

Viewlands Elementary Student and Family Handbook 2024-25

Welcome!

Welcome to Viewlands Elementary School. This handbook was created by staff to answer your questions. If you are unable to find what you need, please call the office or contact any staff member (Directory on page 4).

Have a great year!

Viewlands Elementary
10525 3rd Ave NW
Seattle, WA 98177

Office Phone: 206-252-4400

Office E-Mail: viewlands.attendance@seattleschools.org

School Profile: <http://www.seattleschools.org/schools/viewlands/>

School Website: <https://viewlandses.seattleschools.org/>

The information contained in this handbook was accurate at the time of publishing (August 2024). If you believe it to be in error, please contact the school office at 206-252-4400 so we can make corrections before the next publishing.

Every Child Known, Valued, and Empowered

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Schedules

Daily Schedule

Mon, Tues, Thurs, Fri

- 7:40 a.m. - School Doors Open and Breakfast
- 7:55 a.m. - Start of school
- 8 a.m. - Late arrival
- 2:20-2:25 p.m. - Kindergarten dismissal
- 2:25 p.m. – 1st-5th dismissal

Wednesday early release

- 7:40 a.m. - School Doors Open and Breakfast
- 7:55 a.m. - Start of school
- 8 a.m. - Late arrival
- 1:05-1:10 p.m. - Kindergarten dismissal
- 1:10 p.m. – 1st-5th dismissal

Lunch and Recess Schedule

10:55-11:35 a.m. K-2 Lunch / Recess

11:35 a.m.-12:15 p.m. 3rd-5th Lunch / Recess

Office Hours

7 a.m. – 3 p.m.

Office Phone number 206-252-4400

If we are not available, please leave a message for the office staff.

Contact Information

The staff is always happy to hear from parents and guardians. Please understand that their first priority each day is to be with the students. If you call or e-mail, staff will make every effort to reply in a timely manner. If your message is urgent, it should be directed to the main office.

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

Viewlands Directory

Administrative/Support Staff

Principal

Carrie Wheeler (Ms. Wheeler)

Rm. 3001G

cawheeler@seattleschools.org

Admin Secretary

Lin McCormick (Ms. Lin)

Rm. 3001A

lmccormick@seattleschools.org

Office Assistant

Leandra Davidson (Ms. Leandra)

Rm. 3001A

lddavidson@seattleschools.org

Nurse

Rebecca Dubin (Nurse Rebecca)

3001F

rcdubin@seattleschools.org

Counselor

Erica Barry (Ms. Barry)

3102

esbarry@seattleschools.org

Kitchen Manager

Shafaq Abidi (Ms. Shafaq)

sbabidi@seattleschools.org

Custodial Engineer

Geiby Kelil (Mr. Gebiyo)

gmkelil@seattleschools.org

Night Custodians

Woldegbriel Kelkay (Mr. Woldegbriel)

wgkelkay@seattleschools.org

Teklit Wuneh (Mr. Teklit)

tgwuneh@seattleschools.org

Classroom Teachers

Kindergarten

Kirsten Erickson (Ms. E)

Rm. 3202, klerickson@seattleschools.org

Kindergarten

Lora Nelson (Teacher Nelson)

Rm. 3204, lenelson@seattleschools.org

Grade 1

Miranda Veliz (Ms. Veliz)

Rm. 3304, milaine@seattleschools.org

Grade 1

Brian Wartes (Teacher W)

Rm. 3308, bjwartes@seattleschools.org

Grade 2

Norma Andrade (Ms. Norma)

Rm. 3305, ncandrade@seattleschools.org

Grade 2

Brandon Farrar (Mr. Brandon)

Rm. 3307, bmfarrar@seattleschools.org

Grade 3

Clay Dewey-Valentine (Teacher Valentine)

Rm. 1303, cjdeweyvalen@seattleschools.org

Grade 3

Jena Meagher (Ms. Meagher)

Rm. 1304, jcmeagher@seattleschools.org

Grade 4/5

Craig Arango (Mr. Arango)

Rm. 1204, cdarango@seattleschools.org

Grade 4/5

Rachel Schilke (Ms. Schilke)

Rm. 1202, reschilke@seattleschools.org

Grade 4/5

Scott Thorpe (Mr. Thorpe)

Rm. 1206, shthorpe@seattleschools.org

Specialists

Librarian

Emmy Misner (Ms. Misner)

Rm. 3307

elmisner@seattleschools.org

PE

Lauren Bangasser (Coach Lauren)

Gym

lmbangasser@seattleschools.org

Art

Brendan Cullen-Benson (Mr. B)

3003

bccullenbens@seattleschools.org

Academic Intervention

Alexander Gorohoff (Mr. Gorohoff)

Rm.1308

atgorohoff@seattleschools.org

Academic Intervention /Multilingual

Breanne Kutch (Ms. Kutch)

Rm. 3301

blkutch@seattleschools.org

Multilingual

Kate Gray (Ms. Kate)

Rm 3301

kmwalden@seattleschools.org

Multilingual IA

Hector Velez (Mr. Hector)

Rm. 1308

hevelez@seattleschools.org

Special Education Teachers

Special Ed Resource

Marilyn McVay (Ms. McVay)

Rm. 1205

mmcvay@seattleschools.org

Special Ed Distinct

Dexter Diehl (Mr. D)

Rm. 2201

sadiel@seattleschools.org

Distinct IA

Selena Calacat (Ms. Selena)

Rm. 2201

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Distinct IA

Trisha Voigt (Ms. Trisha)

Rm. 2201

tavoigt@seattleschools.org

Special Education Specialists

PT

Jen McLuen (Ms. Jen)

2207A

jlmcluen@seattleschools.org

OT

Jessi Frahm (Ms. Jessi)

2207A

jefrahm@seattleschools.org

SLP

Susannah Major (Ms. Major)

2200B

srmajor@seattleschools.org

Psychologist

Dr. William Wood (Dr. Wood)

Rm. 2200A

wwood@seattleschools.org

More information about our school, including staff photos, can be found on our website:

<https://viewlandses@seattleschools.org/>

The School Day

Students who live less than one mile from school are in the walk zone. Families that live in the walk zone are encouraged to walk, carpool, or bike to school. Bicycling is allowed if students wear helmets and follow safety guidelines. Bike racks are provided at school and families are responsible for bringing their own bicycle locks.

Parking is a challenge at Viewlands. To avoid being ticketed, please be aware of parking signs. We have a drop off area in the front of the school on 3rd Ave NW North off the central entrance. There is more parking availability on 3rd Ave NW, North of 107th. Please use the crosswalks and please be mindful not to block our neighbors' driveways. The dead-end west of 3rd Ave and 105th is a NO PARK ZONE. Please avoid parking on 105th west of 3rd Ave NW. **Do not leave any valuables in your car!**

Morning Drop Off

School doors open at 7:40 a.m.

Student Vehicle Drop off:

- Driving South on 3rd Ave NW, pull over to the curb before the central entrance stairs
- Drivers must stay in the car
- Students exit from the **sidewalk side** of the car
- School staff will greet students at the entry
- Students will go to breakfast or their classrooms
- **No students should be on site before 7:40 a.m., as there is no supervision. If your student arrives before this time, you will be contacted to ensure awareness of the schedule.**
- Breakfast is only served from 7:40-7:55 a.m. Breakfast is not provided for students arriving late.

Afternoon Departure

Families should remain outside for student pick-up. School is dismissed at 2:25 p.m. Students will walk out with teachers between 2:20 and 2:30 on Mondays, Tuesday, Thursdays, and Fridays. On Wednesdays (early dismissal day), students are excused between 1:05 and 1:10 p.m. Teachers will walk their classes to the bus lines or meet their families. Staff will remain on the playground until the bus has left the school.

- 2:20-2:25 p.m. Kindergarten dismissal (1:05-1:10 on early-release Wednesdays)
- 1st-5th dismissal at 2:25 p.m. (1:10 on early-release Wednesdays)
- Please pick up non-bussed students immediately after school
- There is no care provided after school hours
- In order to have a safe dismissal process we will have signs posted for parents/guardians to wait to have their students picked up.
- Parents are encouraged to pick students up curbside on 3rd Ave, where a staff person is posted. Please be sure the student's teacher knows that is the arrangement. 3rd Ave NW is a 5-minute pickup zone.
- Families can request their child walk or bike home alone. This request must be submitted in writing confirming that the parent/guardians approve this plan.

Parent messages to office regarding student pick up updates/changes should be received at least 30 mins before end of day please.

Please drive slowly and be considerate of our school neighbors!

Students who ride a school bus will receive notification from the School District Transportation Office regarding their pick-up and drop-off times and locations. If you have questions about bus service, please call the Transportation Office at 206-252-0900.

Students who want to ride a bus other than their own or use a different stop must have their parent/guardian communicate with the office. The office will make a yellow card to present to the bus driver. Please communicate these changes in the morning so the office has time to prepare the yellow card.

Please note - the two bus routes are full. They are at a high capacity in the afternoon. Buses cannot accommodate additional students for play dates.

Transportation

Morning Buses

Buses will drop students off on in the bus loop. This area is supervised by adults. After exiting the bus, students will go to either breakfast OR their classroom. Breakfast will be available from 7:40-7:55.

Afternoon Buses

Students who ride the bus home will be escorted by staff to their buses.

Yellow Bus Cards

If temporary changes in bus stop or routes are necessary so students can go home with friends, or for other reasons, please write a note **or** send an email to the viewlands.attendance@seattleschools.org **explaining the change request by 12 p.m.** The office will issue them a temporary bus pass or “yellow card” which the student gives to the bus driver. Please include the following information:

- Your student’s first and last name and their teacher’s name
- First and last name of the student your student is going home with
- Bus number they will ride
- Parent/guardian name and phone number
- Please note – This only applies to stop changes when your child is already assigned to the bus. Due to high capacity we can no longer add students for the purpose of playdates.

Students will be issued a “Yellow Bus Card” by the office which must be given to the bus driver. If a transportation change will last more than a few days, the request must be made to the Transportation Office at **206-252-0900**.

Requests for yellow cards should be received in the office by 12 p.m. Please do not call the office at the last minute with bus card requests.

Students who ride a school bus will receive notification from the School District Transportation Office regarding their pick- up and drop-off times and locations. If you have questions about bus service, please call the Transportation Office at 206-252-0900.

Please note - the two bus routes are full. They are at a high capacity in the afternoon. Buses cannot accommodate additional students for play dates.

School Bus Behavior

- Respect the bus driver and follow their directions at all times.
- Only get on and off the bus at your assigned stop.
- Stay back from the curb until the bus has come to a complete stop.
- No eating or leaving your seat while on the bus.
- Talk quietly to the person sitting next to you.
- Keep all parts of your body inside the bus.
- Never throw anything in or out of the bus.
- Keep hands, feet and items out of the middle aisle of the bus.
- If a seating chart is required, stay in your assigned seat.

The privilege of riding the bus can be revoked if students fail to follow these rules.

If you have questions about transportation or concerns regarding a driver please contact them by phone 206-252-0900 or email transdept@seattleschools.org. Transportation hours are from 7 a.m. to 7 p.m.

Recess

Playground Expectations

Students and parents, please help us give your student a consistent message and enforce the playground rules during AND after school hours. Thank you for your partnership.

Be Safe:

Move/play safely at all times/Please encourage students to WALK on the playground

- Play in supervised areas only
- Stay out of the planted areas and rain gardens
- Keep hands, feet and other objects to yourself
- Only walk, play and ride in paved areas or the turf
- Slide on your bottom, feet first when slide is clear
- Walk when using the stairs, go up on the right and down on the right
- Do not climb on, go over or sit on any fences or railings
- Stay in fenced area in designated play space
- The main stairs connecting the lower level to the covered area are not for play. These are for walking and transitions only.
- Do not throw equipment, rocks, sand, wood chips or clothing
- Play 2-finger-tag games, not grabbing games, only on the playfield

Be Kind to Others

- Keep all games open to anyone that wants to join
- Take turns and share equipment
- Call people by their names
- Use kind words
- Include others and invite others to play

Be Responsible

- Do not dig holes anywhere
- Stay out of the planted areas and rain gardens
- Balls are for specific games. If a ball rolls near you, leave it or help return it for a game
- Line up as soon as the whistle sounds
- Hold the balls when the whistle sounds
- Collect backpacks and coats at the end of recess
- Return equipment
- Tell an adult if someone needs help or if you see something unsafe

Be a Problem Solver

- Walk away
- Talk to the person you are having the problem with
- Get help from an adult
- Use the Kelso's Wheel of Choice

Other helpful recess tips:

- Use the restroom before going outside
- Remember the purpose of recess is to have fun
- When the teachers blow their whistles, it is time to quickly line up
- We go outside unless the weather is REALLY BAD! We go out in the rain unless it is unsafe with thunder, lightning, or a torrential downpour
- Wear appropriate coats and footwear to school

Please send your child to school in clothing and shoes suitable for active play outdoors. **Personal toys and sports equipment are not allowed and should be left at home.**

Lunch

Students have 20-25 minutes in the lunchroom to eat before recess.

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

In the 2023-2024 school year all students qualify for free breakfast and lunch this year.

If you send a home lunch:

- No soda or caffeinated beverages
- Candy is not recommended. Only small mini candy is allowed if sent.
- Food cannot be shared at lunch
- Practice opening containers with your children at home

Viewlands Social & Emotional Intelligence Behavior Expectations

In the 2023-24 school year, Viewlands will continue implementing the following systems to enhance the overall growth and well-being of our students.

Multi-Tiered System of Support (MTSS)

MTSS is a whole-school, data-driven, prevention-based framework for improving learning outcomes for every student through a layered continuum of evidence-based practices and systems.

Positive Behavioral Interventions and Supports (PBIS)

PBIS is a process for creating school environments that are more predictable and effective for achieving academic and social goals. Implementing PBIS will help our school develop a common understanding and language to provide more consistency in school expectations for students, staff, and parents. Our school wide expectations are safe, kind, and responsible.

Social Emotional Learning (SEL)

We focus on the six SEL Skills identified by WA Office of Superintendent of Public Instruction, including:

- **Sept/Jan** - Growth mindset and goal setting
- **Oct/Feb** - Emotion Management – School wide we anchor our SEL learning through the year with Second Step. We study and explore our own identity and community building throughout the year.
- **Nov/March** - Empathy and Kindness
- **Dec/April** - Problem solving
- **Social Awareness** - Taking the perspective of and empathizing with others from diverse backgrounds and cultures
- **Social Management** - Making safe and constructive choices about personal behavior and social interactions
- **Social Engagement** - Considering others and showing a desire to contribute to the well-being of school and community

Kelso's Choice

We also use Kelso's Choice when needed to expand student choices for problem solving.

School Behavioral Policies

We believe in collaborative problem solving with students when there are barriers to their learning. We believe it is important for students to know the expectations for our learning. We believe all actions have consequences. At the elementary level we focus on consequences of actions and repair, not punishment.

Hall/Galleries

- You are in the hall for a purpose
- Use quiet voices – Level 1 (whisper) or Level 0 (silence)
- Stay in your personal space
- Respect artwork and displays
- While working in the hall, keep walkways clear

- Respect people working in the halls
- Be friendly without disturbing others

Restroom

- Please use restrooms appropriately
- Flush the toilet when you are finished using it
- Wash hands well. Washing hands is essential for health and safety!
- Throw paper towels away in the trash, not in sinks, toilets or on the floor
- In and out - No playing in or around the bathrooms
- Adult's only restrooms are off limits

Lunchroom

- Use a conversational talking voice volume (Level 2)
- Sit at your table and stay in your own place with both legs under the table, bottoms on the seat
- Clean your area
- Everyone eats their own lunch – We don't share food
- Food stays in the cafeteria
- When asked to Show Five – Voices off / freeze / look at the speaker

Recess

- Play safely and responsibly
- Include one another
- Take turns and share
- Respond to adults and whistle cues
- Use equipment responsibly
- Help clean up equipment and put away in the designated area

Bus

- Use polite voice
- Stay seated
- Listen respectfully to driver's instructions
- All body parts and objects stay inside the bus
- While waiting in the bus line, listen to instructions from staff members
- Be positive and friendly in line
- No eating on the bus
- Set a good example!

After School

- Upon dismissal, students will leave the building using designated exits
- Students will be released only to the persons designated by the parent/guardian on emergency forms
- If a friend's parent, older sibling or a family friend is picking up and they are not on an emergency release form, please send a signed note to the school
- Bus riders will be supervised walking to buses
- Please be on time to pick up your student.
- There is no drop-in childcare provided

- We ask that parents park on the west (school) side of 3rd Avenue or use crosswalks. Please DO NOT jay walk and NEVER allow your student to cross 3rd Avenue mid-block

Common Language Used at Viewlands

Help us make a strong home to school connection by considering using these strategies in your home.

Safe, Kind, and Responsible

We use this phrase to remind students what our expectations are at Viewlands.

Show Five - Stop, freeze, voice off, look and be ready to listen

Bugs and Wishes and “I” Statements w/ older students

We use this when there is a disagreement between students. “It bugs me when ----- I wish you would -----.”

Feelings Chart

We will often use a visual chart that shows feelings to help students identify how they are feeling.

Wheel of Choice

We use a visual wheel to help students reflect and find choices of how they could solve a social problem; Count to 10, walk away, say stop, offer help, share or take turns, rock/paper/scissors, take it to a class meeting, use an “I” message, apologize.

Quiet Coyote

This is a hand gesture we use to get students’ attention and to signal when voices need to be silent.

Big v. Small Problems

We use this phrase to help students reflect if their reaction matches the size of the problem. It also helps students know when to seek out an adult for help.

School Policies

Cell Phones and Electronic Devices

Personal technology device considerations for smart phones, smart watches, step counters, etc.:

- Students bring devices to school at their own risk.
- Devices that are capable of calling, taking photos, texting, and playing games/music (phones and smart watches) are not permitted to be used on school grounds during school hours from 7:40am to 2:25pm.
- Once students step onto school property during the above times, devices must be turned off or silenced and kept in their backpacks.
- Any devices used or displayed during the school day will be brought to the office. The student will retrieve them from the office at the end of the day.
- If students need to contact parents they must first check in with their teacher and may be permitted to go to the office to contact their family for emergency purposes only. This can include important forgotten items from home, but not playdate arrangements.
- Fitbits/pedometers are approved as long as they don't have calling, texting, etc. capabilities.
- Devices that are capable of calling, taking photos, texting, and playing games/music (phones and smart watches) may be permitted only if included in an Individualized Education Plan (IEP).
- Please note that if a student is using a personal technology device on the bus, photos or recordings of other people are not permitted.

Toys, Games, Cards

- Students should not bring toys, game cards such as Pokémon or sports cards to school. If a student does bring any of these items to school and has them out during the day, they will be asked to return them to their backpack. If the student does this a second time, the student will need to give the item to a staff member and it will be returned at the end of the school day or at an appropriate time.
- If these items are used in after school programs, they need to stay in backpacks during the school day.
- Sensory tools are not considered toys. They are tools. A sensory tool must be agreed upon by the teacher and student and used appropriately. Teachers may ask students to put a sensory tool away if it is becoming a distraction from learning rather than a tool that supports a student's focus on learning.
- If an item causes distraction, disruption, or lack of safety at school, it will be sent home. Items sent home should not return to school.

Any items brought to school from home are brought at the student's own risk. The school is not responsible for the loss or theft of personal items.

Internet Access

Every student will have access to the Internet in classrooms, and at the Library. The School District uses an Internet filter that blocks the majority of sites inappropriate for student use. In addition, school staff will teach responsible Internet use and supervise students to the extent practical.

Dress Guidelines

- Please wear appropriate shoes for playing, participating in PE and general safety. No flip-flops, or wheeled shoes allowed for safety
- Accessories that are a distraction to the learning will be asked to stay at home.

For more information, please review the SPS Dress Code Policy:

<https://www.seattleschools.org/about/school-board/policies/3224-student-dress/>

Anti-Bullying

Students will be taught skills and anti-bullying strategies. Bullying is defined as any abuse of power by an individual or group who deliberately targets others for repeated physical or psychological abuse. Students learn to recognize, refuse, and report bullying behavior. Any student or parent who is concerned about bullying should feel free to contact your child's classroom teacher.

Weapons Policy

Weapons and weapon-like toys are strictly prohibited. In compliance with District regulations, Greenwood has a no-tolerance policy in regard to weapons, firearms, mace, knives of any sort, or weapon-like toys or instruments. Weapons include any object that could reasonably be used to inflict serious bodily injury. In fact, elementary students are more likely to be expelled for the use of objects that are not usually thought of as weapons, such as scissors, sharp pencils, rocks, or sticks. Any student using such an object to threaten, harm, or found to be carrying any weapon faces immediate suspension or expulsion.

SPS Policy:

<https://www.seattleschools.org/about/school-board/policies/3248-firearms-and-dangerous-weapons-prohibition-for-students/>

SPS Superintendent Procedure: <https://www.seattleschools.org/about/school-board/policies/3248sp-firearms-and-dangerous-weapons-prohibition-for-students/>

State Attendance Law

Washington State Compulsory School Attendance Law requires parents of children at least eight years old to enroll them in school on a full-time basis or to have an approved home instruction program. In addition, any six or seven-year-old child enrolled in public school is required to attend school. Unless the child under eight years is formally withdrawn, the parent is responsible for the child's attendance.

The school is required to inform the parent of each unexcused absence. After two unexcused absences in a month, the school must request a conference with the parent. The school must also take reasonable steps to eliminate or reduce the absences. After seven unexcused absences in a month or ten unexcused absences in a school year, the school must file a truancy petition against the parent.

Find more information about attendance here:

<https://www.seattleschools.org/departments/attendance/>

Other important SPS information can be found on the SPS website:

<https://www.seattleschools.org/>

Immunization Requirements:

<https://www.seattleschools.org/departments/health-services/immunizations/>

SPS Non-Discrimination Statement:

<https://www.seattleschools.org/about/official-notice/non-discrimination/>

Programs

Library

The Viewlands School Library is open to all students. Students will visit the library with their class every other week. Library volunteers are welcome, especially those who are willing and able to commit to a regular weekly time to shelve books. Please reach out to our librarian, Emmy Misner – elmsner@seattleschools.org.

Physical Education

All students can succeed and improve in Viewlands. Our P.E. program is health-oriented and fun for every ability level. Students learn and practice sport and movement skills, fitness concepts, and important social skills. Health concepts such as nutrition and heart health are integrated into active, fun lessons throughout the year.

Resources

School Nurse

The School Nurse, Rebecca Dubin, will be at Viewlands every Monday. On other days Ms. Lin and Ms. Leandra will help students with first aid and health needs.

Students who need to take any prescription or over-the-counter medications while at school must have an authorization form on file in the office. The most potent medicines that can be administered without this form are band-aids and ice packs and warm water bottles.

The nurse carries out various health screenings during the course of the year. If you suspect that your child might need hearing or sight tests, the nurse can assist you. The voicemail number is 206-252-4407.

Speech Therapist

Susannah Major provides speech therapy to students who qualify for communication special services. For information about evaluation or therapy services, please call her voicemail at 206-252-4429.

Family Involvement & Communication

Visiting The School

Families are always welcome at Viewlands. For the protection of our students, all visitors are **required to check in at the main office and wear a name tag**. Please be considerate of the staff and students. Unplanned visits can be disruptive. Please schedule all visits in advance with your student's teacher who will alert the office team. Younger siblings are welcome to visit with you.

Family Involvement

We welcome active parent/family involvement in classrooms, at extracurricular activities, at special events, and in decision-making. We recognize the diversity of our community and are committed to creating a culturally inclusive school-family partnership to maximize the success of every student. We will continue to build and enforce home to school partnerships.

Volunteering

All volunteers at Viewlands must fill out a Washington State Patrol criminal background check form and have a current one on file in the Main Office. We need volunteers for field trips, classroom projects, and other school events. All volunteers require prior approval through the SPS volunteer process:

<https://www.seattleschools.org/departments/volunteer/>

There are also many ways to help on your own time if you are not able to come to school during the day. Please contact Leandra Davidson (ldavidson@seattleschools.org) for information about volunteering.

Volunteer Expectations

- Complete volunteer application and confirm eligibility
- Sign in and out in the volunteer book in the Main Office
- Wear a nametag whenever you are at school
- Please do not share information about students you are assisting. Confidentiality is important!
- The classroom teacher will guide your activities while volunteering. You are here to help them! Be sure the teacher knows what your talents and interests are and how you may be able to assist.
- It is important to treat all students fairly. If you think it will be a problem for you to work with your own child, feel free to help in another classroom.
- Be familiar with the Viewlands School Behavior Expectations and help all students remember how to be a positive part of our community.
- Plan your volunteer times in advance with the teacher

We appreciate our volunteers!!

Building Leadership Team

The Building Leadership Team (BLT) is a site-based advisory committee made up of staff, family, and community members. The BLT is responsible for overseeing the building's CSIP (Continuous School Improvement Plan), Professional Development, and Building Budget.

VEPTSA

Viewlands is supported by an active PTSA partnership. VEPTSA supports teacher grants, art enrichment, playground and lunchroom supervision, and much more.

General meetings are held 3 times a year at the school. You do not need to be a member to attend meetings.

Joining and volunteering with the PTSA is a great way to make a difference in your child's education and meet other school families.

Feel free to contact VEPTSA and visit their website for additional information:

- Website: <https://viewlandsptsa.org/>
- Email: veptsa@viewlandsptsa.org

School Communication

The most frequent communications from school are sent via email by Principal Wheeler every Friday. These are the Friday school updates that Ms. Wheeler sends every Friday during school (these are not sent over school breaks). Other periodic school reminder communications include phone, email, and text messages through Talking Points. Teachers will also provide communication about their individual classrooms.

Occasionally, notices will be sent home in your student's backpack in their red folders, commonly called "kid mail." **It is a good idea to check your student's red folder frequently for information from the teachers, main office, or VEPTSA.**

If You Have a Concern

If you have questions or concerns about your student's school experience, the best place to begin is by contacting the teacher. Please email your child's teacher or request a phone call appointment. Please note – Teachers cannot talk during the school day typically and often cannot respond to messages during the school day.

Special Activities

If there are medical, religious, or other reasons students should not take part in certain school activities, please discuss this with the classroom teacher and principal. Every effort will be made to accommodate individual needs and personal beliefs.

Birthday Celebrations

If you wish to send treats for your child's birthday, please observe the following guidelines:

- Check with your child's teacher in advance! Check with the teacher about classmates with allergies and please respect their nutritional requirements.
- Please provide "healthy portable" snacks that can be passed out quickly by the children. If supplying juice, please check with the teacher first.
- Ideally any in-class birthday celebration should take no more than 10 minutes or less
- Any pre-approved treats need to be dropped off to the office.

Early Departures

Teachers appreciate an email/note in the morning if your child plans to miss a portion of the school day. If you need to pick up your student early for any reason (illness, appointment, family commitment), you must sign them out in the main office and sign them back in if they return before 2:05 p.m.

Emergencies

The school has a monthly emergency drill so all students and staff will be safe and comfortable with the procedures in the case of a real emergency.

Family Contact Information

It is important for the school to be able to reach every student's parents or guardians during the school day and in the evening. If your address, workplace, or telephone numbers (home, work, cell) changes, **please let the office know immediately!** Your cooperation is greatly appreciated.

Before and After School Care

Creative Kids provides on-site before and after-school care and preschool Viewlands.

For more information about their schedules and rates, please contact them at 206-706-KIDS or go to their website at <https://www.creativekidsseattle.com/>

Other after school providers include:

- <https://smallfaces.org/>
- <https://washingtonkarate.com/>
- <https://positiveplace.org/clubs/north-seattle/>