LAKE TAPPS ELEMENTARY SCHOOL
PARENT HANDBOOK
2015—2016

Lake Tapps Eagles ~ We Soar High
Welcome to all! We are all excited to have our students return or join us at Lake Tapps Elementary for a year of learning and fun. We look forward to partnering with all of our parents/guardians for the benefit of all children who attend LTES. This handbook has pertinent information in it, so please take the time to read it and then keep it in a safe place for future reference. You can also find a copy of our handbook on our website: www.dieringer.wednet.edu. Click on the Lake Tapps Homepage and find the “forms” tab.

Our teachers have been preparing for our students throughout the summer. Please know, that both our teachers and our para-educators are all highly qualified, in accordance with the federal government. This means certificated teachers are qualified to teach in the area that they are certified (elementary education, special education, early childhood education). For para-educators it means that they have completed at least 2 years of study at an institution of higher education, or have passed a competency test.

Our school days begin at 8:45 sharp and dismiss at 3:15, with the exception of a 1:15 early dismissal on Fridays. The first bell rings at 8:35, signaling students into school and the tardy bell rings at 8:45.

On Fridays, dismissal is at 1:15 so that staff can spend the remainder of those afternoons involved in staff development, team planning, lesson planning, and parent communication. We call these afternoons ACE days (Academic Collaboration and Enhancement). These are busy hours for our staff and we appreciate this collaboration time. In addition, two days are set aside during the school year to conference with families. These two days are October 21st and March 24th. These are non-student days. We offer a variety of ACE Friday classes. Please check out the website at www.dieringer.wednet.edu for this year’s offerings.

We publish a weekly school newsletter each Thursday throughout the year. It comes through email, however, if you’d like a paper copy, please contact the office and one will be sent home to you.

Having a strong relationship with the families of our students remains an important part of who we are. We are proud to work along side of our wonderful PTA. Please join this organization, as they provide our students with many additional activities, such as the fall carnival, assemblies, movie and skate nights, etc.

Sincerely,

Pat Webster
Head Learner

Office Staff:
Mr. Pat Webster Principal
pwebster@dieringer.wednet.edu
Mrs. Laurie Demick Secretary
ldemick@dieringer.wednet.edu
Mrs. Mary Aspelund Health Tech
maspelund@dieringer.wednet.edu

Trimester Calendar:
LTES follows a trimester system. Our periods are:
1st Trimester: September 8 - December 7
2nd Trimester: December 8—March 22
3rd Trimester: March 23 - June 21—last day of school

Look for report cards to be sent home at the end of each trimester. Progress reports will go home in the middle of each trimester for all students in the fall and for at-risk students for the winter and spring trimesters.

School Hours:
Student hours are 8:45-3:15 on M, T, W, Th. Friday is ACE day with student hours 8:45-1:15. Students are not allowed on the school grounds until 8:30 a.m. If arriving by car, students wait by the flagpole until the 8:35 bell. Students come directly into the building and will be supervised in the shared spaces next to their classrooms. Please note that we will not have anyone to supervise students prior to 8:35 or after 8:45. If arriving after 8:45, an adult must sign them in at the office.

Buses leave the campus five minutes after dismissal. On the day before Thanksgiving and the last day of school, classes end at 11:45. Lunches will not be served on these two days.
“We will instill in all students the desire to be productive and responsible life long learners. We will provide a positive, safe, and encouraging environment while educating all and meeting individual needs.”

Lake Tapps Eagles: “WE SOAR HIGH”

Lake Tapps Elementary School
Parent Handbook
Table of Contents

Welcome from the Principal ................................................................. page 2
LTES Office Staff and Office Information ........................................... page 2
Table of Contents and Vision Statement .......................................... page 3
LTES Staff ....................................................................................... page 4
Programs and Activities ................................................................. page 5
Student Health ............................................................................. page 6
Special Services ........................................................................... page 7
Attendance .................................................................................... page 7
Food Service ................................................................................. page 8
Student Safety and Emergency Preparedness ............................... page 9
Student Progress .......................................................................... page 10
Volunteers and Visitors ................................................................ page 11
Communication ........................................................................... page 11
General Information ..................................................................... page 12-13
Title 1 Parent Involvement Policy ................................................ page 13
School and Bus Rules ..................................................................... page 14
Discipline ....................................................................................... page 15
Harassment, Intimidation and Bullying Policy ............................... page 16-17

The Dieringer School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Dr. Judy Martinson 1320 178th Ave E, Lake Tapps, WA 98391 253-862-2537.
## Lake Tapps Elementary School Staff

| Principal: | Mr. Pat Webster | pwebster@dieringer.wednet.edu |
| Secretary: | Mrs. Laurie Demick | ldemick@dieringer.wednet.edu |
| Health Tech: | Mrs. Mary Aspelund | maspelund@dieringer.wednet.edu |
| First Grade: | Ms. Julie Romano | jromano@dieringer.wednet.edu |
| | Mrs. Marla Carr | mcarr@dieringer.wednet.edu |
| | Mrs. Gail Conwell | gconwell@dieringer.wednet.edu |
| | Mrs. Heidi Batten | hbatten@dieringer.wednet.edu |
| | Mrs. Kelly Milliren | kmilliren@dieringer.wednet.edu |
| | Mrs. Lisa Stanton | lstanton@dieringer.wednet.edu |
| Second Grade: | Ms. Nancy Yardley | nyardley@dieringer.wednet.edu |
| | Mrs. Sandy Brand | sbrand@dieringer.wednet.edu |
| | Mrs. Regan Foehl | rfoehl@dieringer.wednet.edu |
| | Mrs. Heidi Kriss | hkriss@dieringer.wednet.edu |
| Third Grade: | Mrs. Carol Crivello | ccrivello@dieringer.wednet.edu |
| | Mrs. Ronda McGinnis | rmcmginnis@dieringer.wednet.edu |
| | Mrs. Winnie LaValley | wlavalley@dieringer.wednet.edu |
| | Mrs. Heather Stewart | hstewart@dieringer.wednet.edu |
| | Mrs. Lori Severeid | lsvereid@dieringer.wednet.edu |
| 1/2 Multi-Age: | Mrs. Rachel Nyberg | rnyberg@dieringer.wednet.edu |
| | Mrs. Whitney Cromwell | wcromwell@dieringer.wednet.edu |
| 2/3 Multi-Age: | Mrs. Shannon Reese | sreese@dieringer.wednet.edu |
| | Mrs. Katie Neubauer | knneubauer@dieringer.wednet.edu |
| 2/3 Multi-Age: | Mrs. Christine Bruil | cbruil@dieringer.wednet.edu |
| | Mrs. Tammy Zulauf | tzulauf@dieringer.wednet.edu |
| Title I/LAP: | Mrs. Jody Clough | jclough@dieringer.wednet.edu |
| Integrated Arts: | Mrs. Kris Housden | khousden@dieringer.wednet.edu |
| P.E.: | Mr. Wayne Smith | wsmith@dieringer.wednet.edu |
| District Nurse: | Mrs. Terry Woodall | twoodall@dieringer.wednet.edu |
| Primary Special Education: | Ms. Suzie Burr | sburr@dieringer.wednet.edu |
| | Mrs. Julie MacNeil | jmaclei@dieringer.wednet.edu |
| SLP: | Mrs. Michelle Smith | msmith@dieringer.wednet.edu |
| OT: | Mrs. Joan Ottinger | jottinger@dieringer.wednet.edu |
| Psychologist: | Ms. Janae Neumeier | jneumeier@dieringer.wednet.edu |
| Counselor: | Mrs. Jennifer Hiam | jhiam@dieringer.wednet.edu |
| Technology Support Specialist: | Mr. Eric Meadows | emeadows@dieringer.wednet.edu |
| Technology Integration Coach: | Mrs. Amy Bateman | abateman@dieringer.wednet.edu |

| Library Technician: | Mrs. Linda O’Connor |
| District Operations Manager: | Mr. Kelly Whitman |

| Para-Educators: | Mrs. Amanda Allan |
| Mrs. Mary Alicia | Mrs. Lyndsay Crossno |
| Mrs. Vicky Welch | Mrs. Kristen Espy |
| Mrs. Alicia Grulich | Mrs. Anna Jacques |
| Mrs. Lorrie Lund | Mrs. Angie Martinson |
| Mrs. Erika Poore | Mrs. Gwen Waller |
| Mrs. Michelle Johnsen | Mr. Dave Mode |
| Mrs. Tina Valencia | Ms. Lori Schmidt |

| Food Service Supervisor: | Mrs. Carol Trudeau |
| Head Custodian: | Mrs. Kathy Finch |
| Night Custodian: | Mr. Devon Brown |

Most Dieringer School District employees can be reached via email by using their first initial and last name, followed by @dieringer.wednet.edu. For example, Pat Webster’s email address is pwebster@dieringer.wednet.edu
Attendance

Regular and punctual attendance is necessary for students to achieve maximum benefit from the school program. By having students stay home only when absolutely necessary, parents can help their children develop good attendance patterns.

Illness: As soon as you know your student will be absent, please call the school at 862-6600 between the hours of 7:30 am and 9:00 am to let office personnel know. After we receive the absence reports from each classroom, as a safety check, we call the homes of students who have not been reported absent by a parent or guardian. If we don’t hear from you, your child will be marked with an unexcused absence. The first unexcused absence will be followed up with a notice home. If your child has more than two tardies per trimester, you will be contacted regarding the tardies and your child will not be considered for attendance awards.

We do not have adequate facilities to care for ill students at LTES. Therefore, we ask that parents come to school to pick students up, should they become ill during the school day. Please keep the office up to date with any telephone, address, or work changes in case of your child’s illness or an emergency.

Tardiness: Please read about our tardy policy under “forms” on our website. We have both “excused” and “unexcused” tardies. After 3 unexcused tardies, the school will contact you to help in getting your child to school. If you are at the dentist or doctor, please get a note from them before returning to school. Please help your child be responsible by helping him or her get to school on time.

School begins promptly at 8:45, and attendance is taken immediately. Therefore, students arriving after 8:45 must be checked into the office by a parent or guardian. DO NOT DROP YOUR CHILD OFF ALONE AFTER 8:45.

Excused and Unexcused Absences: Lake Tapps Elementary School accepts the following as excused absences: illness, medical or dental appointments, bereavement, and unforeseen emergencies. Parents are urged to schedule doctor and other student appointments outside of regular school hours. However, if it is necessary to remove a student from class during instructional time, parents must report to the school office. For each absence, parents shall bring a written excuse or call the school, explaining the reason for the absence. If we do not hear from parents as to the nature of the absence, it will be considered an unexcused absence (see above). State law requires us to report excessive unexcused absences to the Pierce County Court System.

Leaving School During the Day: We discourage students leaving early from school. Parents planning to take children out of school during the day must come to the office and sign their child out of school. The secretary will call your child’s room and have him/her meet you in the office. No person, other than a faculty member, is allowed to remove a student from a teacher’s supervision unless that person has acquired permission from the office. If a child arrives to school two hours late (or later,) that is considered a 1/2 day absence. Likewise, if they leave 2 hours before school gets out, it is a 1/2 day absence.

Parents are required to call the school in advance when another person plans to pick up a child. We will not release a student to another person unless the office has written or oral permission from the parent. A person appearing in the school office with written or oral permission from a student's parents may have the authorization if verified by the school before the student is released. That person will be asked to present identification before the student is allowed to leave the school. These rules are enforced to ensure the safety of all students.

Planned and Extended Absences (Family Vacations): Families are discouraged from taking children out of school during the school year. All extended absences must be approved by the principal five days before the absence, by using the Extended Absence Request Form. The form is available on the website or from the school office. Assignments that were missed will be given to students when they return and students will be required to make them up in a timely manner. No more than one vacation per year will be approved.

Perfect Attendance: To be considered for Perfect Attendance Recognition, students must have zero absences and two or less tardies per trimester (for both morning and afternoon). So that students stay home when they are ill, we recognize perfect attendance each trimester with a certificate.
**YMCA Day Care:** The YMCA offers child care for elementary school aged children in the Dieringer District. Dieringer Heights Elementary houses this program. They also run the Kidz Club on Friday afternoons (1:15-3:00) For information regarding their programs, please call: 253-534-7840 or register at ymcapkc.org/childcare.

**Integrated Arts/Physical Education:** Our district recognizes the importance of the need for the arts and a well rounded education. At Lake Tapps Elementary, we have the good fortune of having outstanding Integrated Arts and P.E. specialists for our students, Mrs. Housden and Mr. Smith respectively. Each student, grades one through three, will experience P.E. and Integrated Arts.

**Multi-Age and Looping:** Our Multi-Age classes are choices being offered as an option to the traditional “one grade level” classroom. Our Multi-Age classes span grades 1-2 and 2-3. Students in the looping room stay with the same teacher for 2 years, but it only has one grade level. They provide continuity for students who have the opportunity to stay with the same teachers over a two year time period. Space is limited and parent input for our Multi-Age programs will be in the spring.

**Academic Collaboration Enhancement Days (ACE Fridays):** Each Friday students are released at 1:15. During this time, students may participate in a variety of activities sponsored by outside agencies. Some include YMCA, Karate, Chess, Dance and Drama. Please see our website for the latest information regarding these activities. When students are let out, staff continues to work, focusing on parent communication, collaborating with other staff members on curriculum and instruction, along with professional development trainings. We thank the community for this gift of time!

**Library:** Students are provided the necessary library skills as well as a place to research, link to the curriculum, and check out books for their enjoyment and pleasure of reading. Mrs. Linda O'Connor is our library technician.

**DSD Library Book Policy:** Library books are for ALL students. Therefore, students are expected to return books in the condition in which they were checked out. It is highly recommended that parents provide a safe place for keeping books to prevent loss or damage. Checkout privileges may be restricted if the librarian feels that any student is not properly caring for the books that he/she checked out.

A district fee policy has been approved for lost/damaged books. This fee will include the replacement cost of the book, tax, shipping, and a $5.00 processing fee.

When a book is paid for, the check or cash will be held for 30 days, in hopes that the book will be returned. After 30 days, the book will be declared lost and **no refunds will be issued**, as the library will have used the funds to purchase the replacement.

**After School Programs:** Our students at LTES are provided with a challenging curriculum during the school day and our goal is to continue enrichment classes after school. We have several staff members who provide after school activities. In addition to our staff members, we have community members who provide ACE day (Friday) after school activities as well. Unless specified, programs are open to all of our students although space is limited. As classes always have more students apply than we have room for, we hold a lottery to select students into the activities. Please contact Laurie Demick, after-school activity coordinator, at 253-862-6600 if you have questions. Specific information along with registration forms will come home with children in the fall.

Most after-school activities will be on Tuesday afternoons. **There is NO district transportation after these activities.**
Student Health and Special Services

Student Health and Illness
To keep your child healthy, be sure he or she eats regular meals including breakfast, and is getting adequate sleep (experts recommend 9-11 hours per night for school aged children). Washington state law requires each student to have a parent/guardian signed Certificate of Immunization Status on file. Students who are not up to date and are not making progress toward becoming up to date may be excluded from school. Certain health providers may sign a Certificate of Exemption to exempt a student from vaccination for personal, religious or medical reasons. Exempted students may be excluded from school in the event of an outbreak of disease.

Immunizations Required:
DPT/DTaP: At least 4 doses with the last dose given on or after the child’s 4th birthday.
Polio: 4 doses, with the last dose on or after the 4th birthday. If 3rd dose given after 4th birthday, dose 4 is not required.
Varicella: 2 doses given on or after 12 months of age and at least 28 days apart. Parent reported history of disease is not acceptable.
Measles/Mumps/Rubella: 2 doses given on or after 12 months of age and at least 28 days apart.
Hepatitis B: 3 doses given at recommended intervals is required.

In Case of Sickness:
1. Keep your child home with temperature of 100 degrees or higher, vomiting, diarrhea, severe cough or swollen eye not due to allergies, especially with discharge or crust, rash of unknown origin.
2. Call that morning to report the absence to avoid an unexcused absence.
3. Students should be fever free for 24 hours without medication before returning to school.
4. Students should be free of diarrhea or vomiting for 24 hours before returning to school.

Medication:
Medication may be given at school when necessary by obtaining a Medication at School form from the school OR from your provider’s office. This form must also be signed by the parent. A Medication at School form is required for any prescription or non-prescription medication to be administered. Permission is good for the current school year only. Medication must be brought to school by a responsible adult in the original container; it is against school policy to send medication to school with your child. Forms for dispensing medicine at school are available at local doctor’s offices and at the school.
Food Service

Hot Lunch/Breakfast Program:

Hot lunches are served daily. Menus are sent home monthly with the school newsletter and are published weekly in the local newspapers. Prices are as follows:

- 10 Lunch Tickets (milk included) $25.00
- Individual Cash Lunch (1st - 3rd) $2.50
- Student Reduced Lunch $0.40
- Milk $0.50
- Breakfast $1.50
- Student Free and Reduced Breakfast FREE for all
- Adult Lunch $4.00

When purchasing lunches, please use a check instead of cash. Cash can be lost or stolen. Please make checks payable to: DIERINGER SCHOOL DISTRICT #343. When paying by check, please indicate for which child(ren) the check is intended. **All money for elementary students should come in an envelope marked with the student’s first and last name and teacher’s name.** It is recommended that elementary students not bring money to school except for hot lunches or milk. Charging is not allowed. If a negative balance of more than $10.00 occurs, the student will get a cheese sandwich and regular milk for the day. **ANY CHARGES ARE EXPECTED TO BE PAID THE NEXT DAY.**

If you are financially unable to pay for a child’s lunch, please complete a **Free or Reduced Lunch form.** If you qualify, lunches will be provided for your child.

Food Service Schedule:

Breakfast will be available approximately 8:30 - 8:45 daily. Students need to come to the gym foyer for breakfast. Any elementary student may participate.

Lunch will be served at the following times:
- 11:45 Nyberg/Cromwell, Carr, Conwell, Brand, Milliren, Focht/Kriss
- 12:05 Zulauf/Buril, Batten, Romano, Neubauer/Reese, Stanton
- 12:25: McGinnis, Yardley, LaValley, Crivello, Severid, Stewart

On the day before Thanksgiving and the last day of school, lunch will not be provided.

Lunchroom Expectations:

1. Students will sit in assigned areas only, and remain seated until dismissed.
2. Students may talk **quietly** to a neighbor.
3. Students will not throw food or any objects in the eating area.
4. Students will pick up all paper/trash when finished eating.
5. Students will leave the eating area when dismissed and go directly to the playground/classroom.
6. Students will obey all personnel.
7. All food will stay in the lunchroom.
Safety First!

Emergency Plans:
Each family should have a plan covering what to do if children arrive home and no adult is there to meet them. Where could they go if they need help? Who could care for them until you arrive? Is there someone your students could call to relieve their fears? What should they do if phones are not available?

Please discuss this with your children in advance so they will know what to do in this type of situation.

Registration/Emergency Information:
A copy of your student’s Emergency Information/Registration will be available at Eagle Day/the start of each school year. It is absolutely essential that the information is kept current. This information includes: a home and/or business phone number; a cell phone number; an emergency contact and phone number (this should be someone who has authorization to pick up and care for your child if you are not available); and your signature giving or refusing permission for the school to seek emergency medical attention for your child. If information changes during the school year, please contact the office.

On occasion, the winter months bring weather conditions that delay school schedules or cause school closures.

If the weather changes the school schedule, you will be notified via phone and/or email. Emergency school closure information is also available through the Dieringer website at [www.dieringer.wednet.edu](http://www.dieringer.wednet.edu). Access the District Office page and click on “Emergency Info”. A link to the Public Schools Emergency Communications System will provide specific information on closures in our district. You may also sign up for SchoolReport.org to have the information emailed to your home.

In the Morning:

- Listen to the radio between 6:00 a.m. and 8:00 a.m. if you believe the weather may create hazardous traveling conditions. Radio stations will be announcing schedule changes by district name and number. **Listen for Dieringer School District #343, not Sumner District #320, and not Darrington.** Please do not call the radio stations or the school offices, as those calls jam busy phone lines.

- **Announcements are for one day only!** These stations will be broadcasting school emergency information. You may hear the following announcements:

  - **School Closed.** All schools are closed for one day. If school is closed, all meetings, field trips, and after school activities are cancelled. **No daycare will be provided.**

  - **Schools Open, Limited Bus Transportation.** Limited transportation routes will be in effect as long as necessary. All after school activities are cancelled. Information on limited bus transportation routes will be sent home with your child.

  - **School Open, One or Two Hours Late.** All after school activities are cancelled.

  - **No Out of District Special Education.** No transportation available.

<table>
<thead>
<tr>
<th>AM</th>
<th>FM</th>
<th>TV</th>
</tr>
</thead>
<tbody>
<tr>
<td>KVY</td>
<td>KUBE</td>
<td>KOMO</td>
</tr>
<tr>
<td>KIRO</td>
<td>KMP</td>
<td>KVI</td>
</tr>
<tr>
<td>KPRM</td>
<td>KMP</td>
<td>KI</td>
</tr>
<tr>
<td>KOMO</td>
<td>KBSG</td>
<td>KI</td>
</tr>
<tr>
<td>710</td>
<td>93.3</td>
<td>7</td>
</tr>
<tr>
<td>770</td>
<td>97.3</td>
<td>5</td>
</tr>
<tr>
<td>1000</td>
<td>101.5</td>
<td>4</td>
</tr>
<tr>
<td>1300</td>
<td>106.1</td>
<td>11</td>
</tr>
</tbody>
</table>

Emergency Preparedness:

Lake Tapps Elementary School and the PTA have worked extensively to ensure that the staff and students are prepared in case of a major emergency during the school day. Emergency procedures have been written and the staff has been trained to carry them out. Annual safety inspections are conducted of the school building and grounds.

Drills:

- **Fire drills** are held three times per year; the first one is conducted the first week of school.

- **Lockdown drills** are held three times per year and are also a part of our safety procedures. Parents will be notified in writing each time there is a lockdown.

- **Shelter-In-Place** is practiced once a year. This is in the event of a chemical spill in our vicinity.

- **Earthquake drills** are practiced twice a year.

- **School Mapping drills** are held once each year.

Emergency Kits:

The PTA is committed to working with our school to provide up to date emergency kits in each of the classrooms. PTA helps us update our kits annually, providing us with new food and water supplies, as well as new equipment (communication, 1st aid supplies, etc.). If you would like to help in this endeavor, please call the PTA or school office to let us know. THANK YOU PTA!
Student Progress

**Report Cards:**
Teachers will explain the report card at Parent Orientation Nights in the fall. Report cards are sent home three times a year. Mid-term progress reports will be sent in October and again in February, and May for students considered at-risk.

**Assessing Student Progress:**
Teachers work hard to assess students’ academic progress. In addition to ongoing assessments and daily classroom observation, there are certain tests administered which give us insight as to how students are progressing.

All students at Lake Tapps are given the following assessments on a regular basis:

- Dynamic Indicator of Basic Early Literacy Skills (DIBELS) for reading and math and STAR assessment. These tests monitor reading accuracy and fluency and basic math skills
- Reading Street assessments
- Math Expressions assessments
- Math fact fluency screenings

Third graders will also take part in the Smarter Balanced Assessment (SBA). This test will be administered via the computer.

**Response To Intervention (RTI):**
The RTI model is used in reading, math and behavior to educate all students. This model stresses the use of professionally sound interventions and instruction based on defensible research, as well as the delivery of effective academic and behavior programs to improve student performance. As a result of using this model, fewer children will require special education services and more students will be successful learners. RTI involves the following:

- Universal screening for all students using DIBELS/STAR
- Educational decisions based on the data
- School wide collaboration to help each student succeed
- Consistent progress monitoring
- Evaluating the effectiveness of instruction and interventions

The big idea of RTI is that all of our resources are used to teach all of our students. Using the data, we make informed decisions on what programs and level of service will work best for each child. We use scientific, research-based intervention materials for those students who require additional support to be successful learners. We monitor their performance along the way. For students who are at or above grade level, we progress monitor them three times/year to make sure they continue to grow. For those not at grade level, we monitor more closely, weekly, in some cases. If students are not progressing, we modify their instruction or the materials they are using. The reading curriculums that we use with our students are Reading Street and Reading Mastery.

Parents are notified of their student’s progress and if additional support is needed, they will participate in developing the RTI plan.

**Contacting a Teacher:**
If you wish to speak with a teacher, please send a note to the teacher with your child, leave your phone number with the school office (862-6600), or call before or after class time. To avoid unnecessary disruptions, phone calls are not transferred to the classrooms during instructional time. Email addresses have also been provided in this handbook for your convenience. If you email, please allow 24 hours for a response from your teacher.

**Philosophy and Purpose of Homework:** Homework can enhance the full, efficient use of the school day and promote increased student achievement at all grade levels. Meaningful homework assignments are valuable in supplementing classroom instruction, strengthening student command of subject matter, communicating instructional objectives to the home, and instilling independent study habits. Both the length and type of homework assignments will be dependent on program goals, grade level, and student capabilities. A typical scenario is to allow 10 minutes per night, per grade, plus 20 minutes of reading.

Homework will be assigned on a regular basis to all elementary students enrolled in regular education programs. Special education teachers and other instructional specialists (reading teachers, speech therapist, etc.) may assign homework in accordance with district and building guidelines based on their professional judgment of program goals and student capabilities.

Parents are strongly encouraged to be actively involved in the supervision of their child's homework. Please contact the teacher if your child experiences difficulty completing homework assignments.
Volunteers:

We appreciate the role that volunteers play at school. Please check with your classroom teacher, PTA, or our office if you would like to become involved in your child’s school.

- Before volunteering (whether for classroom work or field trips), please read Volunteer Handbook and return the last page of the handbook, indicating you have read the information (one time only).
- All classroom volunteers must complete a Washington State Patrol “Request for Criminal History Information” form. There is no fee. All information is confidential and for the safety of our children. New forms are required every two years and at each school where an adult volunteers. If a student has moved from DHES to LTES, a new form will be required even if one was completed the previous year at DHES.
- Please keep small children at home so that you can focus on giving students you are working with, or the project you are working on, your full attention.
- Turn off your cell phone or put it on vibrate. Do not talk on it in the shared spaces.
- Maintain confidentiality. You may see or hear things that involve other students or teachers. They have a right to their privacy. Do not talk about other students to anyone. If you have a concern, please voice it to the teacher or principal.

Visitor Information:

1. Immediately upon entering any school building or the school grounds, any person who is not a student or an employee of the school shall, when school is in session, report his/her presence and the purpose for visiting the school to the office personnel, sign in, and obtain a visitor’s badge.
2. School visits to the classroom and/or school grounds must be arranged with the teacher, principal, or designee.
3. Parent conferences will be arranged in advance with the teacher.
4. Visiting students are not allowed at school.

Communication:

Newsletters:

LTES publishes a newsletter each Thursday and it is posted to our website. During the first two weeks of school, we will send home a paper copy with your student. After that, we will send the newsletter out electronically. You may request a paper copy by contacting the school office. Newsletters will contain lunch menus, a calendar of events, and other pertinent information. In addition, many classrooms publish their own newsletter on a weekly or monthly basis. The PTA newsletter is another good source of school and PTA news, and is distributed to each family.

Office File and Bulletin Boards:

A vertical file is located on the wall in the LTES office. It contains additional copies of newsletters, forms, and information on scouting, sports, etc. You will also find parent information on the two bulletin boards in the main hallways.

Web Site:

Visit the Dieringer School District website at www.dieringer.wednet.edu for more information on LTES and the Dieringer School District. Lunch menus, newsletters, staff directories, community information, a link to emergency information, and a PTA link are just some of the areas included.
Pictures:
Each fall, arrangements are made with a private photographer to take individual pictures of students for student records. As a service to parents, these pictures may be purchased on a prepaid basis. Class pictures and individual pictures are again taken in the spring, and are also available for purchase on a pre-paid basis.

Curriculum:
Each individual teacher will be sending home information regarding texts, grading policy, materials, and classroom rules. In the fall, each grade level will be conducting a curriculum/open house night to share their programs in detail.

Field Trips:
Field trips will be coordinated with academic learning. You will be asked to sign a permission form and perhaps to be a chaperone. Children may not go on a field trip without a permission signed by a parent/guardian. Donations for the field trips may be requested. Funds are available if you cannot donate, so that all students may participate. Pre-school children cannot accompany parents on field trips.

Money and Valuables:
Bringing items of value to school is prohibited. The school will not be responsible for reimbursement should they be lost or stolen. Items such as trading cards or electronic devices which can be extremely valuable and for which ownership is difficult to determine, will not be permitted.

Unauthorized Sales:
Students cannot sell or trade food or any other item at school.

Grounds Maintenance:
All safety procedures and policies are followed when fertilizing the fields and spot spraying weeds. Signs will be posted on the website and at school 48 hours in advance of any applications. For more information, please contact Kelly Whitman at 862-6703 or visit our website.

Personal Appearance:
Since styles and fashions are continually changing, decisions as to what clothes are appropriate for school should be largely a matter of common sense and good judgment on the part of students and parents. However, the school does reserve the right to take issue with clothing that is not respectful of a good learning climate.

Our school will enforce the following:
- Pants are to be worn above the hipbone.
- Attire that exposes the torso will not be allowed.
- Tank tops must fit the student and the straps one inch wide.
- Hats are not to be worn inside the building (boys and girls).
- Cuts or holes in pants above mid-thigh are not allowed.
- Clothing displaying obscene, degrading, or vulgar messages, or references to drugs, tobacco products, or alcohol are not to be worn.
- Shoes must be securely fastened to the foot. No flip flops or slippers are allowed.
- Cleated shoes and wheeled shoes damage floors and are not allowed.
- Unusual hair (mohawks, colored, etc.) is discouraged; it detracts from the learning environment.
- Shorts must have finished hems and be at least fingertip length when arms are resting at sides.

Voter Registration:
Voter registration forms are available in the office. These forms may be used to register to vote, or change your name or address on your registration. For online assistance go to www.secstate.wa.gov
Birthday Invitations to home parties:
While we understand that birthdays are a fun celebration for students at this age, when invitations come to school to be given out, those that do not receive one feel left out. Because of this, we kindly request they not be sent to school for distribution.

Lost and Found:
Located near the multi-purpose room. Parents and students are encouraged to claim lost articles often. Please have their children’s articles of clothing labeled with last names, especially items like coats and sweatshirts that are often removed in warm weather. We discourage students from bringing personal playground equipment to school because the school will not be responsible for replacement of these or other personal belongings.

Replacement for lost or damaged textbooks:
Students are responsible for the textbooks issued to them for learning, both in class and at home. If books are damaged or lost, they will be required to pay a replacement fee for a new copy. Payment will cover the cost of the book, tax, shipping and a handling fee. Your child’s teacher will send home the replacement cost of the book if this happens.

Personal Messages to Students:
We understand that unforeseen situations and emergencies will arise and necessitate that a message be left for your child via telephone, written note, or in person. We do not pass along personal messages to students. If your child will have a different bus drop-off with another student or location, please try to plan ahead and send a note with your child if at all possible. Our purpose in making this request is to minimize class interruptions and maximize instructional time. If you do need to call, please call prior to 2:45 pm. Calls after 3:00 will not get to your child in time.

Telephone:
Students are NOT allowed to call home from school to ask permission to go to another student’s home after school. Students and parents should work out those arrangements BEFORE coming to school.

Title 1 Parental Involvement
The board expects that its schools will carry out programs, activities, and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:
A. Play an integral role in assisting their child’s learning;
B. Are encouraged to be actively involved in their child’s education at school; and
C. Are full time partners in their child’s education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

The board adopts as part of this policy the following guidance for parent involvement. The district shall:
A. Put into operation programs, activities, and procedures for the involvement of parents in all of its Title 1 schools consistent with federal laws. Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
B. Work with its schools to ensure that the required school-level parental involvement policies meet the requirements of federal law, including a school parent compact; and
C. To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format in a language parents understand including alternative formats upon request.
D. Involve the parents of children served in Title 1, Part A schools in decisions about how the 1% of the funds reserved for parental involvement is spent.
School Rules

General School/Playground Rules:

Be Safe: Examples include:
- Keep hands, feet and objects to yourself.
- Walk facing forward and stay to the right in the halls.
- Hold tray with two hands and do not share food in the cafeteria.
- Stay within the recess boundaries and do not speak to people on the other side of the fence.
- Freeze and walk after the recess bell.
- Use playground and classroom equipment safely.
- Follow playground and game rules.
- Emotional Safety: play fair, be a good sport, encourage others.

Be Prepared: Examples include:
- Come to school on time, prepared to work, and do your best.
- Watch out for other people in the halls and around corners.
- Know what you want to order in the lunch line.
- Dress for the weather and keep track of your clothing.
- Listen for the bell and quietly wait to go in from recess or the shared space.
- Be accountable for yourself.
- Be willing to correct mistakes rather than blame others.
- Be able to follow rules and procedures without many reminders.

Be Respectful: Examples include:
- Be quiet in the shared space while others are working.
- Use hushed voices in the halls and shared space, face forward when in line.
- Raise your hand and wait to be excused in the lunchroom.
- Pick up and clean up after yourself.
- Use appropriate language and manners.
- Make positive choices: be a good listener, helpful, kind, keep promises, and accept differences.
- Know when to be a “reporter” (not a tattler) and have the courage to do it.

Bus Conduct Rules:

1. Stay seated, facing forward, with feet on/toward the floor and out of the aisle. Change seats only with driver permission.
2. Keep hands, feet, and other items to yourself.
3. Talk quietly on the bus, using appropriate language and gestures.
4. Unsafe items such as skateboards, glass containers, and balloons are not allowed on the bus; the driver’s decision will be final in the case of questionable items.
5. Eating, drinking, and chewing gum is not permitted on the bus.
6. Littering, soiling/staining, writing on, poking, drawing, or damaging the bus in any way is not permitted.
7. Safety and consideration of others is required at all times, and especially while boarding and departing the bus.
8. Visible or audible electronics and/or toys, including cell phones, on the bus are prohibited. Drivers have the authority to confiscate these and turn them over to administrators.
9. Balls, bats and other athletic equipment must be stored away in a bag and out of the aisle.
10. Backpacks and bags need to be kept out of the aisle.
11. All district rules, including Harassment, Intimidation, and Bullying (HIB) and drug/alcohol guidelines apply on the bus and at bus stops.
12. Students will only be dropped off at a stop other than their assigned stop if they have a note signed by a parent and a school official.
13. The bus driver is concerned for safety of all passengers. It is therefore critical that if the driver’s requests be honored immediately.
**LTES School Wide Discipline:**

Our commitment is to create a safe learning environment that promotes respect and preparedness. Clearly defined procedures and routines are practiced and meaningful reinforcement is provided throughout the school year to help students be successful. We understand that children are at different points in their development. We handle social difficulties as individually as possible, and we observe the following general procedures:

- We encourage students to solve problems themselves as they have been taught in the classroom. If an issue is not resolved, teachers/staff will address the issue. If the incident involves several students, classroom problem solving or re-teaching may take place. The students may also be referred to the counselor.

- When students are not making positive choices, they will be moved through an in-class, leveled discipline system. This may result in filling out a Think Sheet in class or in a Buddy Room. This allows students to take a break, reflect on their choices, and make a plan for improvement. In addition, students may need to spend time in a recover plan; correcting their mistake, learning skills, completing missed work, and/or practicing appropriate behavior.

- If a child’s behavior is persistent or pervasive, they may be sent directly to a Buddy Room to fill out a Think Sheet. A copy will be sent home to communicate the plan with parents, and a signed copy is returned to school. If three Think Sheets are filled out in one week, a conference with the parent is requested to provide re-teaching, and a behavior plan to prevent further infractions.

**Serious Behaviors**

Most student behavior problems are most effectively resolved by the school staff directly responsible for supervising students. However, severe behaviors, such as extremely disruptive, disrespectful, or unsafe behavior will result in a Behavior Referral Form to the principal. Examples of these behaviors are: harassment: verbal, physical, or sexual; fighting/assault/threat; rude/disrespectful communication to an adult; academic dishonesty; profanity; vandalism; and theft. Consequences for these infractions will be determined by the principal and may include loss of privileges, teacher/principal/student conference, parent phone call, or in-school suspension. Depending on the severity of the act, out of school suspension may also be used. The following will result in immediate suspension or expulsion in accordance with state law:

The following activities will be subject to immediate suspension:
1. Fighting.
2. Hitting an adult.
3. Physical, sexual, or verbal abuse.
4. Any action which threatens the safety of students or staff.
5. Malicious mischief or property damage.

The following will result in immediate suspension or expulsion in accordance with state law:
1. Possession and/or use of a weapon: firearms, knives, pepper spray, throwing stars, etc.
2. Possession and/or use of illegal drugs or alcohol and tobacco products.
3. The students’ presence poses an immediate and continued danger to the student, other students, or school personnel.
Harassment, Intimidation and Bullying

School Board Policy 5011

STUDENTS

Prohibition of Harassment, Intimidation and Bullying

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written message or image, including those that are electronically transmitted, a verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

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

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited by other district policies or building, classroom, or program rules.
Prohibition of Harassment, Intimidation and Bullying continued ...

**Training**
This policy is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and shall be implemented in conjunction with comprehensive training of staff and volunteers.

**Prevention**
The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement and other community agencies.

**Interventions**
Interventions are designed to remediate the impact on the targeted student(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

**Retaliation/False Allegations**
Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying. Students or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

**Compliance Officer**
The superintendent will appoint a compliance officer as the primary district contact to receive copies of all formal and informal complaints and ensure policy implementation. The name and contact information for the compliance officer will be communicated throughout the district.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.