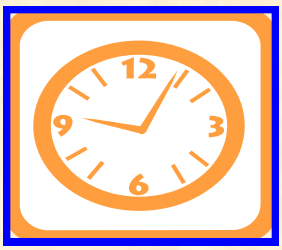
LITTLEROCK ELEMENTARY SCHOOL



2026-2027 GUIDELINES

Tumwater School District does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Kim Howard, Compliance Coordinator at 360-709-7000, 621 Linwood Ave. SW, Tumwater, WA 98512.

HOURS



School starts**.....9:05 am.

School dismisses .....3:35 pm

Children allowed on campus .....8:50 am

Note: Students having breakfast, may arrive at 8:50 am

YMCA Care .....7:00 am to 8:50 am

……...and 3:35 pm to 6:00 pm

Breakfast served in gym.....8:50 am to 9:05 am

Lunch for 2nd and 3rd grade……11:35 am to 11:55 pm

Lunch for Kinder and 1st grade……12:00 pm to 12:20 pm

Lunch for 4th and 5th grade……..12:25 pm to 12:45 pm

Early dismissal time (i.e. conference week, etc.).……12:05 pm

Early release (ACT) every Friday - DISMISSAL IS AT 2:20 pm.

****PLEASE DO NOT ARRIVE AT SCHOOL UNTIL 8:50 am**

WHEN SUPERVISION BEGINS

- When you arrive, please wait outside your classroom until your teacher arrives.
- If you come to school after 9:05 am, please stop in the office and pick up a late slip before going to class. ***Mom or Dad must sign you in if you are late*.**

ATTENDANCE LINE OPEN 24 HOURS 709-7290

- Please have mom or dad call the attendance line and leave a message explaining why you are not in school, so we can excuse your absence. If we don't hear from your parent by 9:30, you will receive an *automated attendance messenger* call. The automated messenger starts calling at 11:00 am.
- **If you come to school late, a parent or guardian MUST come into the office and sign you in**. You will need to present a late pass to the teacher upon arrival to the classroom. You will need to tell the office staff if you are having hot or cold lunch.

LEAVING SCHOOL EARLY

As a safety measure during the school day, parents or guardians **MUST** come to the office and **sign you out** before they can pick you up to leave early. You will be called to the office upon parent arrival.



Welcome to Littlerock!

Welcome to the 2026-2027 school year at Littlerock Elementary School. Each year is a new beginning of an exciting journey. Your school staff has been working to prepare for your arrival and for our journey together. We are committed to providing a quality educational program for all of our students.

This is your school! Be involved! Your child's educational success is directly influenced by your involvement in school. Come in and talk to us. We are interested in your thoughts about your child's education. We are here to work together.

Please check our school website, http://lre.tumwater.k12.wa.us, from time to time. You will find up to date information about what's happening at school.

School attendance is a major focus at Littlerock. It is one of the most important factors contributing to student achievement. Learning builds day by day. A child who misses school misses learning. Being at school allows students to get core content, participate in important class discussions, hear raised questions, explanations and much more. Please help your child to be at school each day.

I am here to serve you in any way I can to make your child's school year one that is safe, productive and enjoyable. Please let me know if I can assist you in any way. You can reach me through the main office at (360) 709-7250.

I look forward to seeing all of you!

Best Regards,

Tamara York
Littlerock Elementary Principal

Attendance

The single most important factor contributing to student achievement is school attendance. Learning builds day by day. A child who misses a day of school also misses a day of learning. Absent students miss out on core content, important class discussions, raised questions, explanations and much, much more.

At Littlerock Elementary, we have a tradition of working together to ensure the success of each student. Please support good school attendance by:

- Talking to your child about attending school regularly.
- Not scheduling family trips and appointments during school hours.
- Making sure that your child is well-rested, healthy, fit and ready to learn.
- Discussing what happened at school each day, support school rules and consequences.
- Showing pride in your child's accomplishments and displaying school work in special places.

Washington State truancy laws (RCW 28A.225.010) require school districts to take action when students **reach ten absences during the school year. Daily late arrival and early exit are also part of the truancy law.**

Tumwater School District follows Washington State law when dealing with excessive absences and tardies (late arrival or early exit). Excused absences are outlined in RCW 28A.225.010.

These are:

Unplanned: When a child's personal illness or injury, or the illness and/or death of a family member prevents the child from attending school. The school should be notified immediately and a signed excuse must accompany the child upon his or her return to school.

Planned: When a child must attend a doctor or dental appointment, religious activity or special event during the school day. When a parent or guardian submits a pre-arranged absence form and receives approval from the principal prior to a family trip. If you know your family will be taking a trip please fill out the pre-arranged absence form and submit it to the front office. You can find this form on our website.

Please be aware that because of State Testing during the month of May, we will be unable to approve any Prior Excused Absences in Grades 3, 4 and 5. This is a **crucial** time for students to be in the classroom. Please arrange any personal needs accordingly. Thank you!

All other absences from school are considered unexcused.

LITTLEROCK TELEPHONE NUMBERS

LRE MAIN LINE: (360) 709-7250
LRE ATTENDANCE LINE: (360) 709-7290
LRE FAX NUMBER: (360) 709-7252

You may also email a staff member:
first name.last name@tumwater.k12.wa.us

STAFF

Principal	Mrs. York	709-7250
Secretary	Mrs. Granison	709-7253
Secretary	Mrs. Farwell	709-7251
Office Assistant	Mrs. Becker	709-7254
Health Room Assistant	Mrs. Foresta	709-7257

Please note that calls placed to teaching staff during school hours will go directly to voicemail. This is to prevent interrupting instruction in the classroom.

Kindergarten	Mrs. MacKenzie	709-7289
Kindergarten	Mrs. Baker	709-7287
Kindergarten	Mrs. Taylor	709-7288
First Grade	Miss Johnson	709-7261
First Grade	Mrs. Reich	709-7263
First/Second Grade	Mrs. VanderLugt	709-7265
Second Grade	Mrs. Allen	709-7262
Second Grade	Mrs. Caton	709-7264
Third Grade	Mrs. Odegaard	709-7269
Third Grade	Mrs. Wood	709-7267
Fourth Grade	Mrs. Schock	709-7275
Fourth Grade	Mrs. Quick	709-7273
Fifth Grade	Mrs. Rizika	709-7284
Fifth Grade	Mr. Randazzo	709-7281
Fifth Grade	Mrs. Tobeck	709-7282
Structured Program	Mrs. Rixe	709-7293
LAP	Mrs. Ashley	709-7280
Resource	Mrs. Bezanson	709-7270
Counselor	Mrs. Holder	709-7250
Librarian	Ms. Langan	709-7294
Physical Education	Mrs. Prosser	709-7296
General Music and Band	Mr. Klinzman	709-7295
Orchestra	Ms. Pearson	709-7250
Occupational Therapy		709-7277
Speech Therapy	Miss Jallo	709-7278
Nurse	Mrs. Flynn	709-7258
Psychologist	Mrs. Brown	709-7271

Educational Assistant	Mrs. Bowes	709-7260
Educational Assistant	Mrs. Haider	709-7270
Educational Assistant	Mrs. Jones	709-7280
Educational Assistant	Mrs. O'Brien	709-7260
Educational Assistant	Mrs. Willis	709-7250
Educational Assistant	Mrs. Wilkie	709-7276
Educational Assistant	Ms. Olsen	709-7250
Educational Assistant	Miss Hollonsyde	709-7250
Educational Assistant	Mrs. Manor	709-7250
Educational Assistant	Mr. Garr	709-7293
Educational Assistant	Miss Odegaard	709-7250
Educational Assistant-LPN	Ms. Brown	709-7250
Cafeteria—Food Service	Ms. Morlan	709-7297
	Ms. Eberle	709-7297

Custodians:
Mr. Foster 709-7286
Mr. Prosser

YMCA Y-Care	705-2642
Transportation	709-7700
District Office	709-7000
Food Services	709-7740
Special Education (District Office)	709-7040



IMPORTANT PHONE NUMBERS

·LITTLEROCK OFFICE: 709-7250
·ATTENDANCE LINE: 709-7290
·LITTLEROCK FAX: 709-7252



IMPORTANT RADIO STATIONS

Important radio stations in case of emergencies or bad weather:



AM Radio Stations	FM Radio Stations	TV Stations
KGTK 920	KPLU 88.5	KING Channel 5
KOMO 1000	KMPS 94.1	KIRO Channel 7
KGY 1240	KXXO 96.1	KOMO Channel 4
KITZ 1400	KGY 96.9	KCPQ Channel 13
	KIRO 97.3	

TSD & LRE Web Page/FB Page Information

Tumwater School District home page:
www.tumwater.k12.wa.us

LRE homepage:
http://www.tumwater.k12.wa.us/Domain/14

LRE Facebook Page:
https://www.facebook.com/pages/Littlerock-Elementary-School/161315317226507?fref=ts

LRE PTO BOARD & LEADERSHIP POSITIONS
2026-2027 SCHOOL YEAR

President	Gina Howes
Vice President	Sarah O'Brien
Secretary	Carly Christiansen
Treasurer	Kirsty Turner
Member Representatives:	Danielle Hiatt
	Lisa Prosser
	Kristina Bell
	Amy Qualls

PARENT/TEACHER ORGANIZATION (PTO)

- We encourage your family to participate in PTO meetings, events and fund-raisers. Check out the PTO on the LRE Web site.
- PTO meetings are held monthly.
- PTO fundraisers earn money to help with field trips, student planners, classroom supplies, special LRE requests and many other student related activities.

If you would like to contact a PTO member, please do so via email:
littlerockelempto@gmail.com

TEACHING POSITIVE BEHAVIOR SUPPORT

The staff at Littlerock Elementary School are committed to a safe, respectful, responsible and kind environment for all our students.

Look for our behavior expectations for the following:

- Arrival and Dismissal Areas.
- Assemblies and Special Events.
- Bathrooms.
- Classrooms.
- Computer Lab and Mini Labs.
- Library and other Common Areas.
- Lunchroom.
- Office and Wellness Center.
- Playground.
- Pod Areas.
- Walkways and Courtyard.



You may receive a special award if you are caught being good and showing your classmates what good behavior looks like. We call these awards “Tiger Paws.” Students can spend their Tiger Paws at the Tiger Paw Store.

Special assemblies are held to acknowledge academic achievement as well as safe, respectful, responsible behavior.

We encourage your mom and dad to review our expectations so you can practice some at home and be a winner wherever you are. ♥

At Littlerock, students are expected to behave in a manner which is; SAFE, RESPECTFUL, RESPONSIBLE and KIND. Tiger Paws, which students can spend at the Tiger Paw Store as well as enter into the end of the year drawing, are handed out to students as they show these behaviors throughout the school by all staff.

Classrooms are also awarded class tiger paws when as a group they demonstrate being safe, respectful and responsible as a group. The classrooms receive popcorn and a movie the last week of school for earning the class paws!

Parents can help support their child and Littlerock’s PBIS program by reviewing the expectations and encourage their child(ren) to do their part in making Littlerock a great place!

HEALTH & WELLNESS



NOT FEELING WELL?

- If you are sick and not coming to school, be sure your adult family member or guardian calls the school at 709-7290. We worry if we do not hear from you and someone may call your parents at work or home.
- If you are sick in the morning and come to school with a fever, we will call your parents and send you home.
- If you do not feel well, please tell your parents before coming to school.
- If you get sick during the school day, you may not be able to ride the bus home and will have to ride home with your parents or approved pick-up person.

***PLEASE….*If you vomit and/or have a fever, please do not come to school for 24 hours!**

MEDICINE:

- Schools are not allowed to give you medicine unless your parents have filled out a form with the *doctor's instructions and send an original bottle from the drug store*.
- We cannot give cough syrup, children's aspirin or cough drops without this special form. Your parents may come to school and provide medication at recess or lunch time after checking in at the office.

SCHOOL CLOTHES & SHOES



APPROPRIATE is the key word for school clothes

The student and parent may determine the student's personal dress and grooming standards, as long as the student's dress and grooming shall not:

- ⊙ Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives.
- ⊙ Create a health or other hazard to the student's safety or to the safety of others.
- ⊙ Display pictures or words related to alcohol, tobacco, drugs, violence, or other lewd reference that has the potential to negatively affect others.
- ⊙ Tennis or rubber-soled shoes are best for school and required for P.E.
- ⊙ Students need to be able to easily run, jump, and climb. For this reason, we request no platform shoes, flip flops or other type of open shoes as they put students at risk of injury on the playground.

LOST AND FOUND

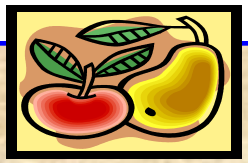
- ♥ Many children buy similar looking coats and clothes.
- ♥ Be sure to write your name inside your coats, sweaters, backpacks, lunch pails and gloves.
- ♥ If no one claims the clothes at the end of each trimester, we will send them all to a place that donates clothes to children.
- ♥ It is *your responsibility* to check the lost and found for lost items.

PLEASE DO NOT BRING:

- ♥ ***Any electronic devices/games***
- ♥ Pets
- ♥ Expensive Jewelry
- ♥ Trading Cards
- ♥ Toys
- ♥ Cash (other than lunch money)
- ♥ We cannot watch everyone and something could happen to your special items
- ♥ If you have items for show and tell, please bring them in a large bag that is closed at the top, and has your name on it. If they are really special or large, your parent or guardian may want to bring them to school for you.

If you prefer your student carry a cell phone, **it must be turned off and remain in the backpack the entire school day.**

FOOD SERVICES



Littlerock Elementary offers both a breakfast and lunch program for students. Both meals are prepared and served in the LRE kitchen located in the school cafeteria.

- Breakfast is served starting at 8:50 a.m. and ends at 9:05 a.m. Breakfast is free to all students for the 2026-2027 school year.
- If you are not eating breakfast, you are not to be in the dining area before school.
- If you are going to be late to school, please let the office know you want hot lunch when you check in.
- Lunch is free to all students for the 2026-2027 school year.

LUNCH GUESTS

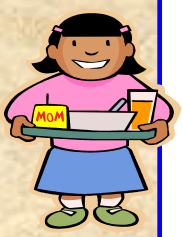
Sometimes family members want to join you for lunch in the cafeteria. Please have your special guest call the office by 9:00 a.m. to reserve a lunch. It is important that your special guest check in at the office and come at the right lunch time.

- Second and Third grade lunches start at 11:35a.m.
- Kindergarten and First lunches start at 12:00 p.m.
- Fourth and Fifth grade lunches start at 12:25 p.m.

SPECIAL TREATS AT SCHOOL

Due to regulations regarding health and food safety, any foods brought to the school are required to be **commercially packaged or purchased from the store!!!**

- If you would like to bring treats to school, your parent/guardian must notify your teacher in advance.
- Be creative and consider alternatives to candy and cupcakes like: pencils, stickers, fruit, or a small party favor.

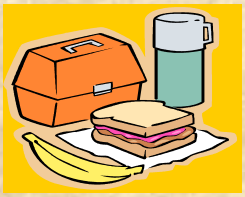


LUNCHROOM EXPECTATIONS

We have the following expectations in the lunchroom to prevent spills and also prevent children from becoming upset:

- Enter the lunchroom in a quiet and orderly fashion and be seated at your assigned table.
- Visit quietly with your friends at the same table.
- Raise your hand when you are finished and get permission by an adult to dump your items, clean your area and return to your seat.
- Remain at your table until an adult excuses you to recess.

- Remember to wash your hands in warm, sudsy water.
- Walk when carrying food in the cafeteria.
- Use appropriate table manners.
- Do not share or trade food.
- Keep hands and feet to yourself.
- Use a polite indoor voice.
- Tell an adult if you have a problem.
- Wait to be dismissed by an adult.
- Leave your table clean.
- No food is to be eaten on the playground.



No gum is allowed at school. It gets into our carpets and furniture and is very, very difficult to remove!





NEW USDA NUTRITION STANDARDS

The USDA has developed new nutrition standards for snack foods and beverages sold to students at school or during the school day. The standards were effective July 1, 2014.

Impacts to our school:

- Fundraising and food sold at school or during the school day must meet the requirements for size and nutritional value – **this includes Student Stores.**
- Fundraising events done outside of school hours are **not** impacted (e.g. cookie dough sales).
- Classroom celebrations are **not** impacted.
- After hour events (e.g. carnivals, fun nights) are **not** impacted.
- Foods produced and consumed as part of a culinary educational program are **not** impacted **provided they are not sold to students.**

PRODUCT CALCULATOR

https://schools.healthiergeneration.org/focus_areas/snacks_and_beverages/smart_snacks/alliance_product_calculator/

NUTRITION STANDARDS FOR FOOD

First ingredient must be: fruit, vegetable, dairy or protein

Calories – 200 or less

Sodium – 230 mg or less

Total Fat – 35% of calories or less

Saturated Fat – 10% of calories or less

Trans Fat – zero grams

Sugar – 35% of weight or less



NUTRITION STANDARDS FOR BEVERAGES

Schools may sell plain water, unflavored low-fat milk, unflavored or flavored fat-free milk, 100% fruit or vegetable juice (can be diluted with water – no added sweeteners).

Elementary Schools – 8 ounces or less.

EXPECTATIONS

Be Safe - Be Respectful - Be Responsible!!

CLASSROOM RULES

Your teacher will review classroom rules and expectations at the beginning of the school year. If you choose not to follow the rules which are in place for your safety, the following may happen depending on the severity:

1. You may receive a verbal and/or written reprimand by the principal.
2. Your parents and/or guardian will be contacted immediately to conference and develop a plan for improvement and success.
3. For a list of behaviors for which discipline, suspension, and/or expulsion may be imposed, please refer to the Tumwater School District Student Rights and Responsibilities. Copies may be obtained at the school office.

BUS RULES

- ♥ When you are riding the bus, remember it is a privilege. Not following the rules can result in the loss of recesses or not riding the bus for several days.
- ♥ If the drivers have to watch you, they cannot drive very carefully.

The following rules are for YOUR safety and for the safety of your friends:

REMEMBER - - - WHEN ON A BUS:

- Talk in normal tones.
- Keep hands and feet to yourself.
- Sit in one seat during the whole ride.
- Keep the bus clean (pick up after yourself).
- Do not eat on the bus.
- No breakables, animals or things that spill.
- Do not talk over the seats.
- Hands, feet and materials are kept inside the bus.
- Leave the windows as you found them.
- ALWAYS follow the driver's directions and instructions.



CHROMEBOOK RULES

- ♦ Students have access to a Chromebook periodically throughout the year in their classrooms. They are to use the Chromebook for only the assignment the teacher has given and treat them with care. Any cost related to damages done to the Chromebook because of misuse or negligence will be the responsibility of the student's parent or guardian.

PLAYGROUND EXPECTATIONS

- Playground expectations have been created to ensure that you and your friends will have a safe and fun time outside.
- If you do not follow the rules, you will be asked to walk with the recess aide and verbally acknowledge which rule was broken or which inappropriate choice was made. When you identify a better choice, you can resume playing at recess.
- The next time you break a rule, you will have to sit on the bench for an extended period of time. If the behavior continues, a call will be made to your parent/guardian.
- If you fight, bring weapons, drugs, or display unsafe behavior, you will immediately be sent to the office. Your parent/guardian will be called for an immediate conference.

BIG TOY:

- Take your turn. Wait for the person in front of you to go first & use feet first.

SWINGS:

- Count off to 30 and no count backs.
- No standing or jumping off swings.
- No twisting or side-to-side swinging and stop the swing to get off.

BARS:

- At least one hand on the bars at all times. Cross or hang from the bars only.

BE SMART - STAY DRY!

If you play in the puddles or play in the rain , you may not be able to call home for a change of clothes! *The office does not have extra clothing if you get wet during recess.*

***PLEASE* STAY**



TRACK:

- The full track will be available during the spring run, or while supervised by an adult.

BALLS:

- Kicking balls and footballs allowed only on the field.
- Ask permission to get a ball outside of the boundaries. You must have an adult with you to go out of the boundaries.

FIELD:

- Be considerate of sports games on the field, stay out of games in progress.
- No loitering or grouping.
- No red rover games.
- Stay within the boundaries.

TRANSPORTATION & STUDENT PICK-UP/DROP OFF

- *We would appreciate it if all boys and girls would ride the bus when possible*. The buses will arrive at the right time for you to start school.
- The pick-up and drop off area is located at the front of the school. Please, for the safety of our students, do not drop off/pick-up at the back parking lot.
- **Changes in transportation, early pick-up, etc. should be provided to the teacher in *writing*. Notes should include teacher name, student's *first AND last name,* and transportation change, etc. Changes made *after* school starts can be made by calling the office by 2:00 p.m. Classroom notes are picked up at 2:20 p.m. and calls to the classroom with last minute changes are disruptive to learning. *Friday messages must be called in by 12.30 pm.***
- If mom or dad is picking you up, we ask that they remain in their cars when waiting for you. If they get out looking for you, it keeps traffic from moving and creates a traffic jam in the pick-up line.
- ALWAYS use the crosswalks when crossing the street and **NEVER** run across the road or parking lot. Follow the direction of the crossing guards.
- KINDERGARTEN STUDENTS WILL NOT BE DROPPED OFF WITHOUT AN ADULT THERE TO RECEIVE THEM.

FRIENDS RIDING HOME WITH YOU

- Due to the shortage of drivers and limited bus spaces, students will not be able to ride the bus home to a friend's house. If a student needs to go to a friend's home other arrangements will need to be made.
- **You are not allowed to call from school to make these arrangements. *Please plan ahead.***
- Parents and teachers become frantic if they do not know where you are after school.

If you do not have a note, you will be riding your bus home!!!

BICYCLES, SKATEBOARDS & SCOOTERS

Before and after school, bikes must be ridden directly to school and not around the school or parking lots. They need to be locked to the racks. Everyone needs to wear a helmet if riding a bike.



Skateboards & scooters are NOT allowed on school grounds.

WALKING TO SCHOOL

Only students in designated walking areas can walk to school. If your house is in a designated bus area, walking or riding your bike could be dangerous and should be done with an adult - this is for your safety!

WEAPONS

Weapons or things that look like weapons are NOT allowed at school!

The district will not allow you to stay in school if you bring a weapon.

BE SAFE AND DO NOT BRING ANY OF THE FOLLOWING ITEMS TO SCHOOL:

- Guns.
- Play guns (including squirt guns).
- Knives.
- Play knives or swords.
- Bows and arrows.
- Bullets.
- Lighters.
- Matches.
- Laser pointers.
- Any device or instrument that is capable of causing injury.



We encourage parents and guardians to review the Tumwater School District Student Rights and Responsibilities Handbook for the comprehensive district policy on weapons. The handbook also provides school board policies on Rights & Responsibilities, Student Conduct, Disciplinary Procedures, Harassment, Drug & Alcohol Use, Tobacco/Tobacco Products and Searching Students & Property.

SPECIAL NOTE FOR PARENTS & GUARDIANS:

GUNS & WEAPONS ARE NOT ALLOWED ON SCHOOL GROUNDS, INCLUDING IN PICK-UPS ON GUN RACKS.

Littlerock Elementary School

Technology

Littlerock Elementary School believes that 21st century instruction is necessary for 21st century learning. We want to provide our students the opportunity to achieve a technological advantage by allowing students and staff the opportunity to use computing devices for educational purposes during the school day. Use of devices will be teacher led, teacher directed and teacher monitored. Since each classroom (grades 1-5) are equipped with classroom sets of Chrome Books and all classes have access to a state of the art computer lab, **no personal electronic devices are needed.**

The following are the parameters that the Littlerock Technology Committee and the Tumwater School District have created to facilitate this program.

Use of Device Use of electronic devices will be limited to the Tumwater School District Network and must be in accordance with school Board Policy 2022. Use is intended to enhance educational opportunities by having the students:

1. Do research on the Internet
2. Reading
3. Use content area applications (apps) approved by a teacher or staff member
4. Collaborate with other students, i.e., team presentations
5. Work in small groups
6. Take and edit photos/videos under teacher supervision

Misuse of Device

1. Causing a disruption in the learning environment
2. Using the device in an unethical manner, i. e. plagiarism, copyright violation, cheating, etc.
3. Causing disruption to the TSD network and equipment, etc.
4. Using the device unsafely or disrespectfully, i.e., cyberbullying, Facebook attacks, pictures, etc.
5. Playing non-educational games
6. Using the device outside the classroom or library

Consequences of misuse of electronic devices

Being able to use electronic devices at school is a privilege, not a right.

1st Offense	School use will be suspended for one week
2nd Offense	Permanent loss of privilege

SERVICES

STUDENT SERVICES

We offer a wide range of special programs designed to meet your unique needs. For those who qualify, we offer Special Education, Title I, Speech and Language services, Occupational Therapy and School Psychology services. If you believe your child may qualify for special services, contact your child's teacher.

COUNSELING SERVICES

Ms. Holder, Littlerock School Counselor, is available for students and parents to discuss concerns that may impact student learning such as bullying, family crisis, intervention and problem-solving.



MISCELLANEOUS



FIELD TRIPS

- You can go on a field trip only if you have written permission from your parents.
- In some cases, inappropriate behaviors may keep you from participating in field trips. In these situations, your teacher will chat with you and your parents prior to the trip.



TELEPHONES

- Students may only call home when it is an emergency.
- Calling to go to a friend's house is **NOT** an emergency.
- Cell phones brought to school must be *powered off and kept in the student's backpack*. Students are not to use a cell phone during the school day.

ACCELERATED READER

- Everybody is encouraged to participate in the Accelerated Reader program. Designated library books are read and then tests are taken on the computer. Students are scored on their correct responses.



NEWSLETTER

- Our school's newsletter sent out by email monthly.

MISCELLANEOUS

GIFTS DELIVERED TO SCHOOL

Receiving gifts, flowers and balloons at school is fun but causes disruption in the classroom. Please have these items delivered to your home. If delivered to the school, we will keep them in the office for you to pick up after school.

INVITATIONS

*Party invitations are **not** allowed at school unless one is given **to every student in the classroom.*** Staff often have to deal with tears or anger from other students with hurt feelings. We also cannot give out home addresses for classmates or address invitations for you. *You may want to refer to the LRE Student Telephone Directory when extending party invitations.*

SCHOOL VISITATION & VOLUNTEERS



- **All visitors must enter the campus through the office. Visitors must sign in (and out) at the office. A visitor badge must be worn visibly by all visitors and volunteers. If you see someone on campus without a visitor badge, please notify an adult immediately.**
- We welcome your family to volunteer in your classroom and on field trips. **Each teacher has a routine for volunteers and will give you information about those opportunities. Teachers will also notify parents/volunteers when they are selected to chaperone a field trip. Because field trips are designed as a "learning experience", we ask that family members not "drop in" on field trips.**
- Volunteers are required to complete a Washington State Patrol background check form. The forms are available on the District website. ***Volunteer forms are approved for two years.***

SAFETY CONCERNS & FIRE DRILLS

STANDARD RESPONSE PROTOCOL

Hold-	In your room or area. Clear the halls.
Secure-	Get inside. Lock outside doors.
Lockdown-	Locks, lights, out of sight
Evacuate-	To the announced location
Shelter-	Using the announced hazard and strategy.

SHOULD AN EMERGENCY OCCUR!



- Be prepared. Make sure the names of friends & relatives are on file in the office should you need to be picked up in an emergency.
- Parents and guardians are encouraged to listen to the radio for directions.
- Calling the school? Sorry, we have a limited number of lines so calls may not be able to go through. If the power is out our phones do not work. *If possible*, a detailed message will be put on the answering system for the main telephone line.
- There will be a centralized check-out or command center should an actual emergency occur. <u>The command center will be located near the playground in the back.</u> Parents need to go there first in case of an emergency.
- We carry walkie-talkies to make sure you get home safe & sound!!!

DISCRIMINATION

Tumwater School District will not discriminate in any programs or activities based on sex, race, ethnicity, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence or the use of a trained dog guide or service animal. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator – Meagan Dawson
360-709-7030, meagan.dawson@tumwater.k12.wa.us
621 Linwood Ave SW
Tumwater, WA 98512.

Title IX Coordinator – Wendy Bromley
360-709-7020, wendy.bromley@tumwater.k12.wa.us
621 Linwood Ave SW
Tumwater, WA 98512.

Section 504 Compliance Coordinator – Deena Alley
360-709-7030, deena.alley@tumwater.k12.wa.us
621 Linwood Ave SW
Tumwater, WA 98512.