



DeLong Elementary School

2026-2027

Student & Family Handbook

Talia LoFranco, Principal – tlofran@tacoma.k12.wa.us

253-571-5800

Christine Becker, Office Coordinator – cbecker@tacoma.k12.wa.us

253-571-5800

Danita Kiourkas, Office Secretary – dkiour@tacoma.k12.wa.us

253-571-5800

Quick Family Guide

STUDENT ARRIVAL

Please drop off at the top of the school (14th street) where dismissal is.

Students will no longer be entering through the bus gates on

Moorlands. We will use our assembly doors for students to enter.

Please do not drop students off on 12th street or on Moorlands Street where buses are loading.

PLEASE PARK AND DROP OFF AT THE FRONT OF THE SCHOOL

14th street

Monday, Tuesday, Thursday, and Friday

- School starts at 9:00 am.
- Students will enter through the assembly doors and meet their teachers under the pagoda.
- Teachers will have designated cones for students to meet them.
- Teachers will then take their students through the cafeteria doors to get breakfast before heading to class.
- If you would like to walk with your students to this area of the playground, please park safely at the front side of the building 14th street You are welcome to walk with your student(s) through our assembly doors.
- School ends at 3:30 pm

Wednesday

- School starts at 10:00 am

FOR SAFETY REASONS, PLEASE PICK UP AND DROP OFF YOUR STUDENT(S) AT THE FRONT OF THE SCHOOL. THE BUS ZONE is on the

side of the school facing the field. STREET MUST BE CLEAR AT ALL TIMES FOR BUSES.

No parking in the bus loop.

STUDENT DISMISSAL

Every day school ends at 3:30 pm

STUDENT DISMISSAL

Every day school ends at 3:30 PM.

***Unless on scheduled parent/teacher conferences days (in October and in March) and on the last day of school in June. Those are early dismissal days and school ends at 12:15 am. The school will send out communication in advance regarding early dismissal days.**

- Teachers will walk students out to pick up, bussing or afterschool care.
- After school, students who are parent pick up will continue to be located at the front of the building for dismissal.
- If student transportation for the day changes, please contact office staff in advance (before 2:40 pm) or students will be required to follow normal dismissal procedures.
- Students must be picked up on time. Students may not play on the school grounds after the school day without their guardians present. There will be no staff available to supervise students after 4:00 PM.

- **Picking up students early or bringing them in late is discouraged; too much learning time is missed. Early pick up or change of dismissal plans are discouraged after 2:55 pm except in emergencies. Office staff will be helping to close out the day and will not be able to make these changes while doing so but will try their best in circumstances where there needs to be a change.**

**STUDENTS MUST USE CROSS WALKS WHEN WALKING TO AND FROM SCHOOL.
PLEASE FOLLOW CROSSING GUARD DIRECTIONS.**

Check out:

<https://www.tacomashools.org/departments/transportation/saferoutes-to-school-walking-map> for safe walking routes to and from school.

Absence?

Send a written explanation or call the office at 253.571.5800

Uniforms? DeLong does not require uniforms but we do have a dress code – *please see Dress Code on school website*

Transportation:

Please contact Transportation to request special accommodation for bussing - 253-272-7750
<https://www.tacomashools.org/departments/transportation>

YMCA Before/After School Child Care:

<https://www.ymcapkc.org/child-care/before-and-after-school>

New process replaces free and reduced-price meal application.

While meals for TPS students are free again this year, we ask families to fill out Household Information Surveys that collect data to support

supplemental education programs. This replaces the Free and Reduced-Price Meal Application process.

How can families access the Household Information Survey?

- Students who receive state benefits such as through the SNAP program may not need to fill out a form. Families who are “directly certified,” or otherwise identified as eligible for benefits, will soon receive an email or letter from the district confirming this and do not need to fill out the survey.
- Families who are not directly certified will soon get a link or instructions on how to fill out the Household Information Survey.

Daily Schedule 2026–2027

	8:55 a.m.	School Building Opens for Entrance
	9:00 a.m.	Students pick up breakfast/enter classrooms
*	8:55 a.m.	First Bell (Wednesday's 9:55 am)
*	9:00 a.m.	Tardy Bell (Wednesday's 10:00 am)
	9:00 - 9:10 a.m.	Attendance/Lunch Count
Lunch & Recess Schedule		
*	11:00 - *11:25	TK, K, 1st Grade Lunch
	11:25 - *11:55	TK, K, 1st Grade Recess
*	11:50 - *12:15	2nd, 3rd Grade Lunch
	12:15 - *12:45	2nd, 3rd Grade Recess
*	12:40 - *1:05	4th Grade Lunch
	1:05 - *1:35	4th Grade Recess
*	12:40- *1:10	4th/5th Split and 5th Grade Recess
	1:10 - *1:35	4th/5th Split and 5th Grade Lunch
*	3:30*	Dismissal
*Denotes a bell to ring		

DeLong Daily Bell Schedule

- 8:55 am (9:55 am on Wednesdays) Students can start arriving and line up on blacktop.
- Tardy Bell Rings 9:05 am (10:05 am Wednesdays)
- TK/Kindergarten/First lunch 11:00-11:25 & recess 11:25-11:55
- Second/Third grade lunch 11:50-12:15 & recess 12:15-12:45
- 4th grade lunch 12:40-1:05 & recess 1:05-1:35
- 5th grade recess 12:40-1:10 & lunch 1:10-1:35
- Main office is closed at 4:00 PM
- Students may not enter the bus gates or the building earlier than 8:55am (9:55 on Wednesdays) unless they are attending a specific program that has been prearranged.
- The playground is closed before and after school hours. Students are not allowed to play on the equipment prior to school. The playground is available for community use after 4:00pm. Parents MUST stay with their children if arriving prior to 8:55am. The playground may be closed while after school programs are in session and then opened to the public after it has concluded.
- ***We go out rain or shine! Important to dress your student for the weather. During extreme weather***

conditions we do have alternate locations for rainy day recess. Our campus is now enclosed from the community during school hours. We have an enclosed blacktop during unstructured outside time.

Student 2026-2027 School Year

Tacoma Public Schools
2026-27 School Year **Student Calendar**

1st – 4th Non-school days
7th Labor Day
8th Non-school day

9th First student day

14th Kindergarten start date

19th Late starts begin

16 student days

SEPTEMBER 26

S	M	T	W	Th	F	S
		N	N	N	N	S
6	H	N	SS	10	11	12
13	KS	15	LS	17	18	19
20	21	22	LS	24	25	26
27	28	29	LS			

12th Walker Day (no school)
20th Elementary conferences
*Early release grades K-5
21st Late-start school day, no early release
22nd – 23rd All grades conferences
Early release grades K-12
21 student days

OCTOBER 26

S	M	T	W	Th	F	S
				1	2	3
4	5	6	LS	8	9	10
11	N	13	LS	15	16	17
18	19	20	LS	E	E	24
25	26	27	LS	29	30	31

11th Veterans' Day
25th – 27th Thanksgiving break
17 student days

NOVEMBER 26

S	M	T	W	Th	F	S
1	2	3	LS	5	6	7
8	9	10	H	12	13	14
15	16	17	LS	19	20	21
22	23	24	H	H	H	28
29	30					

1st New Year's Day
4th School resumes
18th Martin Luther King Jr. Day
19 student days

JANUARY 27

S	M	T	W	Th	F	S
					H	2
3	4	5	LS	7	8	9
10	11	12	LS	14	15	16
17	H	19	LS	21	22	23
24	25	26	LS	28	29	30
31						

1st Semester break/no school
2nd Second semester begins
12th Snow make-up day
15th Presidents' Day
16th Walker day (no school)
16 student days

FEBRUARY 27

S	M	T	W	Th	F	S
	N	2	LS	4	5	6
7	8	9	LS	11	12	13
14	H	N	LS	18	19	20
21	22	23	LS	25	26	27
28						

11th – 12th All grades conferences
Early release for all students
23 student days

MARCH 27

S	M	T	W	Th	F	S
	1	2	LS	4	5	6
7	8	9	LS	11	12	13
14	15	16	LS	18	19	20
21	22	23	LS	25	26	27
28	29	30	LS			

5th – 9th Spring break
17 student days

APRIL 27

S	M	T	W	Th	F	S
				1	2	3
4	N	N	N	N	N	10
11	12	13	LS	15	16	17
18	19	20	LS	22	23	24
25	26	27	LS	29	30	

28th Snow make-up day
31st Memorial Day
19 student days

MAY 27

S	M	T	W	Th	F	S
						1
2	3	4	LS	6	7	8
9	10	11	LS	13	14	15
16	17	18	LS	20	21	22
23	24	25	LS	27	28	29
30	H					

18th Juneteenth, observed
23rd Last day of school/
early release
24th, 25th Snow make-up days, if needed
16 student days

JUNE 27

S	M	T	W	Th	F	S
		1	LS	3	4	5
6	7	8	LS	10	11	12
13	14	15	LS	17	H	18
20	21	22	E	5	5	26
27	28	29	30			

N = Non-School Day H = Holiday (no school) SS = School Starts KS = Kindergarten Start Date
LS = Late Start Day E = Early Release S = Snow Make-Up Day

ATTENDANCE REQUIREMENTS

State law and district policy and regulations require daily and punctual attendance of all students. Parents and students are both responsible for assuring attendance. Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absence: personal illness; health condition or medical or dental appointment; an appearance in court when required by law; a disciplinary action (i.e., short-term suspension, long term suspension that does not result in loss of grades or credits or emergency expulsion); religious observance; a family emergency approved by the principal; school-approved activities; and a planned family activity which has been preapproved by the principal. In all cases, the school principal determines whether an absence is excused or unexcused.

New changes in the law require a meeting between the family and school personnel after 5 absences. If attendance does not improve per the plan put into place, the school district may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school. All efforts will be made to support students and families with challenges in attendance. However, DeLong staff will follow the law and file a petition when the student reaches the number of days absent within the law. Any parent found to have violated the law may be fined up to \$25 per day of unexcused absence from the school, and the student will be ordered to attend school. The court may also order the parent/guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternate sentencing from the court.

In addition to disciplinary action for nonattendance, absences may adversely affect a student's grades if the teacher (a) has shown a relationship between attendance and instructional goals and objectives of the course; (b) advised the student and parent(s)/guardian(s) in writing and by posting at the beginning of the year; and (c) obtained approval from principal for guidelines to be used in classes in which attendance may adversely affect grades or credits. (policy 3122, Reg.

3122 R, RCW 28A.225) Students who do not live in DeLongs' attendance area or within the Tacoma School District, and who fail to comply with the districts attendance policy will not be allowed to attend DeLong.

To report an absence:

During school hours, please call 571-5800 to report your child's absence. After hours, please leave a message on our voicemail. You may also enter absences into ParentVUE. Please note, attendance robocall reports are pulled by the district at 10:30 am.

Tardiness:

Students are expected to be on time for school late arrivals cause interruptions that are disruptive to the learning process for your child and for other children in the class. When your child arrives after 9:05 am, please accompany them to the office to sign them in for a tardy slip. If your child has 3 or more unexcused late arrivals in a three-month reporting period, you will be contacted to develop a plan with school personnel to ensure your child gets to school on time.

Expectation and Student Behaviors

Our school will follow a three-step process to ensure reflection of actions, repair, and follow through. Each classroom has a calming area where students are able to use a reflection template and work through big emotions.

For minor incidents:

Teachers will provide strategies and interventions and check on students frequently. After three warnings students will be asked to fill out a think time form. This is not a consequence but used to help our students reflect on their actions and think of ways to change their actions so that it does not impede their learning. If another warning is needed parent guardian may be contacted by teacher to let them know of the issue and the think time may be sent home so that teacher can get your support in helping the student recognize how this action is causes instructional time to be diminished. We look to you as a partner in helping your child succeed and reach their fullest educational potential. A phone call home is only to partner with you in supporting your student.

For any major incidents

Major incidents will be referred to administration. You would then get a call from admin to partner with you in supporting the student through the major incident or behaviors. Most major incidents after thorough investigation do result in consequence per Tacoma's policy.

3240R (Student Conduct)

School Safety

ACCURATE CONTACT INFORMATION AND NEEDS TO BE UPDATED REGULARLY VISITING SCHOOL

For safety reasons, all visitors, for any reason, are required to report to the office to sign-in and pick up visitor badges. Teachers can be contacted via phone or email. We will not call into the classroom and disrupt learning during the school day. If you'd like to visit or observe in a classroom, please make arrangements with the teacher and principal. Contractually, teachers have a right to 24-hour notice.

Here a few safety precautions we have for this school year both at DeLong, and throughout Tacoma Public Schools:

Safe campus

As you know, student safety is out top priority. We have measures in place to ensure a smooth transition to class for students while maintaining safety. Breakfast will be eaten in the classrooms. We ask parents and guardians say their goodbyes and wish their students a successful day. Students will learn the routines of going to the classroom, breakfast, and then beginning their school day with their classroom teachers.

Volunteers

Volunteers are welcome. To volunteer in a classroom, it must be arranged with the teacher beforehand. All volunteers must complete a background check before volunteering. Volunteers must check in at the office and always wear a visitor's sticker or lanyard.

Late arrivals

If your student arrives after 9:05, please come with them to the main office. You can ring the bell and the front office will let you in. The front office will then ask you to sign in and will give your student a tardy pass. We ask that you then say your goodbyes to your student at the front office.

Visitors and Volunteers

We truly appreciate your willingness to volunteer at our school and are grateful for the strong partnerships we have with our families.

Volunteers play a vital role in supporting our students and staff, and we want to ensure that all expectations are clear so everyone can have a positive experience.

As a reminder, here are the key guidelines for all volunteers:

1. **Sign-In Procedure:** Please make sure to sign in at the office each time you volunteer. This helps us maintain a clear understanding of who is in the building for safety and security purposes. You will also be given a visitor badge that identifies you.
2. **Stay at Your Designated Spot:** Volunteers are expected to remain at their assigned location. Please do not gather in areas not assigned to you – we work hard to know where all visitors are at all times
3. **Respect for Classroom Spaces:** Volunteers should only be in classrooms by pre-arrangement from the teacher. Please respect

the learning environment and follow the teacher's instructions during your visit.

4. **Adhere to District Conduct Guidelines:** It's important that all volunteers follow the district's guidelines on appropriate conduct while in the building. This ensures that we maintain a professional and respectful atmosphere for students, staff, and guests.
5. **No Photos of Other Children:** To protect privacy, we do not allow for photos of students or classroom settings.

We are committed to providing a safe and positive learning environment for our students, and your cooperation in following these guidelines is greatly appreciated. If you have any questions or need clarification, please don't hesitate to reach out directly to me.

RELEASING STUDENTS FROM SCHOOL GROUNDS:

In order to ensure student safety, our school staff will require one or more of the following when requesting student dismissal from the school grounds during school hours.

- Proof of legal custody, if in doubt, by requesting a copy of any court order granting or awarding custody.
- A notarized statement of the legal guardian attesting to their custody of the child and reason (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.
- Photo identification may be requested to allow for release of your student. In the event that the office is staffed by substitutes, please be prepared to show photo identification to pick up your student. A student will not be released from the school premises during school

hours without authorization from a guardian having legal custody of the child. Exceptions will be made when protective custody is dictated by appropriate legal authorities.

Students will not be released to any person:

- Without authorization from the guardian
- Under the age of 18 unless pre-arranged by parent in writing.
- Not listed on the enrollment form, unless authorized by the parent or guardian in writing.
- Without copy of identification to prove identity.

PERMISSION SLIPS TO CHANGE ROUTINE

After school, students are expected to go directly home or to their daycare unless they are participating in afterschool activities. **If there is any change to you child's after school routine, please provide the office with a note stating that you have given permission for your child to alter their routine (going home with another child, going home with a relative...). If we do not have a signed note or phone call from the guardian by 2:55 PM, the student will be sent home by their normal daily routine.**

Student Dress Code

School Board Policy: Student Dress Codes Student may be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- A. A health or safety hazard is presented by the student's dress or appearance including possible membership in a gang or hate groups;*
- B. Damage to school property shall result from the student's dress; or*

C. A material and substantial disruption of the educational process will result from the students' dress or appearance.

We are no longer a uniform school. Parents may continue to purchase uniforms if they choose; however, it is crucial to understand that we will adhere to the District's Student Dress Code. This dress code is applicable to both in person and virtual learning.

The purpose of this dress code is to enhance school safety, improve the learning environment, and promote good behavior. Children's attitudes toward schoolwork and behavior are related to the clothing that they wear. This dress code does not regulate the exercise of an individual's sincerely held religious beliefs.

Shoes

- Tennis shoes or sturdy, form-fitting shoes are recommended for the school day.
- Appropriate shoes for SAFE play. No backless, high-heeled or open toed shoes are permitted. No shoes with wheels or shoes without heel/ankle support or back straps are permitted.

Pants, shorts, skirts

- Pants and shorts need to fit snugly at the waist.
- Shorts and skirts length must be mid-thigh, meaning just above the knee or longer, and no shorter than 2" above the knee is permitted.

Shirts

- Shirts with inappropriate slogans are not to be worn at school (i.e., references to drugs, alcohol, offensive language, sexual references).
- Tops and bottoms must overlap at all times, including when arms are raised.
- No sleeveless tops.

General

- Hats, caps, hoods, and other headwear may not be worn inside the school.
- Clothing should be weather appropriate.
- Pajamas will only be allowed during Spirit Week on designated days which will be communicated through parent newsletters.
- The following items are inappropriate for school and therefore not permitted:
 - Make-up, body glitter
 - Any article of clothing or accessory that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading.

We ask that there are no toys, stuffed animals, or electronic devices brought to campus. If your student has a cell phone for connecting with you before and after school, this device must remain turned off in their backpacks and not to be taken out during the school day. All classrooms have phones where students can connect with family and reach the main office if needed. NO trading cards, etc. School staff will not dedicate time to searching for lost cards or toys if brought to school. These items should stay home to prevent any issues such as losing them, or items being stolen.

We have a school wide incentive program that will allow for special times where students can bring a stuffed animal or earn fidgets, stickers etc. Once students have earned enough of our incentive points they will be able to turn those in and receive a bracelet that is dated indicating they can bring their stuffed animal or spend their earned points on a fidget or item. We then ask students to put it away during instructional time so they can have it safely at home to enjoy.

Otherwise, if students bring these items to school the item will be confiscated and stay in the office and returned to them on their way home to prevent the item from being a disruption, lost or stolen throughout the school day.



DeLong Elementary Student, Family and Teacher Compact

Please read this compact, discuss it with your child and sign the copy that has been inserted in this handbook to indicate your acceptance. By signing below you agree to abide by the DeLong Elementary School Student and Family Handbook and acknowledge that your family is aware of the rules and procedures of DeLong Elementary.

We as parents, students and staff of DeLong Elementary School realize the importance of education and the efforts required by everyone involved to help maximize student learning. Therefore, we will make the following commitments:

Teacher

I agree to carry out the following responsibilities:

1. Be aware of the individual strengths and needs of each child.
2. Maintain open lines of communication with families and school staff.
3. Plan and teach culturally sustaining lessons that engage students in their learning.
4. Show care and respect for each child and their family.
5. Be available for scheduled conferences.
6. Make our school a safe, friendly and welcoming place for families and students.
7. Maintain high expectations for both academic success and behavior choices.
8. Create and maintain a learning partnership with students and their families.

Signature _____ Date _____

Student

I agree to carry out the following responsibilities:

1. Follow school and classroom expectations and be responsible for my behavior.

2. Be on time and ready to learn every day.
3. Complete and return homework assignments on time.
4. Read at least 20 minutes daily.
5. Dress for success by following the dress code.
6. Treat the members of our community with caring and respect.

Signature _____ Date _____

Family Members

I agree to carry out the following responsibilities:

1. See that my child attends school every day with supplies and on time unless my child is ill.
2. Read with my child daily and monitor assigned homework.
3. Communicate and work with teachers and school staff to challenge my child academically.
4. Read School-to-Home communications and attend scheduled conferences.
5. Support the district policy that encourages voluntary service at home or school.
6. Participate in school events such as open houses and family events.
7. Support the guidelines to prohibit bullying, harassment, intimidation, verbal and physical violence and the participation in those behaviors.

Signature _____ Date _____

Please check our school website for updates on school supply lists and other important information.

[DeLong Elementary - DeLong Elementary](#)