



GATEWOOD

E L E M E N T A R Y

4320 SW Myrtle St.

Seattle WA 98136

206-252-9400

206-252-9401 (FAX)

www.gatewoodes.seattleschools.org

SAFE

KIND

RESPONSIBLE

Community Handbook

2018-2019

Seattle Public Schools provides Equal Educational and Employment Opportunities

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal. SPS also provides equal access to the Boy Scouts and other designated youth groups.

For more information, please visit:

<http://www.seattleschools.org/cms/one.aspx?portalId=627&pageId=132741>

Seattle Public Schools Does Not Permit Bullying, Intimidation, and/or Harassment of any kind. SPS uses the following definition:

Engaging in intentional, persistent or pervasive written, verbal, electronic, or physical bullying, intimidating, or harassing conduct that includes, but is not limited to, any of the following:

- for the purpose of embarrassing or denigrating another person;
- physically harms a person or damages the person's property;
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- has the effect of substantially interfering with the student's education or adult's right to teach or manage student behavior; or
- has the effect of substantially disrupting the orderly operation of the school.

(See also Malicious Harassment) The District will respond to off-campus student speech that causes or threatens to cause a substantial disruption on campus or interferes with the right of students to be secure and obtain their education. Substantial disruption includes, but is not limited to, significant interference with instruction, school operations or school activities, violent physical or verbal altercations between students, or a hostile environment that significantly interferes with a student's education.

Conduct that may rise to the level of harassment, intimidation, or bullying may take many forms, including, but not limited to:

- Conducting electronic bullying, intimidation, and harassment, including, but not limited to, cyberbullying, on school grounds, during school activities, on school buses, or during the school day;
- Initiating students into a school, group, grade level, or office through persecuting, harassing, or coercive behaviors that cause or are likely to cause social or emotional harm (See also Hazing).

You can review the SPS Basic Rules and Student Rights and Responsibilities here:

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Discipline/StudentRightsResponsibilities2018-2019_ADA.PDF and

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Discipline/BasicRules2018-19_Brochure_ADA.pdf

We are SAFE. We are KIND. We are RESPONSIBLE.

Bell Times 7:50 first bell, 7:55 am to 2:25 pm (Monday, Tuesday,
Thursday, Friday)

7:50 first bell, 7:55 am to 1:10 pm (Wednesday)

**playground supervision is provided 7:30-7:50. No playground supervision provided after school

Kyna Hogg, Principal

kkhogg@seattleschools.org

Laura Kaplan, Assistant Principal

ljkaplan@seattleschools.org

Noelle Detrich-Eaton, Head Teacher

nldetricheat@seattleschools.org

Katy Thomas, Administrative Assistant

kcthomas@seattleschools.org

Stacy White, Office Assistant/Attendance

swhite@seattleschools.org

District Contact Information

Seattle School District Switchboard 206-252-0000

Seattle School District Customer Service 206-252-0010

Seattle School District Transportation Office 206-252-0900

District Program Office 206-252-0950

www.seattleschools.org

School Mission: We will foster independent learning skills to enable each child to become a confident, compassionate, and optimistic life-long learner with the ability and intense desire to think independently.

We are SAFE. We are KIND. We are RESPONSIBLE.

General Policy and Procedural Information

To report an absence: Call the school office at 252-9400 or e-mail Gatewood at gatewood.attendance@seattleschools.org and inform them of your child's situation and teacher. If you are unable to phone or e-mail, please send a note to the office the next day. If you do not call, an attempt will be made to contact you.

** Absences are marked as "excused" or "unexcused." An excused absence is illness of the student or family member, injury of the student or family member, death of a family member, or planned absences such as appointments or religious events.

To contact the school nurse: Nurse Tina Urso, tlurso@seattleschools.org, is at Gatewood 1-2 days per week. She is available to dispense medications with a note from a doctor. District forms regarding student health can be found at seattleschools.org/district/forms

To volunteer in the school, or chaperone a field trip: Complete a background check form online www.seattlepublicschools.volunteerlocal.com/volunteer/ . Sign in and out of the building at the main office each time you volunteer.

To add money to your child's lunchroom account: Pay in the main office (make checks payable to "Nutrition Services") or visit www.paypams.com. ****To apply for free or reduced lunch, visit the main office or find the forms under "nutrition services" on the district website seattleschools.org/district/forms

Inclement weather days: School closures or delayed openings will be announced on all major radio and TV stations, and the SPS website www.seattleschools.org

What to do if you have concerns about your child: Contact your child's teacher, either via email or set up a scheduled time to meet, with concerns about your child's social or academic needs.

Cell Phones and Electronics: Cell phones and Electronics should be left home. If your child must bring a cell phone or electronic device to school, it should be turned off and stored in your child's backpack during school hours.

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Rainy Day Recess: We always try to go outside unless we absolutely can't (for example, if it is drizzling, we WILL go outside!), so please have your children dress appropriately for the weather. If rainy day recess is happening during the school day, students will stay in their classroom and have choice time.

Rainy day recess before school will be decided by the classroom teachers on playground duty. If your child arrives at school after 7:30am and there are no teachers on the playground, that means rainy day recess has been called and they should go to the following locations. Students are not permitted on playground without supervision.

- K-1 Students will go to the Cafeteria.
- 2-3 Students will go to the Library.
- 4-5 Students will go to the Gym.
- Students will be picked up by the classroom teacher when the bell rings.

Homework Policy: The Gatewood Staff believes that homework plays a valued part in a child's education. Homework can build study skills and reinforce learning that happens in the classroom. At Gatewood, homework completion and/or homework scores do not impact a student's grade, but is instead are assigned as opportunities for extra practice or extension of classroom activities.

In addition to the assigned homework, we believe that students need to read or be read to *every night*. The Gatewood staff also believes that students need to be children and spend time with their family. As such, we adhere to the following time limits for homework assignments:

K-2: 10-20 minutes

3-5: 20-30 minutes

If your child is taking longer than the suggested time to complete any assignments, or if you have any questions or concerns about your child's homework, please talk with your child's teacher about modification.

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PBIS at Gatewood

Positive Behavioral Interventions and Supports

What is PBIS? PBIS is a school-wide system used to teach positive behavior to all students. The approach emphasizes prevention of common school discipline issues by developing a positive school climate where teachers can teach, and students can learn. We call our PBIS program the Gator Way.

“We’re examples of the Gator Way.

We’re SAFE and KIND throughout the day.

We’re RESPONSIBLE. You know it’s true.

We’re GATEWOOD GATORS through and through.”

The main practices in PBIS include:

- Establishing, Teaching, and Reinforcing Positive Expectations
- Acknowledgement Systems
- Relationship Building and Restorative Practices
- School-wide Behavioral Supports
- Supports and Interventions for Students in Need of Them
- Data and Analysis

On the following pages you will find our student behavior matrix. This matrix shows the expected behaviors for all members of the Gatewood community. These behaviors are explicitly taught (and re-taught) to students throughout the year. Students who demonstrate expected behaviors are acknowledged for their positive contributions to our community. If a student is struggling with an expected behavior, teachers and staff use the following matrix to re-teach the expected behaviors.

We are SAFE. We are KIND. We are RESPONSIBLE.

	Responsibility	Kindness	Safety
Arrival	<ul style="list-style-type: none"> • Be on time • Line up when the bell rings • Walk at all times • If eating breakfast, go directly to the cafeteria 	<ul style="list-style-type: none"> • Watch for others • Follow the directions the first time every time 	<ul style="list-style-type: none"> • Use walking feet and quiet hands • Keep backpacks and instruments cases closed
Dismissal	<ul style="list-style-type: none"> • Bus Riders: walk directly to the bus line • Parent Pick-up: stay with your teacher • Walkers: go directly home • Cottage: go directly to Cottage • Bike Riders: walk bike on school grounds and ride directly home. 	<ul style="list-style-type: none"> • Use crosswalks • Stay on sidewalks • Walk at all times 	<ul style="list-style-type: none"> • Respect school and others' property • Follow all directions given by staff.
Bus and Bus Stop Expectations	<ul style="list-style-type: none"> • Be on time • Keep the bus clean • Use appropriate language • Use a quiet voice 	<ul style="list-style-type: none"> • Greet and thank the driver • Be courteous to other riders • Follow the driver's directions the first time every time 	<ul style="list-style-type: none"> • Stand in line • Use walking feet and quiet hands • Keep your hands and feet to yourself • Stay seated while on the bus
Playground	<ul style="list-style-type: none"> • Always remain in the playground boundaries • Only leave the playground if you have a pass or permission from a supervisor • Take care of the playground equipment • Line up right away when the bell rings • Play the Gatewood Way • Get your line ready for the hall • Don't litter on the playground • Return all equipment to the step 	<ul style="list-style-type: none"> • Resolve problems peacefully • Share playground equipment • Be kind • Everyone can play 	<ul style="list-style-type: none"> • Keep hands and feet to yourself at all times • Avoid throwing objects other than a ball • Running and running games on the field
Bathrooms	<ul style="list-style-type: none"> • Use the restroom and return to class quickly • Place paper towels in the garbage can • Respect privacy • Keep the bathroom clean, dry, and graffiti-free 	<ul style="list-style-type: none"> • Use a quiet voice • Flush the toilet 	<ul style="list-style-type: none"> • Wash your hands • Report bathroom problems • Keep your feet on the ground
Lunchroom Expectations	<ul style="list-style-type: none"> • Memorize your breakfast/lunch number • Clean your area and wipe the table • Raise your hand to be excused • Sort your garbage/recycle/compost and dispose • Voice level 1 or 2 • Wait patiently and quietly in line 	<ul style="list-style-type: none"> • Be helpful to others • Use kind words • Use good table manners • Allow everyone to choose their own spot • Listen and follow directions the first time every time 	<ul style="list-style-type: none"> • Stay in your seat and your own personal space • Walk at all times • Only eat your own food • Sit at your classroom's assigned table

	Responsibility	Kindness	Safety
Hallway Expectations	<ul style="list-style-type: none"> • Use walking feet • Voice level 0 or 1 • Stay in a single file line 	<ul style="list-style-type: none"> • Maintain personal space • Respect posted work • Follow directions the first time every time 	<ul style="list-style-type: none"> • Always walk on the right • Step on each step of the stairs • Go directly to and from your locations • Use walking feet and quiet hands
Classroom	<ul style="list-style-type: none"> • Try your best and always do quality work • Put things away where they belong • Bring necessary papers, homework, and books to school • Come ready to learn and allow others to learn 	<ul style="list-style-type: none"> • Treat others with kindness • Share ideas and material • Be courteous and speak politely • Wait your turn • Listen quickly and look at the speaker • Follow directions the first time every time 	<ul style="list-style-type: none"> • Use supplies appropriately • Keep your hands and feet to yourself • Only go into your own backpack/ cubby/ desk
Specialist Expectations (Library, Art, PE, Music)	<ul style="list-style-type: none"> • Enter/Exit the room quietly and orderly • Follow room procedures • Listen to adults • Respect class time and be ready to learn • Respect the materials 	<ul style="list-style-type: none"> • Raise your hand and wait your turn • Be courteous/speak politely • Voice level 0, 1, or 2 • Respect learning environment • Follow directions the first time every time 	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Sit correctly on the carpet/keep all chairs legs on the floor and face the speaker • Treat books, equipment, and materials properly
Computer Lab Expectations	<ul style="list-style-type: none"> • Enter/Exit the Computer Lab quietly • Treat computer equipment properly • Log off, hang up your headphones and push in your chairs when leaving the lab 	<ul style="list-style-type: none"> • Be courteous and speak politely • Voice level 0 or 1 • Follow directions the first time every time • Respect learning environment 	<ul style="list-style-type: none"> • Keep hands and feet to yourself • Keep all chair legs on the floor • Use internet for educational purposes
Assembly Expectations	<ul style="list-style-type: none"> • Be on time • Sit with your pockets on the floor • Follow teacher's directions • Sit quietly • Respond quickly to the quiet signal • Stay seated 	<ul style="list-style-type: none"> • Be quiet on the quiet signal • Cheer and clap appropriately 	<ul style="list-style-type: none"> • Walk to and from the assembly • Keep hands, feet, and objects to yourself
Emergency Drill Expectations	<ul style="list-style-type: none"> • Remain calm • Take care of yourself first • Voice level 0 or 1 	<ul style="list-style-type: none"> • Watch for others • Assist when asked to by an adult • Follow all directions first time every time 	<ul style="list-style-type: none"> • Walk to the designated location • Keep hands and feet to yourself • Move safely and quickly
Garden	<ul style="list-style-type: none"> • Feet stay on woodchips • Leave things as you found them 	<ul style="list-style-type: none"> • Ask before you pick • Stay back from the classroom windows 	<ul style="list-style-type: none"> • Stay off the hill • Level 2 voice
Office	<ul style="list-style-type: none"> • Use a quiet voice • Leave items that belong in the office • Pick up after yourself 	<ul style="list-style-type: none"> • Use polite words and tones with office staff 	<ul style="list-style-type: none"> • Follow direction of office staff the first time

This chart provides examples of what it means to be responsible, kind, and safe at Gatewood Elementary. It is not exhaustive, and students should be recognized for demonstrating the Gatewood Way in other ways.

We are SAFE. We are KIND. We are RESPONSIBLE.

If a student needs support to follow the Gator Way, the following table shows some possible responses. This table is not exhaustive. Teachers and administration tailor responses to the need of the student.

Menu of Responses to Misbehavior		
<p>Level One Handled by Teacher/Staff in Classroom/Playground or Common Areas</p>	<p>Level Two (Minor Behavior) Handled by Teacher/Staff or Administrator depending on behavior</p>	<p>Level Three (Major Behavior) Handled by Administrator</p>
<ul style="list-style-type: none"> • Restate directions • Redirect to task • Reteach • Nonverbal cues • Cool Down in classroom • Proximity • Clearly state choices/options • Create an individual classroom behavior plan with parent and student try out plan for at least 4 weeks (share with specialists and staff) 	<ul style="list-style-type: none"> • Conference with student, teacher, staff • Reteach • Cool Down time in classroom • Cool Down time in Buddy Room • Restate directions • Minor consequence • Change seating • Modify assignment • Call home • SIT referral • Re-conference with student, parent, administrator 	<ul style="list-style-type: none"> • Teacher or staff member will escort student to Office • Administrator will Contact home • Loss of privileges • In school suspension • Out of school suspension • Contact School Security/Law Enforcement • Immediate conference with parents/guardians, student, teacher and administrators • Complete School District Documentation for Student Conduct Referral

Agreement Signature Page

By signing this page, families acknowledge receipt of this handbook and the information it provides. Please return this signed page to your child's classroom teacher.

My child and I have read and reviewed the **Gatewood Community Handbook**.

Student's Name/Signature

_____ / _____

Parent's Name/Signature

_____ / _____

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