

# Greenwood Elementary Handbook

2020-21

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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).

Greenwood Elementary School  
(Main office on the second floor)

144 NW 80th Street  
Seattle, WA 98117

Main Office Phone: (206) 252-1400  
Building Closed to Families due to Covid-19  
Front Office Hours 9am-2pm M-F

Attendance Line Open 24 hours: (206) 252-1404  
Attendance E-mail: [greenwood.attendance@seattleschools.org](mailto:greenwood.attendance@seattleschools.org)

Fax: (206) 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 (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

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

## 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 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. Please note that many teachers are teaching from home and are not in school during Coivd-19. Therefore, email is the best way to contact them.

### Administrative & Support Staff

Principal Main Office	Zachary Stowell <a href="mailto:zwstowell@seattleschools.org">zwstowell@seattleschools.org</a>	252-1400
Secretary Main Office	Deirdre Palmer <a href="mailto:dmpalmer@seattleschools.org">dmpalmer@seattleschools.org</a>	252-1400
Attendance Main Office	Shala Hall <a href="mailto:mkhall@seattleschools.org">mkhall@seattleschools.org</a>	252-1404
Attendance 24-hr Recorded Line		252.1404
Nurse Main Office	Twinkle Ramos <a href="mailto:tnramos@seattleschools.org">tnramos@seattleschools.org</a>	252-1407
Family Care Coordinator	Cynthia Kemp <a href="mailto:cbkemp@seattleschools.org">cbkemp@seattleschools.org</a>	252-1406

Speech Therapy	Amy Whitehouse <a href="mailto:ejbyers@seattleschools.org">ejbyers@seattleschools.org</a>	252-1421
OT	Morgan Michaud, OT <a href="mailto:mlmichaud@seattleschools.org">mlmichaud@seattleschools.org</a>	252-1392
Psychologist	Chelsea Barduson <a href="mailto:ceentrop@seattleschools.org">ceentrop@seattleschools.org</a>	252-1418
Kitchen Manager	Dianna Langwell <a href="mailto:dilangwell@seattleschools.org">dilangwell@seattleschools.org</a>	252-1429

### Classroom Teachers

Developmental Preschool Rm. 101	Kari Doherty <a href="mailto:kldoherty@seattleschools.org">kldoherty@seattleschools.org</a> Teresa Bell, Instructional Asst. Dave Gordon, Instructional Asst.	252-1426
Extended Day Preschool Rm. 105	Mollie Overa <a href="mailto:maoveraseattleschools.org">maoveraseattleschools.org</a> Christine Sendelbach, Instructional Asst. Danielle Senour, Instructional Asst	252-1420
Kindergarten Rm. 102	Tre Birkhauser <a href="mailto:tamargot@seattleschools.org">tamargot@seattleschools.org</a>	252-1424
Kindergarten Rm. 106	Justine Cody <a href="mailto:jncody@seattleschools.org">jncody@seattleschools.org</a>	252-1419

Kindergarten Rm. 104	Katie Lawrence <a href="mailto:kalawrence@seattleschools.org">kalawrence@seattleschools.org</a>	252-1422
Grade 1 Rm. 103	Hannah Hoose <a href="mailto:hshoose@seattleschools.org">hshoose@seattleschools.org</a>	252-1423
Grade 1/2 Rm. 204	Todd Lommers <a href="mailto:tjlommers@seattleschools.org">tjlommers@seattleschools.org</a>	252-1416
Grade 1 Rm. 205	Kimberly Ransiear <a href="mailto:karansiear@seattleschools.org">karansiear@seattleschools.org</a>	252-1415
Grade 2 Rm. 203	Brandon Salter <a href="mailto:bjsalter@seattleschools.org">bjsalter@seattleschools.org</a>	252-1432
Grade 2 Rm. 308	Teresa Spiz <a href="mailto:tpspiz@seattleschools.org">tpspiz@seattleschools.org</a>	252-1430
Grade 3 Rm. 306	Laurie Reddy <a href="mailto:lareddy@seattleschools.org">lareddy@seattleschools.org</a>	252-1432
Grade 3 Rm. 307	Kellie Strupp <a href="mailto:kmstrupp@seattleschools.org">kmstrupp@seattleschools.org</a>	252-1431
Grade 4 Rm. 304	Danielle Marley <a href="mailto:ddmarley@seattleschools.org">ddmarley@seattleschools.org</a>	252-1434
Grade 4 Rm. 303	Lisa Olson <a href="mailto:lidunker@seattleschools.org">lidunker@seattleschools.org</a>	252-1435
Grade 5 Rm. 301	Jason Cooper <a href="mailto:jmcooper1@seattleschools.org">jmcooper1@seattleschools.org</a>	252-1437
Grade 5 Rm. 302	Amy Pedersen <a href="mailto:ampedersen@seattleschools.org">ampedersen@seattleschools.org</a>	252-1433

### *Specialists*

Librarian	Ruthanne Rankin <a href="mailto:rwrarkin@seattleschools.org">rwrarkin@seattleschools.org</a>	252-1414
P.E. Teacher	Jeanne Bastasch <a href="mailto:jdbastasch@seattleschools.org">jdbastasch@seattleschools.org</a>	252-1427
	Brent Roberts <a href="mailto:broberts@seattleschools.org">broberts@seattleschools.org</a>	
Resource Rm. Rm. 221	Amie Santiago <a href="mailto:acsantiago@seattleschools.org">acsantiago@seattleschools.org</a> Sheila McKinney, Instructional Asst.	252-1410
Instr. Music Stage	Tasha Reynolds <a href="mailto:tmreynolds@seattleschools.org">tmreynolds@seattleschools.org</a>	252-1428
Visual Art Rm. 202	Kenley Jones (Long Term Sub) <a href="mailto:kmjones2@seattleschools.org">kmjones2@seattleschools.org</a> Lynne Wilburn (On Leave) <a href="mailto:lswilburn@seattleschools.org">lswilburn@seattleschools.org</a>	252-1412

# The School Day

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## *Distance Learning Model*

Currently the school is closed to families because of Covid-19 and students are in a distance learning model learning from home. Below are the student schedules by grade.

### **Kindergarten Schedule (Mondays, Tuesdays, Thursdays, Fridays)**

8:30 - 9:00 Morning Meeting  
9:05 - 9:35 PE or Art on a rotating schedule  
9:40 - 10:40 Literacy - Reading and Writing  
10:45 - 11:45 Math  
11:45 - 12:30 Lunch  
12:45 - 1:15 Social Studies or Science  
1:30 - 2:30 Small Group Instruction (not all students will have small group every day.)  
2:30 - 3:00 Family Connection Time

### **Kindergarten Schedule (Wednesdays)**

8:30 - 9:00 Morning Meeting  
9:05 - 9:35 PE or Art on a rotating schedule  
9:40 - 10:40 Literacy - Reading and Writing  
10:45 - 11:45 Small Group Instruction (not all students will have small group every day.)  
11:45 - 12:30 Lunch  
12:45 - 1:15 Family Connection Time

### **1st Grade Schedule (Mondays, Tuesdays, Thursdays, Fridays)**

8:30 - 9:00 Morning Meeting  
9:05 - 9:35 Literacy - Reading and Writing  
9:40 - 10:10 PE or Art on a rotating schedule  
10:15 - 10:40 Literacy - Reading and Writing  
10:45 - 11:45 Math  
11:45 - 12:30 Lunch  
12:45 - 1:15 Social Studies or Science  
1:30 - 2:30 Small Group Instruction (not all students will have small group every day.)  
2:30 - 3:00 Family Connection Time

### **1st Grade Schedule (Wednesdays)**

8:30-9:00 Morning Meeting  
9:05 - 9:35 Literacy - Reading and Writing  
9:40 - 10:10 PE or Art on a rotating schedule  
10:15 - 10:40 Literacy - Reading and Writing  
10:45 - 11:45 Small Group Instruction (not all students will have small group every day.)  
11:45 - 12:30 Lunch  
12:45 - 1:15 Family Connection Time

**2nd Grade Schedule (Mondays, Tuesdays, Thursdays, Fridays)**

8:30 - 9:00 Morning Meeting  
9:05 - 10:05 Literacy - Reading and Writing  
10:15 - 10:45 PE or Art on a rotating schedule  
10:45 - 11:45 Math  
11:45 - 12:30 Lunch  
12:45 - 1:15 Social Studies or Science  
1:15 - 1:30 Recess  
1:30 - 2:30 Small Group Instruction (not all students will have small group every day.)  
2:30 - 3:00 Family Connection Time

**2nd Grade Schedule (Wednesdays)**

8:30 - 9:00 Morning Meeting  
9:05 - 10:05 Literacy - Reading and Writing  
10:15 - 10:45 PE or Art on a rotating schedule  
10:45 - 11:45 Small Group Instruction (not all students will have small group every day.)  
11:45 - 12:30 Lunch  
12:45 - 1:15 Family Connection Time

**3rd Grade Schedule (Mondays, Tuesdays, Thursdays, Fridays)**

8:30 - 9:00 Morning Meeting  
9:05 - 10:05 Literacy - Reading and Writing  
10:10 - 11:10 Math  
11:15 - 11:45 PE or Art on a rotating schedule  
11:45 - 12:30 Lunch  
12:45 - 1:15 Social Studies or Science  
1:15 - 1:30 Recess  
1:30 - 2:30 Small Group Instruction (not all students will have small group every day.)  
2:30 - 3:00 Family Connection Time

**3rd Grade Schedule (Wednesdays)**

8:30 - 9:00 Morning Meeting  
9:05 - 10:05 Literacy - Reading and Writing  
10:10 - 11:10 Math  
11:15 - 11:45 PE or Art on a rotating schedule  
11:45 - 12:30 Lunch  
12:45 - 1:15 Family Connection Time  
1:15 - 1:30 Recess

**4th Grade Schedule (Mondays, Tuesdays, Thursdays, Fridays)**

8:30 - 9:00 Morning Meeting  
9:05 - 10:05 Literacy - Reading and Writing  
10:10 - 11:10 Math  
11:15 - 11:45 Social Studies or Science  
11:45 - 12:30 Lunch  
12:45 - 1:15 PE or Art on a rotating schedule  
1:15 - 1:30 Recess  
1:30 - 2:30 Small Group Instruction (not all students will have small group every day.)  
2:30 - 3:00 Family Connection Time

**4th Grade Schedule (Wednesdays)**

8:30 - 9:00 Morning Meeting  
9:05 - 10:05 Literacy - Reading and Writing  
10:10 - 11:10 Math  
11:15 - 11:45 Family Connection Time  
11:45 - 12:30 Lunch  
12:45 - 1:15 PE or Art on a rotating schedule  
1:15 - 1:30 Recess

**5th Grade Schedule (Mondays, Tuesdays, Thursdays, Fridays)**

8:30 - 9:00 Morning Meeting  
9:05 - 10:15 Literacy and Social Studies  
10:15 - 10:30 Recess  
10:35 - 11:45 Math and Science  
11:45 - 12:45 Lunch and Recess  
12:45 - 1:45 Small Group Instruction (not all students will have small group every day.)  
1:45 - 1:55 Recess  
1:55 - 2:25 PE or Art on a rotating schedule  
2:30 - 3:00 Family Connection Time or Independent Work

**5th Grade Schedule (Wednesdays)**

8:30 - 9:00 Morning Meeting  
9:05 - 10:05 Literacy - Reading and Writing  
10:10 - 11:10 Math  
11:15 - 11:45 Family Connection Time  
11:45 - 12:30 Lunch  
12:45 - 1:45 PE or Art on a rotating schedule



# Social & Emotional Intelligence Behavior Expectations

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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.**

In addition, throughout the year we implement our character traits in everything we do. We are Greenwood STARS!

- Safe
- Team Player
- Aware
- Resilient

## Online Expectations

With Distance Learning, all students have been issued an iPad for grades K-2 or a Laptop for grade 3-5. Students are responsible for all activities that happen on their device.

- Be prepared
- Respect yourself, teachers and others
- Follow directions
- Listen to the speaker
- Raise your hand
- Pay attention, participate, and ask questions

Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

## *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.

# 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. Please email Ms. Amie Santiago [acsantiago@seattleschools.org](mailto:acsantiago@seattleschools.org).

## ***School Nurse***

The School Nurse Ms. Twinkle Ramos. If you need assistance, please email Ms. Ramos [tnramos@seattleschools.org](mailto:tnramos@seattleschools.org).

## ***Family Care Coordinator***

Ms. Cynthia Kemp is the Family Care Coordinator. She is the 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, weekend food bags, and other basic needs. Please email Ms. Cynthia Kemp if you need assistance [cbkemp@seattleschools.org](mailto:cbkemp@seattleschools.org).

## ***School Psychologist***

Our psychologist evaluates students that are academically and/or emotionally challenged and may qualify for additional assistance. Please email Ms. Chelsea Barduson for more information [cebarduson@seattleschools.org](mailto:cebarduson@seattleschools.org).

## ***Speech Therapist***

Ms. Amy Whitehouse is available to provide speech therapy to students who qualify. For information about evaluation or therapy services, please email Ms. Whitehouse [arwhitehouse@seattleschools.org](mailto:arwhitehouse@seattleschools.org).

## ***Nurturing Knowledge***

Nurturing Knowledge provides an on-site preschool at Greenwood Elementary. Their facility is located on the 1<sup>st</sup> floor, with a separate entrance for the preschool 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 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 curriculum, materials, activities and teaching methods are individually adapted to support all aspects of children's development.

In addition to the preschool program, an Extended Day Program provides a 90-minute highly specialized learning environment for children on the Autism spectrum.

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

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## *Library*

The Greenwood School Library is open to all school families. Our librarian, Mrs. Ruthanne Rankin, students will get their own library cards and check out materials in their own names. During Covid-19, there will be Front Porch Checkout on Wednesday afternoons at the front entrance to the school.

## *Physical Education*

All students can succeed and improve in Greenwood Physical Education even during distance learning. 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.

# Family Involvement / Communication

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## *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://www.seattleschools.org/families\\_communities/volunteer](https://www.seattleschools.org/families_communities/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**

- 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.

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 Move-a-Thon and the Auction.

General meetings are regularly at 7:00 pm. 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 2020-21***

#### **Co-Presidents**

Bethany Benson [president@greenwoodpta.org](mailto:president@greenwoodpta.org)  
Michelle Peters

#### **Co-Secretaries**

Susanne Johnson [secretary@greenwoodpta.org](mailto:secretary@greenwoodpta.org)  
Theresa Glatstein

#### **Treasurer**

Ryan Bishman [treasurer@greenwoodpta.org](mailto:treasurer@greenwoodpta.org)

#### **Committee Chairs of Fundraising**

Kim Cross [fundraising@greenwoodpta.org](mailto:fundraising@greenwoodpta.org)  
Julie Kennedy

#### **Committee Chairs of Events**

Lily Ferguson [events@greenwoodpta.org](mailto:events@greenwoodpta.org)  
Kimberly Metzler

#### **Committee Chair of Membership**

Anna Harper [membership@greenwoodpta.org](mailto:membership@greenwoodpta.org)

#### **Committee Chairs of Communications**

Jessie Conta [communication@greenwoodpta.org](mailto:communication@greenwoodpta.org)  
Michelle Peters (WeeBee)

#### **Committee Chairs of Community Outreach**

Mark Mazzola [outreach@greenwoodpta.org](mailto:outreach@greenwoodpta.org)  
Christi Steinburg

#### **Committee Chairs of Legislative Affairs**

Jessica Cohen [legislativeaffairs@greenwoodpta.org](mailto:legislativeaffairs@greenwoodpta.org)  
Heather Kelly

#### **Committee Chairs of Equity**

Monique Burton [equity@greenwoodpta.org](mailto:equity@greenwoodpta.org)  
Courtney Ryan

#### **At-Large (Committee Liaison)**

Jen Ashe [atlarge@greenwoodpta.org](mailto:atlarge@greenwoodpta.org)

#### **Volunteer Coordinators**

Keren Holt [volunteer@greenwoodpta.org](mailto:volunteer@greenwoodpta.org)  
Brooke Van Eyk

## *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

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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 Mr. Stowell. You may leave a telephone or e-mail message. Contact information for all staff members can be found in the front of this Handbook.

### *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) change, **please let the office know immediately!** Your cooperation is greatly appreciated.