

# Lyon Elementary



## Student/Parent Handbook

101 E 46th street  
Tacoma, WA 98404  
253.571.4800

*Go forward, attempt great things, accomplish great things. -- Mary Lyon*

*Greetings Lyon Pride!*

*Welcome to the 2021-22 school year. We are so happy to have our children in person every day. Thank you for helping us keep everyone safe with masks and social distancing.*

*Our Teachers and Support Staff are determined to give every child an equitable, empathetic learning experience with high standards. In partnership with you and Community Partners (i.e., Daycare and Extracurricular sports and arts provided by Metro Parks Tacoma) we look forward to our best year ever in this beautiful new building.*

*We take great pride in being where we are Eastside Strong!*

*Please contact me whenever you have ideas to improve our school.*

*Our staff has the slogan, "Be here, Be you, Belong!" for the year. We want each child and every family to feel at home at Lyon.*

*Take care,*

*Anne Tsuneishi*

School Hours

Grades K-5            9:00 am.—3:30 p.m.

Office Hours        8:00-4:00

**Mission Statement**

"Go Forward, Attempt Great Things, Accomplish Great Things"

**Vision Statement**

To build strong relationships, focused on social emotional learning, high academic standards and collaborative instruction creating an inclusive learning environment for all students.

**Belief Statement**

Mary Lyon Elementary believes our kids are all our kids. To educate all students with diverse cultures and needs, we create a village where all Lyon community members recognize and help build our students' fullest potential while striving for academic & behavioral success. We nourish success through instructional strategies, self-regulation, perseverance, and self-motivation.

None of the items contained in this document supersede the district policies or state WACs

## Mary Lyon Agreement: Title 1 Compact Acknowledgement

Parents/Guardian Please

- 1) Read the Mary Lyon Agreement: Title 1 Compact.
- 2) Sign where indicated.
- 3) Tear out this sheet to be returned to your child's teacher.

I have read the Lyon Agreement: Title 1 Compact

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Printed Name

Student Acknowledgement:

I have read, or my parent/guardian has read to me the Lyon Agreement: Title 1 Compact.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

6. Mary Lyon School will provide each parent an individual student report about the performance of their child on the State assessment in at least math, reading, and language arts by:

- a. Individual requests by parents to counselors
- b. Goal setting by students

7. Mary Lyon School will, with the assistance of its parents, educate its teachers, pupil services personnel, principals and other staff on how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- a. Partnering with the District’s School, Family, Community Partnership Program
- b. Title I Parent Involvement Council

9. Mary Lyon School will use the following ways to ensure that information related to the school and parent programs, meetings and other activities is communicated to parents in an understandable and uniform format, including alternative formats upon request, and to the extent practical, in a language parents can understand:

- A. School newsletter
- B. School calendar
- C. Facebook
- D. School website
- E. Student Handbook
- F. Individual phone calls made by staff and volunteers
- G. Letters and invitations to parents about upcoming events
- H. Information provided by OSPI
- I. School Messenger robo calls/emails.

Topic	In order to keep the focus of school on student learning, we require students to adhere to the following:
<b>Safety</b>	<ul style="list-style-type: none"> <li>• For the safety of our students and staff, <u>ALL visitors are REQUIRED to enter through the main door and check in with the office.</u></li> <li>• If you will be in an area other than the main office we will give you a sticker to identify yourself.</li> <li>• <u>All</u> outside doors as well as the playground gates will remain locked during the school day.</li> <li>• Students and Staff must wear masks both inside and outside the building.</li> <li>• Social distancing guidelines must be followed.</li> </ul>
<b>Attendance</b>	<p>State law requires student to attend school regularly and to be punctual. The attendance record is part of a student’s permanent file. To ensure student safety, parent are asked to call in and enter the Health Survey in the Family App. when their child is sick or will be tardy. A written note is also required. The note needs the date and reason for the absence/tardy. If no note is sent the absence/tardy will be considered unexcused. For any planned absences you must complete the “Request for Planned Absence” form for approval <b>prior to the absence.</b> Students are tardy at 9:01a.m.</p>
<b>Student Drop-Off &amp; Pick Up</b>	<p>Students should not arrive at school prior to 8:50 am. We do not have proper supervision before that time.</p> <p>K/1st grade - Playground            2nd/3rd grade —Office entrance            4ht/5th grade—46th street</p>
<b>Cell phones/ Electronics</b>	<p>Students should <b>NOT</b> have cell phones/MP3 devices, tablets, etcetera in their possession during school hours. They are to leave them in the office or with teacher when they arrive and may pick them up when they leave each day. If you wish your child to carry a cell phone before and after school, please provide a cover with your child’s name on it. Personal GPS devices (i.e. Gizmo) can be worn by students but students are not to call or text parents on the device without teacher knowledge. Any electronic device is a personal responsibility and if lost or stolen not the responsibility of the school.</p>

<b>Topic</b>	In order to keep the focus of school on student learning, we require students to adhere to the following:
<b>Personal Play Equipment</b>	<u>MAY NOT</u> bring personal toys, cards or sports equipment to school. Bringing them only creates disruption and runs the risk of getting lost or left behind.
<b>Expected Dress</b>  Failure to adhere to these guidelines may involve requesting that parents bring a change of clothing.	<ol style="list-style-type: none"> <li>1. Clothing must be free of tears, holes, frayed edges, etc.</li> <li>2. T-shirts may be worn. All logos must be in good taste. Any logos which advertise alcohol, illegal substances or suggestive topics are not allowed.</li> <li>3. "Sagging" pants are prohibited.</li> <li>4. Skirts, dresses and shorts must be no shorter than fingertips when arms are held straight down at the sides. Halter tops, mini-skirts, bare midriffs, backless dresses and spaghetti straps may not be worn to school.</li> <li>5. Closed toed shoes for safety.</li> <li>6. Baseball caps or bandanas are prohibited.</li> </ol>
<b>Responsibility for Books &amp; Laptops</b>	Students are responsible for laptops, textbooks and library books that are checked out to them. Grades will be withheld at the end of the school year if money is still owed.
<b>Medication at school</b>	NO MEDICATION –Prescription or non-prescription (aspirins, vitamins, cough drops, etc.) may not be administered at school without proper documentation from a physician. Medication must be turned into the office and will be dispensed from the original bottle or container, which is kept in a locked cabinet. In accordance with state law, both the parent and physician must complete and sign the <i>Physician's Consent Form for Dispensing Medication</i> . Forms are available in the school's office or the District Website.

3. Mary Lyon School will hold an annual meeting to inform parents of the school's participation in the Title I program and to explain the Title I requirements and the right of parents to be involved. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning, afternoon or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in the Title I program to this meeting and encourage them to attend by:

- a. Translators
- b. School Newsletter/website/facebook
- c. Additional Meetings: Coffee Talks
- d. Open House
- e. Bring Your Parent to School Day

4. Mary Lyon School will provide parents of participating children information in a timely manner about Title I programs that includes a description and an explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency level students are expected to meet by inviting parents to attend and participate in:

- a. Open House
- b. Family Involvement Nights
- c. Parent Workshops
- d. Program Nights

5. Mary Lyon School will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:

- a. Individual requests through principal/counselors/teachers
- b. Opportunity to serve on school decision-making committees
- c. Parent/Teacher Conferences

**Mary Lyon Parent Involvement Policy**

Working together: Home, School, and Community

We believe that families, the community, and the school working together will ensure quality experiences for our students. As part of our school improvement plan, we have a full slate of parent and community activities planned to address the needs and concerns of our biggest supporters.

We encourage you to be involved with our school, please call (253) 571-4800.

1. Mary Lyon School will take the following actions to involve parents in the joint development, review and improvement of its school parental involvement plan:

- a. Representation on School Centered Decision Making Team
- b. Policy made available to all parents
- c. Policy made available for parents to review in the main office
- d. Representation on the District’s Parent Involvement Council

2. Mary Lyon School will take the following actions to involve parents in the process of school development, review and improvement of the school/parent compact.

- a. Representation on School Centered Decision Making Team
- b. Compact made available at all parent/student events and parent conferences
- c. Compact will be posted in all classrooms and made available for parents to review in the main office
- d. Compact will be printed in the Student Handbook
- e. Newsletter/Website/Facebook
- f. Mary Lyon School website

Topic	In order to keep the focus of school on student learning, we require students to adhere to the following:
<b>Volunteers</b>	Parent and other adult volunteers helpers are always needed. Arrangements to volunteer need to be made with the classroom teacher. A current Washington State Patrol Background form and Proof of COVID Vaccination is required to be able to volunteer at any school in Tacoma. The forms must be processed 48 hours prior to volunteering, and are available in the Main Office.
<b>Visitors</b>	The entire staff at Lyon welcomes you to visit our school. For safety reasons the staff must know who is in the building at all times. All parents and visitors are required to check in at the office. Classroom observations must be scheduled 24 hours in advance per the teacher contract.
<b>Field Trips</b>	Parent permission slips must be signed for students to participate in a field trip. A current Washington State Patrol Background form and COVID vaccination is required to be able to volunteer at any school in Tacoma for parent or adult chaperons.
<b>Illness</b>	Any student with a fever, vomiting or diarrhea who stays home or is sent home, must be fever, vomit or diarrhea free for 24 hours before returning to school. Please call the school to let us know when your child is absent due to illness. Please use the Family App. You will be contacted when your child may return.
<b>Lost and Found</b>	Please label your child’s clothing and other belongings with the first and last name. Articles in the Lost and Found after the last day of school are given o charity.
<b>Food at School</b>	Only students who bring lunch from home will be allowed food other than that provided by the school in the cafeteria. USDA rules do not allow for other food items in combination with school lunches (chips, pop, etc.) No gum or candy is allowed at school.
<b>Birthday Celebration</b>	Please notify teacher 24 hours in advance. Store bought items only, no gifts or gift bags. Items need to be dropped off in the office, Please follow district Policy No. 6700 under Management Support.

# Discipline Plan

Lyon use a progressive discipline system along with Positive Behavior plans. Students are taught the expectations and given opportunities to practice through out the year.

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their problems, or the ones they created, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with their choices, be they good or bad.
- Misbehavior will be handled with natural or logical consequences instead of punishment whenever possible.

### **No Tolerance for Severe Misconduct:**

Lyon has a no tolerance policy toward students who display severe misconduct. **Progressive steps will not be followed for severe misconduct.** These behaviors may include, but are not limited to; fighting, threats and harassment, weapons, or drugs & alcohol. **Students participating** in any of these behaviors will receive a suspension or emergency expulsion.

### **Voice Level**

Students are asked to use an appropriate level of voice for each area of the school.

0-No Talking

1- A whisper or 6 inch voice

2- Normal conversation or 12 inch voice

3- Classroom voice, speaking loud enough for the whole class to hear.

4- Playground voice

Tacoma Public Schools 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 employees have been designated to handle questions and complaints of alleged discrimination: ❖ Civil Rights Coordinator: Lisa Nolan, lnolan@tacoma.k12.wa.us, 253-571-1252; ❖ Title IX Coordinator: Eric Hogan, ehogan1@tacoma.k12.wa.us, 253-571-1191; ❖ 504 Coordinator: Elementary, Cari Ake, cake@tacoma.k12.wa.us, 253-571-1096; ❖ 504 Coordinator: Secondary, Jon Bell, jbell2@tacoma.k12.wa.us, 253-571-1225. Mailing

CAMBODIAN	LAOTIAN	SPANISH
<p>ដើម្បីការងារនេះយើងត្រូវតែស្វែងរកសៀវភៅសំខាន់ៗសម្រាប់សិស្សរបស់កូនអ្នក។ សូមមេត្តាអ្នកជួយយើងស្វែងរកសៀវភៅនេះឲ្យអ្នក។ សូមអរគុណ។</p>	<p>ຂ້ອນຕົວມາພ້ອມນີ້ແມ່ນເອກະສານສຳຄັນ ຈາກໂຮງຮຽນຂອງລູກທ່ານ. ກະລຸນາຮັບເອົາເອກະສານຂໍ້ພວກເຮົາໄດ້ແປໃຫ້ທ່ານແລ້ວນີ້ໄວ້ດ້ວຍ. ຂອບໃຈ.</p>	<p>Adjunto encontrará un documento importante de la escuela de su hijo/a. Si corresponde, sírvase pedir que se lo traduzcan. Muchas gracias.</p>
KOREAN	RUSSIAN	VIETNAMESE
<p>귀책 자녀의 학교에서 보내 드리는 본 서류는 중요합니다. 자녀에게 서류에 있는 내용을 설명해 달라고 하십시오. 감사합니다.</p>	<p>В приложении Вы найдете важный документ из школы, где учится Ваш ребенок. Пожалуйста, попросите, чтобы Вам его перевели. Спасибо!</p>	<p>Kèm theo đây là giấy tờ quan trọng của nhà trường con em quý vị. Xin hãy nhờ người giải thích những giấy tờ này cho quý vị. Cảm ơn.</p>
<p>Attached is an important document from your child's school. Please have this document translated for you. Thank you.</p>		

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## School, Student, Parent Compact

We believe that to educate, support, and encourage our children is the most important role in America today. We can ensure the success of our children by committing to work together.

### The Principal commits to...

- Providing an environment that engages students in rigorous and skillful instruction.
- Providing and encouraging regular and meaningful communication between the school and home.
- Welcoming and supporting your participation in your child's education.
- Ensuring the safety of our students, staff, and visitors.

### The Teacher agrees to...

- Providing an education for your child that strengthens his/her reading, writing, and math skills.
- Focusing on your child's individual academic needs.
- Regularly communicating with you regarding your child's progress.

### The Parent/Guardian agrees to...

- Emphasizing and supporting my child in regular and prompt school attendance.
- Encouraging my child to do his/her best in school every day.
- Providing a regular time and space for my child to complete homework and share his/her learning.
- Communicating regularly with my child's teacher.
- Encouraging healthy and sufficient sleep so students can be ready to learn.

### The Student agrees to...

- Be prepared, on time, alert, and willing to learn to become the best I can be.
- Be responsible for my behavior.
- Complete and return all my assignments.
- Read for a minimum of 20 minutes every evening.
- Make choices that promote respectful and responsible learning.

At Mary Lyon we show our LYON PRIDE  
by being:

Safe

Responsible

Respectful

Kind

## District Policy and Regulations

All district policies and regulation can be found on the district Web site at [www.tacomaschools.org](http://www.tacomaschools.org). If you need a hard copy of a policy or regulation ,please contact the school office.

**Class Placement:** All student assignments to classes are tentative until we have a final count and balanced classes. This will occur during the first month of school.

**Emergency School Closure:** When the Superintendent closes schools because of sever weather conditions or other emergencies, the school closure will be announced on several radio stations, TV stations, the District website [www.tacoma.k12.wa.us](http://www.tacoma.k12.wa.us) and via an automated phone message.

**Child’s Name on Possessions:** Your child’s name should be plainly marked on all his/her belongings (lunch boxes, coats, other school items). Lost and Found is located in a tub in the cafeteria.

**Phone Numbers:** Please keep us informed of any phone number or address changes. It is important that we be able to reach you or a designated emergency contact in the event of an emergency. As well as supporting your child academically, support his/her safety by insuring that your child also knows how to reach you and has memorized your contact number. Open communication about your child’s academic progress is essential to success, so please provide us with an updated phone number and email whenever possible, and notify the Main Office of any changes to contact information.

**Child Abuse Reporting:** Professional school personnel are mandated by law to report any SUSPECTED cases of child abuse or neglect to the proper authorities (RCW 26A.44.030, RCW 26A.44.040, Policy 3421 and Regulation 3421R)



Please refer to...	For guidelines about...
Policy 6973	Acceptable Use Policy for Digital Resources
Policy 3121	Compulsory Attendance
Policy 3122	Excused and Unexcused Absences
Policy 2420/Regulation 2420R	Grading and Progress Reports
Policy 3210	Nondiscrimination
Policy 4314	Notification of Threats of Violence or Harm
Policy 3207	Prohibition of Harassment, Intimidation and Bullying
Policy 2421	Promotion/Retention
Policy 4210	Regulations of Dangerous Weapons on Campus
Policy 3235	School Climate
Policy 5266	Sexual Harassment
Regulation 3224R	Student Uniforms and Dress Code
Policy 6600	Transportation
Policy 6700/6700R	Health, Nutrition and Physical Fitness