

# **PATHFINDER K-8 SCHOOL**

## **PARENT/FAMILY HANDBOOK 2016-2017**

**Pathfinder K-8 School  
1901 SW Genesee St  
Seattle, WA 98116**

**206-252-9710**

**Main Line**

**206-252-9711**

**Fax**

**206-252-9712**

**Attendance**

**206-937-5160**

**Blazing Trails Childcare**

**206-252-0900**

**Transportation**

**<http://www.pathfinderk8.seattleschools.org>**

# **Pathfinder K-8 School Vision and Principles**

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## **Our Vision**

The Pathfinder K-8 community envisions a school in which students are empowered to be inquisitive and versatile thinkers who value diversity, pursue their passions, reach their potential and become advocates for our world.

## **Our Mission**

Pathfinder K-8 is a diverse and inclusive community where students are engaged in learning both inside and outside the classroom. We support the intellectual, social, emotional, creative and physical growth of all our children. We teach our students to recognize and value their own individual skills and unique intelligences, as well as those of others.

## **Our Beliefs**

### **We believe...**

- Pathfinder K-8 is a welcoming, accepting, and inclusive school community where teaching kindness, empathy, compassion, and respect create a safe and supportive learning environment.
- High academic and behavioral standards are essential elements in the development and success of each student. While striving for educational excellence, Pathfinder K-8 is committed to the whole child, utilizing progressive and alternative methods.
- Our school community is strengthened and deeper learning is fostered when parents and community members are actively welcomed and involved in the academic, social, emotional, creative, and physical development of each child.
- Inclusive opportunities for students of all ability levels cultivate acceptance, compassion and the development of diverse relationships.
- Genuine relationships with teachers are essential for student development, engagement, motivation and academic success.
- Learning expeditions are powerful because they provide students with integrated, authentic learning opportunities.
- Integrated field experiences enhance each child's education and build a strong community.
- High quality instruction must address the fact that all students are unique in their learning styles and development.
- A dynamic art, language, music, and physical education program is an essential part of a K-8 education.
- Students thrive in a school culture that nourishes and sustains their intrinsic motivation to learn
- Our students are best served when teachers have the freedom to create curriculum that is responsive to students' needs, interest and passions.
- The thoughtful integration of technology enhances learning and prepares students for the future.



# School Directory & Contact Information

## Who's Who at Pathfinder K-8 School

David Dockendorf	Principal	Main Office
Lisa Clayton	Assistant Principal	Main Office
Danielle Otey	Head Secretary	Main Office
Lani Huston	Attendance Secretary	Main Office

### Support Specialists

Cathy Ingraham	Nurse	Nurse's Office
Norm Brownstein	Psychologist	HUB Office 101F
TBA	Speech/Lang. Pathologist	Office 120 Sky Hall
TBA	OT/PT	Office 223
Crissy Marshall	Reading Interventionist	Office 308 Earth Hall
Andrea Escame	Math Coach	Office 319 Sun Hall
Amanda Chausse	Community in School	HUB Office 101D
Emilie Buter	Counselor	Office 219A

### Teaching Staff

Kelly Riggle Hower	First Grade	Room 118	Bat Clan
Brendan Lang	First Grade	Room 121	Turtle Clan
Genya Scharks	Kindergarten	Room 119	Seal Clan
Lisa Sweeny	Kindergarten	Room 122	Salmon Clan
Samantha Farthing	K/2 Self Contained	Room 123	Bee Clan
Lisa DeBurlle	2/3 Grades	Room 307	Frog Clan
Missa Marmalstein	2/3 Grades	Room 309	Spider Clan
Beth Alexakos	2/3 Grades	Room 310	Hummingbird Clan
James Wilson	2/3 grades	Room 306	Octopus Clan
Jennifer Parks	Grades 4/5	Room 110	King Fisher Clan
Scott Rose	Grades 4/5	Room 112	Blue Heron Clan
Andy Darring	Grades 4/5	Room 107	Eagle Clan
Talia Mass Howard	Grades 4/5	Room 106	Elk Clan
Wendy Olsen	3/5 Self Contained	Room 109	Fox Clan
Clarissa Resendez	6 <sup>th</sup> Grade-Humanities	Room 214	Raven Clan
Marco Behar/Trissa Hoddap	6 <sup>th</sup> Grade-Math & Science	Room 317	Falcon Clan
Megan Marks	7 <sup>th</sup> Grade – Humanities	Room 317	Bear Clan
Tim Hayes-McQueen	7 <sup>th</sup> Grade-Math & Science	Room 318	Coyote Clan
Andrea Escame	7 <sup>th</sup> Grade Math	Room 318	Coyote Clan
Ami Pendley	8 <sup>th</sup> Grade- Humanities	Room 124	Snake Clan
Colin Kaparos	8 <sup>th</sup> Grade -Math & Science	Room 320	Wolf Clan
Leah Hughes	6/8 Self Contained	Room 321	Sea Star Clan
Diane Bridges	Special Education	HUB Office 101G	
Kathy Ablott	Special Education	HUB Office 101B	
Ana Rockwell	Special Education	HUB Office 101C	
Ryan Richards	Special Education	HUB Office 220	

### Specialists

Marci Golden	K-5 Art	Room 311
Natalie Ramsey	Middle School Art	Room 311
Yuqi Yang	K-8 Chinese	Room 111
Kathy Egawa	Library/Technology	Library
Leanna Heritage	K-8 PE	Gym
Victoria Melton	K-8 Music	Portable

### Bee Clan Instructional Assistants

Whitney McBride  
Jami Hanulik

### Fox Clan Instructional Assistants

Kirk Reese  
Jackie Swanson

Caitlin Reese

**Sea Star Clan Instructional Assistants**

Jennifer McInnis

Sue Bell

Diane Castillo

Greg Peters

**ACCESS Instructional Assistants**

Miller Hoyrup

Heidi Van Brost

Rebecca Northway

Trevor Umetsu

Megan O'Brien

Lisa Stencil

Mary Cook

Kathryn Nall

Kathleen Anderson

**Custodians**

Ngoc Nguyen

Dave Stringer

**Kitchen Manager**

Juan Juan Liu and Cheryl Kono

## Telephone

The school telephones are business phones and should be used by students only in an emergency. **Parents, if you have a message for your child, please contact the school before 2:45 p.m.** If you have ANY questions or concerns contact David Dockendorf at 206.252.9710 (school) or email [ddockendorf@seattleschools.org](mailto:ddockendorf@seattleschools.org). For general information or to leave a message please call 206.252.9710. The office staff makes every effort to return calls within 24 hours.

**Cell Phones** are not allowed out at all during the school day. If a student brings a cell phone to school for after school use they must keep it turned off and in their backpack or locker for the entire day. Cell phones that are out, ring during class, or are used during the day will be taken away and a parent must come to school to retrieve. During the school day, school phones must be used to contact your child.

## Phone Numbers

Pathfinder K-8 Office.....	206.252.9710
Pathfinder K-8 FAX.....	206.252.9711
Blazing Trails Childcare.....	206.937.5160
Transportation.....	206.252.0900
Seattle Public Schools - School Board Office.....	206.252.0000
School District Information.....	206.252.7000
Student Assignment Services Center.....	206.252.6800

Please also visit the Pathfinder K-8 website for more information and to stay updated on school news and events:  
[pathfinderk8.seattleschools.org](http://pathfinderk8.seattleschools.org)



## School Schedule & Other General Information

### Pathfinder K-8 Daily Schedule: 2016-2017

**Students may not be dropped off or on Campus prior to 8:20**

**Students must leave campus at the end of the day – 3:15.**

6:30.....	Blazing Trails Opens
7:50.....	Office Opens
8:30.....	Buses Arrive
8:40.....	Classrooms Open
8:30-8:45.....	Breakfast Program
<b>8:40.....</b>	<b>First Bell</b>
<b>8:45.....</b>	<b>Class Begins/Tardy Bell</b>
<b>3:15.....</b>	<b>Dismissal</b>
<i>(Two-Hour Early Release on Staff Training Days – Dismissal at 1:15)</i>	
3:15 - 3:25.....	Buses Load & Depart
4:30.....	Office Closes
6:00.....	Blazing Trails Closes

<b>6 – 8 Bell Schedule</b>		
1 <sup>st</sup> - 8:45-9:29 (49)	<b>Lunch Schedule</b>	<b>Recess Schedule</b>
2 <sup>nd</sup> -9:29-10:18 (49)		
<b>3 minute passing period</b>		
3 <sup>rd</sup> 10:21-11:10 (49)	11:10 – 11:30 K/1 Lunch	11:30 – 11:50 K/1
4 <sup>th</sup> 11:10-11:59 (49)		
<b>LUNCH – 12:00-12:30</b>		
<b>4 minute passing period</b>		
5 <sup>th</sup> 12:34-1:24 (50)		
6 <sup>th</sup> 1:27-2:17 (50)		

7 <sup>th</sup> 2:20-3:10	(50)	11:25 – 11:45 2/3 Lunch	11:45 – 12:05 2/3
		Recess	
		12:00 – 12:10 MS Lunch	12:10 – 12:30 MS
		Recess	
		12:30 – 12:50 4/5 Lunch	12:50 – 1:10 4/5 Recess

## Lunch & Breakfast is served at Pathfinder

If your child purchases lunch, please help to simplify the process by sending in a check made out to the *Nutrition Services* for lunches and or breakfast. Our lunch system is computerized and students will be issued a PIN number that tracks purchases. You may pre-pay for lunches, breakfast and milk. Be sure to put your student’s name and room number on your check. You may also pay online using PayPams. To sign up for this system you will need to visit the school district’s nutrition services website.

The cost for Elementary breakfast is \$1.75 and \$2.75 for lunch. The cost for Middle School breakfast is \$2.00 and \$3.00 for lunch. Milk is included in the price of the meal. Milk al-a-cart costs 50 cents. Applications for **free** lunch are available in the lunchroom or office. Even if you do not intend to use a free, if you think you qualify, please apply. Increasing the number of eligible students enhances the services we are able to provide as part of the budget given to Pathfinder K-8 by our district is based on this number.

## Recess

Weather permitting; students are given two recesses a day. Decision to have outside recess during cold weather depends upon the temperature and the wind chill factor. **Always dress your child for outside recess.** Light rain will not warrant an indoor recess. Staff members, playground supervisors and at times volunteers are on the playground during recess. Students will have supervised time in the classroom, auditorium or gym on days when bad weather prevents outside recess. All students should be in a supervised area at recess. Students with medical needs will be allowed to remain in the building during scheduled outside breaks.

## Academics

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### Reading and Writing

Pathfinder K-8 School has partnered with Columbia Teacher’s College for the last several years to develop Readers and Writers Workshop as part of our approach to balanced literacy.

The whole workshop concept is based on the idea that choice, authentic tasks, and extended time to read and write in class will greatly increase a child’s motivation to learn, which will in turn enhance student performance.

- Choice: The majority of the work done in a workshop is self-chosen by the student. In writing workshops, students identify what they are interested in writing about, choose the genre that best suits their subject, then take least one written piece through the entire writing process. In reading workshops, students choose most of what they read and are given plenty of class time to engage with literature, both individually and in whole-class study.
- Authentic tasks: students are asked to study and practice like real readers and writers. They are asked to do little that adults do not do in the real world. Students write about what matters to them and publish their work. They talk about literature as if they were in book clubs.
- Workshops follow a predictable format: there is usually a mini-lesson that supports the reading and writing the students are doing and there is always time in class offered for students to either read or write.

<i>A typical writing workshop might look like this:</i>	<i>A typical reading workshop might look like this:</i>
1. Brief read aloud	1. Mini-lesson (reading strategies, genre, etc.)

<ol style="list-style-type: none"> <li>2. Mini-lesson (grammar, genre, writing process, etc.)</li> <li>3. Prompted warm-up</li> <li>4. Individual writing time (some students are writing, some are conferencing with peer or with the teacher)</li> <li>5. Brief sharing session</li> </ol>	<ol style="list-style-type: none"> <li>2. Self-selected reading</li> <li>3. Book talks</li> <li>4. Whole-class literature study</li> <li>5. Small group instruction</li> <li>6. Brief sharing session</li> </ol>
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**Math**

To be well informed adults and to have access to desirable jobs, our students require a mathematics education that goes beyond what was needed by students in the past. All students must develop, deepen, and sharpen their skills, their understanding of mathematical concepts and processes, their abilities in problem-solving, reasoning, and communication abilities and hone their ability to make sense of and to solve compelling and complex problems. In order for this to occur, rigorous mathematical content must be organized, taught, and assessed in a problem-solving environment. Students’ mathematical knowledge must be connected to the ideas and skills found in all grade levels, as well as to real life situations outside the classroom.

Our goal is to equip each of our students with the ability and preparation to meet the mathematical demands presented by college and careers, and to carry their mathematical thinking and problem-solving into multiple learning situations.

**Science**

Pathfinder K-8’s goal is for all our students to be scientifically literate. Our mission is to help all students investigate scientifically in order to construct and acquire conceptual understanding of their world, develop positive scientific attitudes, and become scientifically literate. This is accomplished through a collaborative, interactive, rigorous science program responsive to the needs of diverse learners.

Pathfinder K-8 uses the Seattle School District science kits that are based on national science standards. Since we are a looping, multi-age school we typically use these kits in two-year cycles. Science kits may include the following:

<p><b><i>Kindergarten</i></b>  <b>Fabric, Wood, Animals</b></p> <p><b><i>1st Grade</i></b>  <b>Balls &amp; Ramps, Weather, Organisms</b></p> <p><b><i>2nd Grade</i></b>  <b>Liquids, Soils, Balancing &amp; Weighing</b></p> <p><b><i>3rd Grade</i></b>  <b>Sound, Rocks &amp; Minerals, Plant Growth and Development</b></p> <p><b><i>4th Grade</i></b>  <b>Circuits &amp; Pathways, Ecosystems , Food Chemistry</b></p>	<p><b><i>5th Grade</i></b>  <b>Land &amp; Water, Micro worlds, Models &amp; Designs, Space Science</b></p> <p><b><i>6th Grade</i></b>  <b>Magnets &amp; Motors, Diversity of Life, Solutions &amp; Pollution</b></p> <p><b><i>7th Grade</i></b>  <b>Energy, Machines &amp; Motions, Catastrophic Events, Human Body Systems</b></p> <p><b><i>8th Grade</i></b>  <b>Earth in Space, Properties of Matter</b></p>
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## Social Studies

Pathfinder K-8 students engage in authentic intellectual work by researching events from multiple perspectives, analyzing their findings and developing responses to questions in the context of History, Economics, Geography, and Civics. Students will use reading, writing, and communication skills to create papers or presentations that show their ability to think critically and struggle with complex ideas.

## Outdoor Education/Camping

Every year Pathfinder K-8 students engage in outdoor education through field trips and camping. Our goal is to create camping trips that foster community, vivid nature experiences, responsibility, skill building and plain old fun!

Students K-8 experience camp at their developmental level. Kindergarten and 1<sup>st</sup> grade typically stay close to home; Camp Long or a Friday overnight at school with parents. 2<sup>nd</sup> and 3<sup>rd</sup> graders cabin camp for three days at Camp River Ranch in Carnation. 4<sup>th</sup> and 5<sup>th</sup> graders begin tent camping twice a year in the fall and spring. 6<sup>th</sup> grade students journey to Goldendale to use the largest public telescope and to visit Mary Hill Museum as a culminating event for their space expedition. Our 7<sup>th</sup> grade cabin camps on Vashon and out 8<sup>th</sup> graders take their last camping trip over on the peninsula.

Each year our PTSA sells wreaths to make money for our outdoor programs. You can participate by making/selling wreaths and by chaperoning camping trips.

## Expeditionary Learning

The Expeditionary Learning model has been in place at Pathfinder for over 15 years. While expeditions are multidisciplinary, typically the expedition has a social studies or science.

*Learning Expeditions ask students to:*

- View issues and problems from a variety of perspectives.
- Look for evidence and evaluate for bias.
- Draw upon prior knowledge.
- Examine, analyze, and investigate relationships between different ideas, people, events and concepts.
- Connect what they're learning to the real world.

*The main components of a Pathfinder expedition;*

<ul style="list-style-type: none"><li>• <b>Big Idea/Big Question:</b> What big idea are the students going to grapple with, and why is it important for them to do so?</li><li>• <b>Guiding Questions:</b> three to five questions that “probe deeply and challenge students to think critically, and that asks students to explore important ideas, problems and methods of inquiry that lie at the heart of a discipline, or a domain of knowledge.” Guiding questions should be open-ended and meaningful (or can be made meaningful) to students.</li><li>• <b>Learning Goals:</b> At the end of the expeditions; What will the students know/</li></ul>	<ul style="list-style-type: none"><li>• <b>Project Work:</b> Students have choice in determining and shaping projects. Projects allow for an application of previously learned knowledge and skills. Projects allow for students to use multiple intelligences.</li><li>• <b>Interdisciplinary Activities:</b> An expedition includes multiple disciplines (reading, writing, math, science, social studies, art, music, etc.)</li><li>• <b>Fieldwork:</b> Field trips, artists-in-residences, experts, community resources.</li><li>• <b>Service Learning:</b> This is a time for the students to give back to the community as a whole. The teachers might plan the service</li></ul>
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<p>What will they be able to do/ how will it change them/</p> <ul style="list-style-type: none"> <li>• <b>Kick-Off Activity:</b> An event that clearly starts the expedition for the students.</li> <li>• <b>Culminating Event:</b> An event where students can share and explain their work to an audience.</li> </ul>	<p>component out ahead of time or they may include students in the planning process. The service might be in house, doing service to make our school a better place, or it might be to serve some part of the community.</p> <ul style="list-style-type: none"> <li>• <b>Reflection:</b> A built-in time for students to reflect on what they have been learning/doing, either orally or written.</li> <li>• <b>Assessment:</b> A way for the teacher and students to assess the learning goals.</li> </ul>
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## Academic Intervention

### Special Education

Special education can include a range of support services, depending on the special needs of the student. Support services may involve physical assistance and therapy, counseling and psychotherapy, modified learning environments and assistive learning devices, educational and psychological assessments, and behavioral modification techniques.

In order to qualify for special education a child must be diagnosed as having a disability and the disability must be found to "adversely affect educational performance" so as to require special services.

At this time Pathfinder K-8 has several Special Education programs; three self-contained classrooms for students with Autism Spectrum Disorder, one program referred to as ACCESS for students who have more intense special education needs and are in the typical classroom, and our resource room that serves children typically through pull-out.

### Learning Assistance Program

The Learning Assistance Program or LAP is targeted to students who are below grade level in reading. Due to the limited funds for this program students are chosen by teachers and those students receive additional tutoring during the school day. This is done by trained tutors or a certificated teacher. Classroom teachers will notify parents of children who are receiving LAP services.

### Student Intervention Team (SIT)

When a student is experiencing difficulty in school, it is necessary to identify the cause and provide appropriate intervention strategies as early as possible. In order to accurately assess the problem it is important to gather as much data as possible and seek input from individuals with knowledge about the student before making a determination to implement a particular program or strategy. This is done through our Student Intervention Team or SIT. Pathfinder K-8 School's SIT process is a general education process. It is our mission that through SIT students are able to receive the intervention and support needed to be academically, socially, emotionally successful. Typically SIT meets once a week to process referrals made by teachers and parents. SIT is made up of a school administrator, school counselor, school psych, classroom teacher and parents. SIT looks at who the student is as a learner and provides recommendations to how the student could be supported. Support may include a request for an academic evaluation done at the school, school tutoring, or an outside medical evaluation.

## Student Placement

### Class Placement Policy and Procedure

A great deal of thought goes into placing children in classes each year. The process is also time consuming, as teachers focus on each child's needs. Every effort is made to place each child in a learning environment where they will be the most successful. This learning environment incorporates several factors. This policy goes to great lengths to inform

parents of the placement procedures already in place at Pathfinder K-8 School and addresses parent's questions regarding the procedures.

***How are children placed in classes?***

1. Every April and May, teachers reflect about the students in their classes. They think about several qualities, such as academic skills, social skills, talents and special needs. They make notes about many things they have learned about their students during the year.

2. Teachers meet with the other teachers at their grade level and make out new tentative class lists. Teachers must make sure that each new class has:

- \_ a balance of boys and girls
- \_ a balance of academic ability
- \_ a balance of ethnic diversity to promote multi-cultural understanding
- \_ socially balanced groups to reduce peer conflicts
- \_ equal portions from existing classes, so new friendships can be formed
- \_ a balance of different learning styles

3. Next, all specialist teachers have an opportunity for input into these class lists. The art, music, physical education, librarian, speech therapist, and special education resource teachers may add any pertinent information about a child that will influence placement.

4. In a May Hotsheet, parents are informed that we are starting the process and are given the opportunity to send any additional information about their children for the staff to consider. **Parents must do this in writing by using the form provided by Pathfinder staff. The form must be turned in by May 18<sup>th</sup>.** The Administrator will review this information on or before May 30.

5. In May, teachers at the next grade level can review placements to give any information they might have about placement.

6. The Administrator will review the tentative class lists and will meet with the teachers to give any other input about children. Throughout this process, changes and adjustments are made. Each time a change is made, it can cause a chain reaction of other changes. Because of all of the factors mentioned above, **the final decision on student assignments needs to rest with the school staff and Administrator.**

***When will I know my child's placement?***

Parents of children in grades K-8 learn of their child's placement when they get a mailing from the school approximately two weeks before the first day of school. **Children will be given the grade, room and homeroom teacher assignment.** New students are not placed until later in the summer.

***Can I request a particular teacher for my child either in writing or through discussion with my child's present teacher?***

**You may not.** Teachers know their colleagues well and make sound professional judgments about trying to match teaching and learning styles between teachers and students. As stated earlier, parents may have reasons for their child to be in a particular class, but do not realize that the school district must look at multiple factors regarding classroom placement

***Can I request my child's placement with another child's in the classroom? Or, can I request my child NOT be placed with another particular child?***

We find that children placed with "best friends" usually will work and play exclusively with each other, and this does not promote the social interaction we try to foster. However, we also try to make sure every child has some "support" from other children in class placements. We also find, young children change "best" friendships often, as parents well know. If your child is having repeated difficulty with a student in his/her class, you will need to inform the teacher and Administrator so problem solving can take place. This is the aspect of the school experience where we all learn to function socially with **all** kinds of people. In the process we outlined above, we do try to separate the most non-constructive relationships, as best we can.

***Do teachers request certain student placements into their classes?***

No. **Teachers are concerned about their class balance.** Teachers want their colleagues to have successful years with their students and parents. Teachers are expected to be able to meet the needs of a variety of students and adapt to changes from year to year just as the students do.

***We really like the teacher one of our children had. Now our other child will be entering that grade. Can we assume our second child will get that teacher?***

Not necessarily. When a teacher changes grade levels, sometimes that teacher takes some or all of their students on to the next grade. This rarely happens. Just as we expect all of our children to adapt to changes from grade to grade, we expect all of our teachers and parents to adapt to changes from grade to grade as well. New relationships are constructive and help us grow. Children are all different and may respond better to different teachers.

***When I get my child's class assignment, can I request that it be changed?***

You may talk to the Administrator about your concerns and be assured that those concerns will be shared with the teacher so your child's anxieties will be addressed. Teachers are expected to have the skills to help children adjust. **We rarely change an assignment, because it can cause a chain reaction within the class balance that would be unfair to many students within the group.** While we feel we consider the individual child during the placement process, parents must realize that their child is part of a complex equation in school placements.

***What if my child is having difficulty in his/her new placement after school has started? Can we request a change then?***

We will do everything we can to problem solve in other ways first. Parents need to talk to the teacher and the Administrator immediately, so the child's needs may be addressed. Teachers, just as much as parents, want their students to be happy and productive in school. Tell us the problem, and we will try to work it out together.

## **Middle School Math Placement**

Every middle school student attending Pathfinder K-8 School will have access to mathematics courses at their math level. The focus of this policy is the placement and movement of students through the math curriculum during the elementary and middle school years.

### **Placement Tools**

Student placement will be decided by school administrators using a combination of the following criteria to develop a math profile.

- **District Math Assessment -Measure of Academic Progress (MAP)**
- **State Assessment - Measure of Student Progress (MSP) scores**
- **Report card information**
- **Teacher observations**

### **District Math Assessment**

District Math Assessments are designed to provide feedback to students, teachers, and parents on how students are learning and growing.

- The MAP test is administered to all students in Kindergarten to 8<sup>th</sup> grade at least two times a year. Tests are typically administered in January and May of each school year. Test results are available within two days of taking the test. The MAP gives students a percentile score or where they fall in relation to the national norms. It also provides a score that shows student growth in math throughout the year.

### **State Assessment**

Washington's mandated assessment, the SBAC, is given to 3<sup>rd</sup> to 8<sup>th</sup> grade students during the months of March to May of each academic year. Results are typically available with report cards.

The SBAC measures student learning of skills and knowledge important to student success in school and life. Teachers use SBAC results to improve teaching and to do a better job of meeting every student's academic needs

### **Report Card Information**

Pathfinder K-8 School uses the report cards provided by the Seattle School District. Report cards are designed to provide parents, students and with information that communicates the level of learning that students achieve in their classes/subject areas and how that level relates to State and District Standards.

### **Teacher Observations**

Teacher insights related to student learning behaviors, styles and needs are important in making placement decisions. Appropriate placement requires information about the daily behaviors of students that influence their performance and learning.

### **Math Placement**

#### **Students Currently Enrolled in Grade-level Math:**

- In general, students in grade-level math will move on to the subsequent grade-level math course the following year.
- Students who consistently demonstrate mastery of standards above their current grade may be considered for placement into a level of math above their chronological grade-level. Pathfinder administrators use the criteria described above to make all final placement decisions.

### **Middle School**

The math acceleration criteria for students moving into grades 6<sup>th</sup>-8<sup>th</sup> is the 80<sup>th</sup> percentile on the MAP, math MSP score(s) of high Level 3 or a Level 4, report card information, parent support and observations from the student's teacher. In addition each year the Seattle School District provides our school with placement recommendations.

#### **Students Currently Enrolled in Accelerated Math Classes**

In general, students in an accelerated-level math will move on to the next accelerated-level math course the following year

Students must maintain a passing grade (C or better) and show appropriate math performance behaviors to remain in the Accelerated Math Program. Some of the habits-of-mind that accelerated students need to demonstrate include completion of nightly homework, self-advocacy in understanding concepts, mastery of concepts with fewer repetitions, and the willingness to challenge themselves and their math ability. Parents of students who do not maintain these levels of performance will be contacted by the teacher to discuss how to support the student

Students who are not able who are not able to meet appropriate levels of performance and have received counseling from the teacher may be reviewed by school administrators. In consultation with the student, parents, and teacher, the school administrators will determine the appropriate math placement of the student

## **School Rules & Expectations**

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### ***Attendance: How to decide if your child should come to school and what to do about it***

***Please call the school in the morning at 206.252.9712 if your child will be absent*** (by 9:00 a.m.). If you don't phone in, the attendance secretary will call your home to assure your child's safety. If no contact is made with the school, please send a note with your child when they return to school.

If your child has been ill during the night, he/she should have a normal temperature for 24 hours before returning to school. Sick children do not belong at school, for their health and that of those around them.

#### ***When to stay home:***

- Vomiting or diarrhea.

- When the child is feeling miserable; in consideration for his/her comfort, and the health of others, keep him/her home.
- Rash of an unknown origin. Find out what it is and, if it's contagious, be sure it is treated before your child returns to school.
- Hacking, frequent cough. It can be exhausting for a sick child. While they're coughing, they're not going to get much out of school. The noise will also be disruptive to the rest of their class.

**When you are late:** Check in at the main office if you are arriving late to prevent an unnecessary call to your home. Your child needs to go to the office and receive a tardy slip to let the teacher know that the office has corrected attendance for the day.

**When your child needs to leave school early:** If you need to take your child out of school early, please be sure to go to the main office to report your intentions, ideally a note should be sent with your child in the morning so the teacher can better plan. Sign the early dismissal list located in the notebook on the office counter. The office will call the classroom to request the child come to the office to meet you.

The most important reason for maintaining school attendance is the child's educational experience. Both student and teacher suffer difficulty when there has been a lapse in attendance for even one day. The student may miss information and/or the teacher may have to take time from others to catch the child up.

**Attendance: Why you should notify the school about attendance issues (The Legal Part):**

Washington State Law (RCW 28A.225) requires children 6 years old to 18 years old to attend school on a regular basis. It is extremely important that each parent take the responsibility of notifying the school when your child will not be in attendance. There are two types of absences, excused and unexcused. Your child's unexcused absences could result in a court hearing and even monetary penalties to you.

**Excused Absences:**

**Unplanned:**

When your child's personal illness or injury, or the illness, injury, or death of a family member prevents your child from attending school, **please call the school at 206.252.9712 as soon as possible under these circumstances.**

**Planned:**

When your child has a medical or dental appointment or a religious event that will cause the student to miss school **please submit a request, in writing, to the principal (via the office) at least three school days before the start of the absence.**

\*\*An absence note should include the student's name, room number, date(s) of the absence, and **REASON** for the absence.

**Unexcused Absences:**

All other absences are considered unexcused, including student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting, etc. The Principal will write attendance agreements, conduct parent conferences and/or file a truancy petition if absences become chronic.

Vacations and trips are not excused when school is in session. Families should plan vacations and family travel for times when schools are not in session. Extra days before or after school holidays are not excused, including trips out of the state or out of the country.

**The final decision (if an absence will be excused) rests with the Principal.**

**Tardies**

Please make sure your child is at school on time (in his/her seat by 8:40 am). When children come to school late, it is disruptive to the whole class, it causes extra work for the office and it is hard for your child to keep up with the class. If

there are issues that keep your child from getting to school on time, please call the school office and we will do our best to help you resolve those issues. We have a Tardy Policy and you will be contacted by the principal if persistent tardies occur.

## Parking

Please do not park in the bus-only loading zone located directly in front of the school. Drop-off area is the first part of the bus zone. Please have students ready to leave car at drop-off. This will help us control traffic. For the safety of our children, please have students exit the car on the sidewalk side.

The upper parking lot directly in front of the school is open and available to staff, parents and visitors. The lower parking lot is also our main large bus drop-off and pick-up zone. Parking is only available in the middle of the lot during school hours. The outside curb spaces are reserved for buses during the school day.

*All parking designated parking spaces in both lots are open for evening and weekend events. The lane directly in front of school is a fire lane and when buses are not present there continues to be no parking available.*

## Visitors

Parents are encouraged to visit their child’s classrooms. Please check with your student’s teacher for the best times. **Report directly to the main office** when you arrive at school and sign the “Visitor’s” notebook, receive a visitor or volunteer sticker and then proceed to the classroom or other work area. If you would like time to discuss your child’s progress or have questions or concerns, please make an appointment with the teacher, or request a call home. Please do not discuss your child’s progress with the teacher when you are volunteering. Student visitors are not allowed on campus without making prior arrangements with the principal.

## Behavioral Expectations

A strong partnership between staff, students, and parents and/or guardians is essential for the social, emotional, physical, and spiritual growth of each child at Pathfinder K-8.

- *Students have the responsibility to self-correct his/her behavior with the staff/teacher and/or administrative staff. When behavior issues are presented parents are expected to partner with the school to support his/her child.*
- *The school wide expectation is that all children will be **RESPECTFUL** at all times and honor the “We All Belong” philosophy throughout the school campus.*

Pathfinder is a learning community where everyone has the right to feel safe, valued, respected, and part of a multicultural community.

Hallway Expectations	Bathroom Expectations
<ul style="list-style-type: none"> <li>• Use quiet voices</li> <li>• WALK!</li> <li>• Stay to the right</li> <li>• Appropriate language</li> <li>• One hand on the rail and feet on the floor when using the stairs</li> <li>• Stay on the stairs and leave the carpet for seating</li> <li>• Rails are for safety</li> </ul>	<ul style="list-style-type: none"> <li>• Keep the bathroom clean and dry.</li> <li>• Use the bathroom for its intended purpose.</li> <li>• FLUSH!</li> <li>• Respect privacy—1 person per stall and no peeking.</li> <li>• Quick and Quiet</li> <li>• Wash hands. (scrub, rinse, dry)</li> <li>• Report problems to a teacher.</li> </ul>

<p><b>Black Top Expectations</b></p> <ul style="list-style-type: none"> <li>• Tag is a fun game to play here</li> <li>• Picnic tables are for sitting—do not stand or climb on them</li> <li>• No climbing on the poles</li> <li>• Follow the appropriate rules for basketball and other organized sports</li> </ul>	<p><b>Big Toy Expectations</b></p> <ul style="list-style-type: none"> <li>• Slide down the slide</li> <li>• One way on the monkey bars</li> <li>• Take your tag game to the black top</li> <li>• Keep the wood chips where they need to be—no throwing wood chips or digging in the wood chips</li> <li>• Sit on the benches</li> </ul>
<p><b>Lunchroom Expectations</b></p> <ul style="list-style-type: none"> <li>• Stay in one spot—once seated that is where you stay</li> <li>• Use quiet voices</li> <li>• Eat your own food—no sharing</li> <li>• WALK!!</li> <li>• Include everyone—treat people nicely and with respect</li> <li>• Clean your spot and wait to be dismissed</li> <li>• Respect the Green Team—use garbage/recycle/compost correctly</li> </ul>	<p><b>The No List</b></p> <ul style="list-style-type: none"> <li>• No play fighting</li> <li>• No Hitting</li> <li>• No Kicking</li> <li>• No Tackling</li> <li>• No Swearing</li> <li>• No Name Calling</li> <li>• No Excluding</li> <li>• No Climbing on Fences</li> </ul>

## Dress Code

While we recognize the choice of attire and grooming are matters of expression and are subject to fashion and current fad, any article of clothing or manner of hairstyle or make-up that interferes with the educational process or is inappropriate for the school atmosphere is prohibited. Students and parents are asked to use good judgment in selecting school attire.

## Gum/Pop/Candy

Chewing gum at school is not allowed at any time. Students are not allowed to bring large bottles of pop, big bags of chips, candy or other large containers of snacks to school. Any of these items brought to school will be confiscated and thrown away. Students may bring a single serving of pop, candy or chips to school for lunch.

## Skateboards/Scooters

Skateboards, rollerblades, heeies and scooters are not allowed on campus at any time.

## Our Environment

The Earth Project (EP) is a collaboration between local non-profit Nature Consortium and Pathfinder teachers, parents, and greater community. This year the EP team will be supporting Pathfinder teachers as they develop environmental science/art curriculum and carry out Earth-based projects. The EP team is currently working on many projects with the students including: maintaining and expanding the school's edible and native garden, improving the school's compost system, going into the greenbelt to learn about it and help restore it, and beginning a worm bin program.

Pathfinder K-8 students are exposed to the concepts of Reduce, Reuse, Recycle, and Recover as it applies to their school surroundings as well as the broader community. With this in mind, during our school lunch time we expect students to compost and recycle. We encourage students who bring lunch to school to bring reusable items.

# **Special Programs & Resources**

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## **Art**

The Visual Arts program at Pathfinder provides students opportunities for learning the formal elements and principals of art, with an emphasis on creativity and personal expression. The curriculum focuses on basic studio techniques – drawing, painting, printmaking, sculpture, ceramics, and lots of hands on fun! Along with studio experiences, we integrate art appreciation, art history, and cultural diversity throughout our program. Exploration is geared to individual student interests and abilities, proficiency in skills, and developing confidence as an artist.

Our goal is to create an atmosphere where all students can feel comfortable experimenting with, exploring, learning, writing and talking about art. Through art instruction, we encourage authentic interdisciplinary connections by combining concepts of both visual arts goals and those of other subject areas. Students develop visual thinking strategies as they respond to art and make connections across disciplines, cultures, place and time. Also, students improve critical thinking, problem solving skills, and learn to express and communicate ideas, which help “improve student achievement” in all subject areas.

## **Music**

### ***K-5***

The music program at Pathfinder teaches students music through a sound-before-sight approach. This means students learn to listen, sing, read, write, and analyze music in the same sequence that they have learned to listen, speak, read, write, and analyze English. Younger students spend more time integrating movement, grades 2-5 are introduced to recorders and music notation

### ***4<sup>th</sup> and 5<sup>th</sup> Grade Instrumental Music***

4<sup>th</sup> and 5<sup>th</sup> grade students are able to take one instrumental music class a week. This is an optional class that families must sign up for. Students will miss 40 minutes of class time while taking instrumental music. There are at least two opportunities to perform; our Winter and our Spring Concert. Typically, students provide their own instruments, however there are limited school instruments that may be borrowed.

### ***Middle School***

Middle School students have the choice to take instrumental music or choir as their elective class in the afternoon. Currently we have one class of beginning instrumental, one class of advanced instrumental and one choir class. Students who take music as an elective will take it four days a week for the whole school year. There are at least two opportunities to perform; our Winter and our Spring Concert. Limited school instruments are available and typically students must provide their own.

## **Library**

The library is located right above the hub of our school. You're welcome to come in if the lights are on! Students and their families are invited to enjoy reading, to use the computers, or to access any of our resources. Visit before or after school, or see the student open library schedule.

All the classrooms visit the library to check out books. We use the online homeroom class pictures to log onto individual student library records, and kids scan their own books. Books circulate for one week (K-2nd grade) or two weeks (3-8th grade) and may be renewed. There is no charge for overdue books, but it is school policy that the library is reimbursed for lost or damaged books. See me for more details.

Visit our library website by going directly to <http://www.pathfinderlibrary.com>. You can access the library catalogue and our online resources from any computer!

You can also help by: 1) reading books out loud to younger students or having them read to you and/or tell you about their books; 2) helping your child to find a place to keep the library book so that it will not be lost or damaged; 3) reminding your child to have clean hands when reading and to turn the pages carefully; and 4) reminding your student to return their books on library day so they can check out a new one.



## **Physical Education**

Regular exercise is essential to a healthy lifestyle. The primary goal of the physical education program at Pathfinder is to have all students participate and find success and enjoyment in physical education. The program works to emphasize the enjoyment of physical movement in a wide variety of activities in order to promote lifelong habits of physical activity. Physical fitness activities build strength, endurance, balance, flexibility and self-esteem. Individual skill building is essential to a physical education program in order to promote all forms of physical activity and lead to lifelong habits. The program encourages each student to work on individual skills at their own pace, against no other standard but their own goals in a non-threatening and non-competitive environment.

Cooperation is a cornerstone to team sports and important in all forms of social and physical interaction. Students will work on cooperation through group games, working with partners and problem solving in team challenges.

Class activities include Team Sports: Basketball, Soccer, Floor Hockey, Lacrosse, Softball, Volleyball, Football, and Ultimate Frisbee. Individual Sports include: Badminton, Bowling, Archery, Roller Skating, Unicycle, Juggling, Rope Skipping.

K-5 students attend PE class once a week with their class. Middle School students may choose to take PE as an afternoon elective. Students who participate in PE elective may take it one to four quarters of the year. Students who do not take PE are required to have a PE waiver. This form is available in the office.

Grading and Evaluation: "If your life is free of failures, you're not taking enough risks." Students will be evaluated on their participation, effort, and attitude.

## **Technology**

Our Technology Committee continues to improve our use of technology at Pathfinder K-8. Currently we have increased our technology available to students through iPads, Mac laptops, our PC computer lab and some computers in the classroom. All classrooms are equipped with LCD projectors and document cameras.

Technology is mainly provided through our library and librarian. Our librarian provides students with skills and knowledge necessary to surf the web for quality information, access Seattle Public Schools internet resources and use multimedia in research and reports.

## **After School Classes and Sports**

- **PTSA classes**

After school enrichment classes; i.e. lego robotics, theatre, ect, are provided by our PTSA. Classes are after school and run three times a year for eight weeks. All classes are tuition based with some scholarships available and the opportunity to volunteer for a 50% reduction in class fee. There is no transportation provided by the school.

- **Sports**

After school sports are provided to middle school age students. Sports available include Ultimate Frisbee, Basketball, Volleyball, Track and Soccer. Student athletes must maintain a good GPA and appropriate behavior in order to participate.

- **World Travel -**

Pathfinder K-8 is proud to offer the ultimate expedition - our World Travel Program. The program is designed for the Upper Grades (6th, 7th, and 8th) to see themselves as "global citizens" and to help them develop an understanding of community and service learning. The goal is to create youth ambassadors that represent our school and country. While there is fundraising opportunities, students pay for the bulk of the trip. This year World Travel is off to China – Beijing and Xian during spring break.

- **Math Lab**

Pathfinder K-8 School has worked to expand our math curricular offerings and the process for placing students in the courses most appropriate to their math development. An important part of our commitment to student success is by providing an opportunity for selected students to receive additional math support and leadership opportunities outside the typical school day. We invite selected students in 4<sup>th</sup> to 8<sup>th</sup> grade to Math Lab one to two times a week in increase their math skills and knowledge. This opportunity is provided at no cost to the student, however there is no transportation provided.

## **Special Resources**

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### **Counselor**

Pathfinder K-8 has a half-time counselor who serves all grades. As a school counselor she does not provide therapy, but can provide social skills or friendship support, emergent or urgent student issues, long term counseling referrals, run social groups and assist families with support issues.

### **Family Support**

At this time Pathfinder K-8 School is not staffed with a Family Support Worker. Please contact 211 or our school counselor with questions regarding family support issues.

### **Nurse and Medications**

Our school nurse is available 2 days a week. The nurse's office is located in the main office area. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact our nurse if your child has any unusual health problems. ***If your child has special needs or must take medication at school you will fill out a Student Health History Form and a Medication at School Authorization Form, available in the office. A copy of the authorization form is at the end of this handbook.*** On the days that our nurse is gone, staff with First Aid/CPR training will assist your child.

### **MEDICATION AT SCHOOL**

Whenever possible we encourage medication doses to be scheduled during non-school hours. For those students who need medication at school the following is required by Washington State Law and **must be completed and on file before any medication may be given (see attachment at back of handbook):**

Medication -

1. Permission to Administer Medication Form completed by both parent and health care provider.
2. Medication must be in a properly labeled container from the dispensing pharmacy:  
Student Name; Name and Strength of Medication; Time and Method of Administration; and Length of time/days to be given

## **Parent/Family Involvement**

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### **What is “Parent Involvement?”**

Parent/family involvement comes in many forms. We define “parent involvement” as the conscious and deliberate connection between home and school. We see that there are two places to be involved with education: at home and at school. Since your child spends most of his or her time at home, this is the most important place for a parent to be involved.

As a faculty, our job is to help prepare students to participate in a society based upon democracy. As a parent, if you understand the curriculum (or what is being taught) at school, it is easier to make sense of it in light of your own personal, moral, religious, or ethical perspective at home. Being “involved” means you know what your child is being taught and that you help your child on a daily basis. In a more concrete vein, to be thoroughly involved in your child’s “schooling” at home, we suggest that you do the following:

1. Talk to your child regularly about what they've done at school. Be persistent. We never do "nothing" at school.
2. Read the homework when it comes home so that you know what is expected of your child and what is being taught.
3. Read the Pathfinder newsletter and other school information so that you know what's happening at a school-wide level.

We believe that the parent is the most important teacher a child has, and if you are helping your child make sense of what is happening at school, then you truly are involved in your child's education in the most important way. Of course there are many ways to be involved at school as well (see info below). Our goal is 100% parent involvement!

## **Parent Teacher Student Association (PTSA)**

The goal of Pathfinder's Parent Teacher Student Association (PTSA) is two-fold: to *build a strong school community* through events, special projects, and support of teachers, staff, parents and students and to *provide financial support* for teacher supplies, programs, projects, and events. Research indicates that parent and family involvement increases student achievement and success. There are many ways for you to actively participate in *your* PTSA, and we welcome *all families* to participate in the best way for them.

Membership dues supports state- and city-wide PTSA Councils as well as provides an important source of income that helps to fund a variety of classroom and school-wide activities and programs, including tutoring programs, outdoor education, classroom funds, as well as family support, publications, childcare for PTSA events, and social activities. Support is available to those families who wish to join but are unable to provide the yearly dues.

Ways you can be involved: participation in PTSA General Meetings and discussions impact important program decisions. Your interests and skills as a volunteer help raise needed funds and create a great community on numerous committees. You can support and speak on behalf of our students on important legislative issues affecting children in many different ways. We are very happy to have you!

**This year's PTSA plans a General Meeting every other month, on the first Tuesday of the month. Please regularly review the Compass Newsletter, the weekly Hot Sheet and other announcements sent home with your child to stay updated on important dates and events, including:**

**Fall/Winter:** Direct Give, Wreath Making, November Social Event for Adults

**Winter/Spring:** Math Night, Science Fair, Pathfinder Auction, Teacher/Staff Appreciation

**Ongoing:** Spirit Gear (Pathfinder T-shirts & Sweatshirts) and other fun fundraising and community events and activities

## **PTSA**

You can access PTSA information such as afterschool classes and PTSA events at: <http://pathfinderk8ptsa.org/>

## **Volunteers**

Volunteers are a very special resource and a necessary part of our school. Parents and Seattle community members are encouraged to help in all classrooms, programs, and extra-curricular activities by sharing their time and skills. All volunteers should come to the main office, sign in the "Volunteers" section of the notebook that is located in the office on the front counter, and proceed to class or volunteer area.

Each class has a **Clan Coordinator** who acts as a support/liaison for the teacher and parents of each classroom. In addition each class should have a volunteer that processes their Scholastic Book orders. If you would like to volunteer in any capacity or have other questions we can help with, please call the Pathfinder K-8 Office at 206.252.9710.

- **Volunteer Paperwork**

Because student safety is our paramount concern, Washington State law requires the District to conduct a criminal record background check of school volunteers with unsupervised access to children. To accomplish this, all volunteers must complete the following form yearly: Seattle Public Schools Screening Form/Request for Criminal History Information

The District also requires that volunteer chaperones be at least 21 years old.

- ***Overnight Volunteer***

- All volunteers must follow the current process for volunteering at Seattle Public School; i.e. the WATCH for background check.
- Overnight volunteers who have lived in Washington State for more than two years will not be required to be fingerprinted.
- Long time Pathfinder families who we know have been here for over two years will not require verification. Their child's attendance at school demonstrates continuous residency.
- Pathfinder adults who are new to the school; within two years, will be required to prove verification of continuous residence for at least two years or be fingerprinted.
- Pathfinder adults who are new to Washington State; less than two years, are required to be fingerprinted.
- Pathfinder K-8 will provide fingerprinting at no cost to the volunteer.
- All overnight volunteers must attend a volunteer orientation provided for each overnight trip that the volunteer will attend.
- All overnight volunteers must complete an online training course related to "Adult Sexual Misconduct Prevention" located within the column on the right side of the volunteer webpage: <http://bit.ly/SPS-Volunteering>. Link is listed as ASM Volunteer On-line Training and is under additional links.
- All overnight volunteers must read the Volunteer handbook located within the column on the right side of the volunteer webpage: <http://bit.ly/SPS-Volunteering>.
- All overnight volunteers must read the School Board Policy No. 3246 (Use of Reasonable Force) that is provided during camping volunteer orientation or located within the column on the right side of the volunteer webpage: <http://sps.ss8.sharpschool.com/cms/one.aspx?objectId=14613>
- All overnight volunteers must sign and return the overnight volunteer application to the assistant principal at least 2 weeks prior to the trip.

- ***Volunteer Driver ( Must provide or ensure the following prior to the day of the field trip)***

- A valid Washington State driver's license that demonstrates the driver is older than 21 years of age
- Have had no vehicle moving violations or at-fault accidents within the last three years.
- Carry minimum auto liability limits of \$300,000 combined single limit of liability (or \$100,000/\$300,000 Bodily Injury; \$50,000 Property Damage) and uninsured/underinsured motorist coverage.
- I am aware that, in the event of an accident while on a school-related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.
- There is a working seat belt for the driver and age-appropriate passenger restraints for each passenger, and I enforce the use of passenger restraints by all occupants of my vehicle.
- My vehicle's brakes, including the emergency brake, are in good working order.
- My vehicle's tires have legal tread depth (at least 3/32").
- My vehicle's brake lights turn indicators, and headlights are in good working order.
- My vehicle's windows are clear and provide an unobstructed view for the driver.
- My vehicle has functioning rear view mirrors (center and left side).
- My vehicle has no other physical defects that would interfere with the safety of the driver and passengers.
- My vehicle has a rated capacity of ten passengers or less.
- If my vehicle has dual airbags, I will not seat children under 13 or small persons in front passenger seat.

## **Parent/Teacher Conferences**

Communication between school and home is critical to student success at school. It is essential that parents know how their children are doing in school. Conferences are one of the most important times for us to share with you your child's academic social, emotional and behavioral progress. Our goal is to have 100% attendance at our conferences. **This year, fall conferences will be held November 21<sup>st</sup> to 23<sup>rd</sup>. In order to facilitate conference there will be no school on those days.** Your child's teacher will provide you a schedule of afternoon/evening conference times. A parent may request a conference with their child's teacher or the principal at any time during the school year. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request. **Open communication is a critical support to our school.**

## **Building Leadership Team (BLT)**

The Seattle Education Association Collective Bargaining Agreement states that each school will form a team to promote and facilitate site-based management. Our goal is to facilitate preplanning for professional development and Transformation planning, staff issues, concerns, curriculum and business; to be the “keeper of the vision”. The team includes the principal, teachers, staff, parents, and Blazing Trails representation and meets twice/month. Please contact [David Dockendorf](#) for more information.

Check the Pathfinder Calendar for meeting dates.

## **Communication**

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### ***Pathfinder K-8 Compass Newsletter and our Weekly “Hot Sheet”***

Once *every two months* your child’s teacher will send an email with an attachment of the *Pathfinder K-8 Compass* Newsletter. Please read your newsletter carefully for articles of interest as well as dates, reminders and changes in our program. Articles for the newsletter can be submitted by following the guidelines published in each edition. The Compass is also available on our website.

The “Hot Sheet” will come out every other Wednesday and will be a one-page quick update of the coming week. Our administrative secretary, Danielle Otey, is the editor of the Hot Sheet. It is also sent via email from each classroom teacher and can be found on our website.

### **Pathfinder K-8 Website**

Our web address is [pathfinderk-8.seattleschools.org](http://pathfinderk-8.seattleschools.org). Please visit our site regularly to stay informed – an updated calendar will always be available, as well as reminders/announcements and each week’s Hot Sheet outlining upcoming events, deadlines, and other information of interest to help keep you connected.

Pathfinder K-8 PTSA website can be accessed through the main Pathfinder website.

### **Email**

Please provide us with your email address if you have one when completing all school contact information. We would like to create a Pathfinder Community email distribution list to open up another channel of communication with our families. All information sent via email will also be sent home in other ways (newsletters, flyers, phone calls). Please be assured that your email information will **never** be shared or sold to any companies or organizations for any reason. You may always choose to be removed from the list by responding to any message you receive with “remove” written in the subject line. Thanks for helping us stay in touch!

### **Pathfinder Community Yahoo! Online Group**

Join our Yahoo! Group and send & receive email from other Pathfinder community members. Joining is simple, and free! Simply log on to <http://groups.yahoo.com/> and follow the instructions to “sign up” as a new user. Once you are signed up, you can join the Pathfinder School community.

## **Awards**

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### **“Where There’s a Will, There’s a Way” Award**

Each year, we honor a teacher, staff member or adult volunteer in the Pathfinder community who does an outstanding job of helping Pathfinder’s children learn and develop, and does so in the spirit of Pathfinder – through dedication, innovative thinking, creativity and honoring the differences, strengths and uniqueness of each child. The award is presented each year at the school auction.

## Middle School Awards

Each quarter middle school students have the opportunity to earn the following awards from each homeroom teacher; scholar, peacemaker, friendship, and service. Our specialists also offer awards in Creativity, Sportsmanship, Music and Chinese Scholar. These awards build to our 8<sup>th</sup> grade Rita Bubak award.

<p>A <b>Peacemaker</b> is someone who:</p> <ul style="list-style-type: none"><li>○ helps resolve conflicts</li><li>○ mediates disputes</li><li>○ steps in when kids are angry and trying to fight</li><li>○ promotes understanding</li></ul> <p>A <b>Scholar</b> is someone who:</p> <ul style="list-style-type: none"><li>○ always strives for academic excellence</li><li>○ takes their education seriously</li><li>○ consistently does their best in all their classes</li><li>○ is responsible and reliable</li></ul>	<p>A <b>Friend</b> is someone who:</p> <ul style="list-style-type: none"><li>○ is true to themselves</li><li>○ generous with their heart</li><li>○ kind to everyone</li><li>○ has friends in all groups</li><li>○ treats everyone with respect including the Earth</li><li>○ includes everyone</li><li>○ works to ensure that everyone belongs</li></ul> <p>The <b>Service Award</b> is for someone who:</p> <ul style="list-style-type: none"><li>○ is generous with their time and culture</li><li>○ walks their talk</li><li>○ always helps others</li><li>○ does things without being asked</li><li>○ volunteers in the community and/or school</li></ul>
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## Rita Bubak 8<sup>th</sup> Grade Award

Rita Bubak was a Native American elder who worked with Pathfinder K-8 for many years as our culture teacher. She was a person of high integrity who gave of herself and expected the best from all people. After her death the Pathfinder community chose to honor her and those who exemplified her with the Rita Bubak 8<sup>th</sup> Grade Award.

At the end of 8<sup>th</sup> grade students, staff and community nominate 8<sup>th</sup> grade students who demonstrate all characteristics of the four awards; Peacemaker, Scholar, Friendship and Service. The principal and 8<sup>th</sup> grade teachers take all the nominations and choose the recipients of the award. The award is not limited to one or two, but all 8<sup>th</sup> grade students who exhibit the characteristics we found so invaluable in Rita.

## Rita Bubak Scholarship

Our school community also chose to honor Rita by establishing a \$500 scholarship. Students who have recently graduated from high school and attended Pathfinder K-8 School may apply for this scholarship. Those who are interested may contact the main school office for the scholarship application.

## Safety & Emergency Information

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### Emergency Drills

Fire/earthquake/lockdown drills are conducted at least once each month. Detailed escape plans are posted inside the door of each classroom. For fire drills each class has an escape route to an outside area a safe distance from the building. Children are conducted to these areas in less than 75 seconds in a safe, quiet and orderly manner. If you find yourself in the building during a drill please evacuate to the north playground.

### Emergency Information

In case of an emergency each year you are asked to provide the following required information to be kept on file at the school office:

1. Parent/guardian names
2. Home and work phone numbers
3. Up-to-date address
4. Emergency phone number (name of friend/relative)
5. Doctor's name and phone
6. Medical alert information

This information is on your Student Verification form. Please inform us on any changes so that we may keep our records current.

## **School Closure/Cancellation Notification**

### **Ice & Snow Emergency Notification and Cancellation**

The possibility of ice and snow conditions occurring during the school year requires the District to be prepared to modify its normal operating procedures. This notice contains important information about these modifications and should be reviewed carefully with your student(s).

**Notification Process via the District:** Any changes in the Seattle School District's normal operating hours or bus service will be announced through robo-call and robo-email. Messages will be sent to all numbers and emails listed for parents and guardians.

**Notification Procedures via outside sources:** Any changes in the Seattle School District's normal operating hours or bus service because of ice and snow will be announced daily over AM and FM radio and television stations.

- If the Seattle School District is not mentioned, schools will be open and buses operated on regular routes and regular times.
- If a message regarding the Seattle School District is announced, that message will be one of those listed below. (Please note that schools will open two hours late when the buses operate two hours late.)

1) Seattle School District #1: Schools open on time - buses operating on snow routes. No door-to-door service. No CAMPI, or Head Start. No A.M. or P.M. Kindergarten, or,

2) Seattle School District #1: Two hours late - buses operating on snow routes. No door-to-door service. No CAMPI or Head Start. No A.M. or P.M. Kindergarten, or,

3) Seattle School District #1: Schools closed.

In unusual circumstances where school must be canceled during the school day, staff and administration will determine that all students have satisfactory transportation and supervision at their home before releasing them from school. Every attempt will be made to notify parents.

## **Transportation/Bus Information**

### **Bus Change**

If temporary changes in bus stops are necessary, you should send a signed and dated note to school with your child the day before or the morning the change is requested. This note needs to go to the office. Up to one hour before the end of the school day the office can take urgent go home changes. A "green card" will be issued to the student to be given to the bus driver only if actual space is available. Include the following information:

- Student name and address; teacher name and room number
- The number of your child's regular bus route
- The change you are requesting (e.g., to go home with Patrick Simmons on Route #546, bus stop intersection of 35<sup>th</sup> Ave SW and 97<sup>th</sup> SW)
- The day or days the change is to be effective

Children can be picked up or let off only at regularly designated stops. New stops cannot be added on a temporary basis. If a transportation change is needed which will last more than a few days, the request must be made to the **Transportation Office at 206.252.0900.**

## Bus Conduct & Expectations

It is a **privilege** for students to ride a Seattle Public School bus, and the responsibility of both the driver and students to do everything possible to make the ride safe. The right of a student to ride a school bus is contingent upon their continuous observance of safety rules, established regulations, and acceptable behavior.

The following rules of conduct are to be observed by students who ride school buses:

Classroom behavior and noise level is the acceptable behavior on a bus. **The driver is in full charge of the bus and students.** The driver has the right to assign seats to meet the needs of the majority of passengers. Students are responsible for the area in which they sit. Any damage inflicted to the bus will be paid for by the student(s) responsible. Expected bus conduct is outlined below:

1. Students must use only the front door to enter and exit the bus except in an emergency. Tampering with emergency doors, windows or equipment is prohibited.
2. **Students must remain seated, facing forward.** School bus seats are specially designed to protect passengers. They can only be effective if riders always face the front and stay in their seats until the driver tells them to stand up and exit. Students must not block the aisles or stairwells; these areas are to remain clear in case of emergency. To prevent possible injury, students are not allowed to move around while the bus is in motion.
3. Harassment, aggressive behavior, bullying, or discriminatory/abusive language or conduct towards the driver or other persons, on or off the bus, is unsafe and prohibited.
4. Possession of weapons such as knives, guns, chains or any other dangerous item(s) including laser pointers that can inflict injury are strictly prohibited and illegal.
5. Throwing, spitting, kicking, or shooting items inside the bus or out the windows is hazardous and prohibited.
6. Smoking or chewing tobacco and possession of alcohol or illegal drugs while on the bus is illegal.
7. To prevent injury to students and others, no body part or other object may be extended out a bus window.
8. Students must have written permission from parent/administrator to use a bus stop other than their regularly assigned stop.
9. **NO EATING, DRINKING, OR GUM!** Eating on the bus may create a choking hazard; spilled food or drink may ruin clothing or cause someone to slip.

Students who behave inappropriately and do not follow bus rules are subject to discipline up to and including suspension from all bus riding privileges.

## Miscellaneous

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### Lost and Found

Articles found in or near the school are hung in or near the big wooden Lost & Found closet in the entrance to the Auditorium or the classroom Lost and Found boxes. Small items such as jewelry, hair clips, keys, money, etc. are kept in the office. Children should check in the Lost and Found for any item that is missing. There are **always many articles** in the Lost and Found - please check regularly. It is important that parents put labels on **all children's caps, coats, overshoes, mittens, lunch boxes, backpacks, etc.** A suggestion is to write the child's name on a strip of white cloth with a permanent pen (or laundry marking pen) and sew it on the inside of the clothing. Items left behind will be donated to charity after Thanksgiving, after March conferences, and at the end of the year. *Last year we donated over 40 large garbage bags of Lost and Found to charity!*

### Articles to Share/What to Bring to School

Children love to share and show prized articles to others. Personal judgment and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys, potentially dangerous objects, or unusual items to school unless they are intended for a specific purpose in the classroom. Be aware that things from home can be brought at your own risk, we are not responsible for replacing toys,



etc. that are lost or broken. Cell Phones, iPods, Pokemon cards, gameboys and electronic devices are not allowed at school. Call or send a note before hand to your child's teacher if you have any doubts about what can be brought.

**Under no circumstances should children bring knives, guns, or weapons of any kind or size or toys that look like guns, knives, etc.**