

Gregory Heights Elementary
2019-20
Student and Family Handbook



Gregory Heights Elementary School
16201 16th Avenue SW
Burien, Washington 98166
Phone: (206) 631-3800
Fax: (206) 631-3862
Website: <http://www.highlineschools.org>

***“Every student in Highline Public Schools is known by name, strength, and need,
and graduates prepared for the future they choose.”***

Dear Gregory Heights Parents,

Welcome to the 2019-20 school year! The first few days of a new school year are an exciting time for students and parents. Teachers, support staff, and principals are often filled with the same level of excitement as the students. It is a new beginning, a fresh start, and a chance to make new friends and enjoy the challenges of learning and growing. We are looking forward to the opportunity to meet each of you personally this fall and work with your child.

School is a big and important part of your children's learning. At GHE, we take that responsibility seriously. We also respect and honor the important part you play in your child's education. **Thank you for taking the time to review the information in this handbook and referring to it throughout the year.**

There are many valuable ways you can support and encourage your child's learning. Here are a few suggestions:

- Spending time talking with your son or daughter every day
- Providing regular, healthy meals
- Making certain your son or daughter gets adequate rest (8-10 hours per night depending on your child's age)
- Letting your son or daughter know every day that he/she is loved and accepted for being who they are
- Read books, e-books, newspapers, or websites with your child 20 minutes every day
- Limiting or monitoring TV viewing and computerized games
- Modeling peaceful resolutions to disputes
- Planning family vacations outside of the school calendar
- Scheduling doctor and dental appointments outside of the school day as much as possible

We recognize the pressures on today's families. Life has its fluctuations in demands and priorities. We hope that this may be a year when you have time to volunteer at our school or be involved in our PTSA. If you are able to join us in some capacity, please contact your child's teacher, or our school office at 206-631-3800. We are delighted and applaud you for making that choice. We respect and understand that you may not be able to join us this school year, and that your time may be necessarily limited. We know that being a good and loving parent is your most important priority. You are your child's first teacher! Your contributions to your child's education, both at school and at home, are appreciated and valued.

Our staff is excited to have your child enrolled in our school and we look forward to an outstanding school year. If you have any questions or concerns, please do not hesitate to talk with your child's teacher or call the school office at 206-631-3800. We will be glad to provide assistance or answer any questions you may have.

Sincerely,

Robin Totten, Principal
Alyssa McCaslin, Assistant Principal



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Gregory Heights Student Information

Staff Directory 2019-2020

Staff Name	Position	Room #	Extension (206-631-XXXX)
Robin Totten	Principal	102	3800
Alyssa McCaslin	Assistant Principal	103	3800
Pamela Lind	Full Day Kindergarten	171	3854
Jennifer Denning	Full Day Kindergarten	173	3855
Holly Wartella	Full Day Kindergarten	177	3857
Kathleen Detzler-Wilson	Full Day Kindergarten	163	3850
Katy Middleton	Full Day Kindergarten	165	3851
Stephanie Lindblom	Full Day Kindergarten	168	3853
Corie Adams	Grade 1	153	3825
Jacob Denning	Grade 1	158	3828
Vanessa Brogan	Grade 1	166	3852
Kayla Pohlman	Grade 1	156	3827
Shawn Will	Grade 2	225	3847
Nancy Sparks	Grade 2	155	3826
Stacey Gehrke	Grade 3	223	3846
Natalie Dunn	Grade 3	235	3839
William Calarese	Grade 3	226	3848
Elise Dupre	Grade 3	238	3841
Katarina Schmidt	Grade 4	233	3838
Elizabeth Hanna	Grade 4	236	3840
Russell Stahlke	Grade 4/5	246	3844
Michael Quartarolo	Grades 5	248	3845
Jared Cole	Grade 5	245	3843
Schuyler Taylor	Grade 5	243	3842
Carolyn Spieldenner	Learning Resource Center	119	3816
Gayle Pavola	Learning Resource Center	119	3834
Sharmaine Guyll	Early Childhood Preschool	175	3856
Sarah Schafer	School Specialist	207	3837
Akemi Takada	ELL Specialist	206	3836
Heather Ricarte	Librarian	140	3810
Olga Niculita	PE Specialist	190	3831
James Roach	PE Specialist	190	3831
Amanda Coy	Music/Band Specialist	116	3815
Bianca Longbucco	Music Specialist	181	3832
Lory Hidano	Counselor	125	3818
Rosalia Benderliy	Nurse	105	3813
Allison Chappell	Psychologist	123	
Sarah Hoff	Speech Language Teacher	124	3817
Christina Schneck	Speech Language Teacher	123	3860

Larcy Amorelle	Physical Therapist	131	3824
Laura Kolby	Occupational Therapist	131	3824
Cheryl Smith	Office Manager	Office	3805
Molly Verbon	Office Assistant	Office	3803
TBD	LPN Nurse	Clinic	3804
Janet Escoto	Lib. Assist./Office Assist.	Office	
Cindi Saltness	Para-educator		
Ken Murphy	Cashier/Para-educator	186	
Sherry Clemons	Para-educator	171	
Scott Martin	Para-educator		
Jane Mack	Para-educator		
Cindi Gilbert	Para-educator		
Nenette McIntyre	Para-educator		
Silvia Lopez	Family Engagement/Bilingual Para	100	3812
Iris Andaluz Oregon	Bilingual Para		
Renee Birchfield	Para-educator		
Cindy Gilbertson	Para-educator		
Jennifer Cofer	Para-educator		
Beatriz Churape	Bilingual Para		
Angelica Villapando Hernandez	Bilingual Para		
Ester Siler	Cook	186	3830
Kerry Rice	Assistant Cook	186	
Warren Balecha	Head Custodian	187	3829
TBD	1 st Assistant	187	

School Hours

- 8:25 Students may arrive on the play field; breakfast students may enter the cafeteria.
- 8:35 All students should be on school grounds.
- 8:40 Bell rings; students may enter classrooms.
- 8:45 School begins; students should be seated in class and ready to learn
- 3:15 Dismissal (Monday – Thursday)

Please note: With the exception of Friday, September 6, students are dismissed early at 1:45 p.m. on Fridays to allow Professional Collaboration Time for all teachers throughout the district.



District Calendar

Here are the holidays and breaks for next school year.

Official holidays (no school):

- **Veterans Day (observed):** November 11, 2019
- **Thanksgiving Break:** November 28-29, 2019
- **Martin Luther King Jr. Day:** January 20, 2019
- **Memorial Day:** May 25 and 26, 2020 (*5/26 optional Emergency Make-up day*)

Important Dates:

- **First Day of School:** September 4, 2019
- **Teacher Workshop day:** October 11, 2019 (no school)
- **Conference Days:** November 25 – 27 (no school, except for when child attends conf.)
- **Winter Break:** December 23, 2019 - January 3, 2020 (no school)
- **Mid-Winter Break:** February 14 and 17, 2020 (no school)
- **Teacher Workshop day:** March 13, 2020 (no school)
- **Spring Break:** April 6-10, 2020 (no school)
- **Last Day of School:** June 16, 2020

A year-long calendar is posted on our district website.

Communication

Communication between our families and the school is very important. We have a variety of means of communication to provide families with important information about student progress, classroom activities, and school events. We welcome communication from families as well!

- The district's website (www.highlineschools.org) and mobile app (Highline Public Schools) offer information about Highline Public Schools. In addition, families can access the school website through the district webpage.
- Information is sent home weekly on Tuesdays in your student's "Paw Pride" folder. Please look over this information and return the folder the following day.
- The Gregory Heights newsletter "PawPrints" will be sent home in the Tuesday folder on the third Tuesday of each month. This will also be posted on the school website.
- Parents and guardians will also be able to access their students' enrollment profiles, grades, and test results in the parent portal; login information will be provided to you.
- Classroom teachers will communicate student progress with families in November through report cards and conferences; additional report cards will be sent home in mid-March and at the end of the school year. Parents and guardians may contact teachers by email or phone; please allow at least 24 hours for a response. In case of an urgent or emergent situation, please call the school office.

Arrival

Students may begin arriving on campus after 8:25 a.m.; we do not have supervision available before this time. Time before school is not a designated recess time. Students are not allowed on the lower playground area before school. Students are not allowed in any of the areas of the building other than the library, cafeteria, office, or restrooms near lunchroom before 8:40 a.m. Teachers will escort their class line into the building when the 8:40 a.m. bell rings.

Students who **eat breakfast at school**:

- Proceed directly to cafeteria upon arrival on campus.
 - Students arriving on east side of building may walk through front doors to cafeteria.
 - Students arriving on west side of building should enter through door near cafeteria.
- Breakfast service ends at 8:45 a.m.
- When finished eating breakfast, students should proceed to their classroom "line-up" space.

Student who **do not eat breakfast at school**:

- Proceed directly to their classroom's designated "line-up" space on the playground.

Dismissal:

- Students should travel directly to their dismissal route.
- Students are not allowed to play on playground immediately after school unless accompanied by a parent/guardian.
- Students may return to campus after 4:00 p.m. without a parent/guardian if they have permission from parent/guardian to do so.
- Students who meet siblings or walking partners should do so in a designated space either in the front at the flagpole or back of the building at the fire hydrant on the upper playground.



Transportation

The safety of our students is very important to all of us at Gregory Heights Elementary. For the safety of our children, please observe our traffic procedures and patterns. Please be patient and cautious. Please establish a regular routine for your child's transportation to and from school. Based on your student's regular routine. If there are changes in a student's regular routine to or from school, please send a note to school with your child or call the school no later than 2:35 PM.

Walking

Students who walk to or from school should use designated crosswalks and be safe and cautious. Walkers must go home immediately. If they wish to go to a friend's house, students must make arrangements before coming to school or after they arrive home. Students must follow the safe walking routes to and from home; they may not enter school grounds through the bus lanes in the back of the school.

Bus riders

Students are expected to be at their assigned bus stop on time. If you have any questions about school bus service, please call the Transportation Office at (206) 631-7502.

Parent transportation

Parents are to drop off and pick up students **in the designated loading areas only**. If parents wish to accompany their child on campus during arrival and dismissal at school, they must park in a designated parking space or on the street. **Parking is not permitted in designated loading areas AT ANY TIME during the school hours.**

Front of school Drop-off/Pick-up:

- **Entry to the loading area is only permitted from southbound travel on 16th Ave SW.**
- Students should load and unload from the curbside lane only.
- Cars may travel through the left lane to exit the loading area.
- Move as far forward as possible in the loading lane before stopping to allow for as many vehicles to enter the loading area as possible.

- **Be cautious of children when proceeding through the crosswalk area** in the middle of the loading zone. Please monitor your speed in the loading area and follow the guidance of directing staff.
- **Do not leave your vehicle unattended in the loading area for any reason.** The loading lanes are designated fire lanes and need to be cleared quickly in case of emergencies.
- Students are not permitted to load to and from vehicles parked in the parking lot unless accompanied by an adult. It is unsafe for students to walk through the parking area, between cars, or cross the loading lane area without supervision.
- Please watch out for children in or near the crosswalk on 16th Avenue SW. Do not park in the crosswalk. Please monitor your speed, proceed with caution in this area, and follow guidance of directing staff.

Back of School Drop-off and Pick-up

- Entry to the loading zone is permitted through the south entrance on 19th Ave SW.
- Students may load from the curbside lane next to the playground.
- Move as far forward as possible in the loading lane before stopping to allow for as many vehicles to enter the loading area as possible.
- Do not wait in the small area between the back parking lot and the entry gate as it prevents busses from being able to enter the parking lot.
- Vehicles are not permitted into the bus lane area adjacent to the back of the school during arrival and dismissal.
- To exit the loading area, travel through the parking area and proceed through the north gate onto 19th AVE SW.
- **Do not leave your vehicle unattended in the loading area for any reason.** The loading lanes are designated fire lanes and need to be cleared quickly in case of emergencies.
- Students are not permitted to load to and from vehicles parked in the parking lot unless accompanied by an adult. It is unsafe for students to walk through the parking area, between cars, or cross the loading lane area without supervision.

Attendance

Attending school and being on time on a regular basis helps a student receive the maximum benefit of daily, sequential learning. Most classroom experiences cannot be duplicated on an individual basis, so being in the classroom is vital to student academic growth. Absences and tardies result in a loss of learning from direct instruction, discussion, and participation. Research shows that students with poor attendance do not perform as well in school as their peers with good attendance. Also, we recognize students at school for good attendance, so your support of in your student's attendance is essential to their academic and social success!

If your student is absent from school, parents are **required** to call the school office at 206-631-3800 or send a note stating the reason for the absence with their student when they return. Repeated absences (as outlined in Highline Public Schools Board Policy 3122) will result in implementing the Washington State Becca Bill process. Students are responsible for making up missed work. Families may request homework directly from the teacher; please allow 24 hours to prepare assignments.

Becca Bill

Washington State RCW 28A.225 requires:

Excused Absences:

- If a student has five (5) or more **excused** absences, the school will contact the child's parent/guardian for the purpose of identifying barriers to the student's regular attendance.
- If the student has three (3) or more **excused** absences due to illness **in one month**, a medical note may be requested for future absences.
- If a student has ten (10) or more **excused** absences, a parent conference will be requested. If the student had ten (10) or more **excused** absences in the prior school year, a doctor's note will be requested for futures absences.
- If student has 15 or more **excused** absences OR a multi-year pattern of 10 or more absences, the nurse will request doctors' notes for future absences, dependent on circumstances.

Unexcused Absences:

- After **one (1) unexcused absence**, the parent or guardian will be notified; an unexcused absence is an absence that does not meet the criteria for excused absences OR an absence which has not been excused by providing a note or informing the school within 48 hours. After **two unexcused absences**, the school will request a parent conference to plan for improving the student's attendance.
- After **five unexcused absences**, the district is required to enter into an agreement with the students and parents that establishes attendance requirements, or refer the student to a community truancy board, or file a petition with juvenile court alleging the violation.

The Highline Public Schools Truancy Officer can be reached by calling the Family Center at (206) 631-3104.

Excused Absence Definitions

The Principal or designee has the authority to determine if an absence meets the criteria to be deemed an excused absence. An absence may not be considered excused if it causes an adverse effect on the student's educational progress.

School attendance is important to student success. Excessive excused absences may result in a parent conference with the student and an administrator, implementation of an attendance contract, and/or requirement of doctor's notes to excuse absences due to illness.

Based upon the Regional Code of Washington (RCW), the following are valid excuses for absences:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment for the student or a person for whom the student is legally responsible.
- Family emergency including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of religious or cultural holiday or participation in religious or cultural instruction;
- Court or judicial proceeding.
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence due to a student's exercise of their First Amendment rights with prior notification to principal.
- Absences related to deployment activities of a parent/guardian who is an active duty member consistent with RCW 28A.705.010;
- Absence resulting from a disciplinary/corrective action (e.g. suspension or expulsion);
- Absence due to student safety concerns, including absences related to threats, assaults, or bullying, **only after required meeting with school staff** to develop plan for the student's continued education.
- Principal and parent/guardian/emancipated youth mutually agreed upon activity.
 - **If you are requesting a principal excusal for an event or circumstance not listed above**, please complete the pre-approved absence form at the back of this handbook and turn it in to the school office **in advance** of the absence. You will be notified if the absence is not excused.

To ensure the health and safety of the school population, a student who has any of the following conditions **should** stay home from school:

- Fever over 100 degrees (and be fever-free for 24 hours without the use of medication)
- Vomiting within the last 24 hours
- Diarrhea within the last 24 hours
- Contagious conditions such as ringworm, impetigo, scabies, etc.

- Undiagnosed rash

Students returning to school following the treatments of contagious conditions must check in with the office or school nurse before returning to class.

Tardies/Early Dismissals

Late arrival to and early dismissal from school are detrimental to students' learning and result in loss of instruction. To limit interruptions to your child's learning and that of the students in his or her classroom, please ensure your child arrives promptly at school each day and make appointments outside of the school day whenever possible.

Students should arrive on campus by 8:40 each day, as any student not in his or her classroom by 8:45 will be considered tardy. Students must report to the office before entering the classroom. Families of students with **five (5) or more tardies** will be contacted by phone, email, or letter. Families of children with **ten (10) or more tardies** will be contacted to confer with school staff to create a plan to improve on-time arrival at school. **Ten (10) tardies** will count as 1 unexcused absence.

If your child must miss part of the school day or leave early for a special appointment (e.g., with the doctor or dentist), they should attend school for as much of the school day as possible to reduce loss of instruction time. Students are only dismissed early from school via the office. **If you need to pick up your child during the school day, please come to the office – not to the student's classroom.** You will be required to fill out a student dismissal form and show photo ID to ensure student safety. Please make sure you plan sufficient time for your student to transition from the classroom to the office. We will not call the student to the office until you have checked in with office staff. The names of adults you designate to pick up your child must be on file in the office. If you are bringing your student to school after an appointment, please walk him or her into the office to ensure safe arrival into the building. Providing a doctor's or dentist's note for appointments is helpful.

Visitors/Volunteers/School Security

Safety of students and staff is our highest priority. We welcome visitors and volunteers and ask that all of our visitors and volunteers sign in at the office when they enter the building. Visitors will be asked to show identification so that we know you are a child's legal guardian or are a person listed by the family as a safe visitor or emergency contact for the child. By Washington State law, all volunteers must complete the Volunteer Application Form bi-annually. In addition, all visitors and volunteers must wear a badge while working in the building. Anyone who wishes to volunteer for school activities, to work in classroom, or to chaperone field trips must submit the application.

There are several visitor spaces in the front lot off 16th Avenue SW; please use these for short-term visits to the school (15 minutes or less). We ask that all other volunteers and visitors use the parking lot in the back of the building off 19th Avenue SW. Please be aware of school buses and only enter through the entrance and leave through the exit (north of the lot), avoiding the bus lane. No one should drive through the north service lane at any time.

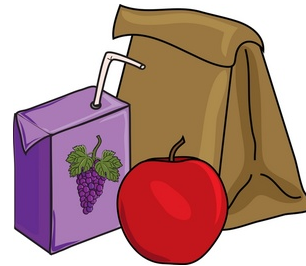
School Lunch/Breakfast

Highline students may purchase a nutritious, well-balanced lunch and/or breakfast, or lunch may be brought from home. Milk is included with the meal, or it can be purchased separately. Highline families have two options to put money on a student's meal ticket; parents may pay online at www.mymealtime.com (you'll need the student's ID number and the amount will not post to the meal account until the next day) with a credit or debit card OR send cash or check (made out to Gregory Heights Elementary) to school in an envelope marked with your child's name and teacher's name. If you have questions or concerns about your child's meal account, please contact Nutrition Services at (206) 631-3010.

Please notify your child's teacher AND our health room attendants if your child has food allergies. In addition, any classroom that has a student with a nut allergy will have a posted sign alerting others of the nut allergy.

The breakfast program begins at 8:25 a.m. in the school cafeteria. Lunch is served from 10:55-12:55 by grade level. Prices for the 2019-20 school year are as follows:

Breakfast	\$1.75
Reduced breakfast	No charge
Lunch	\$3.00
Reduced lunch (K-3)	No charge
Reduced lunch (Pre, 4-6)	\$0.40
Milk only	\$0.50
Soy or lactose-free milk	\$0.75
Adults	\$4.00



Note: Free and reduced price meal applications must be completed each year. You may apply online at <https://apply4meals.hsd401.org>; there are also forms in the office.

Dress Code

Students should dress appropriately for the weather and activities of the day. On days your child's classroom goes to PE or on field trips, tennis shoes are recommended. A jacket or raincoat is necessary when children will be outside for recess on rainy or cold days.

Students need to come to school dressed and groomed in a way that promotes a positive learning environment. Please review the following with your child:

- Make an attempt to wear clean clothes to school.

- All logos on clothing should be appropriate for the classroom and free of profanity.
- Shirts or tops should be long enough so that the midriff does not show.
- Hats that distract from learning must be removed when in the building.

Parents may be asked to bring a change of clothing if their child is wearing something that distracts from a positive learning environment.

Bicycles

Children in 4th through 5th grades may ride bicycles to school. No bicycles, scooter, skates, or skate boards may be ridden on school grounds from 8 a.m. to 3:30 p.m.; students will have to walk their bikes during these times. For safety reasons, students must walk bikes and all “wheels” across intersections and patrolled crossings. The school will not be responsible for lost or stolen bicycles. Students not wearing a helmet will not be allowed to ride their bicycle home.



Pets

Pets are not allowed at school unless authorized in advance by the teacher. If the teacher authorizes the pet to be on campus, they must be properly caged or leashed and accompanied by the student’s parent. Please be sure that the family dog or cat does not follow the children to school. Animals are prohibited on school grounds and must be reported to the animal shelter or police department. Pets are not allowed to be transported on school buses.

Lost and Found and Personal Belongings

Please label your child’s coats, backpacks, etc., with his or her first and last name and room number. All valuable articles found at school are taken to the school office. Other personal articles are placed in our lost and found area located just outside the multi-purpose room. Unclaimed clothing will be donated to a local charitable organization at the end of each trimester. Parents and students may check the lost and found area for lost items.

Electronic media, cell phones, and other playthings/toys can be disturbing to the student and the class. *We ask parents to see that toys and other electronic devices do not accompany children to school. Please do not send valuables to school with your child.* The school will not be responsible for lost, stolen, or broken items, including electronic media, cell phones, and other playthings/toys. These items are disruptive to the student and the class. If students bring these items to school and they become disruptive to learning, parents may be called to pick them up, or the item may be confiscated until the parent can be notified.

Personal Electronic Devices and Cell Phones

Gregory Heights Elementary recognizes that personal electronic devices and cell phones are a part of our way of life. We also recognize that the use of these devices is becoming increasingly interwoven into educational activities. *As such, students may use personal electronic devices,*

including cell phones, on the way to school and after school but not during school hours except at the discretion of the teacher or principal. School administration will retain the final authority in deciding when and how students may use personal electronic devices and cell phones on school grounds and during the school day. Students shall not take, possess, distribute or publish pictures, audio or video of staff or students without their permission. Distribution includes emailing, texting, or showing to anyone. Publishing includes posting images, videos or audio, online or in print. To protect student privacy, cell phones or other mobile devices may not be used or seen at any time in restrooms, or any other location where there is an expectation of privacy.

Any use of an electronic device while on school property or via district networks requires compliance with all expectations and policies indicated in this handbook.

Unauthorized use of cell phones or other electronic devices during school hours may result in the device being confiscated, depending on the circumstances. Appropriate disciplinary action will follow. Students are responsible for protecting their own user IDs and passwords. The school will not assume responsibility if electronic devices are damaged, lost, or stolen.

Cyberbullying

Students engaging in harassment in any electronic form (e.g. Facebook, Twitter, Snapchat, Instagram, texting, “sexting,” the transmission of photos, etc.) that disrupts the educational process will be subject to discipline according to Highline Public Schools policies and discipline procedures. Electronic harassment that invades the privacy or endangers the safety of another student while at school will be subject to discipline in accordance to the Harassment, Intimidation or Bullying (HIB) guidelines.

District Owned Technology Use

Use of the electronic resources provided by the Highline School District is an expectation and a privilege. Where they are available, these resources are offered to staff, students, and other patrons. In order to maintain this privilege, end users agree to learn and comply with all of the provisions of these procedures. All use of the electronic resources must be in support of educational and research objectives consistent with the mission and objectives of the Highline School District. All use of the electronic resources must be in compliance with district policies, local, state and federal laws; thus allowing the school district to meet requirements (i.e., FCC CIPA compliance). District Policy No. 2022P outlines specific suitable and unacceptable uses for district technology. Please note, connection of a personal electronic device to the school network requires compliance with all expectations and policies indicated in this handbook.

Gregory Heights Technology Usage Expectations:

- Treat devices with care and respect.

- Use two hands when transporting devices.
- Use keyboards properly – do not pull on or remove keys.
- Use devices on a desk or table.
- Do not eat or drink anything while using school devices.
- Only use your own login
- Report malfunctioning technology to a teacher immediately.
- When plugging in chargers, use caution to do so correctly to avoid wear and tear on charging cables.
- When not in use, devices should be stored in locked technology carts.

Health Information

The school nurse at Gregory Heights is here two days each week, or when called for emergencies. Please notify the school of any health concerns that could affect your child’s education. Please update your child’s information by sharing information on the student system and/or the emergency card/medical information should any changes occur. It is important that emergency contact information is kept current.



Please notify the school nurse or office immediately if your child has any kind of medical condition. State law requires that students with health concerns have a health plan in place. Please notify the school immediately if your child has been diagnosed by a physician with a communicable disease, such as chicken pox, head lice, mumps, flu, scabies, scarlet fever, measles, hepatitis, fifth disease, whooping cough, etc.

Illness/Injury

It is important that parents provide and keep current telephone numbers and other information for your child at all times, particularly in case of illness or injury. If you move or change any contact information, please notify us or make the changes using the parent portal. The school staff is trained to administer first aid for minor injuries. If a student become ill, emergency contacts will be notified immediately to take the child home. In case of an emergency or accident, involving serious injury, 911 will be called; parents/guardians will be notified as soon as possible.

Medications

By state law, no medication may be taken at school without a signed authorization form from the doctor. This includes aspirin, cough syrup or drops, eye drops, antibiotics, inhalers, or any over-the-counter medications.

Requirements are:

- Washington State Medication Authorization Form must be completed and signed by the physician and parent or guardian.
- Medication needs to have a current prescription label that matches the authorization form; over-the-counter medications must be in the original container.
- Parent or guardian must bring in the medication to the office with the appropriate form which includes the name of the medication, and the time and amount to be dispensed.
- All medications will be kept in the health room and must be administered in the office by an employee with medication training or a nurse. No medications may be in a student's possession while at school, unless approved by the school nurse.

Immunizations

For the protection of your child, Washington State Law requires that we have a Certificate of Immunizations Status (CIS) on file for each student. This certificate must be presented at the time the student is registered for school. These forms and current immunization guidelines are available in the school office. If your child's records show that immunizations are needed, the school nurse will contact you. All immunizations are the parent's or guardian's responsibility.

Gregory Heights Student Management and Discipline

The Gregory Heights staff believes teaching self-discipline will lead to our students being successful at school as well as setting them up for success in the future. Our discipline rules and strategies give every student the opportunity to manage his or her own behavior. We actively teach children how to manage themselves and solve problems without fighting. Your child deserves a positive school climate for academic growth.

At Gregory Heights Elementary, we have implemented Positive Behavioral Interventions and Supports (PBIS), a system of school-wide discipline which focuses on proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school and classroom environment. Our school rules all align to four major focus areas with the acronym PAWS: **P**roblem-solve; **A**ct responsibly and safely; **W**ork together; and **S**how respect.

Inside the Building

Students are taught expected behaviors during the first days of school, with refresher lessons throughout the year as needed, including after longer school breaks. Each teacher will also develop rules, routines, and procedures for the classroom or learning space. School rules include:

- Use a level 0-2 voice in the hallway, bathroom, and when entering and exiting an assembly.
- Respect other people and property.

- Use hall passes to travel to bathroom, office, library, etc. Students are not allowed to travel through hallways without teacher permission.
- No toys from home are allowed. This includes electronic devices, iPods, trading cards, playground equipment (including balls), etc. The school is not responsible for valuables or toys that students bring to school.



Playground Rules

General Rules

- Stay inside the fenced areas and on the playground side of the track line.
- Students must have a pass to come inside building/go past the yellow line; no more than two people with each pass. Primary students should always take a buddy. Only enter building by cafeteria during recess.
- During recess, use the bathrooms and drinking fountain by the cafeteria.
- Keep out of the bushes and planted areas on the upper playground.
- NO tag games are allowed.
- When the bell rings, **stop playing**, drop balls, and move quickly to your class line.
- When in line, all games stop and balls are held.
- Everyone should be included in ALL games if they would like to play.
- Be a good sport. Play fairly and kindly.
- We are a hands-off school (This means no hugging others without their permission. No hitting, slapping, grabbing arms etc.)
- Solve conflicts with words or rock-paper-scissors or go to another activity. If you can't work it out, ask a playground teacher for help.
- Report fights and injuries to a playground teacher immediately.
- Toys from home and phones or personal electronic devices are not allowed on playground.
- Dress appropriately for the weather. If you take off your jacket, be sure to pick up when you head back to class.
- Food, gum, and beverages (including water) are not allowed on the playground.
- At the last recess of the day, return balls to the equipment cart when recess ends.
- Use appropriate language for school.

Recess Dismissal/Return Rules:

- When dismissing, teachers must supervise students until they have exited pod and door is closed.
- Teachers pick up their students from their class lines and escort them back into building.
- Minimal voices when moving through pods to recess – save the chatting for outside! Be aware of other classes that are still learning.
- Walk through pods and on stairways.
- When coming up and down stairs, stay to the right.

Big Toy

- One student at a time on the monkey bars.
- One student at a time on the slide.
- Use the stairs or ladder to get on and off the Big Toy. Do not jump off.
- Slide down on your bottom, feet first. Get off right away at the bottom so you don't get run into by the next person.
- No climbing, or crawling up the slide or on the outside of the big toy.
- Walking only on big toy.
- Soccer, Football, Tag and other running games may be played only on the lower field. Do not run or play tag on or around the big toy or on upper playground.
- Keep hands to yourself. Do not push or pull students from the big toy.

Tetherball

- No sitting on the tetherballs.
- No kicking the tetherballs.
- Be cautious when you pass a tetherball court and stay out of the circle if you're not playing.

Basketball Court

- Basketball is the priority in this area before other games, including wall ball.
- Dribble the ball; do not run with it in your hands.
- Basketballs are for BOUNCING and PASSING, **not kicking**.
- Pass the ball to other players – no hogging the ball.
- No full body contact (body slamming)
- Ask a playground monitor to get balls that go outside fence.

Wall Ball Court

- No roofies, ball hogging, or tag.
- Players agree to rules before play.

Lower Field:

- Tag games are not allowed.
- Only enter the lower field if a recess teacher is present.
- BE A GOOD SPORT. Play fairly and kindly and leave game if you don't like how someone is playing.

Soccer

- When the soccer ball goes out of the play area, the ball will go to the other team. A team member will throw or kick the ball from the sideline back into play.
- No slide tackles or heading
- Cleats are not allowed at school

- Teams should be even.

Football

- **One hand touch only.** Rough play is not allowed – including pushing, shoving, and grabbing.
- No rushing or blitzing.
- Teams should be even.
- Remember, the goal is to have fun when you play.

Baseball Field

- Dirt, sticks, and rocks stay on the ground. They are not for throwing. No digging in dirt.
- Stay out of big puddles. If you get wet, you cannot change your clothes. No splashing others.
- No fence climbing.
- Kickball is allowed.

Aero-glider:

- Only three students may stand on the back on each end standing up
- Only four students may sit on each seat. Do not lay down on the seats.
- Only two students may stand in middle, or one wheelchair. Wheelchairs have priority for the middle.
- Up to 16 students total may be on the toy at any one time: 10 in 6 out
- If on inside seats, stay seated while it is moving, no standing up from the seats.
- On back, hold on with two hands only facing the middle of the glider. Do not put your hands through the holes and do not stand backward.
- Stay out of glider zone around the toy (lines are marked)
- Do not go under the glider
- No holding onto the outside unless it's your turn and you are holding handles at the back.
- When waiting in the line, do not cross the painted line on the ramp when the glider is moving
- Students may not get on only by going through the line at the ramp
- Do not jump off while in motion
- When everyone is on, signal “3-2-1 go”
- To begin, back front and middle must work together to push and pull in unison to make it move. Using the words “forward” (toward basketball court) and “back” is useful with the k and 1st graders.)

PAWS Regulation Stations (Break Spaces)

At Gregory Heights, we use calm down spaces in class and on the playground. The teacher will identify rules for classroom break spaces. On the playground, break spaces are called PAWS stations or Regulation Stations. They are blue paws painted on the cement. Each has a number or letter. Students may self-select a regulation station as needed. Only one student may be on a PAWS regulation station at a time. If a recess teacher assigns a student to a regulation station, the student must remain there until excused by the recess monitor or until the bell rings. The recess monitor will release the student once he or she is calm and has talked through the problem with the recess monitor.

Social-Emotional Learning

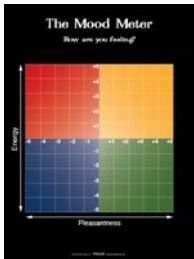
In Highline Schools, we believe that social-emotional learning is important and supports academic growth, as well as helping students to become better citizens. As part of this effort, we utilize evidence-based tools from the RULER curriculum schoolwide. RULER involves four main tools, including the Mood Meter, Class Charter, Meta-Moment, and Blueprint. Below are listed brief descriptions of each tool. More information can be found online through the Yale Center for Emotional Intelligence at ei.yale.edu/ruler.

Class Charter



The charter is a document created by students in collaboration with the teacher, that helps create a productive and supporting learning environment. For the charter, the teacher and students identify how they want to feel at school, which behaviors will help maintain those feelings, and guidelines for preventing or addressing unwanted conflict and negative feelings. Using a class charter, students can hold themselves and one another accountable for creating a positive classroom environment. At Gregory Heights, you will see different class charters hanging up inside each classroom, often designed by the students!

Mood Meter



Students use the mood meter to label their emotions, which is important to gaining emotional intelligence. Emotions change many times throughout the day, and emotions affect actions. Students will become more mindful of this as they utilize the mood meter as a tool. Additionally, students gain emotional vocabulary, as basic feelings such as “happy” or “sad” can be recognized more specifically on the mood meter with such words as “grateful” or “exhausted,” depending on the emotion. Once an emotion is identified, students are taught to determine if they want to continue or “keep” this emotion or choose a strategy to change it. In the middle of the green zone is the best emotional zone for learning. You will see these colorful Mood Meter posters throughout the school, in classrooms, and even on the playground. On the poster, the emotions run left to right for amount of pleasantness, and top-down for the amount of energy. A Mood Meter app is also available for purchase on most app stores for your phone or tablet.

Meta-Moment

The Meta-Moment provides a way for students to pause during a challenging situation and think before acting, asking how their “best self” would handle a difficult moment. Through practice, utilizing the Meta-Moment helps students manage strong emotions, and to make better decisions. You may also see posters of the Meta-Moment in schools and classrooms. The steps in a Meta-Moment are as follows:

1. Something happens
2. You SENSE a strong emotion in your body
3. Stop
4. See your “Best self”
5. Choose a strategy to apply
6. Succeed!



Blueprint



With the blueprint, students manage conflict by considering a disagreement not only from their own point of view, but from the perspective of the other person as well. This helps the students develop empathy. The students work together to identify positive solutions to conflicts. The blueprint aids in repairing relationships, leading to a better school climate.

Buses

School bus drivers have the authority to discipline students for misconduct related to school district rules. Each student is expected to follow the rules and regulations of the Highline School District for Bus Riders. Misbehavior on the bus may result in short-term suspension from the bus. Ongoing misbehavior may result in suspension for the remainder of the school year. Parents/guardians will be notified of misconduct slips written for their child.



Harassment, Intimidation and Bullying Policy

Our school is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, and volunteers that is free from harassment, intimidation or bullying. The district is committed to promoting positive character traits and values, including the importance of civil and respectful speech and conduct, and the responsibility of students to comply with the district’s policy prohibiting harassment, intimidation and bullying. “Harassment, intimidation or bullying” means any intentional electronic, written, verbal or physical act including but not limited to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property;
- Has the effect of substantially interfering with a student’s education;

- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation or bullying can take many forms including, but not limited to, slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is strongly encouraged to bring his or her complaint to the immediate attention of a teacher or school administrator.

Highline Public Schools Emergency Information

In case of emergencies during school hours, like earthquakes, fire, or lockdowns, please do not call the school. We need the phone lines open during emergencies for use by first responders and staff. You will be notified if your child is hurt. We have staff trained in first aid to help in case of an emergency.

Emergency Information Cards

Emergency cards are kept in the office. These cards must be completed each year. In the event of an emergency, it is important that we know where the children are to go, who can pick them up, current phone numbers, and how to reach parents and family contacts. Please notify the office of any changes that take place during the school year.

Emergency Changes to the School Schedule

In the event of an emergency such as a threat to campus, snow, windstorms, earthquake, or similar events, Highline Public Schools may change school start or dismissal times for student safety. We will communicate with parents through:

- Automated phone calls. (Please ensure your school has a working phone number where you can be reached.)
- Announcements on district and school websites.
- Announcements on email and mobile app alerts.
- Announcements on phone text.
- Announcements on social media (Twitter and Facebook).
- Announcements on TV and radio.



Emergency Drills

We conduct fire, earthquake, and lockdown drills so that our students will be prepared in case of an emergency. If you are visiting the school during a safety drill, please follow the drill procedures along with our staff and students.

Gregory Heights PTSA

The PTSA supports Gregory Heights Elementary by:

- Providing enrichment opportunities for students and staff
- Coordinating volunteer support for school activities
- Encouraging culturally responsive community involvement
- Increasing communication between parents, staff and community

President:

Jennifer Cofer Cofers03@msn.com

Vice President:

Theresa Kim Tee.Kay@hotmail.com

Secretary:

Shelby Munnoch shelbym@gmail.com

Treasurer:

Renee Birchfield rbirchfield@comcast.net

ALL are welcome! Please come to the membership and community meetings. Students will enjoy a free movie and childcare in the cafeteria while adults meet the following Tuesdays in the library:

September 17th

November 19th

January 21 or 22 (to be confirmed later)

March 19th

May 12



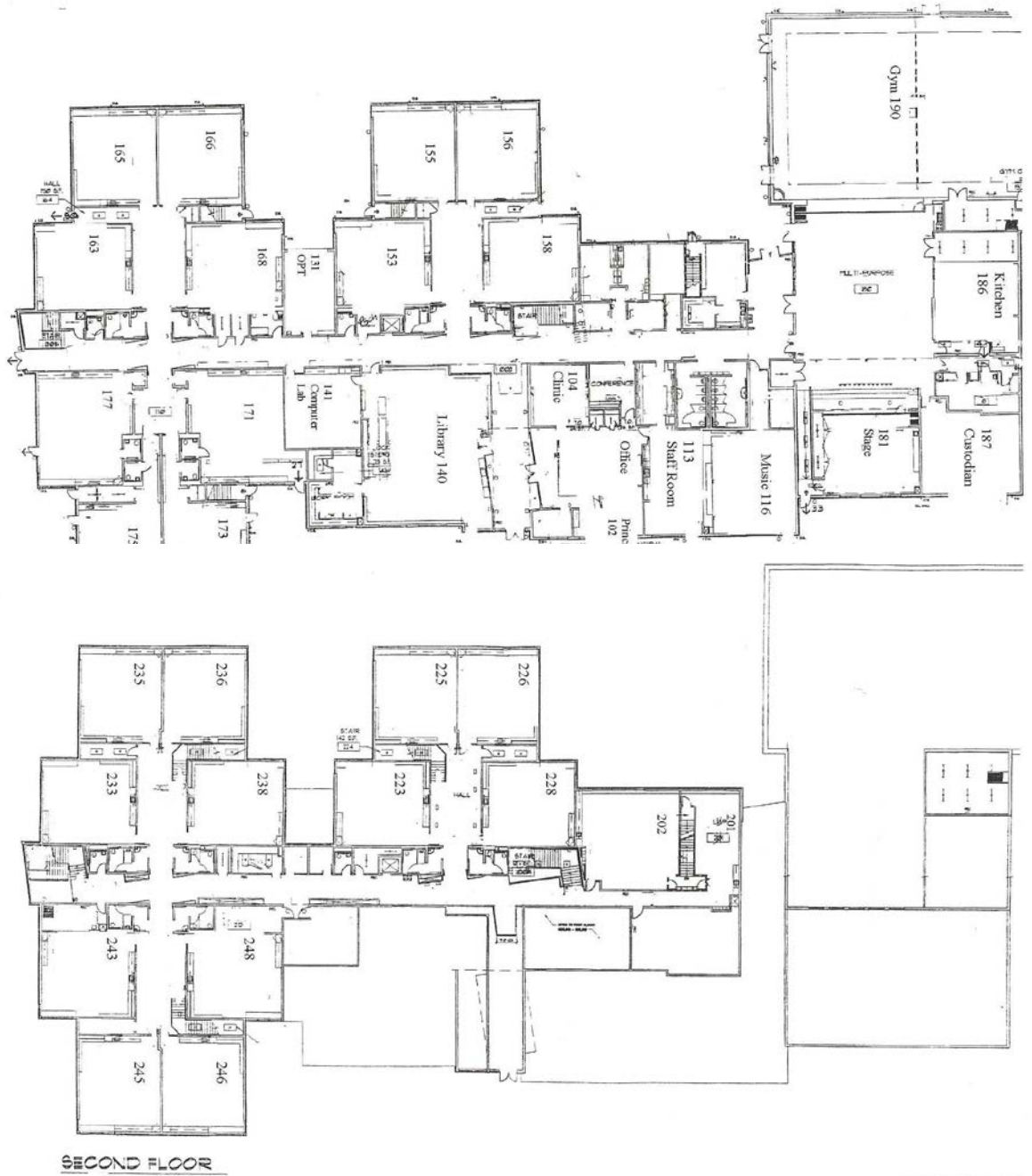
These dates will have the following agenda:

5:30-6:15 A specific topic on interest to parents presented in Spanish with translation to English. (These topics will be developed with input from families.)

6:15-6:45 Light meal or dinner snacks and announcements about upcoming events presented in English and Spanish.

6:45-8:00 PTSA general membership meeting presented in English with translation to Spanish. Families are welcome for all or any part of the agenda each evening.

Gregory Heights School Map



Pre-arranged Absence Request

Student name _____

Grade _____

Teacher _____

Number of previous absences _____

Dates of planned absences _____

Reason _____

*According to the Washington state codes and policies, family vacations are not considered an excused absence. You may use this Pre-Arranged Absence Form **once per year per family for up to five days to request an excused absence from the principal for a reason that may not be recognized by the state.** This request may or may not be granted based upon the number of absences your child has had previously, the circumstances surrounding the absence, and how this absence will affect your child's academic progress. **An absence may not be approved if it causes a serious adverse effect on the student's education. Additionally, absences will not be approved during state testing windows (typically during April and May.)***

Teacher, please complete and initial the following statements:

_____ There is no concern about this student's current academic progress.

_____ Make-up work has been provided for the student, or work may be completed and turned in within _____ days. (Allow 2 days for each day absent.)

_____ No adverse effect on educational progress is anticipated due to the absence.

Parent signature and date

Teacher signature and date

Approved

Denied

Principal signature and date

Reason: _____