

EVERY student and family
seen, engaged,
challenged and growing.

Student and Family Handbook

A resource to assist with learning
and understanding our school
operations together.

2017-2018

**Please keep this handbook throughout your years at John Rogers.
We distribute a hard copy to NEW families every school year, post it
to our school website and have hard copies available in our office.
Thank you and enjoy!**

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Dear Parents, Guardians, and Students,

Welcome to John Rogers Elementary. Our School Community is comprised of amazing students, involved, and engaged parents, dedicated teachers, and instructional staff and a supportive and involved administrative and office staff. We all work in collaboration to provide students a strong academic, social, and emotional base through highly skilled instruction and individualized support. We offer opportunities for students to reach personal goals through differentiated learning opportunities, and model the importance of giving back to the community through involvement in regular service and public stewardship. As you get to know John Rogers, you will find us to be friendly, skilled, collaborative, personable and always willing to do what is needed to get the job done. We are glad you are here as a part of the Rogers Community!

Vision & Mission

The mission at John Rogers is **“NURTURING AND FOSTERING AN INCLUSIVE, POSITIVE AND COLLABORATIVE COMMUNITY OF HIGH ACHIEVING LEARNERS AND SOCIALLY RESPONSIBLE CITIZENS IN AN EVER-CHANGING WORLD.”**

Our vision at Jolly John Rogers is **“EVERY Student and Family *seen*, engaged, challenged and growing”**

Both the mission and vision were created in 2014-2015 as part of the beginning of year activities. That specific day Principal Mirabueno had started the staff professional development with a video that described the Zulu greeting *Sawubona* which means “*We see you*” (www.youtube.com/watch?v=2IjUkVZRPk8). This shared experience inspired the staff to have the vision centered on the philosophical concept of truly “seeing” each person (inside/personally and out/physically) in our school community, which is why the word “seen” is italicized in our school color and “every” is in all capitals. The Building Leadership Team (BLT), which is comprised both of parents and staff, started the process by working together to talk about where we were as a school, where we want to be, and what our values will continue to be. After close collaboration between staff and BLT the draft was then brought to the community for feedback and then the final vision and mission were complete.

History

For historical information and our current website please click on the links below:

[History-Rogers Elementary School](http://www.historylink.org/File/10581) (<http://www.historylink.org/File/10581>)

Useful Contact Information

Seattle Public Schools Website	www.seattleschools.org
John Rogers Elementary Website	rogerses.seattleschools.org
Office Main	206-252-4320
Attendance	206-252-4324
Fax	206-252-4321
John Rogers Email Address	rogers@seattleschools.org
Staff Email Addresses	Available on John Rogers Website
Meadowbrook Community Center:	206-684-7522

SCHEDULES

Daily Schedule

There is no adult supervision before 7:40. Students **should not arrive before 7:40.**

- 7:40..... Breakfast begins in the lunchroom.
Playground supervision begins.
- 7:50..... Warning Bell
Students walk to their classrooms.
- 7:55..... Instruction begins
- 2:25..... Dismissal (1:10 - Dismissal every Wednesday except September 6)

There is no supervision by school staff after school. **Students must leave the school/playground at 2:25 (or 1:10 on Wednesdays)** unless an adult is directly supervising them or they are involved in an afterschool program.

Recess and Lunch Schedule

AM Recess

Kindergarten	8:55 – 9:10
2 nd grade, 2 nd /3 rd grade	9:10 – 9:25
5 th grade	9:25 – 9:40
1 st grade	9:40 – 9:55
3 rd grade (*Wednesday)	9:55 – 10:10
4 th grade	10:10 – 10:25
3 rd grade (*Mon, Tue, Thu, Fri)	10:40 – 10:55

Lunch Followed by Lunch Recess

Kindergarten, 1 st grade	10:55 - 11:35
4 th grade, 5 th grade	11:25 - 12:05
2 nd grade, 2 nd /3 rd grade, 3 rd grade	11:55 - 12:35

Office Regular Hours

7:30 a.m. – 3:45 p.m. **Office Phone number 206-252-4320.** If we are not available, please leave us a message for the office staff. We occasionally need to close the office early due to staff professional development, etc. We will send you a SchoolMessenger message when this happens.

STAFF

Administrative and Operational Staff, Nurse

Principal.....	Sara Mirabueno
Administrative Secretary.....	Satomi Manabe
Office Assistant.....	Dana Keene
Custodian.....	Nghia Nguyen
Evening Custodian.....	Adam Spiegel
Lunchroom Manager.....	Arnie Olson
Nurse.....	Bonnie Todd (Fridays and alternating Thursdays)

Homeroom Teachers

Kindergarten

Allison VanDoren	Room 1
Amy Stenberg	Room 2
Faosiyah Madres	Room 5

First Grade

Candice Haskins	Room 3
Lexie Thomas	Room 4
Michael Caoagdan	Room 7

Second Grade

Johnson Clark	Room 16
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Second/Third Grade

Amy Ferguson (ELA, Social Studies)	Room 6
Dave Clement (Math, Science)	Room 12

Third Grade

Kristen Reeves (Math, Science)	Room 13
Joy Burke (ELA, Social Studies)	Room 15

Fourth Grade

Karen Rugen (Math, Science)	Room 14
Valeri McGregor (ELA, Social Studies)	Portable 5

Fifth Grade

Onny Tabares (Math, Science)	Portable 2
Elizabeth Venn (ELA, Social Studies)	Portable 4

ELL Department

ELL Teacher	Tu Nguyen	Portable 3
ELL Teacher/Coach	Suzanne Lavelle	Portable 3
Amharic/Tigrinya IA	Joel Fisaha	Portable 3
Spanish IA	Gloria Downie	Portable 3
Arabic/Somali IA	Ali Ugas	Portable 3

Special Education Department

Special Education Teacher	Terry DeLeonardis	Room 120
Special Education Teacher	Cheryl Ortiz	Room 8
Special Education Teacher	Doug Hudson	Portable 3
Special Education IA	Kelsey Isaacson	
Special Education IA	Tiara Walker	
Special Education IA	Ana Lemoine	
Special Education IA	Shantau Fellows	
Special Education IA	Kris Gilfoil	
Special Education IA	Sarah Harris-Koblin	
Special Education IA	Sarah Portwood	

Specialists

Librarian	Nancy Fisher-Allison	Library
Physical Education	Melissa Blumhagen	Gym
General Music	Stephanie Trinneer	Portable 1
Reading Specialist	Mary Gordon	Library
Math Specialist/ Levy Coordinator	Brent Ostbye	Room 9
Counselor/ Behavior Intervention Specialist	Kristen Weissenborn	Office
Psychologist	Kari Monsen	Staff Room Alcove
Occupational Therapist	Phoebe Cheng	Room 8
Physical Therapist	Cindy Nofziger	Room 8
Speech Pathologist	Kelly Berry	Room 8
Visual Arts	Katy Hanson	Room 9
Instrumental Music	Cris Sherman	Stage
School Relations Assistant	Andrea Bergan	Office

Hourly Staff

Literacy Tutor	Karen Corona
Playground Supervisor	Tracy Anthony

SCHOOL POLICIES

Before/After-school Supervision

Before-school supervision by school staff starts 15 minutes before school begins. **Students should not arrive before that time.**

There is no after-school supervision. **Students must leave school or the playground as soon as school ends** unless their parent/guardian directly supervises them or they are involved in an after-school program.

Attendance

Attendance plays a crucial role in the success of our students. We value our students learning time and want to limit instructional disruption. Students should attend school regularly as well as arrive on time and stay for the entire school day. Please make it a priority with your student to be on time to school. Office staff and/or the principal will contact parents if there is a concern about a student's pattern of late arrivals or absences.

Absences and Vacations

If your child will be absent from school, please inform the school by emailing rogers@seattleschools.org or by calling the attendance line at 206-252-4324 before school starts. If you are leaving a message, please let us know the name of your child, teacher's name, your name, and reason for the absence. You need to telephone or email each day that your child is absent. Please note that family vacations are not excused.

Late Arrivals

Students arriving late to school, for whatever reason, should always check in with the office prior to heading to their classroom. The office will provide them with a "late slip."

Early Dismissal

If your child needs to leave school early for any reason, please notify the teacher by a written note or email. The parent/adult on the student's contacts list must come into the office to sign out the student. At that time, office staff will call the classroom to have your child dismissed. Please allow for extra time as this process may take a few minutes. Only adults listed as parent/guardians or emergency contacts can pick up a student early.

Please bring your ID with you.

After School Plans

Please talk to your child every morning about the after-school arrangement so that she/he knows clearly where to go.

Kindergarten students – Please make sure your child's teacher is always aware of the arrangement by a written note or email before school starts.

First Grade through Fifth Grade Students are responsible for meeting their parent at the playground, at the car pick-up, going to after school program or going to the bus line.

Arrangement Change During School – Office staff can deliver your message to your child when an unexpected situation arises and you need to change your after-school arrangement. Please note that we need to protect instructional time, and therefore we refrain from calling your child down to the office to talk to you on the phone.

Please call the office (no emails) no later than 30 minutes before school ends to ensure that your message is delivered to your child.

Students are not allowed to make an after-school arrangement with their friend during school hours.

Temporary Bus Card

If temporary changes in bus stops or routes are necessary so children can go home with friends, or for other reasons you must turn in a written note to the office in the morning. This allows the office enough time to prepare a temporary bus card. The following information needs to be included:

- Your student's first and last name and ID#
- Homeroom teacher's name and room number
- First and last name of the student your child is going home with or the stop location
- Bus number they will be riding
- Your name and phone number in case of questions

Students will be issued a temporary bus card by the office, which must be given to the bus driver.

Do not call the office at the last minute for temporary bus requests.

Classroom Volunteers and Field Trip (including Swim) Chaperones

At John Rogers, we are fortunate to have many parent volunteers to support our efforts. Each year, we offer a variety of volunteer opportunities such as working in the classroom, working with individual students, participating on committees, supporting extracurricular events, or other opportunities that support the success of our students and school.

Please note that all volunteers and field trip (including swim program) chaperones **MUST** complete the volunteer application process and have it cleared by the District/School Office first. **A new application must be submitted every school year.**

Volunteering Check List:

1. Volunteer Application Form
2. Background check (WATCH) Screening Form
3. Read the Volunteer Handbook
4. Adult Sexual Misconduct Prevention - Online

Please visit the SPS Website for more information. SPS Website <<Families and Communities<<[Volunteer](#)

The office cannot process background checks on the day of a field trip. Thus, adults must have all completed documents in at least one week prior to their volunteer responsibilities.

Swim Program

Our school is fortunate to have a swim program. Swim instructors and lifeguards are recruited by the swim coordinator and PTA. They need to be hired as hourly district employees. If you are interested in becoming a swim instructor or a lifeguard, please contact our swim coordinator.

Family Information

Please inform the school office of any changes in your address, home or work telephone numbers or emergency contacts during the school year.

Medications, Vitamins, Supplements at School

All medications, vitamins, supplements including over-the-counter medications, must be stored and dispensed by the school nurse or office staff. Students are not allowed to carry or keep medications in their classroom or locker. All medications, vitamins, supplements, by prescription or over-the-counter require parent and doctor permission for them to be given at school. Please ask the school nurse any specific questions. A District Medical Authorization Form must be used, and it is available from the District website or the office. Medications must be in original, labeled container.

Please note that our school nurse works only one and a half days per week.

Cell Phones, Electronic Devices, Toys

Students are only permitted to use cell phones and electronic devices before and after school. All cell phones should be put away when school starts. During the school day, cell phones and electronic devices should be kept in backpacks and not brought out for any reason. These items will be confiscated if these rules are not adhered to and parents will be asked to retrieve them from the school office. The only exception to this rule is electronic readers that are used in the classroom if approved by the teacher. Students are not allowed to bring any toys unless specifically permitted by a teacher.

Lost or stolen items are not the responsibility of the school.

Lost and Found

Names should be marked on all lunchboxes, notebooks, jackets, and other personal items brought to school. Lost and found items are located in the lunchroom near the entrance. Unclaimed items are given to a charity several times a school year. Do not bring personal items such as toys, games, and money to school unless specifically permitted by a teacher. Lost or stolen items are not the responsibility of the school.

Dress Code

Students are expected to wear appropriate attire for school.

Inappropriate attire/accessories are defined as follows by our Student Council.

- No excessive cologne or perfume
- No excessive jewelry
- No flip flops
- All pants must remain pulled up – No sagging

At John Rogers, we want our children to remain safe and enjoy their outdoor recess. Please send your child dressed for outdoor recess, which includes appropriate, comfortable shoes, socks and a jacket when needed.

Birthday Treats/Celebrations

In an effort to continue being an inclusive community and respecting the many beliefs and cultures John Rogers represents, we ask families not to bring any birthday treats, balloons, etc.

Classroom Visits

If you would like to visit your child, please make prearrangements with your child's teacher before visiting.

Conference Week (Mon, Tue, Wed prior to Thanksgiving Holiday)

Please make every effort to make it to your scheduled conference. We highly value conference week, as this is a great opportunity for you to discuss your child's progress and concerns with your child's teacher.

Communication with the School

For parents/guardians, your first point of contact for information about how your child is doing academically, socially, and/or emotionally is the classroom teachers. Your child's teachers are also there for you should you have questions or concerns about your child's experience at school, in or out of class. They know your child well and can help clarify information or offer assistance with an emerging problem. Since teachers often need to attend mandatory meetings, making an appointment beforehand is strongly encouraged. If you have larger concerns, please make an appointment with our Principal by contacting our Administrative Secretary. We are all available to meet with you and answer questions to help you and your child have a good experience at John Rogers, so please do not hesitate to contact us.

Pets

We understand that pets can be important part of your family. We also need to obey the "No Pets on School Property" law and respect people who have allergies and/or reservations towards animals. Do not bring your pets to school or the playground when you drop off or pick up your child.

SCHOOL WIDE BEHAVIOR EXPECTATIONS

RULER: A social and emotional learning program!

At John Rogers, we understand that emotions matter! We are excited to continue using RULER, an evidence-based approach to social & emotional learning that helps integrate the teaching of emotional intelligence into daily life through five key skills:

- R- Recognizing emotions
- U- Understanding causes/consequences
- L- Labeling the full range of emotions
- E- Expressing them appropriately
- R- Regulating emotions

RULER integrates these skills into the academic curriculum and provides opportunities for students and all the key adults involved in their education – to learn and apply these skills.

RULER:

- **Recognizing** - Identifying emotion in oneself and others by interpreting facial expressions, body language, vocal tones, and physiological reactions.
- **Understanding** - Knowing the causes and consequences of emotions, including the influence of different emotions on thinking, learning, decisions, and behavior
- **Labeling** - Using a wide range of emotion words, developing a rich feeling vocabulary.
- **Expressing** - Knowing how and when to express emotions with different people and in multiple contexts (nonverbal, written, and spoken)
- **Regulating** - Developing strategies that help us manage our emotions to support healthy relationships and achieve goals.

The staff at John Rogers Elementary is committed to providing students the opportunity to learn in a safe, orderly environment, while helping them become socially responsible young people. Our school-wide expectations and programs are designed to enhance these endeavors by encouraging personal responsibility and respect for others.

School Mascot: Awesome Otter

Rogers Way to Be:

- **Be Kind**
- **Be Safe**
- **Be Respectful**
- **Be Responsible**
- **Be Courageous**



Play Ground Expectations

Slides:

- Go **DOWN** the slide feet first while sitting on bottoms

Play Structure:

- Watch for others as you move through the structure
- Be aware of others swinging legs on the monkey bars
- Move safely in the playground area

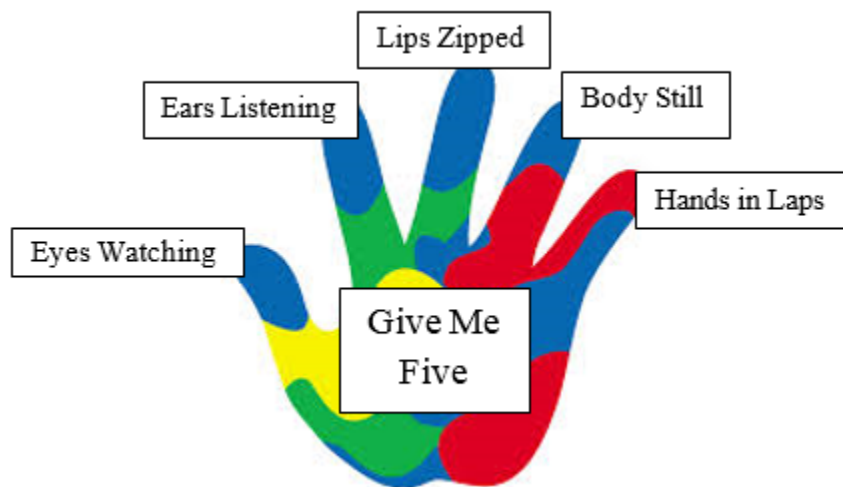
General:

- Stones, pebbles, mulch, sticks, leaves, snow, etc. should remain on the ground at all times
- Students who bring out balls are responsible for bringing them in
- Boundary for playground is inside the fences (no going behind or near the portables)
- Stay out of the garden areas

Please observe the same expectations after school if you decide to stay at the playground with your child. Students playing on the playground after school are required to have parental supervision. There is no staff supervision after school.

All School Signal

The “Give Me Five” Signal is used during assemblies and lunchtime. Signal can be used in classroom as well.




Hallway Expectations

H - Hands at your sides 

A - All eyes forward 

L - Lips Zipped 

L - Line Straight 

S - Space between You and Me 

MISCELLANEOUS INFORMATION

Your Child's ID Number

You can find it on most of the official mails from the District, on report cards, or by accessing [The Source](#). It will remain the same as long as your child is enrolled in Seattle Public School.

School Lunch Program

You can access Breakfast/Lunch menu calendars on the District's website as follows. Seattle Public Schools >> Students>>Nutrition Services>>[School Menus](#)

Paying for School Meals

There are several ways to pay for school meals. Checks (made out to Child Nutrition Services) and cash are always accepted by the manager of the lunchroom either as a pre-paid deposit to a student's account or for purchasing individual meals or milk/juice.

Meals can also be paid for with a credit card online or by phone using [PayPams](#).

Go to <https://paypams.com/HomePage.aspx>.

Note: PayPams require the student's Student ID number or meal account pin number. The Student ID number can be found on report cards or by accessing [The Source](#). PayPams charges users a small transaction fee per student for each transaction.

Free and Reduced Lunch

Your child may qualify for free or reduced-price meals. All students who qualify receive meals free of charge. To learn more and apply for free or reduced priced meal benefits, go to:

<http://sps.ss8.sharpschool.com/cms/One.aspx?portalId=627&pageId=18853>

Forms need to be filled out each school year.

After School Enrichment Programs

Our staff members and our Community Partner, Meadowbrook Community Center offer a variety of after-school enrichment programs at our school. Meadowbrook C.C. distributes brochures with information for classes and registration several times a year.

School Bus

Please be aware that it is the District Policy that students can be let off a regular bus at their assigned stop with or without someone present to meet them. This includes Kindergarten students. In certain circumstances, if a student appears unsure about getting off the bus, the bus driver will keep the student on board and contact dispatch for instructions. If necessary, instruct your child to inform the driver that he/she should not get off the bus without someone present to meet him/her. Develop a backup plan your child should follow if he/she does get off the bus and you are not there, such as go to a nearby neighbor or friend's house.

School Closures

Severe weather conditions sometimes prevent school buses and cars from traveling safely. When this occurs, the Superintendent's Office posts a notice on the web site at www.seattleschools.org

and notifies local news stations. News of school closures is usually announced in the morning. Please check the website or listen to the news if you suspect that weather conditions may close the schools. Because of the possibility that severe weather or other emergencies may result in early dismissal of school, parents should make appropriate arrangements with their children. Although early dismissal is rare, it is comforting for children to know the procedures to follow. Usually, planning in advance with neighbors or making sure that children have access to the house key prevents worry for children and parents. Please be sure your children know what to do in case of unusual conditions requiring early dismissal.

Homeless Program: McKinney-Vento

The goal of Seattle Public Schools Homeless Program is to keep students in school. We also want to assist families in staying involved in their children's education and reducing risks they may face.

You and/or your family are considered "homeless" if you are:

- Living in a shelter, motel, vehicle, or campground
- Living on the street
- Living in an abandoned building, trailer, or other inadequate accommodation
- Doubled up with friends or relatives because you can't find or afford housing
- Waiting for a foster-care placement
- Have moved 2 or more times in six months

Know Your Rights

- The right to continue in the school you were in before you became homeless, if you want to;
- The right to continue in the same school you are in if you are homeless now;
- The right to transportation to school, according to current District transportation guidelines;
- The right to enroll and attend classes without giving a permanent address;
- The right to enroll and attend classes even if you are missing documents usually required for enrollment;
- The right to attend the school of your choice while a dispute over your enrollment is being resolved, or, if the school district sends your child to a school other than the school of your choice, you have the right to a written explanation and the right to appeal that decision.

Please contact our School Relations Assistant or visit [Seattle Public Schools Website – Homeless Program](#)

Safety Drills

We have a safety drill once a month. If you are visiting our school during a drill, please follow the same guidelines as the staff and the students. Safety Drills include fire drills, earthquake drills, lock-down drills, and shelter-in-place drills.

Event Planning and Use of the Building After-Hours

Parents are welcome to organize, plan and promote school events. Please inform PTA Board members before you start planning. As events are planned, complete and submit a **John Rogers Event Planning Form** to the office for principal's approval at least 2 months in advance. Be sure to use the form as a checklist so that all personnel are informed, and correct procedures are

followed. All after-school events must be entered into the District Building Use System by the school office or a PTA Board member and require an approval from the District. Event Planning Forms are available in the office.

Fundraising

If you are interested in organizing a fundraiser for our school, please contact our PTA Board members and school administrative secretary first. Schools and PTA must follow the State and the District rules.

Immunizations

With the passage of the state law regarding the immunization of Children (RCW28A.31.118) in May 1979, the schools and communities of Washington State have a mandate to protect the health and safety of children. The law states, in part, "...The attendance of every child at every public and private school in the state and licensed day care shall be conditioned upon the presentation of proof of either (1) full immunization, (2) the immunizations required by the rules of the State Board of Health, or (3) a certificate of exemption..." Please make sure to update your child's immunization record with the District. Contact our nurse if you have questions.

Seattle Public Schools Policy – Firearms and Dangerous Weapons

Seattle Public Schools has a no tolerance policy towards weapons, drugs, or alcohol on school property, on school-provided transportation and at District-sponsored activities.

JOHN ROGERS MEETINGS AND COMMITTEES

Committees have been created at John Rogers that include parent members. In addition to managing school operations, these collaborative groups have been established so we can continue to have student-focused conversations on what can best support their social/academic achievement. Below you will see a list of these committees:

- **Building Leadership Team (BLT)**

The Building Leadership Team is comprised of the Principal, grade level representatives, a classified representative, a special education representative, a specialist representative and two PTA representatives. The BLT meeting schedule and agenda are determined by the BLT members. The BLT consists of representative members who serve the community in decision-making, forming recommendations to staff, principal support and parent/community communication.

- **Family Engagement Activities Team (FEAT)**

The FEAT Team is comprised of parents, staff and community members. It was created in 2013 for the purpose of supporting the principal, staff, and students of John Rogers towards reaching the vision of the school and the mission for its students. The FEAT Team works to ensure that all families feel welcomed and included. The FEAT Team meets once a month to discuss and create plans towards including all of our families at John Rogers.

- **Student Council/No Place for Hate**

We have a no cut, no vote Student Council. Our student council is comprised of a teacher leader(s), parent leader(s), and interested students in 3rd-5th grade. Our student council helps to make school wide decisions such as spirit days and provides the staff with student input on school decisions. No Place for Hate is a recently added sub-student council group that addresses student climate around themes important to our community.

- **Safety Team**

Our safety team is comprised of staff members and parents passionate about ensuring the safety of our school. Common decisions of the safety team include, increasing security of our school building, creating a comprehensive safety plan, and scheduling safety drills.

- **Green Team**

Our green team is comprised of staff members, parents, and students passionate about ensuring that we compost and reduce waste in our school. In addition, our green team applies for grants that can provide money to continue our reduction in waste. Lastly, our green team makes decisions on how to use the grants that are awarded to them.

If you are interested in becoming a member of a committee, please contact the office.

ACADEMIC, SOCIAL, AND EMOTIONAL INFORMATION

Academic, social, and emotional information are provided to families in the following formats:

- Through classroom newsletters
- Parent/Teacher Conferences
- Weekly PTA/School newsletters
- During our annual School Information Night at the beginning of every school year.
- On our school website