

Greenwood Elementary Student and Family Handbook

2025-26

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Welcome!

Welcome to Greenwood Elementary School. This handbook was created by staff 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 pages 5-6).

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

Main Office E-Mail: greenwood.attendance@seattleschools.org

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

The information contained in this handbook was accurate at the time of publishing (August 2025). 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 publishing.

Mission:

Greenwood is committed to providing an inclusive, high-quality education for students in our community. We support

the intellectual, physical, and social emotional development of each child through collaboration, arts, and academics.

Vision:

Greenwood STAR (Safe, Team player, Aware, Resilient) students will go on to be community-minded critical thinkers who practice reflection, compassion, and cooperation to create a more just, anti-racist, and identity-affirming world.

Who's Who at Greenwood / Directory

More information about our school, including staff photos, can be found on our website at <https://greenwoodes.seattleschools.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 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.

The staff at Greenwood care for and believe that you and your child are important. We want and need to partner with you, but knowing that staff are also focusing on the needs of other students, please limit communications with staff to 1x/week.

Voice mail and email 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	Erin Taylor ektaylor@seattleschools.org	206-252-1405
Secretary 1400 Main Office	Deirdre Palmer dmpalmer@seattleschools.org	206-252-1400
Attendance Main Office	Alice Lessard arlessard@seattleschools.org	206-252-1400

Attendance 24-hr Recorded Line	206-252-1404 greenwood.attendance@seattleschools.org
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Nurse 1407 Main Office	Twinkle Ramos tnramos@seattleschools.org	206-252-1407
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Student Care Coordinator	Ali Anderson ali_braun@hotmail.com	801-641-0180
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Social Worker Rm. 225	Darryl James dajames@seattleschools.org	206-252-1408
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Speech Therapy Rm. 116	Naomi Forsberg nlforsberg@seattleschools.org	206-252-1421
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OT Rm. 223	Jen Stewart jlstewart@seattleschools.org	206-252-1392
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PT Rm. 134	Olivia Nielson oanielson@seattleschools.org	206-256-1424
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Psychologist Rm. 305A	Chelsea Barduson ceentrop@seattleschools.org	206-252-1439
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Kitchen Manager	Dianna Langwell dilangwell@seattleschools.org	206-252-1429
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Day Custodian	Paul Ha	206-252-1425
Evening Custodian	Thanh Ngo	206-252-1425

Classroom Teachers

Developmental Preschool Caitlin Schafte 206-252-1426
Rm. 101 cmschafte@seattleschools.org
Delaney Dawson-Schmidt, Instructional Asst.
Kristie Tobin, Instructional Asst.

Developmental Preschool Celia Hernandez 206-252-1424
Rm. 102 cjhernandezd@seattleschools.org
Catherine Evard, Instructional Asst.
Edrick Pesquera-Lluberas, Instructional Asst.

Kindergarten Carley Belin 206-252-1420
Rm. 105 crbelin@seattleschools.org

Kindergarten Kerri Johnson 206-252-1419
Rm. 106 kljohnson@seattleschools.org

Kindergarten Krista Steele 206-252-1422
Rm. 104 kmtsutsui@seattleschools.org

Grade 1 Robert Hoppins 206-252-1423
Rm. 103 rmhoppins@seattleschools.org

Grade 1 Alisa Rutherford 206-252-1416
Rm. 204 alrutherford@seattleschools.org

Grade 1 Justine Cody 206-252-1417
Rm. 203 jncody@seattleschools.org

Grade 2 Kimberly Ransiear 206-252-1415
Rm. 205 karansiear@seattleschools.org

Grade 2 Hannah Hoose 206-252-1430
Rm. 308 hshoose@seattleschools.org

Grade 2/3
Rm. 305

Abbey Buchert 206-252-1438
ambuchert@seattleschools.org

Grade 3
Rm. 307

Kellie Wong 206-252-1431
kmstrupp@seattleschools.org

Grade 3
Rm. 306

Tom Rorem 206-252-1432
tarorem@seattleschools.org

Grade 4
Rm. 304

Danielle Kay-Knyzewski 206-252-1434
ddmarley@seattleschools.org

Grade 4
Rm. 303

Lisa Olson 206-252-1435
lidunker@seattleschools.org

Grade 5
Rm. 301

Jason Cooper 206-252-1437
jmcooper1@seattleschools.org

Grade 5
Rm. 302

Megan Borgeson 206-252-1433
meborgeson@seattleschools.org

Specialists

Librarian

Chris Oswald 206-252-1414
cboswald@seattleschools.org

P.E.
Gym

Tim Avery 206-252-1427
tcavery@seattleschools.org

Visual Arts
Rm. 202

Megan Sandico 206-252-1412
mesandico@seattleschools.org

MLL
Rm. 305A

Lisa Barajas 206-252-1439
lbarajas@seattleschools.org

Special Education

Amie Santiago 206-252-1413

Rm. 201 acsantiago@seattleschools.org
Susie Yu 206-252-1413
 Jiyu1@seattleschools.org
Reid Smith, Instructional Asst.
rasmith@seattleschools.org

Intervention (K-3) Rin Stone 206-252-1411

Rm. 227 erstone@seattleschools.org
(4-5) Kenzie Argiriou 206-252-1392
Rm. 316A kcargiriou@seattleschools.org

Instrumental Music Tasha Reynolds 206-252-1428
Stage tmreynolds@seattleschools.org

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 guard will be on duty at NW 80th/1st 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 from the office 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 line up on the playground 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 cafeteria for breakfast.

Breakfast is served from 7:30-7:50 am.

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 before going to their classrooms to receive a pink slip.

If your student is going to be absent, you must contact the school office. Please call the attendance line at 206-252-1404. 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 and 1st grade classes have a morning, lunch, and afternoon recess. Grades 2-5 have 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.**

Lunch

After participating in 20 minutes of lunch recess, students eat lunch for 20 minutes in the lunchroom.

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

Consult the [Culinary Services page](#) for school menus and information on paying for student meals.

If students forget their lunch and money, they will be offered a sun butter sandwich, fruit, vegetables, and milk for **up to three days** only.

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

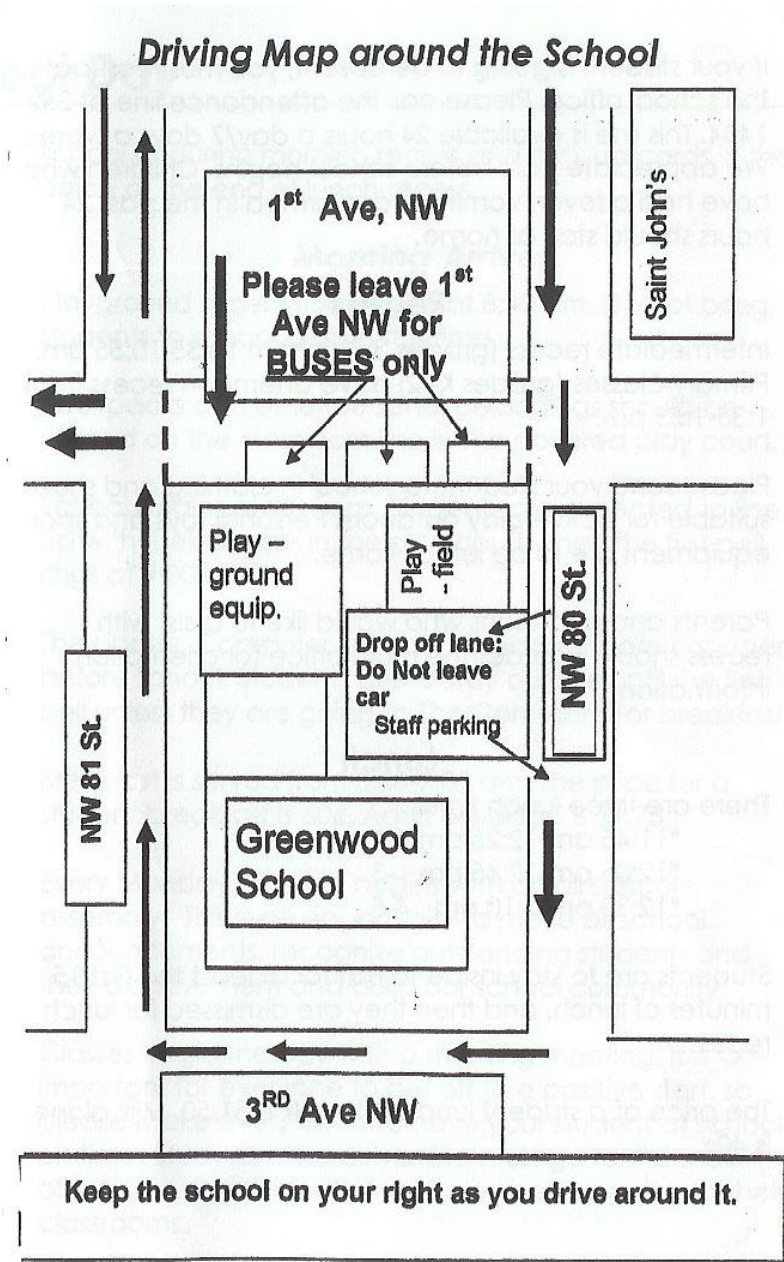
Families should wait for students on the playground near their classroom line. School is dismissed at 2:25 pm. On Wednesdays (early dismissal day), students are excused at 1:10 pm. Teachers will walk their classes to the bus lines or meet their families. Staff will remain on the playground until the bus has left the school. Monitor the weekly newsletter, the Star Scoop, for details about after-school activities.

If your student is getting dismissed or picked up differently that day, notify the teacher and office by email or phone.

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 bus loads and unloads there.



Social & Emotional Intelligence Behavior Expectations

This school year, Greenwood will continue implementing 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.

Social Emotional Learning (SEL)

We focus on the six [SEL](#) Skills identified by [WA Office of Superintendent of Public Instruction](#), including:

1. Self-Awareness
Identify one's emotions, personal assets, areas for growth, and potential external resources and supports
2. Self-Management
Regulating emotions, thoughts, and behaviors
3. Self-Efficacy
Motivating oneself to persevere, and see oneself as capable
4. Social Awareness
Taking the perspective of and empathizing with others from diverse backgrounds and cultures
5. Social Management
Making safe and constructive choices about personal behavior and social interactions
6. Social Engagement
Considering others and showing a desire to contribute to the well-being of school and community

We use a number of programs to support Social Emotional Learning, including:

- [RULER](#)
- [Second Step](#)

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?

Behavior Expectations

The following outline includes the behavior expectations we have for everyone at Greenwood School. Four basic ideas guide all we do and say at Greenwood. We are STARS!

Safe
Team Player
Aware
Resilient

Being a STAR applies to all 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 artwork and displays
- While working in the hall, keep walkways clear
- Respect people working in the halls
- Be friendly without disturbing others

Greenwood Cafeteria/Lunchroom Expectations

- Use a conversational talking voice volume
- Sit at your table and stay in your own place with both legs under the table
-
- Clean your area Everyone eats their own lunch
- Food stays in the cafeteria

Recess Expectations

- Play safely and respectfully
- Include one another
- Take turns and share
- Respond to adults in a respectful manner

- Use equipment responsibly

Bus Expectations

- Use polite voice
- 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 instructions from staff members
- 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.

Resources

Special Education - Resource

Our Special Education Resource Teacher, Amie Santiago, and Instructional Assistant Reid Smith, provide specialized instruction to students with disabilities in order to help them succeed at school. They can be reached at 206-252-1413.

School Nurse

The School Nurse, Twinkle Ramos, will be at Greenwood every Monday and Thursday, and every other Wednesday. On other days Ms. Palmer and Ms. Alice 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. The voicemail number is 206-252-1407.

Student Care Coordinator

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

The SCC coordinates with our Social Worker, Darryl James, and 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. The voicemail number is 206-252-1406.

School Psychologist

Our psychologist, Chelsea Barduson evaluates students with academic and/or emotional needs who may qualify for additional assistance. The voicemail number is 206-252-1392.

Speech, OT, PT Therapist

Naomi Forsberg provides speech therapy to students who qualify. For information about evaluation or therapy services, please call her voicemail at 206-252-1421.

Olivia Nielson and Jen Stewart provide OT and PT to students who qualify. For information about evaluation or therapy services, please call them at 206-252-1392

After School Care

For the most up-to-date list of off-site after school providers, go to our school website at

<https://greenwoodes.seattleschools.org/student-life/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 1st floor, with a separate entrance 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 or go to their website at www.nurturingknowledge.org.

Early Learning - Developmental Preschool

Our Developmental Preschool Program provides a safe and caring learning environment that stimulates the cognitive, communicative, social, emotional, and physical development of young children ages 3-5. 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 everyday except Wednesday, following the Seattle Public Schools calendar. Staff include Special Education Teachers, Speech Therapists, Physical and Occupational Therapists and Instructional Assistants.

For enrollment information for community peers, please contact Caitlin Schafte at 206-252-1426, or Celia Hernandez at 206-252-1424. If you are concerned for a preschooler with a possible delay in development, please contact Early Learning at 206-252-0805 or childfind@seattleschools.org.

Programs

Library

The Greenwood School Library is open to all school families. 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 experiences and assemblies are funded by the PTA and Creative Advantage.

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.

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 parents and community volunteers. All volunteers must be screened online at: <https://www.seattleschools.org/departments/volunteer/>. We appreciate classroom assistants, small group leaders, one-on-one tutors, field trip chaperones, and playground supervisors.

Volunteer Expectations

- Sign in and out 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 advance notice if you won't be able to make it at the expected time. Sign in and out 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 CSIP (Continuous School Improvement Plan), Professional Development, and Building Budget. For more information about the BLT, please contact Principal Taylor at 206-252-1405.

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 events to look forward to are the Move-a-Thon and the Auction.

General meetings are held 2-3 times a year in the evenings 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

Co-Presidents

president@greenwoodpta.org

Co-Secretaries

secretary@greenwoodpta.org

Co-Treasurers

treasurer@greenwoodpta.org

Committee Chairs of Fundraising

fundraising@greenwoodpta.org

Committee Chairs of Volunteers

volunteer@greenwoodpta.org

Committee Chairs of Membership

membership@greenwoodpta.org

Committee Chairs of Communications

communication@greenwoodpta.org

Committee Chairs of Equity

equity@greenwoodpta.org

Committee Chairs of Community Outreach

outreach@greenwoodpta.org

Committee Chairs of Legislative Affairs

legislativeaffairs@greenwoodpta.org

School Communication

Consistent communication from school is the Principal Message sent via email every other week on Friday morning. Periodically, timely communications will be sent via phone and text message, called Talking Points. Occasionally, notices will be 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.**

PTA Communication

The PTA publishes a weekly newsletter called the Star Scoop. A link to the Scoop will be included in each emailed Principal Message every other Friday morning.

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 Principal Taylor. 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 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

Check with your child's teacher in advance! Each classroom decides how they will celebrate birthdays.

Early Departure

Email teachers and office staff if your child plans to miss a portion of the school day at greenwood.attendance@seattleschools.org 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, sports equipment, stuffies and umbrellas 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 [SPS website](#). 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 three unexcused absences in a month, the school must request a conference with the parent/family. The school must also take reasonable steps to eliminate or reduce the absences. After seven unexcused absences in a month or 15 unexcused absences in a school year, the school must file a truancy petition.

Homework Policy

Kindergarten to 3rd Grade Students

In lieu of formal homework, teachers ask that Kindergarten to 3rd grade students:

- Read 10-30 minutes/night
- Spend time with their families
- Engage in learning in self-directed ways
- Unfinished work or extra practice work may be sent home

4th and 5th Grade Students

In 4th and 5th grade, teachers ask students to:

- Read for 10-30 minutes/night, sometimes with written reflection
- Complete math skill work for up to 20 minutes/night
- Unfinished work or extra practice work may be sent home

Teachers follow a formula of 10 min multiplied by the grade level for daily homework (ex. In 5th grade – 10 min x 5 = 50 minutes/day of homework)

Communicate any difficulties with homework to the teacher to address in class.

Advanced Learning

We hold every student to high academic expectations – including those who need support to work at grade level and those who qualify for Advanced Learning. All students receive differentiated instruction and intensive, coordinated support in their general education classroom that meets their unique needs and develops their talents and strengths. Our students show proficiency at standard before tackling depth and extension. Our teachers work towards integrating small group lessons while engaging in grade level content with opportunities for greater depth and complexity within each academic content area. Teachers engage in professional development focused on the skill of small group rotations and differentiated instruction throughout the year. Taking advantage of more challenging work is the responsibility of the student, family, and teachers. Here are some examples of how differentiated instruction looks in these academic areas:

- Reading - Each child spends most of their reading time reading text that is at their developmental level through Newsela, Read Theory, Lexia and classroom libraries.

Small group instruction throughout the day targets specific needs of the learners in each classroom.

- Math - We are following the rigorous scope and sequence that has been provided in our Envision Mathematics curriculum. Within each topic there is an opportunity for differentiation of materials and choice in areas like the Pick a Project section of the topic. Happy Numbers and Success Maker are also used to provide individualized math practice.
- Science - The Amplify science curriculum has differentiated questions for students within the curriculum. All students work through their grade level science curriculum units and have the opportunity to go deeper with conversation and classroom discussions, and STEAM Lab experiences.

Identity Policy

We ask students and staff about their pronouns and will use the name and gender that individuals identify with. Parents or Guardians can tell the Greenwood office staff when requesting an official SPS change to update student name or gender.

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

Students must wear:

- Top (shirt, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.)
- Footwear (no Heelys)

Shoes should be safe for running during PE, on the playground, and for going up and down stairs.

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

Personal Technology Policy

Personal technology devices include cell phones, smart phones, smart watches, step counters, etc.

Students bring devices to school at their own risk.

Student cell phones should remain at home unless families need their child to have a cell phone in order to contact them after school. Families wanting to contact their child for an emergency or to leave a message, should call the main office at 206-252-1400.

Devices that are capable of calling, taking photos, texting, and playing games/music (phones and smart watches) should be turned off and stored away in a backpack during the school day. Backpacks are to remain in the classroom during the school day.

Staff will confiscate all such devices if students use them during the school day on school property and the student is responsible to retrieve them at the end of the day.

If students need to contact parents they must first check in with their teacher and may be permitted to go to the office to contact their family for emergency purposes only. This can include important forgotten items from home, but not playdate arrangements.

Fitbits/pedometers are allowed if they don't have calling, texting, etc. capabilities.

Devices that are capable of calling, taking photos, texting, and playing games/music (phones and smart watches) may be permitted if included in an Individualized Education Plan (IEP).

Riding to School

We encourage students to walk or ride to school for greater health benefits. If students use wheels for transportation such as scooters, bicycles, skateboards, roller skates etc., it must be kept outside and preferably locked. **Upon arrival or dismissal, everyone must walk their wheels on or off the playground.**

Also, the school will not be responsible for lost or stolen equipment. Students and families are responsible for any wheels brought to school.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school"

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([Form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Natasha Roberts, oscr@seattleschools.org) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.



What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy [3207]* and *Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210SP visit the [website](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3208 and Procedure 3208SPA & 3208SPB, visit <https://www.seattleschools.org/departments/student-civil-rights/title-ix/>

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Natasha Roberts, Director of Investigations & Compliance **Phone:** 206-252-0306 **Email:** oscr@seattleschools.org

Office of Student Civil Rights

Seattle Public Schools

MS 33-157

P.O. Box 34165 Seattle, WA 98124-1165

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Harvard Jones, Student Civil Rights Compliance Officer

Phone: 206-252-0367 **Email:** title.ix@seattleschools.org

Title IX Coordinator

Office of Student Civil Rights

Seattle Public Schools

MS 33-157

P.O. Box 34165

Seattle, WA 98124-1165

Concerns about disability discrimination:

Section 504 Coordinator: Shanon Lewis, 504/ADA Coordinator

Phone: 206-252-0306 **Email:** 504coordinator@seattleschools.org

504/ADA Coordinator

Seattle Public Schools

MS 31-681

P.O. Box 34165

Seattle, WA 98124-1165

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Love, Manager – Health Education

Phone: 206-252-0982 **Email:** llove@seattleschools.org

Gender-Inclusive Schools Coordinator

Seattle Public Schools

Mail Stop: 31-644

P.O. Box 34165

Seattle, WA 98124-1165

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210SP](#)) and Sexual Harassment Procedure ([3207SP.A](#), [3208SP.B](#)). For the 2026–27 school year, this complaint process will be updated as required by the new state law, [ESHB 1296](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210SP](#)) and the HIB Procedure ([3207SP](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records

- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure 3211SP](#), visit <https://www.seattleschools.org/departments/health-education/lgbtq/> . If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Gender-Inclusive Schools Coordinator: Lisa Love, Manager – Health Education

Phone: 206-252-0982 **Email:** llove@seattleschools.org

Gender-Inclusive Schools Coordinator

Seattle Public Schools

Mail Stop: 31-644

P.O. Box 34165

Seattle, WA 98124-1165

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 2.