

LAKE TAPPS ELEMENTARY SCHOOL

PARENT/STUDENT  
HANDBOOK 2023—2024



*Lake Tapps Eagles*  
*We Soar High*

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# Welcome to Lake Tapps Elementary School

Welcome everyone. As you are fully aware, the last two school years caused several issues that nobody had ever experienced previously. We realize that families were having to deal with a number of obstacles to ensure your children's education was as effective as possible. We know and understand that many of you struggled to juggle your jobs away from home, your families, and the new school environment. There were no easy answers. We do appreciate your efforts to team up with our staff to cause your children to learn and grow as much as possible. Our staff is completely committed to working with your children and family to give you as much support as we possibly can again this school year now that we are returning to a more "normal" school year. We are still under a few state-mandated rules and guidelines, and will work to make students, staff and parents as comfortable as possible. Masks will not be required but are allowed if a student wants to wear one.

If you would like to volunteer in the classroom, you are more than welcome to join us. Let your child's teacher know you would like to serve as a volunteer, and they will schedule a day and time per week for you to help. You can also join us for lunch any day. We love having parents in the building, working side by side to cause kids to learn and grow, and enjoy their school day.




Sincerely,

Pat Webster

## Important Information:

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

## Office Staff:

-  Mr. David Cordell, Principal [dcordell@dieringer.wednet.edu](mailto:dcordell@dieringer.wednet.edu)
-  Mrs. Kristen Espy, Secretary [kespy@dieringer.wednet.edu](mailto:kespy@dieringer.wednet.edu)
-  Mrs. Mary Aspelund, Health Tech [maspelund@dieringer.wednet.edu](mailto:maspelund@dieringer.wednet.edu)

<b>LTES Office Phone:</b>	253-862-6600
<b>LTES Fax:</b>	253-862-3176
<b>DHES Office Phone:</b>	253-826-4937
<b>Transportation Phone:</b>	253-862-6703
<b>District Office Phone:</b>	253-862-2537
<b>School Address:</b>	LTES 1320 178th Ave E, Lake Tapps, WA 98391

## Trimester Calendar:

LTES follows a trimester system.

Our periods are:

1st Trimester: September 5 - December 2

2nd Trimester: December 5—March 17

3rd Trimester: March 20- June 14—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 Mon., Tue, Wed, and Thur. Fridays will be the early release day again this year. We will release students at 1:15 on Fridays. Staff will continue to work on Friday afternoons.

## Lake Tapps Vision

“We will instill in all students the desire to be productive and responsible lifelong learners. We will provide a positive, safe, and encouraging environment while educating all and meeting individual needs.”

## Lake Tapps Eagles: “WE SOAR HIGH”

*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. Calisa Castillo, Executive Director of Student Services: Phone: 253.862.2537; Address: 1320 178th Ave E, Lake Tapps, WA 98391.*

# Lake Tapps Elementary School Staff

Principal:	Mr. David Cordell	dcordell@dieringer.wednet.edu
Secretary:	Mrs. Kristen Espy	kespy@dieringer.wednet.edu
Health Tech:	Mrs. Mary Aspelund	maspelund@dieringer.wednet.edu
First Grade:	Ms. Julie Romano	jromano@dieringer.wednet.edu
	Mrs. Julie Hargan	jhargan@dieringer.wednet.edu
	Mrs. Kelly Milliren	kmilliren@dieringer.wednet.edu
	Miss Casey Nayes	cnayes@dieringer.wednet.edu
	Mrs. Stepheney Eley	seley@dieringer.wednet.edu
	Mrs. Jessie Westerdahl	jwesterdahl@dieringer.wednet.edu
	Mrs. Katie Kleven	kkleven@dieringer.wednet.edu
Second Grade:	Mrs. Amy Hurt	ahurt@dieringer.wednet.edu
	Mrs. Lisa Stanton	lstanton@dieringer.wednet.edu
	Mrs. Shannon Reese	sreese@dieringer.wednet.edu
	Mrs. Katie Neubauer	kneubauer@dieringer.wednet.edu
	Mrs. Michelle Orso	sorso@dieringer.wednet.edu
	Mrs. Heidi Kriss	hkriss@dieringer.wednet.edu
	Mrs. Christine Bruil	cbruil@dieringer.wednet.edu
	Mrs. Kim Humphries	khumphries@dieringer.wednet.edu
	Mrs. Heather Stewart	hstewart@dieringer.wednet.edu
	Mrs. Cory Reisnouer	creisnouer@dieringer.wednet.edu
Third Grade:	Ms. Macall Virnig	mvirnig@dieringer.wednet.edu
	Mrs. Christy Allen	callen@dieringer.wednet.edu
	Mrs. Jacqui Wilmer	jwilmer@dieringer.wednet.edu
	Mrs. Deeane Rogers	drogers@dieringer.wednet.edu
	Mrs. Brittany Coddington	bcoddington@dieringer.wednet.edu
	Ms. Jessica Harman	jharman@dieringer.wednet.edu
	Ms. Jordan Gogolin	jpgogolin@dieringer.wednet.edu
	Mr. Mike Zakowski	mzakowski@dieringer.wednet.edu
1/2 Multi-Age:	Mrs. Rachel Nyberg	rnyberg@dieringer.wednet.edu
	Mrs. Whitney Cromwell	wcromwell@dieringer.wednet.edu
Title I/LAP:	Mrs. Shelly Downey	downey@dieringer.wednet.edu
	Mrs. Katie Laramore	klaramore@dieringer.wednet.edu
Integrated Arts:	Mrs. Kris Housden	khousden@dieringer.wednet.edu
P.E:	Mr. Wayne Smith	wsmith@dieringer.wednet.edu
ELL:	Mrs. Deanna Holbrook	dholbrook@dieringer.wednet.edu
District Nurse:	Mrs. Terry Woodall	twoodall@dieringer.wednet.edu
Special Education:	Mrs. Geann Schmidt	gschmidt@dieringer.wednet.edu
	Mr. Josh Brown	jbrown@dieringer.wednet.edu
	Mrs. Jennifer Olsen	jolsen@dieringer.wednet.edu
SLP:	Mrs. Michelle Smith	msmith@dieringer.wednet.edu
	Mrs. Sara Rakaric	srakaric@dieringer.wednet.edu
OT:	Mrs. Joan Ottinger	jottinger@dieringer.wednet.edu
Counselor:	Mrs. Katie Leslie	kleslie@dieringer.wednet.edu
Technology Integration Coach:	Mrs. Amy Bateman	abateman@dieringer.wednet.edu
Library Technician:	Mrs. Amanda Allan	
District Operations Manager:	Mr. Pat Webster	
Para-Educators:	Mrs. Becky Hollingsworth	
	Mrs. Erica Ford	
	Mrs. Alicia Grulich	
	Miss Dani Boettcher	
	Mrs. Pat Taylor	
	Mrs. Kelly Foley	
Food Service Supervisor:		
Head Custodian:		
Night Custodian:		

**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, Kristen Espy's email address is kespy@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 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 (253)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:

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's 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 their 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.

## Dieringer School District Tardy Policy

Tardiness is the absence of a student in the classroom at the time the regularly scheduled session begins. It is a reasonable expectation that in order for a learning activity to exist, each student must arrive at class on time. A student who is tardy to class not only places his/her own learning in jeopardy, but also interrupts the learning of other students.

The Dieringer School District will recognize both excused and unexcused absences and tardies. Excused tardies may include: student illness, medical appointment (a doctor's note may be required to excuse the tardy), death in the family, observance of a religious holiday or service, previously approved school sponsored activity, other individual tardiness beyond the control of the parent or student as determined and approved by the principal. **Unexcused tardies** include any tardiness that does not fall into one of the previously excused tardiness categories.

It is the parent's responsibility to explain in writing within three school days any tardiness to the school. Failure to provide a written explanation will automatically be considered and unexcused tardy. The following steps will be followed should students be tardy to school for unexcused reasons (per trimester).

Excessive tardies of any kind may result in the creation of a contract/plan to support consistent attendance and punctuality.

1st Tardy—Warning letter issued.

2nd Tardy—2nd Warning letter issues

3rd Tardy—Counselor will contact parent regarding tardies.

4th Tardy—Formal letter will be sent to the parent and put in the student's permanent record.

5th Tardy—Parent will be required to attend a conference with school officials and a contract will be designed, signed and implemented, and put in the student's permanent record.



## Programs and Activities

### Right At School Child Care:

The Right At School before and after school childcare service is available from 6:30am—6:30pm daily. They are open on some non-school days as well, including parts of scheduled breaks— Thanksgiving, Winter, Mid-Winter and Spring breaks.

### 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.

### 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 training. We thank the community for this gift of time!

### Library:

Students are provided with 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. Amanda Allen 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:

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, it's a first signed up, first in class placement. Please contact Kristen Espy, 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 are required.

### In Case of Sickness:

1. Keep your child home with temperature of 100 degrees or higher, vomiting, diarrhea, severe cough, red or swollen eye not due to allergies, especially with discharge or crusting, 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.

## Special Services

### Speech/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.

### Counselor

Lake Tapps Elementary School is served by a full-time school counselor who works primarily with students on a classroom basis. Our counselor works to help influence positive school-wide behavior. The counselor also works with parents to help them better understand the school environment and the way their children function and provides referrals to parents who request further support outside of school.

### School Psychologist

Our school psychologist shares time between LTES and Dieringer Heights Elementary. The psychologist works cooperatively with the counselor, principal, teachers, and parents in understanding student learning and social concerns.

### Special Education

Special Education provides additional assistance to students who experience academic, physical, social, or emotional challenges. 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 special education is established by the state.

## Title I

LTES receives Title I money from the federal government to provide supplemental instruction for those students who need extra help in reading. Students qualify for services based on assessment scores and teacher recommendation. If parents have concerns about their child's progress in reading, they are encouraged to discuss it with the classroom teacher to determine if their child would benefit from Title I services. Parents are notified if their child qualifies and will be provided with program information. Assistance is offered in small groups in the classroom or in the Title I room. All teachers at LTES and all Title I para-educators meet the highly qualified requirement of No Child Left Behind. Parent involvement is a key component of the program. Parents are encouraged to attend the Title I curriculum night and parent-teacher conferences. A Compact—Learning Plan will be developed to help ensure each student's success.

# 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:

- Breakfast—\$2.00
- Lunch—\$3.00
- Milk—\$0.50
- Adult Lunch—\$4.95

## 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.

**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.

# 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 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 the 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.

#### 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

**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.

## 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 have 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 within the first 2 weeks 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 drill.
- **Modified Lockdown** is practiced once a year. This is in the event of a situation that would require everyone to stay inside and carry on business as usual, keeping all exterior doors locked, and nobody goes in or out of the building.
- **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 home 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:

- MAP Assessment—Measures of Academic Progress for Reading and Math
- Reading Street assessments
- Math Expressions assessments
- Math fact fluency screenings

Third graders will also take part in the state's 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 MAP
- 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 (253)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.**



# Parent Participation and Communication

## 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 the 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 previously completed for the prior 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 the cell phone in 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

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.

School visits to the classroom and/or school grounds must be arranged with the teacher, principal, or designee.

Parent conferences will be arranged in advance with the teacher.

Visiting students are not allowed at school.

## Communication

### Newsletters

LTES publishes an electronic newsletter each Friday and emails it to all families, and it is posted to our website. 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](http://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.

# 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 on a pre-paid basis.

## Curriculum

Each individual teacher will provide information regarding texts, grading policy, materials, and classroom rules during our Curriculum Night scheduled in September each year. This year's date will be emailed to all parents once it is scheduled.

## 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 form 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 Scott Leifester at 253-862-6703 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 <http://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 the 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 the 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 the 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 the driver’s 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 the safety of all passengers. It is therefore critical that if the driver's requests be honored immediately.

## Discipline

### 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 mistakes, 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 may 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 this compliance officer will be communicated throughout the district.

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

### NONDISCRIMINATION AND SEXUAL HARASSMENT

#### DISCRIMINATION

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:

Mr. Michael Farmer Superintendent/Civil Rights Coordinator/Title IX Officer 253-862-2537 or  
mfarmer@dieringer.wednet.edu OR The School Principal

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact the school or district office or view it online here:

<http://dieringer.wednet.edu/cms/lib8/WA01919391/Centricity/shared/district/forms%20and%20publications/Nondiscrimination%20Stmt.pdf>

#### SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- \*\* A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision or
- \*\* The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

#### EXAMPLES OF SEXUAL HARASSMENT

Pressuring a person for sexual favors

Unwelcome touching of a sexual nature

Writing graffiti of a sexual nature

Distributing sexually explicit texts, e-mails or pictures

Making sexual jokes, rumors or suggestive remarks

Physical violence, including rape and sexual assault.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of the district's sexual harassment policy and procedure, contact the school or district office, or view it online here:

<http://www.dieringer.wednet.edu/cms/lib8/WA01919391/Centricity/domain/4/forms-publications/SexualHarassment.pdf>

#### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child’s principal or with the school district’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who is listed above. This is often the fastest way to resolve your concerns.

#### COMPLAINT TO THE SCHOOL DISTRICT

##### Step 1. Write out your complaint.

In most cases, complaints must be filed within one year of the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email or hand deliver—to the district superintendent or civil rights compliance officer.

##### Step 2. School district investigates your complaint.

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

##### Step 3. School district responds to your complaint.

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

#### APPEAL TO THE DISTRICT OFFICE

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you receive the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they receive your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district receives your notice of appeal. The school board’s decision will include information about how to file a complaint to the Office of Superintendent of Public Instruction (OSPI).

#### COMPLAINT TO OSPI

If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email—Equity@k12.wa.us

Fax—360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington Street S.E., Olympia, WA 98504-7200

For more information, visit [www.k12.wa.us/Equity/Complaints.aspx](http://www.k12.wa.us/Equity/Complaints.aspx), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by email at [equity@k12.wa.us](mailto:equity@k12.wa.us).

#### OTHER DISCRIMINATION COMPLAINT OPTIONS

Office for Civil Rights, U.S. Department of Education

206-607-1600 TDD: 1-800-877-8339

[OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)

<http://www.ed.gov/ocr>

Washington State Human Rights Commission

1-800-233-3247 TTY: 1-800-300-7525

<http://www.hum.wa.gov>



# Electronic Devices—Responsible Use Expectations

Lake Tapps and Dieringer Heights elementary schools believe that all students should have access to technology that enhances student communication, collaboration, and creativity skills. In addition, we believe that elementary students should have a basic understanding of digital citizenship and how it relates to their learning in an online environment. Our goal in providing these services is to enrich the educational development of our students.

## Digital Citizenship

Digital citizenship is the norm of appropriate, responsible behavior with regard to technology use. As good digital citizens we always:

- Treat others with kindness and respect
- Keep private information confidential.
- Give credit to other people’s work.
- When in doubt, ask an adult.

## Equipment Use

Students are expected to use technology responsibly and follow teacher expectations for appropriate use. Students will keep all technology equipment and/or account settings set by the district technology team. Students will only use their assigned device and accounts.

## Internet Use

Use of the Internet, apps, and programs must be consistent with the educational objectives of the task/assignment. Students will use websites, apps and programs that their teacher provides. Students will notify an adult immediately if they see or read something that makes them feel uncomfortable.

## Consequences of Misuse & Damage

Students who misuse district technology will receive consequences according to the nature and severity of the misuse. Students are expected to notify a teacher or staff member when they discover damage to equipment. Students and their families may be held financially responsible for intentional damage to equipment.

## Digital Tools

The goal of the Dieringer School District is that every student will have access to the materials and resources needed to learn and achieve the highest levels possible. In order to achieve that goal, teachers often access digital tools for use with students. Dieringer is also concerned with protecting the personal identifiable information of our students. These digital tools may have personal identifiable information shared to them (child’s name, user identification number, grade, teacher) in order to track your child’s progress. The terms of service and privacy policy have been reviewed for all of these digital tools. They are compliant with student privacy policies. However, some sites may require additional parent permission when students are under the age of 13. It is important that parents be aware of the digital tools that students are using and that they grant permission for students to access these resources. On the Dieringer SD website, under “For Families”, is a list of digital tools that your child’s teacher may be using over the course of the year.

## Personal Devices

Personal devices will be allowed based on teacher discretion. Students are responsible for any device they bring to school. They should be turned off and in the student’s backpack when not in use. Smart watches must be silenced and only used if there is an emergency. The District and its staff are not responsible for lost, stolen, broken, or the maintenance of personal devices. The Technology Responsible Use Policy applies for personal devices on district property, including buses.