



Dieringer Heights Elementary School Parent Handbook

2021-2022



DHES Vision Statement

Dieringer Heights Elementary School promotes collaborative learning, creativity, and a sense of pride that inspires and challenges all to be their best. Students, community and staff are supported, cared for and appreciated. Working together, we continuously strive for new heights of academic, social and emotional success.

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Welcome to Dieringer Heights Elementary School

Home of the Cougars and Cougar Cubs

Dear Parents,

Welcome to Dieringer Heights Elementary School, home of the Cougars and the Cougar Cubs. We provide rich educational programs for approximately 500 pre-school, kindergarten, fourth, and fifth grade students.

Teachers, support staff, and parents work cooperatively to provide students with exceptional instructional experiences in a safe, positive environment. The talents of each student and staff member alike are fostered so that learning is maximized. In addition to the regular classroom instruction, students attend classes in music, physical education, library, and technology. Our special needs program is available for students from pre-school through fifth grade.

We invite you to use this handbook to learn more about our school policies and procedures. Remember, the door at Dieringer Heights is always open. Feel free to contact us with your needs. Open communication helps us make school a positive, successful experience for your student.

Sincerely,

Kevin Anderson, Principal



Office Staff:

Linda Christman	Office Manager lchristman@dieringer.wednet.edu
Rebecca Gerspacher	Health Tech/Office Assistant rgerspacher@dieringer.wednet.edu
Kevin Anderson	Principal kanderson@dieringer.wednet.edu

*** Office hours are 7:30 - 4:00 M-F ***



Important Information:

DHES Office Phone:	826-4937
DHES Fax:	826-4908
Transportation Phone:	862-6703
District Office Phone:	862-2537
Address:	21727 34th St. E. Lake Tapps, WA 98391

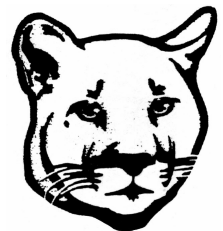
School Hours:

Open Campus:	8:25 AM	Early Dismissal Time:	11:30 AM
First Bell:	8:25 AM		
Classes Start:	8:30 AM		
Classes Dismiss: M,/T/W/Th	3:00 PM		
Classes Dismiss: Fridays (ACE)	1:00 PM		

Trimester Calendar:

DHES follows a trimester system. Our trimester periods are:

1st Trimester:	September 7– December 3
2nd Trimester:	December 6- March 21
3rd Trimester:	March 22- June 21



CHARACTER EDUCATION

Each year at DHES we focus on developing our students abilities in all areas. We focus not only on academic success, but also being well rounded civic contributors. To that end, we have utilize a Character Education program called *CharacterStrong* that focuses on the following character traits.

- COURAGE
- PERSERVERANCE
- HONESTY
- RESPECT
- GRATITUDE
- KINDNESS
- RESPONSIBILITY
- COOPERATION
- CREATIVITY
- EMPATHY

Throughout the year, each of these traits is taught, developed and looked for in our students. We work hard to publicly acknowledge students who demonstrate these leadership traits in their daily lives at school and in the community.

Be looking for ways to extend your child's learning in this critical area!!

ACE FRIDAYS

Academic, Collaboration and Enhancement Days (ACE): Day is subject to change with virtual instruction and/or hybrid model changes

ACE days occur every Friday afternoon with a few noted exceptions (see district calendar for details). These days have students ending their day 2 hours earlier than their Monday-Thursday schedule. This time is extremely valuable to the staff. This time is used for three purposes: 1. Staff Collaboration to further develop and enhance learning opportunities for students, 2. Staff development/training, and 3. To allow greater opportunities for communication and conferencing with families.

Conference Days:

Parent-Teacher Conferences will be held with all families in October and then a second contact at some point throughout the remainder of the year . There will be ACE time and non-student days set aside for communication and conferences. It is our belief that contact between home and school is critical for optimum student success.

Dieringer Heights Elementary School Staff

Pre-School:	Ms. Heidi Clise	hclise@dieringer.wednet.edu
	Mrs. Krista Ronish	kronish@dieringer.wednet.edu
Full Day K:	Miss Kylee Bertrand	kbertrand@dieringer.wednet.edu
	Miss Emily Bjornstad	ebjornstad@dieringer.wednet.edu
	Mrs. Amy Kelly	akelly@dieringer.wednet.edu
	Miss Madison Larson	mlarson@dieringer.wednet.edu
	Miss Susan Taylor	smtaylor@dieringer.wednet.edu
	Mrs. Vicki Taylor	vtaylor@dieringer.wednet.edu
	Mrs. Dianna Whitley	dwhitley@dieringer.wednet.edu
Fourth Grade:	Mrs. Trisha Gray	tgray@dieringer.wednet.edu
	Mrs. Ale Hackett	ahackett@dieringer.wednet.edu
	Mrs. Erica Harris	eharris@dieringer.wednet.edu
	Mrs. Jane Neel	jneel@dieringer.wednet.edu
	Mrs. Sandy Scott	sscott@dieringer.wednet.edu
	Mrs. Stephanie Wall	swall@dieringer.wednet.edu
Fifth Grade:	Mrs. Stephanie Allen	sallen@dieringer.wednet.edu
	Mrs. Julie Badgley	jbadgley@dieringer.wednet.edu
	Mrs. Chris Cheney	ccheney@dieringer.wednet.edu
	Mrs. Meagan Gagnon	mgagnon@dieringer.wednet.edu
	Mrs. Madison Hall	mhall@dieringer.wednet.edu
	Mrs. Marty Myers	mmyers@dieringer.wednet.edu
Special Ed:	Mr. Dan Barfoot	dbarfoot@dieringer.wednet.edu
	Mr. Jeremiah Haynes	jhaynes@dieringer.wednet.edu
EC Spec. Ed	Ms. Merissa Beeck	mbeeck@dieringer.wednet.edu
Interm. Reading Spec.	Mrs. Rochelle Rey	rrey@dieringer.wednet.edu
School Counselor/Social Worker	Mrs. Mary Boben	mboben@dieringer.wednet.edu
Technology Integration Coach	Mrs. Alesha Padron	apadron@dieringer.wednet.edu
Music:	Mrs. Angie Davenport	adavenport@dieringer.wednet.edu
P.E.:	Mrs. Monica Barker	mbarker@dieringer.wednet.edu
Band:	Mr. Eric Spring	espring@dieringer.wednet.edu
Nurse:	Mrs. Terry Woodall	twoodall@dieringer.wednet.edu
	Mrs. Kathleen Miele	kmiele@dieringer.wednet.edu
Speech & Language Pathologist:	Mrs. Kristen Hester	khester@dieringer.wednet.edu
	Mrs. Bethany Sillanpaa	bsillanpaa@dieringer.wednet.edu
Occupational Therapist:	Mrs. Joan Ottinger	jottinger@dieringer.wednet.edu
Occupational Therapist Ass't:	Mrs. Robyn Repass	rrepass@dieringer.wednet.edu
Physical Therapist:	Mr. Tony Ono	tono@dieringer.wednet.edu
School Psychologist	Mrs. Heather Randall	hrandall@dieringer.wednet.edu
Network Administrator	Mrs. Martha Bulpin	mbulpin@dieringer.wednet.edu

Principal:	Mr. Kevin Anderson
Office Manager:	Mrs. Linda Christman
Health Tech/Office Assist:	Mrs. Rebecca Gerspacher
Educational Tech Specialist:	Mr. Monte Young
Library Technician:	Mrs. Marci Boe

Paraeducators:

Miss Kat Astley	Mrs. Becky Baruck
Mrs. Deb Campbell	Mrs. Lori Cull
Mrs. Diane Dunne	Mrs. Dawn Foster
Mrs. Michelle Fultz	Mrs. Shelley Hanbidge
Mrs. Susan Hartmann	Mr. Sean Howick
Mrs. Lisa Hutchens	Mrs. Melissa Kenn
Ms. Stefanie Kilborn	Mrs. Lanette Lane
Mrs. Jennifer O'Leary	Mrs. SeMone Reising
Ms. Debbie Ritter	Mrs. Sarah Sando
Miss Lacey Scheffel	Mrs. Sandy Shuman
Mrs. Shannon Tamm	Mrs. Sandy VanHout
Mrs. Libby Wittmann	Mrs. Deb Zinski

District Assess. Manager:	Mrs. Janice Reid
Food Supervisor:	Mrs. Julie Churchill
Kitchen Staff:	Mrs. Connie Tyree
	Mrs. Karen Kinder
Head Custodian:	Mrs. Elizabeth Baca
Night Custodian:	Mr. Gary Allen

Director of Maintenance:	Mr. George Magill
Transportation Director:	Mr. Michael Allen

Most staff can be reached by email using their first initial and last name @dieringer.wednet.edu. For example, Kevin Anderson's email address is kanderson@dieringer.wednet.edu.

Programs

Facility Usage:

Anyone interested in using school facilities for non-school related activities must complete and return a facility usage application. Applications can be obtained on our website or at any school office or at the district office. Following the return of the application, the director, coach or supervisor must connect with Mr. Anderson or his designee at Dieringer Heights Elementary School to discuss usage rules and confirm requested dates and times of usage. Groups using the facility need to follow specific usage rules and guidelines in order to continue to use the facility.

Music/Physical Education:

Our district recognizes the importance of the need for the arts and a well rounded education. At Dieringer Heights, we have the good fortune of having outstanding Music and P.E. Specialists for our students. Each student, grades Kindergarten through Fifth Grade, will experience Music and P.E. one to two times weekly.

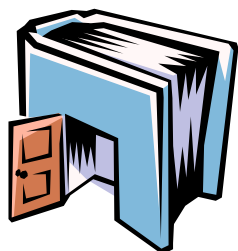
Technology:

Our technology program goal is to incorporate the use of technology into our curriculum. We offer keyboarding as well as activities that connect with the classroom curriculum. With the use of Levy money, we have continued to update our program and equipment. Currently all of our Kindergarten, 4th and 5th grade students have Chromebook computers available to them on a 1:1 ratio for use at school.



Library:

Our library is evolving into a multimedia resource center as technology develops. Children are provided the necessary library skills as well as a place to research, link to the curriculum, and check out books for the enjoyment and pleasure of reading.



Student Health and Special Services

Student Health and Illness



To keep your child healthy, be sure he or she is well-nourished and well-rested.

Immunization Law:

State Immunization Status Forms are required on children under 18 years of age, stating immunization status by the first day of entrance into school, or exclusion of students who are not immunized will occur and be enforced.

Immunizations Required:

Please refer to the district website, www.dieringer.wednet.edu, click on **From The Nurse** on the left. Select "Required Vaccinations for 2010-2011 preschool and school attendance".

In Case of Sickness:

1. Keep your child home with sore throats, severe cough, nausea, diarrhea, fever, skin rash, inflamed eye, earache, ear discharge or enlarged glands.
2. Call that morning to report the absence and send a note with your child when he or she returns to school.

Headlice Policy and Procedure:

Policy: The District Head Lice Policy and Procedure is located on the DSD website under "From the Nurse".

Medication:

Medication at school is only given after written permission is received from parents and all medication must be accompanied by a physician's order to be dispensed at school. This includes medicated cough drops and other over the counter medications. Medication must be in a closed, safe and original container clearly labeled with the students name and dosage. Permission is good for current school year only. Medications must be delivered, along with the required forms, to the health room by an adult. Contact the school nurse if special instructions are required. All medicines are kept in the health room and are not to be carried by students except for inhalers and epi-pens **if the doctor states on the medication form that the student may carry either of these two medications.** Forms for dispensing medication at school are available at local doctors' offices and at the school.

These services are available, as needed, to DHES students. Parental permission is required before services are provided.

Speech and Language Pathologist (SLP)

Students identified as having difficulties in the areas of speech, language, voice, hearing, and/or fluency that affects their educational performance are referred to our qualified SLP. The student may receive assessments, consultation and/or remediation for these needs.

School Psychologist:

We are fortunate to have access to school psychology services at the district level. Psychologists work cooperatively with the counselors, principals, teachers, and parents in understanding student learning and social problems.

Special Education/Resource Room:

The Resource Room provides additional assistance to students who are experiencing academic, social or emotional difficulties. On-going evaluation is performed with students who qualify for this program. The goal is to enable students to work in the regular classroom setting as much as possible. Eligibility criteria for students served in the Resource Room is established by the state.

In addition, our program also serves students who have multiple handicaps, are hearing impaired, and are medically fragile.



Activities

Band:

Band is available for Grade 5 students. Band instruction is held at North Tapps Middle School from approximately 7:50 - 8:30 a.m. three mornings a week. Band students may ride the middle school buses to NTMS, and bus transportation is provided back to DHES after band class. For further information, please check with your classroom teacher or our office.



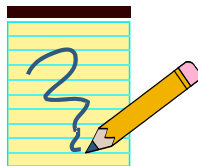
Chorus:

Chorus is offered to Grades 4 - 5. Students have an opportunity to develop their musical skills, participate in performances, and generally have a great time. Chorus will meet after school. Look for sign up opportunities.



Cougar Chat:

The Cougar Chat is our school newsletter, written by kids for kids. Any 5th grader can join the staff by attending a monthly meeting to be assigned a topic. The Cougar Chat is published every 5 to 6 weeks.



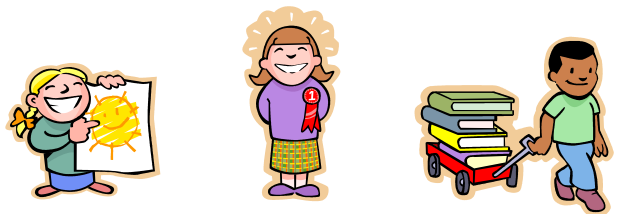
Math Club:

Math Club is open to Early Childhood students. Members meet one day a week to further their math skills while having fun.

$$1 + 2 = 3 \times 9 = 27 - 5 = 22 \times 4 = 88$$

Student Council:

Student government at DHES is known as the Student Council. It is the purpose of this organization to improve our school, plan school projects, and promote school spirit. A representative is elected from each 4th and 5th grade class. Student Council officer elections are held in the spring for the following year.



Additional Clubs:

As the year progresses, other clubs and after school activities will be added to our schedule. At this time, we will have SERVE Crew, STEM Club, Computer Club, Jump Rope Club, and Mileage Club.

Watch the DHES newsletter for more information.



*Note: Extra curricular clubs and activities are subject to change and/or not be available due to any COVID restrictions needing to be followed.

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 youngsters develop good attendance patterns.

Illness:

As soon as you know your student will be absent, please call the school at 826-4937 to let office personnel know. After we receive the absence reports from each classroom, as a safety check, we will call the homes of students who have not been reported absent by a parent or guardian. **This is an automated electronic call. Please let us know ASAP if your child is going to be out of school for any reason.**

We do not have adequate facilities to care for ill students at DHES. Therefore, we ask that parents come to school to pick up their child should he or she 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:

Tardiness is another form of poor attendance. Regular tardiness is a bad habit. Please keep in mind that tardiness not only affects the tardy child, but also the class due to the interruption of the late arrival. Please help your child be responsible by helping him or her get to school on time.

School begins promptly at 8:30, and attendance is taken immediately. Therefore, students arriving after 8:30 must be checked into the office by a parent or guardian and receive an admit slip for class.

Excused Absences:

Dieringer Heights Elementary School accepts the following as excused absences: illness, medical or dental appointments, bereavement and unforeseen emergencies. Any other absence must be checked with the principal before the absence. If a student is absent we require families to either contact the school or provide a written note explaining the reason for absence. It is best if this communication occurs the day of the students absence.

Obtaining Assignments for Absent Students:

Parents may obtain assignments for students having an excused absence for more than a day by contacting the school secretary before 11:00 a.m. and arranging to pick up the assignments after school.

Extended Absences (Family Vacations):

Requests for student absence will be considered on an individual basis. Parents wishing to remove their students from school for family reasons should fill out a request for extended absence form. **The "Request for Extended Absence" form is available on the district website.**

Leaving 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. **Please do not go directly to the classroom.**

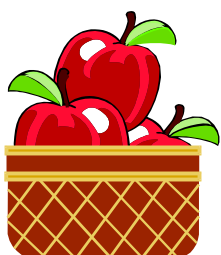
Parents are required to call the school in advance when another person plans to pick up a child. A person appearing in the school office with written or oral permission from a student's parents may have the authorization if verified by the school before the student is released. That person may be asked to present identification before the student is allowed to leave the school. These rules are enforced to ensure the safety of all DHES students.



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:



*Individual Cash Lunch (K - 5th)	3.00
Student Reduced Lunch (4th & 5th)	Free
Student Reduced Lunch (K-3rd)	Free
Milk	.50
*Breakfast (available upon request)	2.00

In purchasing lunches, use a check instead of cash, if possible, as money could be lost or stolen. Please make checks payable to: DIERINGER SCHOOL DISTRICT #343. If 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 name, grade and teacher. It is recommended that elementary students not bring money to school except for hot lunches, milk, or snacks. Any charges are expected to be paid the next day. **Families may choose to pay on-line. This method will be available on the DHES website. Please check with the office to gain the necessary information to set up this "account".**

If you are financially unable to pay for a child's lunch, please pick up a *Free or Reduced Lunch form* available in the school office. If you qualify, lunches will be provided for your child.

***Note:** As a response to the COVID-19 Pandemic, all Lunches and Breakfasts are free to all students. This is as of now and until further notice. Prices above will be in effect when/if a change is determined by the federal government.



Dining Room Expectations:



1. Students are expected to leave any playground toys outside the dining room.
2. Students are expected to enter the dining room in a quiet and orderly manner.
3. Students are expected to remain seated until dismissed for recess/class.
4. Students are encouraged to talk quietly to those sitting near them.
5. Students are expected to dispose of paper/garbage/food trays in appropriate containers.
6. Students are expected to leave their dining area clean.
7. Students are NOT expected to take any food, drink, etc. outside the dining room.
8. Students are expected to follow the instructions of any school personnel while in the dining room.

Student Safety and Emergency Preparedness

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 such a situation.**



The winter months sometimes bring weather conditions which delay school schedules or cause school closures.

****The Edulink system will call and /or e-mail you regarding schedule changes due to weather by approx. 6:30am.***

In the Morning you may also:

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.** 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.”

“No Out of District Special Education.” Self-explanatory.

Emergency school closure information is also available through the Dieringer website at 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.

Registration/Emergency Cards:

A *Student Information Update* form will be sent home at the start of each school year. **It is absolutely essential that the information be kept current.** This information includes: A home and/or business phone number; an emergency contact phone number, this should be someone who has authorization to pick up and care for your child if you are not available.

Always notify the office immediately with updated information

AM:
KVI 550
KIRO 710
KRPM 770
KOMO 1000
KMPS 1300

FM:
KUBE 93.3
KMPS 94
KBSG 97.3
KPLZ 101.5
KRPM 106.1

TV:
KOMO 4
KING 5
KIRO 7
KSTW 11

Emergency Preparedness:

The Dieringer School District and the PTA have worked extensively to ensure that Dieringer 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. Classroom emergency kits containing water, blankets, first aid supplies and other emergency equipment are in place in each of the classrooms. Periodic fire and earthquake drills are held throughout the school year. Additionally, annual safety inspections are conducted of the school building and grounds.

Safety Drills:

Each year the school practices multiple types of drills. These include drills for Fire, Earthquake, Lock Down, and Shelter in Place. These drills are designed to help our children and staff be prepared in the event of an actual emergency.

Emergency Comfort Kits:

Our PTA has committed to ensuring that every DHES student has adequate emergency supplies available in case of an emergency during the school day. Each classroom will be supplied with enough food and water to keep students comfortable for a 72 hour period.

Pupil Progress

Report Cards:

Report cards go home three times each year. However, your close communication with the classroom teacher is the best possible way to keep up-to-date on the progress of your child.

Tests:

4th and 5th graders are given the State Assessment called the Smarter Balance Assessment in the spring. These tests will measure how well our students are meeting the Common Core State Standards in reading, writing, and mathematics. The Washington Comprehensive Assessment of Science (WACAS) for our 5th graders is the new state science test. These assessments occur each spring.

Contacting a Teacher:

If you wish to speak with a teacher, please send a note to the teacher with your child, leave your number with the school office, or call before or after class time. To avoid unnecessary disruption, phone calls are not transferred to the classrooms during instructional time. Teachers will return your call as soon as possible.

Email is an effective way to communicate with teachers. Email addresses can be found on page 5.



Parent-Teacher Conferences:

Parent-teacher conferences are held in October and as needed for all our elementary students throughout the year. Below are suggested guidelines to help parents prepare for conferences.

Before the conference:

1. Decide what you want to ask the teacher. Discuss the upcoming conference with your child and write down concerns you have about their schoolwork. If possible, both parents should attend.
2. Determine what you should tell the teacher about your child.
3. Please be on time. Teachers will be on tight schedules.

During the conference:

1. Ask your questions and discuss your concerns.
2. Be prepared to discuss these areas with the teacher:

- ☒ reaction to school
- ☒ health or emotional problems
- ☒ hobbies, special interests, abilities
- ☒ homework - when, where, how much
- ☒ type of discipline that works best for you

After the conference:

1. Discuss the conference with your child.
2. Point out strengths and talk about areas that need improvement. Emphasize that you and the teacher are working together for the child's best interest.
3. Follow through on the plan you and the teacher worked out together.

Philosophy and Purpose of Homework:

Homework can enhance the full, efficient use of the school day and can promote increased student achievement at all grade levels. Meaningful homework assignments are valuable in supplementing classroom activity, 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.

Homework may be assigned on a regular basis to all elementary students enrolled in regular education programs. Special education teachers and other instructional specialists (e.g., 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.

Parent Participation & Communication

School Visitation

Volunteers: (Subject to State Guidance during Pandemic)

Our district has always benefitted from a large number of dedicated and resourceful volunteers. Many parents and community members find volunteering in their schools to be rewarding and fun. Volunteers can help in the library, the classroom, and the office. Others volunteer for field trips, recesses, etc. Parents are encouraged to join the PTA, which offers many volunteer opportunities. Please check with your classroom teacher, PTA, or our office if you would like to become involved.

➤ ***All volunteers are to sign in at the office.***

Please note: All classroom volunteers will need to 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.**

Visitor Procedures: (Subject to State Guidance during Pandemic)

1. School district policy requires that all visitors check in at the school office. In order to ensure the safety of all students, visitors are required to sign in at our office, and wear a visitor’s badge before entering school hallways or classrooms.
2. School visits to the classroom and/or school grounds should first 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 in any classroom unless pre-arranged with the classroom teacher and principal.



Communication

Newsletters:

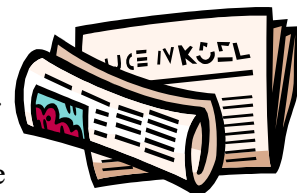
DHES publishes a newsletter weekly, which is sent home via e-mail Thursday of each week. It will contain lunch menus, a calendar of events, and other pertinent information. In addition, many classrooms publish their own newsletter on a weekly or monthly basis. The PTA newsletter is another good source of school and PTA news, and is distributed to all students weekly as well.

Office File:

A vertical file is located just inside the door of the DHES office. It contains additional copies of newsletters, forms, and information on scouting, sports, etc.

Web Site:

Visit the Dieringer School District website at **www.dieringer.wednet.edu** for more information on DHES and the Dieringer District. Lunch menus, newsletters, staff directories, a link to emergency information, and a PTA link are just some of the areas included.



PTA

The PTA is an active and important part of Dieringer Heights Elementary School. The PTA is a private, non-profit volunteer organization that works within the school community to promote the health, welfare, safety, and education of all children. It is affiliated with the Washington State PTA which, in turn, is affiliated with the National PTA. Any person who is concerned about children and children's issues is encouraged to join the PTA and to become as active a member as you desire; whether you are simply joining to show support or committing to involvement in one or more committees.



This year, the PTA plans to continue to:

- provide quality assemblies for our students;
- work with the school district to ensure our kids will be safe in the event of an emergency;
- organize family activities such as math nights, skating parties, and a carnival;
- sponsor the Reflections arts program;
- support curriculum by sponsoring a Science Fair;
- provide speakers on relevant school and parenting topics;
- publish a monthly newsletter, and produce a yearbook;
- sponsor a Reading at Home program, and hold two book fairs;
- provide an introduction to art through the Art Docent program;
- support teachers and staff with the fall luncheon and staff appreciation week;
- help coordinate volunteers to work throughout the school and coordinate after-school activities;
- provide information on legislative issues that affect the health, welfare, safety, and education of all children.

A PTA packet will be sent home the first week of school and will have information on joining PTA and other volunteer opportunities. Extra packets will be available in the DHES and LTES offices.

For more information, feel free to contact us, or visit our website at www.ltespta.org

General Information

Students Being Picked Up During/ After School Hours:

During school hours all students are to be signed out and picked up in the elementary office. Students are *not* to wait outside to be picked up.

After school hours all students who are not riding buses are to be picked up at the designated areas. *Students will not be allowed to go to the parking lot on their own.* Students who are not picked up by the time buses depart will be brought to the office. **Please be sure to pick up your children on time.**

All students reporting to school after starting time (8:30 AM) must be checked in at the office by an adult. Thank you for your help. Our procedures are for your child's safety.

Withdrawing Students:

If you are planning to move, please notify the school as soon as possible indicating:

1. The last day of attendance.
2. Your new address or approximate location.
3. The new school your child plans to attend, if known.

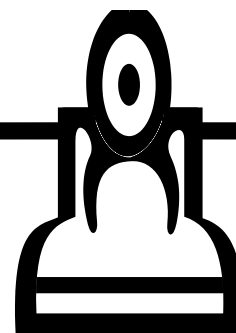
Lost and Found:

We have a lost and found box at the school. Parents and students are encouraged to claim lost articles. **A helpful reminder for parents is to have their children's articles of clothing properly labeled with their names.** We donate unclaimed items every 60 days. Please check frequently.

We discourage students from bringing personal playground equipment to school, as DHES cannot be responsible for replacement of these or other personal belongings.

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.



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 ask that, when possible, all personal messages or communications between home and student be taken care of outside of school hours. **If your child will have a different drop-off with another student or location, please plan ahead and send a note with your child if at all possible.** Students must have written permission from home to ride a different bus. Our purpose in making this request is to minimize class interruptions and maximize instructional 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. The school telephone is available for students to call home only in case of illness or emergency.



General Information

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.



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 slip and perhaps to be a chaperone. Children may not go on a field trip without a permission slip signed by a parent/guardian. Pre-school children may not accompany parents on field trips because our district insurance only covers district-enrolled students on our school buses.

Money and Valuables:

It is unwise to bring items of value to school. DHES or the Dieringer School District will not be responsible for reimbursement should they be lost or stolen. Items such as trading and baseball cards, iPod or and other electronic devices which can be extremely valuable and for which ownership is difficult to determine are not to be brought to school. Cell phones are allowed, but not encouraged. Students should not have cell phones out on the bus or at school without permission. And are not to be used without permission during school hours or on the buses.

Unauthorized Sales:

Students cannot sell or trade food or any other items at school.

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 or is disruptive to student learning. Our school will enforce the following:

- ◆ Attire that exposes the torso will not be allowed.
- ◆ Sleeveless tops are allowed (Avoid spaghetti or thin straps if possible).
- ◆ Outlandish and abbreviated clothing will not be allowed.
- ◆ Clothing displaying obscene, degrading or vulgar messages or references to drugs, tobacco products or alcohol are not to be worn.
- ◆ Cleated and wheeled shoes damage floors and may not be worn in the building. Shoes must be securely fastened to the foot—**no flip flops**.
- ◆ Pants are to be worn above the hipbone. .

Final decisions regarding the appropriateness of clothing will be at the discretion of the principal.



*Note: Field Trips are subject to change and/or not be available due to any COVID restrictions needing to be followed.

School Rules

General School/Playground Rules:

1. Be respectful of others at all times.
2. Follow directions of all staff members.
3. Follow school game and equipment rules.
4. Take hats off in the building.
5. Observe the no gum chewing policy at school.
6. Do not enter any classroom unless there is a teacher or an adult present.
7. Leave personal items, toys, stereos, electronic games, and iPods at home.
(Cell phones are allowed as long as they are stored in the students backpack, and are turned off or muted; they are only allowed to be used in emergency situations while at school.)

Specific playground rules will be addressed in each classroom. The following are critical:

1. All students are to remain on the grounds unless given permission to leave by a supervising adult (i.e., retrieving a ball).
2. Fighting and bad language are never options to problem-solving.
3. Skateboards, bikes, skates, rollerblades, heelies, etc. are not allowed on campus, without prior approval.
4. Activities of any kind shall be no-contact.
5. No trading cards or other items for trade shall be brought to school.
6. No toys will be allowed on the playground with the exception of playground equipment, i.e., balls, jump ropes, etc.

Dieringer School District #343 Bus Conduct Rules:

Think Safety!



1. Sit facing forward, with feet on/toward the floor and out of the aisle.
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 are required at all times, and especially while boarding and departing the school 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 policies, including Harassment, Intimidation, and Bullying (HIB) and drug/alcohol guidelines apply on the bus and at the 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.

Prior to the Building Administrator's receipt of a misconduct report, the student has received corrective instructions from the bus driver regarding the district's bus conduct rules.

- Step I: This step has been reached because efforts on behalf of the bus driver were not effective in correcting inappropriate bus conduct. The Building Administrator will talk with the student regarding appropriate behavior. Parents/Guardians will be notified of action taken by the Building Administrator.
- Step II: During this step students will discuss their conduct with a Building Administrator who may apply corrective action including, but not limited to, disciplinary counseling, a behavioral contract, loss of recess, detention, in-school suspension, and/or loss of extracurricular activity participation. Parent/Guardians will be notified of action taken by the Building Administrator.
- Step III: When all previous efforts prove ineffective in improving bus conduct, Step III corrective action will be applied. Such actions will include, but are not limited to, suspension from bus transportation privileges. Parents/Guardians will be provided timely notification of such action by the Building Administrator.

Discipline

DHES Discipline Policies:

DHES has set these guidelines to ensure consistency in discipline in our school. Our school rules are designed to protect all children. Youngsters who break the rules will be treated firmly, fairly and appropriately.

Most students will never have serious discipline problems. To protect the rights of all our children, it is important that parents and students understand the consequences of misbehavior. Before a child is sent to the principal's office, the teacher has already gone through a series of consequences in dealing with the student's behavior, which may include parent contact.

If children are sent to the principal's office, the following steps will be taken:

- 1st Option: Principal-Student Conference. Records will be kept with action.
- 2nd Option: Conference with student with an action plan. (Parent contact will be made.)
- 3rd Option: Conference with student and teacher. (Parent contact will be made.)

The basis for the options above are:

- 1. Correcting behaviors must be a learning experience.
- 2. Students must know that it will be in their best interest to correct the behavior.
- 3. Students must be held accountable and responsible for their actions.
- 4. Students' needs must be met.
- 5. Our goal is to provide a successful experience for each and every student.

The options may need to be repeated before success is achieved.



Suspension from School:

Suspension is a disciplinary action that we, at DHES, do not desire. We find that it is also an action that we seldom use. However, in the event that suspension becomes necessary, the following procedures are in effect.

Suspension Procedures:

The following activities will be subject to possible suspension:

- 1. Fighting.
- 2. Hitting an adult.
- 3. Physical, sexual, or verbal abuse.
- 4. Harassment of students or adults.
- 5. Any action which threatens the safety of students or staff, including verbal and physical intimidation. Threats with toy weapons may be included.
- 6. 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 student's presence poses an immediate and continued danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process.
- Suspension occurs when intervention as prescribed by building procedures have failed to correct the behavior.

When suspension is exercised, the following guidelines will be used.

- 1. Suspension is in accordance with the state laws as outlined.
- 2. A conference between parent(s) and/or guardian, teacher, and principal (or designee) is highly encouraged prior to the student's return to class. The purpose of this meeting is to develop a plan and focus on the expectations for the student's success.

Note: Firearms/weapons are not allowed at school, school sponsored activities, on school grounds, or school provided transportation. If a student brings a firearm to school it will result in an immediate expulsion for up to one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis.

~DSD Student Rights, Responsibilities and Regulations guide is available on the District Website.

Harassment, Intimidation and Bullying

Prohibition of Harassment, Intimidation and Bullying:

Dieringer Heights Elementary School is committed to providing a safe and civil environment free from harassment, intimidation and bullying (HIB). HIB includes any intentional written, verbal or physical act including those motivated by characteristics such as race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability when the 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; or
- Has the effect of substantially disrupting the orderly operation of the school.

Many behaviors that do not rise to the level of HIB may still be prohibited by other building or classroom policies. This policy is a component of the building's responsibility to maintain a safe, civil, respectful and inclusive learning community and is accompanied by comprehensive training of staff.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the situation. False reports or retaliation for HIB also constitute violations of this policy.

Procedures:

Informal Complaint Process:

Anyone may use informal procedures to report to any building staff member complaints of HIB. Complaints will be investigated and resolved informally if possible using any of the following steps;

- An opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive or inappropriate either in writing or face to face;
- A statement from a staff member to the alleged perpetrator indicating the conduct is not appropriate and could lead to discipline if proven or repeated or;
- A general statement from an administrator without identifying the complainant.

Informal complaints may become formal complaints at the request of the complainant, parent, or guardian or because the district believes the complaint needs to be more thoroughly investigated.

Formal Complaint Process:

Anyone may initiate a formal complaint of HIB even if the informal complaint process is being used. Complainants will not be promised confidentiality since it cannot be predicted what will be discovered or what kind of hearings may result. Additional provisions include:

- All formal complaints shall be in writing
- A district appointed compliance officer shall investigate all formal, written complaints of HIB and will provide a written report with results of the investigation
- The superintendent or designee shall respond in writing within thirty days stating;
 - ◊ That the district intends to take corrective action; or
 - ◊ That the investigation is incomplete to date and will be continuing; or
 - ◊ That the district does not have adequate evidence to conclude that HIB occurred.

Students will be provided with age-appropriate information on the recognition and prevention of HIB and their rights and responsibilities under this and other district policies and rules at student orientation sessions.

Sexual Harassment

This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities.

Sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate. Reporting forms are available in the school office and on the district website.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

DSD Policy 5011

Dieringer School District Information

Educating every child for

Confidence today and

Contribution tomorrow

District Office Staff:



Mr. Michael Farmer	Superintendent
Ms. Calisa Castillo	Executive Director of Staff and Student Services
Mrs. Kim Knight	Executive Director of Finance
Mrs. Yelena Parovenko	Accounting and AP/AR Specialist
Mrs. Shawna Ford	Special Services HR Specialist
Mrs. Sherri Bundy	Payroll/Benefits Specialist
Mrs. Jade Hughes	HR Specialist
Mrs. Amy Jean	Data Manager
Mrs. Tricia Webster	AP Assistant
Mrs. Vicky Welch	District Office Admin. Assistant
Mrs. Janice Reid	Assessment Manager

* District Office Hours are 7:30 - 4:00, M-F *

** District Office Phone is (253) 862-2537 **

School Board Members:

Mr. Greg Garrison	Mr. Greg Johnson
Mr. Scott Reissouer	Mrs. Megan Bearor
Mrs. Chelsea Steiner	

School Board Meetings:

School Board meetings are held the fourth Monday of each month at 6:00 pm at the District Office. The public is invited to attend. Agendas and minutes are posted on the district website.

Equal Opportunities Assured:

Dieringer School District does not discriminate based on sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of trained dog guide or service animals. The Dieringer School District proves equal access to the Boy Scouts of America and other designated youth groups. Questions or concerns may be addressed to Dr. Judy Martinson, Compliance Officer, 1320 178th Ave. E., Lake Tapps, WA 98391. Phone her at (253) 862-2537 for information on the appeal/grievance procedure.

Family Educational Rights and Privacy Act Limits Access to Student Records:

Under the Family Educational Rights and Privacy Act, our schools limit student records access to parents or guardians, staff members who need to know, and students. Records may be forwarded to schools upon request; otherwise, release of records requires parental consent. Parents' rights also include challenging inaccurate or misleading information and requesting that directory information not be released without prior consent. Please contact Dieringer Heights Elementary School (826-4937) with questions.

Drug-Free Schools and Workplaces:

Dieringer School District is committed to drug and alcohol free schools and workplaces. Students and employees will not possess, use or distribute illegal drugs or alcohol on school property or during district activities. Violations will result in appropriate discipline, including expulsion for students or discharge for employees.

Tobacco-Free Environment:

Effective September 1, 1991, smoking or any other use of tobacco is prohibited on school district property - including all buildings, grounds, and district owned vehicles.

Gun-Free Zone:

Guns or weapons of any kind are not permitted on or near our school grounds. Students found to be in possession of weapons or explosives are subject to suspension or expulsion. Students in possession of guns will be immediately expelled from the Dieringer School District and referred to the police. Students in possession of toy guns or look-alike weapons will be subject to discipline including suspension.

K-20 Network Parent Information Letter

Parent Information Letter

Dear Parent:

The Dieringer School District has the ability to enhance your child's education by providing Internet access. The Internet is a worldwide collection of networks of computers. It allows your child the opportunity to access rich information sources, share information, learn concepts, and communicate with children and adults from other parts of the country and world. It is our intention to provide an Internet environment that is safe and appropriate for the maturity level and need of student users. District personnel will monitor Internet access by students and the degree of access to the Internet will be dependent upon the age of the students.

We are requiring that all students have parental permission on file prior to receiving their Internet access.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed access release form and discuss it together. When your child is given access to the Internet, it is extremely important that the rules are followed. The use of inappropriate material will result in the loss of the privilege to use this educational tool, and could result in further disciplinary action. Parents remain legally responsible for the child's actions. The attached guidelines will be reviewed with your student by one of his/her teachers.

The District has purchased and installed an Internet Filter to block inappropriate material from reaching the desktops of district computers. The device is called iPrism and the list of blocked sites is updated regularly to screen newly launched sites.

Use of the Internet is an educational opportunity that requires users to act responsibly, ethically, and in accordance with network use guidelines. Educational staff will monitor student internet use while in school. The student is ultimately responsible for his/her conduct on the Internet.

After you have read and discussed this with your child and if you choose to sign the release form, please return it as soon as possible.

Sincerely,

Martha Bulpin
Technology Services Coordinator
Dieringer School District #343

**NOTIFICATION OF RIGHTS UNDER
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

* State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a "public records" request within five business days. RCW 42.17.320

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

With the exception of using instructional materials as part of the educational curriculum, C3, the Dieringer School District does not engage in any of the following, but is required by federal law to provide this notice.

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- A. *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- B. *Receive notice and an opportunity to opt a student out of* –
1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. *Inspect*, upon request and before administration or use –
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

The Dieringer School District has adopted policies, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Dieringer School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Dieringer School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Dieringer School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901