

ARLINGTON FAMILY HANDBOOK



Arlington Elementary School

7202 South Pine Street Tacoma, Washington 98409

Main Office: 253.571.3200

Main Fax: 253.571.3201

School Hours: 8:40AM - 3:10PM

School Website: arlington.tacomaschools.org

District Website: tacomaschools.org

HISTORY OF ARLINGTON ELEMENTARY SCHOOL

Arlington Elementary School was opened in 1919 as a one-story, eight-room elementary school at 72nd and Junett Street. In 1924, four classrooms, and an auditorium were added. By 1954, nine classrooms, a play area, and an office joined the original Arlington building. In 2017, the Arlington that we know today was built. We now have a library, gym, music room, stage, covered play area, commons, playground, main office, and 22 classrooms.

Arlington has a partnership with the **Point Defiance Zoo & Aquarium**, called the **Wildlife Champions Program**, where we partner to help build empathy in students for the plants and wildlife in their neighborhoods.



MISSION & VISION

Mission Statement: Arlington is dedicated to creating a safe community which enriches and inspires the academic, social, physical, and emotional development of every child.

Vision Statement: Arlington students will develop skills and strategies essential to be productive, compassionate, and responsible life-long learners in an everchanging society.

Equity & Access: We believe that every student, staff, and community stakeholder should be treated equitably. Our focus is to eliminate disparities among all groups.

This student handbook works in conjunction with the Tacoma School District's official publication, "**Rights, Responsibilities, Regulations**" (RRR). All rules and policies adopted by the Tacoma School Board apply to Arlington Elementary.

Copies are available on the district website or by request from the main office.

SCHOOL SPIRIT

School Mascot: Tigers

School Colors: Blue, Orange, White, Black





BELL SCHEDULES

8:40am-3:10pm

Supervision is limited before and after school. We ask that if your child does not ride the bus, he/she not be dropped off at school until 8:30 a.m. or later. There is no supervision after 3:10 p.m. when school is dismissed each day, except during Beyond the Bell or other approved after school activities.

M / T / Th / F Daily Schedule

- 8:30AM** Gym doors open, students sit down in gym for morning meeting.
- 8:40AM** School begins. Students go through breakfast line & straight to class
- 8:40AM** Breakfast in the classroom
- 8:40AM** Tardy bell–School begins
- 3:10PM** Dismissal for all grades

Wednesday Late Start Schedule

- 9:30AM** Gym doors open, students sit down in gym for morning meeting.
- 9:40AM** School begins. Students go straight to class
- 9:40AM** Breakfast in the classroom
- 9:40AM** Tardy bell–School begins
- 3:10PM** Dismissal for all grades

2-Hour Late Start Schedule (No Breakfast)

- 10:30AM** Gym doors open, students sit down in gym for morning meeting.
- 10:40AM** School begins. Students go straight to class
- 10:40AM** Breakfast in the classroom
- 10:40AM** Tardy bell–School begins
- 3:10PM** Dismissal for all grades

Early Release Schedule

- 8:25AM** Gym doors open, students sit down in gym for morning meeting.
- 8:40AM** School begins. Students go straight to class
- 8:40AM** Breakfast in the classroom
- 8:40AM** Tardy bell–School begins
- 11:55AM** Dismissal for all grades

DAILY EXPECTATIONS

Arlington Tigers are Respectful, Responsible, Safe, Kind Learners. GOOO Tigers!

Basic Rules:

1. Right place, right time, right thing.
2. Keep hands and feet to yourself.
3. Use appropriate language.
4. Treat others with kindness and respect.
5. Always behave safely.
6. Present yourself positively.



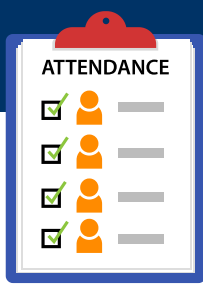
Assemblies: Enter quietly, flag salute first, show courtesy, stay seated.

Bathroom Rules: Wear a pass, go, flush, wash hands, return immediately.

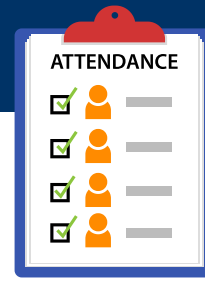
Before & After School: Go to the gym upon arrival, no playground use before school, go home promptly after dismissal unless in Beyond the Bell.

Recess Rules

- ✓ Show respect for others and follow instructions given by playground supervisor.
- ✓ Remain outside unless you have a "pass" giving permission to go to another supervised location.
- ✓ Play only in designated areas. You cannot leave the school grounds.
- ✓ Take turns using playground equipment.
- ✓ Only sit on the swings. No standing, twisting, or pushing while on the swings. Students wait their turn by standing in the black asphalt swing area.
- ✓ There is no standing on top of the horizontal bars or Big Toy.
- ✓ Basketball, football, and soccer must have a supervisor at all times.
- ✓ No food, gum, or candy will be taken/eaten on the playground.
- ✓ Do not pick up or throw rocks, bark, sticks, and other dangerous objects.
- ✓ When the whistle is blown, students are to stop playing and go directly to their designated



ATTENDANCE



Attendance is the single-most important factor in determining academic achievement and growth. Arlington Elementary students are expected to be at school every day and on time. Please schedule appointments outside of the school day and family vacations on non-school days.

Absence Reporting: Call 253.571.3205 or log in **ParentVUE** the day of absence.

- **Excused Absences:** Illness, medical appointments, family emergencies, court, religious observances, or pre-arranged family activities (max 5 days).
- **Unexcused Absences:** Count toward truancy. The Becca Law requires action after 5 unexcused absences in a month or 10 in a year.
- **Tardies:** Students must check into the office if late. Tardy bell is 8:40/ 9:40 W.
- **Early Dismissals:** Must be pre-arranged. **Students cannot be picked up after 2:30PM unless previously arranged.**

BECCA Law Attendance Requirements

- After 1 unexcused absence → school contacts parents.
- After 2 unexcused absences → parent conference scheduled.
- After 5 in a month → meeting with student and parent.
- After 7 in 30 days or 10 in a year → school and district file with Juvenile Court.

Releasing Students: In order to assure student safety, our school staff will require one or more of the following when requested to dismiss students from the school grounds during school hours.

A student will not be released from the school premises during school hours without authorization from a parent or guardian having legal custody of the child. Exceptions will be made when protective custody is dictated by appropriate legal authorities and if parents need to sign their child out.

- Proof of legal custody, if in doubt, by requesting a copy of any court order granting or awarding custody.
- A notarized statement of the parent or legal guardian attesting to their custody of child and reason(s) why there is no court order that establishes custody.
- Authorization to release by written communication or arranging to pick up the child in the attendance office, rather than authorization by telephone.
- A copy of ID will be requested

CELL PHONES/ELECTRONICS

Cell Phones, Social Media, & Other Electronic Devices

Students are discouraged from bringing electronic devices to school. Electronic devices include, but are not limited to, cell phones, DVD players, gaming units, iPods, tablets, and smart watches.

Arlington Elementary School is not responsible for the loss or theft of electronic devices and investigation time will not be utilized for retrieval of lost or stolen electronics.

Students may not use electronic devices from 8:30AM - 3:20PM. Students will be asked to put their device away or secured in the office or classroom.

If a student is found using their device without permission, they will first receive a warning and review of the policy.

Teachers will contact parents notifying them of the violation.

If **student continues to attempt or use their device** after this, the student will need to give their device to the Principal for the day and a **phone or in-person meeting** will take place with the parent.



Personal Toys from Home: Please do not send students to school with personal toys from home. This means no basketballs, footballs, stuffed animals, any valuables.

·1st time personal equipment is brought to school it will go home at the end of the day.

·2nd Time it will be in office until parent is willing to pick it up.

·3rd time it is brought to school it will go in office June box.



SCHOOL CLOSURES



School Closures for Inclement Weather

The decision to close schools is made by the superintendent, usually by 5:30AM. Closures and delays are announced:

- On the district website (tacomaschools.org)
- On district Facebook/Twitter pages
- By phone, text, or recorded message
- On schoolreport.org
- On TV/radio stations (KOMO 4, KING 5, KIRO 7, KCPQ 13; KIRO 97.3FM, KOMO 1000AM)

If no announcement is made, schools run normally.

Two-Hour Late Start means:

- AM preschool canceled, PM continues.
- No out-of-district transportation.
- Modified bus routes may apply.

If "School Closed":

- All classes and activities canceled.
- District offices closed (if specified).

If school is delayed, staff members are expected to report when it is safely possible so they can prepare for the arrival of students.

Changing conditions may cause the district to alter the status of school. Please continue to monitor announcements.



VISITORS & VOLUNTEERS



This document outlines the expectations, protocols, and distinctions between visitors and volunteers at Arlington Elementary. These guidelines are designed to ensure a safe, respectful, and productive learning environment for all students and staff.

Background checks needed to be completed 2 weeks before prior to field trips.

1. Definitions & Intent

- Visitors: Individuals such as parents, community members, or educators who come to the school for short-term purposes (e.g., lunch with a child, attending public events).
- Volunteers: Individuals who contribute time and service to support school programs and activities, often with ongoing responsibilities.

2. Entry & Identification Protocols

All visitors and volunteers must:

- Enter through the main entrance.
- Sign in at the main office.
- Provide identification (staff must show district badge).

3. Visitor-Specific Guidelines

• General Access

- Must remain in common spaces unless classroom access is pre-approved.
- Must be supervised at all times; no unsupervised access to students.
- Principal may limit access if it disrupts learning.

• Classroom Observations

- Require administrator approval and coordination with the teacher.
- Teachers may confer with observers before/after visits.

• Lunch Visits

- Must be scheduled in advance with the Principal.
- Parents should model appropriate social behavior.
- No photos/videos of other children.
- Use adult restrooms only.
- Report any inappropriate student behavior to staff.

• Translation

- Translation and interpretation services are available. Contact the office for assistance.

BEHAVIOR & PROGRESSIVE DISCIPLINE

Discipline at Arlington Elementary School is **progressive**, which means that consequences get tougher as the situation becomes more severe or if you don't follow through with the consequences assigned for prior offenses.

A student suspended, for any length of time, from school is denied the right to be on any Tacoma School District property or to attend any district or school/district sponsored events. The following is the progression of discipline depending on the offense type - please note that exceptional misconduct behaviors will begin with suspension/expulsion.

- **Prevention Strategies:** Teaching, reteaching, positive reinforcement, guardian involvement.
- **Low-Level Infractions:** Classroom redirection → parent contact.
- **Referrals:** Office interventions, lunch detention, or check-in/check-out supports.
- **Suspensions/Expulsion:** Reserved for severe or repeated misconduct (per district/state guidelines).

Harassment, Intimidation, and Bullying (HIB)

- Arlington follows Tacoma Public Schools' Harassment, Intimidation, and Bullying (HIB) policy. Arlington has zero tolerance for harassment, intimidation, or bullying. All incidents will be investigated promptly and appropriate consequences applied. Students are encouraged to report incidents immediately to a staff member or administrator. Reports may be made anonymously.

Drugs / Controlled Substances / Tobacco / Vaping

- Possession, use, or distribution of these items is strictly prohibited and will result in disciplinary action, including suspension or expulsion.

Exceptional Misconduct

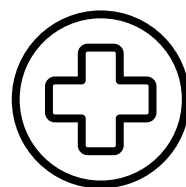
- Certain behaviors (weapons, threats, fighting, etc.) are classified as "exceptional misconduct" and carry immediate, serious consequences.

Fighting / Play Fighting

- Physical fighting or play fighting is not allowed. Both are unsafe and disruptive.



HEALTH & SAFETY



The Health Center is available for students who are not well enough to attend class. The Health Center is available for temporary care and is not intended for long-term care or for issues that can wait until the end of the school day. Students may also visit the Health Center to take pre-arranged medication. The Health Center is open daily during school hours.. If students are too ill to return to class, a guardian will be contacted, and arrangements will be made for early dismissal.

Emergencies and First Aid - The first aid we can give your child here at school is limited by state law. In case your child becomes ill or receives an injury, you will be notified immediately. Because of limited facilities for the care of ill or injured children, it is important for the school to have up-to-date information about what parents would like us to do in case of an emergency. ***Please be sure we have an emergency telephone number where you, or a person you designate, may be reached and be at the school within 30 minutes***

- **Health Center:** Nurse on-site one day per week, office staff trained in first aid.
- **Medications:** Must have physician orders; no self-carry unless approved (inhalers).
- **Stay Home If:** Fever over 100°, vomiting, diarrhea, contagious rash/illness. If these conditions happen at school, the student will be sent home.
- **Immunizations:** Required per WA state law. For more information about required immunizations please visit the TPS website at: **[Health Services - Tacoma Public Schools \(tacomaschools.org\)](http://Health Services - Tacoma Public Schools (tacomaschools.org))**
- **Life-threatening Conditions:** Students must have a treatment plan and doctor's orders on file before attending school.

Health Screenings: - Please keep us informed of any change in your child's health status and activity restriction. Screening tests are given to students throughout the year for speech, dental, hearing, and vision. Parents are advised if the results show a need for any follow-up. These are screening services only and do not take the place of regular examinations performed by your eye specialist, dentist, or family physician. Physical examinations by a medical practitioner are recommended, but not required, for all students on initial entry into school and at grades three, five, seven, and ten.

TRANSPORTATION

Bus Rules

- Arrive at stop no more than 5 minutes early; follow bus rules
- Riding the bus is a privilege, not a right.
- Students remain seated, quiet voices, no eating.
- Keep head, hands, and belongings inside the bus.
- Exit only at assigned stop unless written permission given.

Bicycles, Scooters, Skateboards

- Helmets required.
- Must be walked on campus.
- Stored on bike racks
- Failure to follow rules may result in loss of privilege.

Walking to School

- Use crosswalks and crossing guards at 72nd & Oakes, 74th & Oakes, 72nd & Pine, 72nd & Clement.
- Do not arrive before 8:20AM to ensure guard supervision

Student Pick-Up / Drop-Off

- Drop-off and pick-up area is in front of the school on South Pine Street.
- The bus zone on 72nd Street must remain clear. Do not use it for pick-up or drop-off.
- Park only in designated spaces. Do not block driveways, crosswalks, or fire lanes.



GENERAL INFORMATION

Address or Telephone Change

Parents must notify the office immediately of any change in address, telephone number, or emergency contacts. Updated information is critical in case of emergencies.

Computer / Laptop Use

- All technology use must follow Tacoma Public Schools' Acceptable Use Policy.
- Students must use devices for educational purposes only.
- Misuse may result in loss of access and disciplinary action.



 Lost & Found: Items unclaimed each trimester will be donated.

Nutrition: Breakfast and lunch free for all students. No food trading.

Birthday Treats: Students are always welcome to bring a treat to school to celebrate birthdays. We always encourage a healthy treat and ask that families respect food allergies of peers when possible.

Treats to be shared must be store bought, home baked goods are not allowed (per TPS policy), and must be distributed by staff only. Please let your classroom teacher know at least two days in advance if you will be bringing treats for the classroom. Food in school guidelines: Please avoid foods made with nut products.



Animals / Pets: Pets are not allowed at school unless they are part of a teacher-approved classroom activity and cleared by administration.

Student Fees

Students will be charged for any property or materials that are lost, stolen or damaged. The district is authorized to withhold grades and/or transcripts unless arrangements are made with the principal for payment. Students are responsible for the textbooks and library books checked out to them. Please stress responsibility with your child and help us reinforce good habits for the care and use of books.





GENERAL INFORMATION

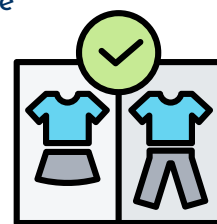
Community Partnerships - Community partners are essential to removing barriers that might otherwise limit student success. The following are a list of the programs available to our students and information on how to access each of them:

- **Communities in Schools (CIS)**: Partners with Arlington to provide support throughout the school day. CIS helps to provide supplies and food for students. CIS helps to remove barriers to students and families to support student success.
- **Beyond-the-Bell**: Metro Parks offers Beyond-the-Bell sessions on M/W, T/Th. There are four different sessions throughout the school year, with the first one beginning in September. Look for information about registration and activities available to students. Remember to register early because once a session is full, it will no longer be available.
- **Treehouse**: This youth centered program helps students in foster care experience success at school and have access to the resources and support that all youth deserve. Referrals to Treehouse can be made through your school counselor.

Dress Code

Arlington Elementary School requires student dress be appropriate and not “**disrupt the educational process.**” Therefore, clothing must not offend or cause a safety hazard/concern to other students, staff, parents or the community. Students should come to school, dressed to learn

- No hats or hoods indoors. Religious/cultural/medical exceptions may be authorized by the administration.
- No pajamas, slippers, or costumes (except spirit days).
- Closed-toe shoes are required for safety.
- Clothing must cover undergarments, chest, and midriff.
- No offensive graphics, alcohol/drug references, or inappropriate slogans.
- Wearing sunglasses is NOT permitted inside the buildings.
- Coat wearing is at the discretion of the teacher. Coats and jackets should be brought to school daily when weather is cold and wet. (If you need coats, jackets, or hoodies, for your child, please let us know)”



Administration will make the final determination regarding specific dress code violations. *If you have reason to believe an item may not be school appropriate... it probably isn't.* 😊

If a student is found in violation of the dress code policy, an effort will be made to notify a parent/guardian/contact to bring a change of attire. Other times, the student may be given an option to borrow or purchase a t-shirt and/or sweatpants, if or when supplies are available, from the office. Please check your student's attire on a daily basis to assure that students maximize their learning opportunities and avoid attire that is not compliant with the Arlington Dress Code.