



West Seattle Elementary Handbook

2022-2023

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While Seattle Public Schools endeavors to only post documents optimized for accessibility, due to the nature and complexity of some documents, an accessible version of the document may not be available. In these limited circumstances, the District will provide equally effective alternate access.

For questions and more information about this document, please contact the following:

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Information for West Seattle Elementary students/families about the 2022-2023 school year, including:

- School Hours
- Meals
- Assessments
- Covid Protocol
- Absence/Sick procedures
- Supply List
- Safety procedures
- Field trip procedures
- How to volunteer
- Contacts
- Much more!



West Seattle Elementary Handbook



2022-2023
Seattle Public Schools



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Welcome

West Seattle Elementary School MOTTO: "I BELIEVE"

Schoolwide & District Goal #1: All students will read at grade level by the end of third grade, especially those furthest away from educational justice.

Schoolwide Goal #2: (Our non-negotiable) - WSE teachers and staff will <at all times> create a safe and welcoming environment for all families, **especially those furthest away from educational justice.**

Focus #1: Inclusion of all students, in all programs, and practices.

Focus #2: High quality grade-level Tier 1 instruction in all classrooms.

WSE Rationale for our work as Educators

- **Why** - Children need effective instructors and leaders to be successful at meeting schoolwide goals.
- **What** - Becoming more efficient instructors to better serve our population of students.
- **How** - Collaborating across several themes throughout the school year.

School Hours & Pick-up/Drop-off Procedure

Student Hours: 7:25AM - 2:25PM

Staff Hours: 7:25AM - 2:55PM

Office Hours: 7:25AM - 3:30PM

Except Every Wednesday 7:25AM - 1:10PM

Child safety is our priority during drop off and pick up at our building. Below is a map of the layout of our current location at Schmitz Park Elementary.

Parking

- Please do not block the bus lane during drop off or pick up.
- Bus lane is labeled in yellow on the map.
- Parking is available in the neighborhood. Do not block driveways.
- Parking lot is closed in the morning and afternoon for student safety.

Drop Off and Pick Up

- School doors open at 7:25am and dismissal is at 2:25pm. Wednesday dismissal is at 1:10pm.
- Pre-k to 1st grade pickup area is in front of the main doors (in green below).
- Grades 2-5 pickup area in the closed parking lot (in blue below).

- Notify the office or teacher if your child has a change in their pickup schedule for that day.
- Please do not cross the street in between buses with your child- it is very unsafe and creates dangerous habits for children.

Bus

- Know your child's route number.
- If the bus is late or there is a problem - Transportation 206-252-9450



Meals

- All students are allotted a 30 minute lunch period.
- All meals come from the district nutrition department.
- Breakfast is served from 7:25am - 7:55am.
- Lunch Forms - there are no lunch forms to fill out to receive lunch.
- The district does not serve pork in any meal.
- Any food that looks like pork, such as pepperoni on pizza is made of turkey or chicken.

Allergies - Please report all allergies on enrollment documents, as well as informing the nurse and your child's teacher.

WSE School Menu

[View the school menu online](#)

Any questions about meals, Contact Culinary Services with contact form:

<https://www.seattleschools.org/departments/culinary-services/contact-culinary-services/>

Instructional Items/Assessments

Pre-Kindergarten

Uses the assessment Teaching Strategies GOLD (TSG):

<https://teachingstrategies.com/product/gold/>

Kindergarten

Students are assessed through WAKIDS: <https://www.k12.wa.us/student-success/testing/state-testing/washington-kindergarten-inventory-developing-skills-wakids>

Grades K-2

are given an early literacy screener to measure growth(DIBELS):

<https://www.readingresource.net/dibels.html>

Grades K-5

are given the MAP assessment: <https://www.theclassroom.com/map-testing-5063650.html>

Grades 3-5

are given the Smarter Balanced Assessment (SBA): <https://www.k12.wa.us/student-success/testing/state-testing/washington-state-smarter-balanced-assessment-consortium>

Grade 5

is given WCAS (science): <https://www.k12.wa.us/student-success/testing/state-testing/washington-comprehensive-assessment-science>

Instructional Minutes:

K to 2	Recommended Elementary Instructional Minutes	3 to 5	Recommended Elementary Instructional Minutes
ELA	120	ELA	120
Math	75-90	Math	75-90
Science	30 (3 times per week)	Science	45 (3 times per week)
Social Studies/STI	30 (2 times per week)	Social Studies/STI	30 (2 times per week)
PE*/Art/Music/Library	32 (CBA)	PE*/Art/Music/Library	32 (CBA)
SEL/Health Education	30	SEL/Health Education	30
Recess	30 (CBA)	Recess	30 (CBA)
Lunch	20 (CBA)	Lunch	20 (CBA)

Covid Protocol/Isolation

- Please do not send children with symptoms to school.
- Any child that **has symptoms** such as runny nose, nauseous, stomachache, cough, etc. is sent to an **isolation room** until they are picked up.
- A person who **tests positive for COVID-19** must isolate at home for five days. After five days, if symptoms improve and the person does not have a fever for at least 24 hours (without taking fever-reducing medications), they can return to school or work. COVID-19 tests are encouraged before returning. They should wear a mask at school from days 6-10.
- Schools are no longer required to directly notify high risk students.

The DOH no longer requires the following at SPS facilities:

- Physical distancing
- Field trip restrictions
- Restrictions on assemblies and other gatherings
- Universal masking (except in medical spaces)

Absence/Sick Procedures

If you know your child will be absent, please call the office (206-252 -9450) and let our school know your child's name, grade, and teacher for record keeping. In addition, please contact your child's teacher and let them know of the absence.

If notice is given ahead of time and absence will occur for a long duration, the teacher may wish to send homework for your student to complete. Or, once your child returns to school, it'll be up to the teacher how make-up work is done.

Late/Tardy

If a student arrives late, they need to go to the office and get a late (pink) slip before going to their class.

Supply List

Below is the list of school supplies to buy for your child. It is ok if you are unable to get the supplies because we will have extras in our building.

Pre-K

- Box of tissues
- Large Crayola crayons
- Fat Ticonderoga pencils
- Glue sticks
- Reusable water bottle
- Change of clothes

Kindergarten

- Box of tissues
- Large Crayola crayons
- Glue sticks
- Fat Ticonderoga pencils
- Primary composition notebooks
- Reusable water bottle
- Change of clothes

First Grade

- Box of tissues
- Ticonderoga pencils
- Primary composition notebooks
- Reusable water bottle

Second Grade

- Box of tissues
- Pencils
- Erasers
- Reusable water bottle

Third Grade

- Box of tissues
- Pencils
- erasers
- Reusable water bottle

Fourth Grade

- Box of tissues
- Pencils
- Erasers
- Reusable water bottle

Fifth Grade

- Box of tissues
- Pencils
- Eraser

Helping your Preschool/Kindergarten Student

- Model and teach good manners/being respectful and kind.
- Have your child practice advocating for themselves (ie Ask for help when needed).
- Read aloud to your child often.
- Give them opportunities to play with friends and to practice sharing.
- Teach them to clean up after themselves and to value being helpful.
- Celebrate when your child learns new things.
- Help them to recognize shapes, colors, numbers and letters.

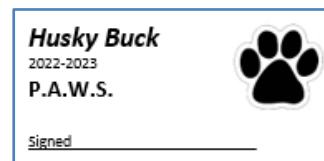
- Teach them to hold crayons, pencils, and scissors correctly.
- Teach them how to dress themselves and use buttons, snaps, laces, and zippers.
- Make sure your child can use the bathroom independently.
- Encourage your child by letting them know that they are loved and supported by you and our school!

PBIS/PAWS/ELS

At our school, our staff focuses on PBIS (Positive Behavior Interventions and Support). Teachers give out **Husky Bucks** for students showing our PAWS Traits (see below). Husky Bucks are used at our Husky Store where students can buy prizes or experiences.

In addition, when whole classes are following our PAWS Traits, they earn a **Husky PAW**. Class Husky PAWS are put on a chart in our cafeteria, and students are given an extra recess when 10 PAWS are earned.

Finally, each month all teachers nominate 1-2 Husky Managers. These are students who have been showing our Essential Learning Skill of the month (see below). These students are recognized in an assembly, earn a certificate/treat, and celebrate with a **PAWS Manager Party**.



Safety Procedures

West Seattle Elementary follows district protocols and routinely practices:

- Earthquake drills
- Fire drills
- Lockdown drills
- Shelter in place drills

All building access points remain locked during the day.

Field Trips/Procedures

Teachers will contact you regarding upcoming field trips and field trip forms.

To volunteer as a chaperone, you **must complete the District Volunteer Process on page 10.**

Chaperone Guidelines:

1. All school rules apply on District-sponsored events. Chaperones are expected to comply with District policies, work cooperatively with other staff and volunteers, and model appropriate behaviors for students.
2. In order to comply with District policy, during District sponsored events, chaperones:
 - may not use, sell, provide, possess, or be under the influence of drugs or alcohol.
 - may not use tobacco in the presence of, or within the sight of, students
 - may not possess any weapon.
 - may not administer any medications, prescription or nonprescription, to students.
3. Students must be supervised at all times while at District-sponsored events. As a chaperone, you will supervise a small group of students, helping them learn and making sure they behave appropriately. Students must stay with you, their chaperone, at all times. Be sure you know when and where to meet the rest of your group at the end of the visit. Chaperones must be readily available, be mindful of safety concerns, and respond to students' needs.
4. Student behavior is your responsibility. School rules related to student behavior apply. Go over rules and standards of behavior, safety rules, and any site specific rules with students. Ensure that students do not get involved in any extra activities not pre-approved by administrators and parents.
5. Eating and drinking are not permitted outside of designated areas and predetermined times.
6. For the protection of both the student and the chaperone, chaperones should not place themselves in situations in which they are alone with a student.

7. Family members or friends of a chaperone may not participate in a District- sponsored field trip or event unless prior approval has been obtained from the building principal. Additional small children can distract you from your duties as a chaperone.
8. Chaperones who transport students in their personal vehicle must complete the Volunteer Driver Checklist form. You are expected to comply with all District and State student transportation rules and regulations. Be aware that your personal vehicle insurance provides primary coverage in the event of an accident or injury.
9. Be sure to know what to do in an emergency (medical emergency, natural emergency, lost child, serious breach of rule, etc.). Know who is first aid trained, where the first aid kit is, where the cell phone is kept, and who has the copies of parental permission slips with emergency phone numbers and medical information.

Volunteer/Visitor Information

Visitors:

Visitors are allowed in the building. Visitors do not require to be vaccinated. Please make an appointment with your teacher in advance before going to their classroom.

Volunteers:

Step 1: Online Training – Preventing Sexual Abuse of Children and Youth

Nationally, 1 in 4 girls & 1 in 6 boys are sexually abused before age 18. Through this course, you will help protect children by learning to recognize and respond to sexual abuse.

- [Complete the 17-min Adult Sexual Misconduct Prevention training](#)
- Answer test questions during the training and on your volunteer application.

Step 2: **Volunteer Handbook**

Carefully review our [online Volunteer Handbook](#) to learn about volunteer responsibilities, rights, and tips for successful volunteering.

Step 3: Volunteer Application (includes Background Check)

[Complete your volunteer application](#)

- Volunteer applications are processed online. Every year SPS volunteers save 14 trees by completing and/or updating their applications online. Thank you!
- Once you are approved as a volunteer in our online system, your application materials will stay active for as long as you volunteer with SPS. Every two years, we will ask whether you would like to stay active, and if so, request your permission to complete a new background check.

Please submit your completed application at least two (2) weeks before the expected volunteer service start date. Background check reports take up to two weeks to clear, occasionally longer.

Determining Your Background Check Type

SPS is committed to providing students with a safe educational environment. This includes ensuring every volunteer and staff member completes a criminal background check.

- All volunteer applicants are screened by SPS via the state criminal records database. This database is accessible to SPS for free via Washington State Patrol (WATCH). WATCH is sufficient for all Category A volunteers who have lived in our state for the past three years.
- WATCH does not produce criminal records outside of our state, and unfortunately, the federal government does not provide an equivalent database. Therefore, Category A volunteers who lived in other states or countries during the last three years must purchase their own background check from our partner vendor Sterling Volunteers – the fee is usually \$21.

Additional screening for Category B volunteers

- If your volunteer role will involve spending unsupervised time with students (including as a remote/online volunteer), or you will chaperone 3+ day overnight field trips, you must complete the national background check even if you are a long-time resident of Washington.
- School staff also checks references for volunteers who will serve in one-on-one tutoring or mentoring roles.

Selecting an incorrect background check type will delay your approval.

Financial burden

Every parent or caretaker should have the opportunity to participate in their student's education. If you face barriers to completing the online background check, please review ["Background check affordability"](#) for information about assistance.

Background check results

- If your state background check is clear, you will be notified immediately via email.
- If you purchase a national or international background check, you will receive your results directly from Sterling Volunteers, usually within a few days.
- If there are any records on your background check or your report shows possible duplicates (criminal records of other Washington State residents who have similar names to yours), the school volunteer program liaison will process your background check manually. Expect an additional week for processing.

Please note: While all volunteers must be screened through the background check, a criminal history does not automatically disqualify an applicant from volunteering in the schools. If you would like to know if your criminal records may affect your ability to volunteer with SPS, [please review this flow chart](#) used by schools to determine eligibility.

Step 4: School Approval

Before your first volunteer shift, the school volunteer program liaison must verify your information in person or through an online meeting (for remote volunteers). Please have the following available:

- Government-issued photo ID
- Proof of 3-year residency in Washington State if your Washington State ID was issued less than 3 years ago and you chose Category A role. Examples: older/expired ID, lease agreement, utility bill, school records. Make sure this document was issued at least three years ago and features your full name and a Washington State address. If your child attends the school, office staff may be able to review your child's school registration records (not all staff have access to them).
- Proof of COVID-19 vaccination (for in-person volunteers).

During this last step, if the school volunteer program liaison confirms your identity and verifies that you selected the correct background check type on your volunteer application, they will add your name to the list of approved volunteers for that school.

If you have questions about your application or background check, call the school office or [email the school's volunteer program liaison](#).

QUICK Volunteer step guide

1. Watch the Health and Safety Course for Volunteers on this website:
<https://www.seattleschools.org/departments/volunteer/learning-opportunities/>
2. Complete the Adult Sexual Misconduct Prevention Video. This video is available in Spanish, Somali, Vietnamese, and Chinese. Make sure that you receive your certificate of completion in your email after you have watched it.
<https://www.seattleschools.org/departments/volunteer/preventing-sexual-abuse-in-schools/>
3. Fill out the Volunteer Form:
https://good.samaritan.com/custom/521/volunteer_registration?voltype=school

If you need help with any of this, please contact Rashid Noor: rinoor@seattleschools.org

Referral/SIT Process

Referrals:

Level I Behaviors

Level I behaviors are minor violations. They will result in immediate verbal correction/redirection with possible teacher directed consequences.

- Rough Play
- Spitting on the ground
- "Cutting" in line
- Non-compliance with an adult
- Profanity
- Unauthorized electronic equipment at school
- Not being prepared/materials
- Put downs
- Loud voice/shouting in building
- Yelling/screaming on the playground

Possible Consequences for Level I behaviors: Verbal correction, redirection, time out, written / verbal apology, loss of privileges, detention, or **phone call home**.

Level II Behaviors

Level II behaviors are more serious in nature (or chronic level I). They will result in immediate verbal correction, logical consequence and written documentation (referral).

- Cheating
- Shoving/pushing
- Play threats
- Inappropriate physical contact (can be a level III)
- Threats such as hand signals, verbal, middle finger
- Bullying

****Possible Consequences for Level II behaviors:** L1 consequences, behavior contract, mandatory parent meeting, written/ verbal apology, possible in-house suspension from school, possible short-term room change, loss of: enrichments and/or field trips, choice of seating in lunchroom, invitations to attend events or any other classroom management strategies that the teacher or administrator deem fit.

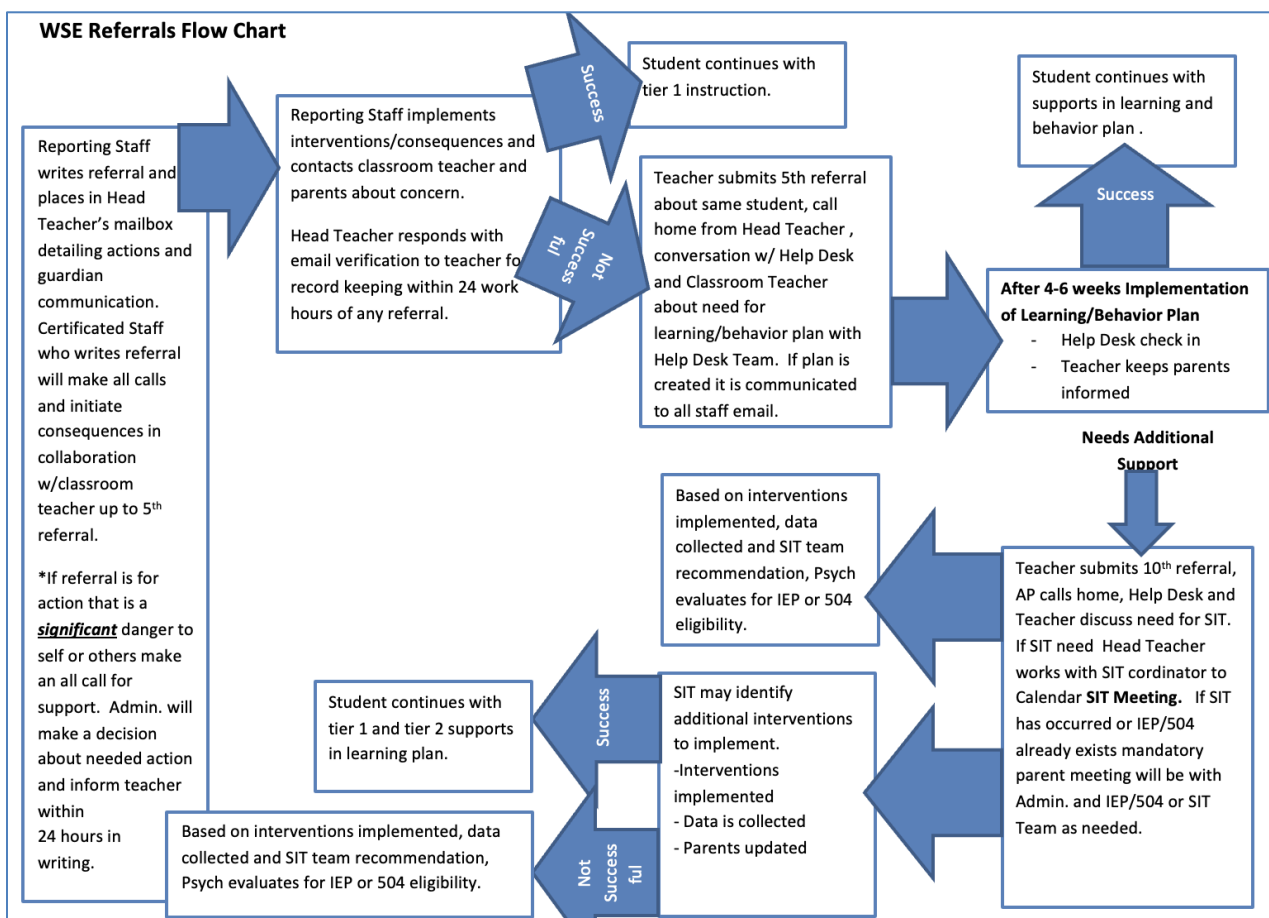
Level III Behaviors

Referred to Head Teacher/ Administration. Any behaviors listed below or listed in level two with high occurrence/intensity. Also requires referral.

- Weapons
- Threats
- Spitting – directed to person
- Fighting
- Arson
- Graffiti/vandalism
- Bullying (high intensity/occurrence)
- Sexual misconduct (consider age)
- Skipping school
- Theft (occurrence /intensity)

****Consequences for Level III behaviors:** More severe level II consequences, SIT, MTSS- Social Worker/ Counselor support and Resources, out of school suspension, permanent room change, exclusion and loss of enrichments and/or field trips, choice of seating in lunchroom, invitations to attend events or any other classroom management strategies that the teacher or administration deem fit.

Referrals Flow Chart



SIT (Student Intervention Team)

Consists of school team and child's family or guardians.

SIT team identifies an **academic or behavioral need**. The team collects data and implements strategies. At the end of the data collection period, a meeting is called by Rashid Noor with the team to discuss next steps.

Contact Information

School Office: (206) 252-9450

Principal: Pamela McCowan-Conyers pkmccowancon@seattleschools.org

Assistant Principal: Ritchie Garcia rigarcia@seattleschools.org

Parent outreach: Rashid Noor rinoor@seattleschools.org

Title 1 Disclaimer

To get involved, attend a Parent Booster meeting, or volunteer for one of our special events. Ask your child's teacher or stop in the office! We'd love to see more parents in the school. Students do better when their parents are involved! A copy of the Title I Parent Involvement Plan is always available for review on our website, under the T1 section of the handbook, or on the bulletin board upon entrance into WSE. It is translated in English, Spanish, Somali and Vietnamese. A copy of our Continuous School Improvement Plan (CSIP) will be available for review on our school website.

www.seattleschools.org/non-discrimination