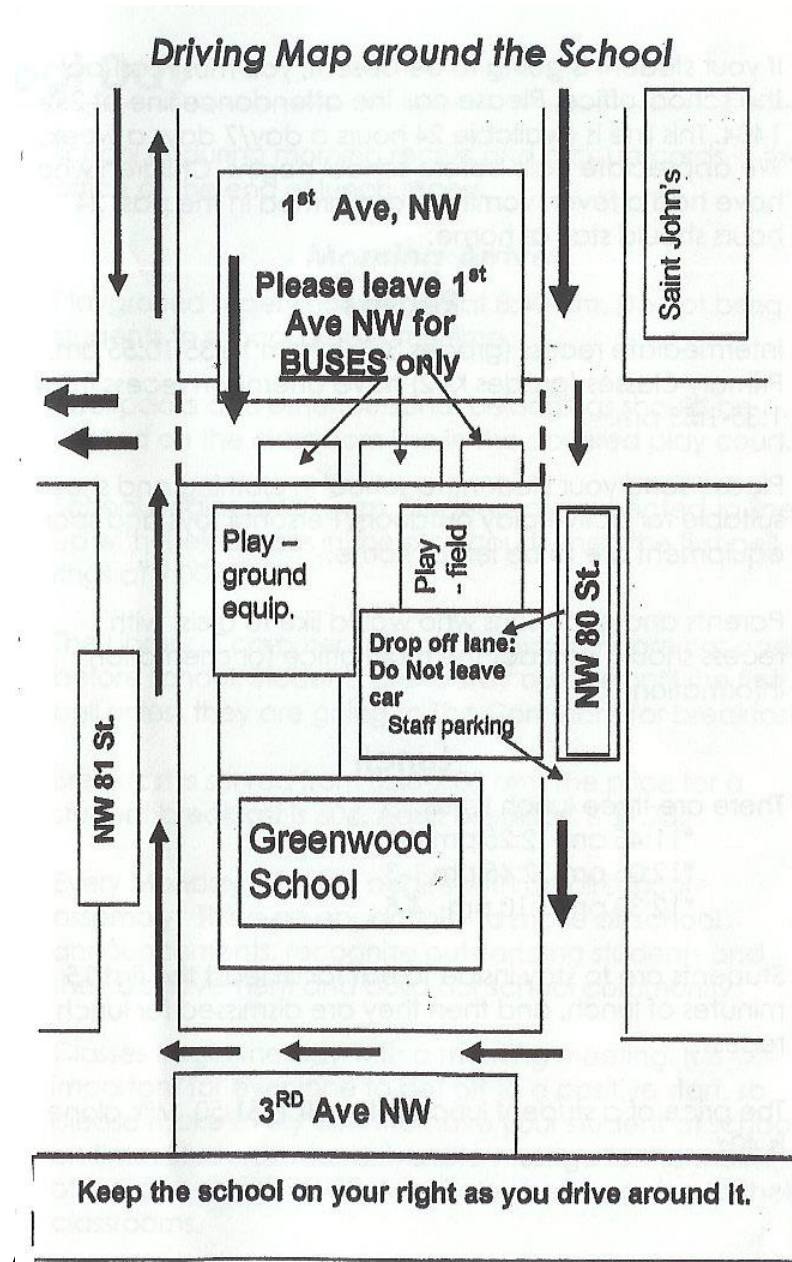
Afternoon Departure

Families should remain outside for student pick up. School is dismissed at 2:25 pm. On Wednesdays (early dismissal day), students are excused at 1:10pm. 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 81st because there is limited space for cars to pass in both directions.
- **DROP OFF LANE:** Use the drop off lane off of NW 80th 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 81st STREET:** Use NW 81st Street for parking. Please do not drop students off in the middle of the block or street. NW 81st St. is not a safe drop-off zone. Head east on NW 81st towards Greenwood Avenue.
- **BUS LANE ON 1st AVE. NW:** Please avoid using 1st Ave NW between NW 81st and NW 80th because the busses load and unload here.
- For environmental and health precautions, please do not leave your car idling when parked.



Social & Emotional Intelligence Behavior Expectations

Greenwood has implemented the following systems to enhance the overall growth and well-being of our students.

Multi-tiered System of Supports (MTSS)

MTSS is a whole-school, data-driven, prevention-based framework for improving learning outcomes for every student through a layered continuum of evidence-based practices and systems. Part of MTSS consists of providing Positive Behavioral Interventions and Supports (PBIS) for students and staff.

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a process for creating school environments that are more predictable and effective for achieving academic and social goals. Implementing PBIS will help our school develop a common understanding and language to provide more consistency in school expectations for students, staff and parents.

RULER: Promoting Emotional Literacy

RULER is a social-emotional literacy curriculum developed by Yale University's Center for Emotional Intelligence. In order to manage one's emotions to successfully negotiate life

experiences, whether at school, work or home, RULER promotes:

- Recognizing
- Understanding
- Labeling
- Expressing
- Regulating

The Anchors of Emotional Intelligence

The Anchors of Emotional Intelligence are evidence-based tools designed to enhance the emotional intelligence of school leaders, teachers and staff, and students and their families.

RULER includes four primary tools:

- Charter
- Mood Meter
- Meta-Moment
- Blueprint

RULER and PBIS both teach positive behavior and provide staff and students common language for discussing stress, trauma and giving support to each other.

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.

Respectful, Responsible, and Ready to Learn

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!

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.

Grades K-2 Second Step

Teachers in grades K-2 use the Second Step approach to teaching empathy, conflict resolution, and anger management. Second Step is a program rooted in social-emotional learning (SEL) that helps transform schools into supportive, successful learning environments uniquely equipped to encourage children to thrive. More than just a classroom curriculum, Second Step's holistic approach helps create a more empathetic society by providing education professionals, families, and the larger community with tools to enable them to take an active role in the social-emotional growth and safety of today's children.

Grades 3 -5 Mind Up

“Grade 3-5 will participate in the Mind Up curriculum. Lessons will be delivered by our Counselor. This research-based curriculum features 15 lessons that use the latest information about the brain to dramatically improve the behavior and learning for all students. Each lesson offers easy strategies for helping students focus their attention, improve their self-regulation, build resilience to stress, and to develop a positive mind-set in both school and life.”

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

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. Heelies are not allowed.

Hats are allowed in and around the building. Wearing hats in the classroom is at teacher’s discretion.

Please do not wear shirts with inappropriate graphics on them. If dress guidelines are not followed, parents may be contacted to bring a change of clothes, or to pick up their child.

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.

Riding Apparatus

We encourage students to walk to school for greater health benefits. However, if students use an apparatus for transportation such as scooters, bicycles, skateboards, roller skates etc., the apparatus must be kept outside and preferably locked. Upon arrival or dismissal, students must walk their apparatus on or off the playground. Also, the school will not be responsible for lost or stolen apparatus. Students and families are responsible for any riding apparatus brought to school.

Resources

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. Amie Santiago.

School Nurse

The School Nurse Ms. Twinkle Ramos will be at Greenwood every Tuesday and Thursday. On other days Ms. Palmer and Ms. Beverly Johnson 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

Our psychologist evaluates students that are academically and/or emotionally challenged and may qualify for additional assistance. Please call Ms. Chelsea Barduson at 252-1418.

Speech Therapist

Ms. Adri 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.

After-School Care

Nurturing Knowledge provides an on-site preschool and after-school care at Greenwood Elementary. Their facility is located on the 1st floor, with a separate entrance for the preschool near the corner of NW 81st Street and Third Avenue NW.

For more information about their schedules and rates, please contact the Director at 206-940-5032

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, Tuesday, Thursday Friday, 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 Ms, Christine Krause at 252-1426. If you have or know of a preschool child with special learning needs, please contact the Early Childhood Special Education Department at 252.0805 for further information.

Programs

Library

The Greenwood School Library is open to all school families. Our librarian, Mrs. Ruthanne 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. Artists 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 fund 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 more than 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

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 for Seattle Public Schools must complete an online application here:

<https://seattlepublicschools.volunteerlocal.com/volunteer/>

Approval takes about 2 weeks. 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 Mr. Zac Stowell 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 2019-20

Co-Presidents

Jen Ashe president@greenwoodpta.org
Michelle Peters

Co-Secretaries

Suzanne Johnson secretary@greenwoodpta.org
Brooke Van Eyk

Co-Treasurers

Michael Brochner treasurer@greenwoodpta.org
Brian Moynihan

Committee Chairs of Fundraising

Cynthia Kemp fundraising@greenwoodpta.org
MJ Le Blanc

Committee Chairs of Events

Jessica Cohen events@greenwoodpta.org
Bonnie Keung

Committee Chairs of Membership

Ryan Bishman membership@greenwoodpta.org
Karla Rava

Committee Chairs of Communications

Jessie Conta communication@greenwoodpta.org
Michelle Peters (WeeBee)

Committee Chairs of Community Outreach

Bethany Benson outreach@greenwoodpta.org
Mark Mazzola

Committee Chairs of Legislative Affairs

John Freeman legislativeaffairs@greenwoodpta.org
Heather Kelly

Committee Chairs of Equity

Jana Martinez equity@greenwoodpta.org
Dana Nickleach

At-Large (Committee Liaison)

Christi Steinburg atlarge@greenwoodpta.org

Volunteer Coordinators

Ingrid Golosman volunteer@greenwoodpta.org
Anna Harper

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 ARE AWARE.
WE SHOW WE CARE.
SO IT'S GREENWOOD,
HIP HIP HOORAY!

Miscellaneous

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 Mr. Stowell. 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. At arrival and dismissal, families who come with dogs should have them on a leash and off the playground. 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 2:25pm.

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.