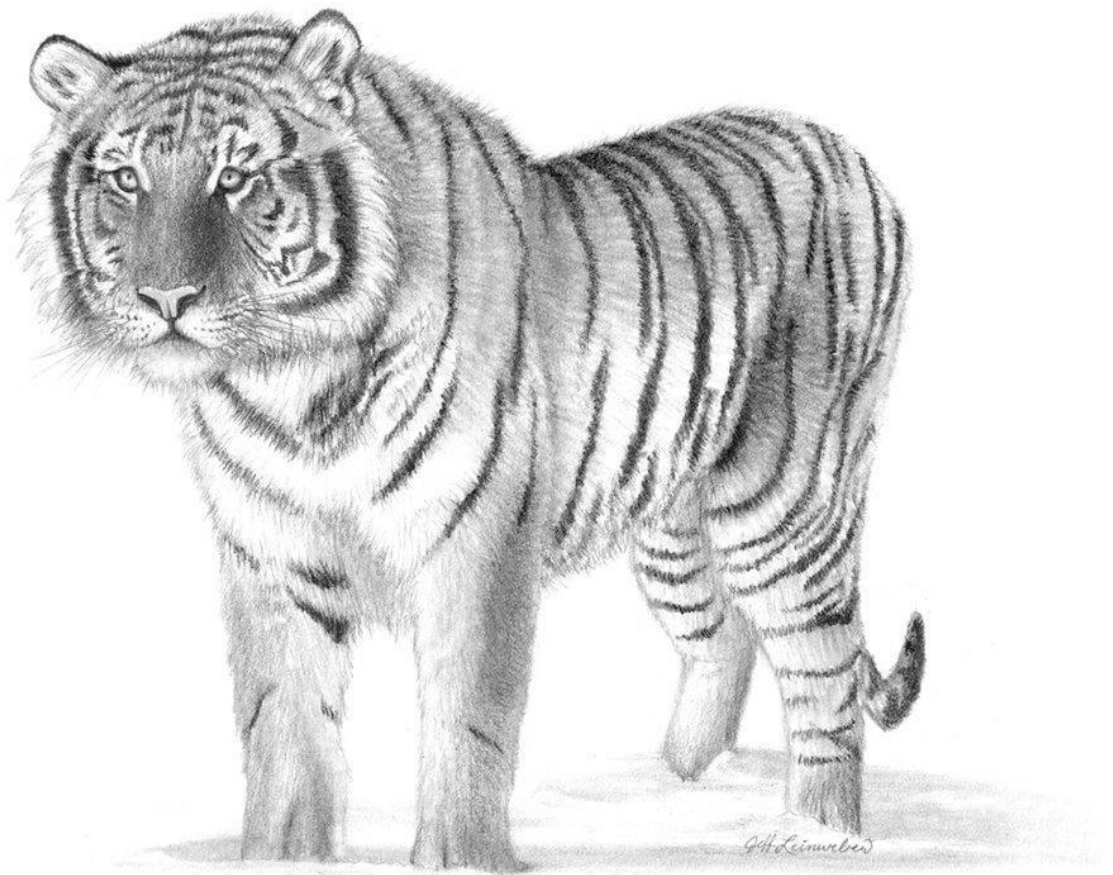


TUKWILA ELEMENTARY SCHOOL

Maximum Student Achievement



**PARENT / STUDENT
HANDBOOK
2018-2019**

Tukwila Elementary is a Title I school

Message from the Principal

Dear Parents:

This year promises to be one of excitement, change, increased learning opportunities and fun. The staff and I are looking forward to this year being an encouraging one of new learning opportunities (i.e. new reading curriculum and new writing curriculum. This year we will be striving to maximize each learning opportunity for our students. We are going to continue to focus on the Grade Level Expectations, G.L.A.D. Strategies (Guided Language Acquisition Design) and provide every opportunity for all of our students to maximize their learning potential. We are continuing to expand the Smart Lab with new curriculum and will be providing additional opportunities for our students to participate in the lab. We will continue to stress math, literacy, science and continue to strengthen all areas of the curriculum. To help your child have a successful year, I urge every parent to read this document closely to be aware of any changes in policy that may have taken place. Please ask questions of staff members if something is unclear. I ask every parent/family to read every day and do some math every day so your child can keep practicing and show you how great they are getting.

I believe in open communication. If a praise or concern arises, please contact the teacher by phone or make an appointment to share your thoughts with the teacher, Assistant Principal and myself. I would be happy to meet and discuss your thoughts with you as well. However, it is important to first provide the classroom teacher or specialist the opportunity to clear up any questions or concerns.

Educating your child is best when everyone: parents, students, staff and community work together as partners. Working toward maximizing student achievement is the goal. We welcome and encourage parents and community members to be our partners in providing maximum educational experiences to our students.

Steve Salisbury,
Principal



TO AND FROM SCHOOL

WALKING

Students who live close enough to Tukwila and walk to school must do so in a safe manner. They must use the sidewalks and not drift onto the road. For safety reasons, please have your child walk with another person to and from school when possible. We have Safety Patrol volunteers at the crosswalks nearest the school. Students must follow the directions given by the Safety Patrol at all times. The school doors open at 8:30 each school day. Students should arrive at 8:30 when the doors open.

RIDING BICYCLES

Students in third through fifth grades may ride their bikes to school **with written permission from their parents, which will be kept on file in the school office.** Bike riders must also follow the Safety Patrols rules and must walk their bikes across intersections. For safety reasons, there will be no bike riding on campus between 8:00 a.m. and 4:30 p.m. All bikes should be locked on the bike rack in front of the school. **The use of bicycle helmets by all riders is mandatory.**

BUS RIDERS

Bus routes generally begin about 8:00 a.m. Students should arrive at the bus stop 3-5 minutes prior to the scheduled pick-up time. We expect all students to wait in an orderly and safe manner, to respect private property, and to always be courteous.

Students must assume responsibility for their actions and parents are expected to insure their child's good behavior both at the bus stop and while on the bus.

Students who misbehave after being warned are subject to disciplinary action that may include losing bus riding privileges.

PARENT CONFERENCES

CALLS AND VISITS

Scheduled conferences are in November and March. Families are notified of conference times in advance and Tukwila Elementary will make every effort to accommodate parent's schedules. Conference times are approximately 20 minutes.

IT IS CRITICAL TO THE EDUCATIONAL PROCESS THAT PARENTS ATTEND THESE CONFERENCES. ADDITIONAL CONFERENCES OR CALLS ARE ENCOURAGED AND ARE SCHEDULED BY TEACHER OR PARENT REQUEST.

**Teachers may take calls between
8:00-8:30 a.m. and after classes at 3:10 p.m.**

Parent visits are welcome at any time and we do encourage you to come and see your child in class after you have signed in at the office. Arrangements to visit may be made through the office. We look forward to seeing you at school.

MEDICATION GUIDELINES

We have received updated guidelines regarding State Law RCW 28A.31.150 which addresses the administration of oral medication at school. **A physicians or licensed practitioners signature is required to administer prescription and non-prescription (over-the-counter) oral medications in addition to a parent's or legal guardian's written consent.** This includes aspirin, Tylenol, cold medications, etc. Consent forms are available at all of the schools for you to give to your physician or dentist if these medications are needed during school hours. If you have questions or need further information, contact the health room at 901-7509.

VOLUNTEERS

There are a variety of opportunities to volunteer at school and volunteers are always welcome. In order to volunteer **it is necessary to complete the volunteer clearance process** which includes: a criminal background check, this is done after the completion of the volunteer application and submitting a copy of your driver's license/ID. Once the background check is complete, you will be notified of your clearance and then you will be allowed to volunteer. **For the safety of our students, no one will be able to volunteer without proper clearance.** Applications are available in the school office.

SPECIAL PROGRAMS

Special Education, Title I, English Language Learners (ELL), Cluster Program

Special programs are provided in Reading, Math, Spelling, and Language Arts. Placement in Special Education is determined by student needs and State and Federal guidelines.

English Language Learner (ELL) Program

Students whose home language is other than English may qualify for extra help based on the

Washington Language Proficiency Test (WLPT). This is an assessment in four areas of English: Listening, Speaking, Reading, and Writing. Students who qualify will receive language acquisition instruction provided either by ELL staff or by the classroom teacher. ELL instruction such as GLAD is designed to help each student meet the English Language Development (ELD) standards. An annual English Language Proficiency Assessment measures student progress in learning English; test results will usually be sent to your home in June.

School Safety Patrol

Fifth graders (along with fourth graders in the spring) who are identified as responsible citizens are chosen as safety patrol members. The group is under the direction of a staff member. These children must demonstrate responsible behavior and serve as role models for other children.

Cluster Model

The Tukwila School District is using the cluster model to meet the needs of the highly capable students. The students are with other cluster students being challenged in their homeroom class. The teachers use a variety of methods to differentiate the lesson so the students are challenged.

STUDENT ATTENDANCE/ABSENCES

Parents are requested to call 901-7502 whenever their child will be late or absent. To enforce the State Compulsory Attendance Law, Chapter 28A.225 RCW, the school district is to notify parents of all unexcused absences. You will receive a letter after two unexcused absence within a month. If your child has two or more unexcused absences within a month you will be sent a letter requesting a conference with the principal or designee to discuss the unexcused absences. **If a child has seven unexcused absences in a month or ten unexcused absences within the school year, the school will initiate legal proceedings.**

Excused absences include but are not limited to:

Medical/dental appointment, personal illness, prearranged family vacation, religious observances and personal/family emergencies or a death in the immediate family.

Unexcused absences include but are not limited to:

Lack of transportation, student refusing to attend and being unaware of school schedule changes, etc.

Excessive Excused Absences:

If your child has excessive unexcused absences you may be required to bring a note from a Healthcare Professional in order to have any more absences excused.

Unexcused Absences:

After Seven (7) in a month or 10 in a school year, a Truancy Petition will be filed with the Juvenile Court.

SCHOOL ARRIVAL TIME

Students who walk to school **should not arrive before 8:30 a.m.** Busses will arrive at the school by 8:40 a.m. Students enter the classroom at 8:50 and prepare for the day's classes. Classes start at 9:00 a.m. **Any student arriving after 8:59 a.m. must first go to the office**

to check in and get a tardy slip before going to class.

2018/2019 NEW START TIME FOR ELEMENTARY SCHOOLS

In the 2018/2019 school year OSPI is changing the instructional hours requirement. This year schools will be required to meet the 1000 hour instructional time requirement. This year our elementary schools will start at 8:59am instead of 9:00am. This will add 3 hours to the school year and will bring the total hours at the elementary level to 1001.25 hours, which is over to the compliance requirement.



SCHOOL HOURS FOR 2018/2019:

All Elementary:
8:59AM - 3:10PM

Middle School:
8:00AM - 2:30PM

High School:
8:00AM - 2:30PM

ALL students not utilizing district transportation or involved in an organized after school activity MUST be picked up no later than 3:15 p.m.

MESSAGES

Please take the time to **write a note** to send with your child when you wish **to make alternate arrangements** for your child, that day, regarding transportation. **Prior arrangements are preferred** to minimize classroom interruptions and to insure your child receives important messages in a timely manner. **If you must leave a last-minute message for your student, we need you to do so no later than 2:00 PM so there is ample time for the messages to be delivered.**

INSURANCE

Information regarding optional student insurance can be obtained at the school office.

STUDENT EXPECTATIONS

The Tukwila staff recognizes our responsibility to ensure that all students have the right to a safe, encouraging and orderly environment. In this environment, students learn and practice effective problem solving skills and recognize that appropriate behavior is essential to academic and social success. Special, individualized plans will be developed with students

who experience ongoing behavior problems.

Students will come to school ready to learn. They will be respectable, responsible and resourceful. The staff will prepare students to be contributing citizens by providing rich and varied opportunities for academic achievement.

Tukwila Students:

- 1) come to school prepared to learn – enough sleep, adequate school supplies and a positive attitude.**
- 2) involve themselves in learning without disrupting others.**
- 3) never leave the school grounds without permission.**
- 4) treat people, property and supplies with respect.**
- 5) follow directions given by all teachers or/staff members.**
- 6) observe Tukwila Elementary dress code.**
- 7) leave toys at home unless authorized by a teacher.**
- 8) walk in designated areas and use quiet voices.**
- 9) arrange after school activities before arriving in the morning. Bring a note with a parent signature if changing normal after school routine.**
- 10) arrive on time unless excused by a note from parent or guardian, and wait quietly in designated areas.**
- 11) will follow expectations as defined by the Tukwila Elementary School Parent/Student Handbook.**



Positive Behavior Interventions and Supports - PBIS



Student Behavior

The Tukwila community has three core values for school wide behavior:

We are respectful
We are responsible
We are safe.

We are using a Positive Behavior Intervention and Support (PBIS) approach. PBIS has 3 levels or tiers.

Tier I is focused on the whole school. For Tier I we:

- Define expected behaviors for all areas of the school such as the classroom, the lunchroom the hallways. There are posters around the school reminding students of the expected behavior.
- Teach these expectations
- Reinforce these expectations using a ticket system. Individual students can earn tickets or whole classes can earn tickets for being respectful, responsible
- Have effective consequences for misbehavior.

The tickets look like this:

Terrific Tiger Positive Behavior.

I/we were being:

___ Responsible

___ Respectful

___ Safe

Date: _____

Whole class: _____

Ind. Student _____

Teacher: _____

Your child may bring home one of these Terrific Tiger Positive Behavior tickets. If they do make sure to praise them for their positive behavior!

Tier II has more intensive intervention for children with challenging behavior. Interventions might include, with parent permission, meeting with social worker for skills training, daily check in-check out with the social worker and other things.

Tier III includes Special Education services for children with severe behavior.

Behavior referral:

Your child may receive a behavior referral for misbehavior. They will see the principal or assistant principal and they will receive a consequence. You will receive a letter about what happened and the consequence. If your child receives several behavior referrals you will be asked to meet with the principal or assistant principal, the teacher. A Tier II behavior plan may be used to help your child with their behavior. Please take time at home to teach your child school behavior such as:

- Following directions the first time.
- Solving social problems
- Working hard even when things are difficult.

If you have questions feel free to contact your child's teacher and/or Mr. Salisbury, the principal, Ms. Carrizosa, the assistant principal or Mr. Vong, the social worker. Various services are available to assist families with children with challenging behavior.

Tukwila Student Discipline Policy

The Tukwila staff believes all students can behave at school in a manner which will allow for growth and learning. The Tukwila community stresses **respect, responsibility, and safety**. Parent participation and support is vital to the academic and social success of all students. The following behavior plan was developed to encourage student success and increase parent participation in that success.

Behavior Plan

- 1) **Students will consistently be encouraged and given support for their behavior. They will be provided opportunities to make positive choices.**
- 2) **Each staff member is responsible for managing behavior in the learning areas and throughout the school. Each teacher has classroom rules, expectations, rewards and**

consequences. In addition, there is a school-wide set of expectations developed to keep Tukwila respectful, responsible and safe.

- 3) Every staff member has the responsibility of helping students meet school-wide expectations. Support will be given to students through motivation and discipline.
- 4) Increased parent involvement is the key to helping students manage their behavior. The following procedures will outline the steps which are in place at Tukwila Elementary School.

Behavior referral the Behavior referral includes a list of specific behaviors and is used to clarify inappropriate behavior to the student and communicate the behavior to the parents. All supervising adults may use this report to assist students. If an incident occurs, the Behavior referral will be filled out, explained to the student, and signed by the supervising adult. The student will meet with the principal or designee to discuss the Behavior Report. A copy of the Behavior referral remains in the office, the student's teacher is notified of the offense and Behavior referral that summarizes the offense is mailed to the student's parent. Parents are asked to sign the referral, and have the student return it school as soon as possible.

First Behavior referral - The Behavior referral will be sent home. This will give the student an opportunity to gain a clear understanding of expectations for school behavior and make a plan for the future.

Second Behavior referral- The Behavior referral will be sent home and the student may lose special privileges such as special events, assemblies, field trips, classroom parties, after school activities, class rewards, etc.

Third Behavior referral - The student continues to lose school privileges. At the discretion of the principal, a formal behavior contract may be developed with the child, or the child may be suspended for one or more days and the child will be referred to the next level of behavior interventions.

Severe Behavior Clause - In a situation involving severe behavior, such as: a student significantly/continuously disrupts the learning environment, refuses to follow a reasonable request by a staff member, or is a danger to themselves or others. Under these circumstances, the student will be removed from the classroom and/or suspended or expelled depending on the severity of the behavior.

Depending on the severity of the infraction, any of the above steps may be skipped.

Level I

Student follows appropriate teacher instruction, redirection and reminder. Addressed by teacher in the classroom and hallway.

1. Inappropriate Behavior
 - a. Disruption of class
 - b. Name calling
 - c. Negative comments
 - d. Talking back
 - e. Lying
 - f. Bathroom misuse
 - g. Pushing/Shoving
 - h. Bumping
 - i. Touching someone else
 - j. Making noises
 - k. Yelling out
 - l. Constant talking
2. Disobedience/Insubordination
 - a. Stubborn behavior
 - b. Breaking class rules
 - c. Talking back
 - d. Lack of participation
3. Disrespect
 - a. Tone
 - b. Talking back
 - c. Verbal argument
 - d. Breaking class rules
4. Misuse of Equipment
 - a. On incorrect Website
 - b. Careless with equipment
 - c. Attempt to damage equipment
 - d. Failure to connect or return equipment
 - e. Ripping books
 - f. Breaking pencils or crayons, etc.
 - g. Throwing small objects
 - h. Pushing furniture
 - i. Writing on desks, books, etc.
 - j. Going into another's desk, backpack, etc.
5. Profanity
6. Harassment/Bullying
 - a. Verbal
 - i. Expressing physical superiority
 - ii. Blaming the victim for starting the conflict
 - b. Non-Verbal
 - i. Making threatening gestures
 - ii. Pushing/shoving
 - iii. Taking small items

Tukwila Staff is encouraged to use preventative strategies to prevent student misbehaviors.

- Every day starts with clean slate
- Take concrete actions to correct behaviors (i.e. individual practice, removal from activity, seat change, etc.)

Level II

Minor/Major Ticket

Requires interaction with support staff or administrators. Consequences: Warning, Parent Conference, Loss of Recess or Privilege, Detention

Chronic Level I Behaviors + (3x)

1. Inappropriate Behavior
 - a. Repeated behaviors from Level I
 - b. Kicking
 - c. Spitting
 - d. Aggressive play fighting
 - e. Slapping
 - f. Hitting others
 - g. Threats
 - h. Disruption
 - i. Inappropriate use of space
 - j. Throwing objects
 - k. Stealing from others
2. Disobedience/Insubordination
 - a. Repeated behaviors from Level I
 - b. Arguing with others and not complying with redirection
 - c. Defiance of verbal direction
 - d. Running away from situation
3. Disrespect
 - a. Repeated behaviors from Level I
 - b. Blatant disrespect of staff
4. Misuse of Equipment
 - a. Repeated behaviors from Level I
 - b. Destruction of property
5. Profanity
 - a. Chronic profanity
6. Harassment/Bullying
 - a. Verbal
 - i. Repeated behaviors from Level I
 - ii. Threatening physical harm
 - iii. Insulting family /physical appearance, race, ethnicity, religion, etc.
 - iv. Harassing with phone call, social media
 - v. Ostracizing/Slander

b. Non-Verbal

- i. Damaging property
- ii. Stealing
- iii. Physical harm
- iv. Defacing another's personal property
- v. Playing mean tricks to embarrass

Level III

Major Ticket

Consequences: Parent Conference + IH Suspension, OS Suspension

Chronic Level II Behaviors + (4x)

1. Inappropriate Behavior
 - a. Chronic Level II behaviors
 - b. Severe verbal threats
2. Disobedience/Insubordination
 - a. Walking out class
 - b. Leaving building or grounds
3. Disrespect
 - a. Physical intimidation/violence of staff
4. Misuse of Equipment
 - a. Chronic Level II behaviors
 - b. Vandalism
 - c. Arson
5. Profanity
 - a. Excessive profanity
6. Harassment/Bullying
 - a. Verbal
 - i. Repeated behaviors from Level I
 - ii. Enforcing total group exclusion
 - iii. Insulting family /physical appearance, race, ethnicity religion, etc.
 - b. Non-Verbal
 - i. Damaging property
 - ii. Stealing
 - iii. Physical harm
 - iv. Defacing another's personal property
 - v. Playing mean tricks to embarrass
 - vi. Extortion
7. Fighting
 - a. Physical contact
 - b. Instigating a fight
8. Weapon
 - a. Knife/gun real or fake
 - b. Bomb threat
 - c. Gun threat
9. Alcohol/Drug possession
10. Sexual Assault

SCHOOL DISTRICT DRESS CODE

SECTION VI: POLICY 3224

Of the District Rights and Responsibilities Handbook

Preserving a beneficial learning environment and assuring the safety and well-being of all students are concerns of the board of directors. Students' choices in matters of dress should be made in consultation with their parents. Student dress should only be regulated when, in the judgment of school administrators, there is reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance including possible membership in a gang or hate groups;
- Damage to school property shall result from the student's dress; or
- A material and substantial disruption of the educational process will result from the students' dress or appearance.

A material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco, alcohol-related messages, or gang-related apparel. The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

In addition to the above school board policy:

BUILDING DRESS CODE

Clothing considered to be **inappropriate** to wear to school for all students includes, but is not limited to: beach wear, muscle shirts, loose-fitting, sleeveless t-shirts, tank tops, thin strap tops, bare midriff tops, clothing with profanity or other inappropriate connotations, baggy/saggy pants, short shorts, short skirts (shorter than fingertip length with arm extended), hats, caps, scarves, hoods up, bandanas, hair nets, (with the exception of head-dress for religious reasons), hanging belts or pocket book chains, clothing that exposes the back shoulders or stomach, any garment sold as undergarments or pajamas and worn over or as regular clothing, including slippers. For safety, students wearing open-toed shoes may be restricted from participating in P.E. or recess.

Tukwila Elementary, does not allow shoes with wheels, this is also for the safety of our students.

Weather related apparel such as gloves, boots, and winter hats are acceptable for outdoor wear but cannot be worn inside.

We are proud of our students and we want them to learn to present themselves positively to the community and to each other.

AFTER SCHOOL ACTIVITIES

With the initiative and assistance of staff, parents, and community volunteers, we are very proud of the programs provided to our children in addition to the regular school curriculum. We have been able to offer the children after school programs such as computer keyboarding, and science workshops. We have also been able to provide one-on-one academic tutoring for many of our students, with volunteers. We look forward to expanding many of our programs with your help.

PERSONAL PROPERTY

Students should not bring cell phones, Game Boys or other electronic devices or toys to school. The only exception is children bringing in items for a class assignment (show and tell, sharing etc.). This is to protect your child's property from getting damaged, lost or stolen. Tukwila Elementary cannot be responsible if these items are damaged, lost or stolen. If there is a situation where you believe your child needs a cell phone, please contact the principal to discuss the situation.

STUDENT GUIDELINES FOR DISTRICT COMPUTER USE

When using the computer:

Each student is responsible for using computers in an appropriate way.

- The student may use the computers for research, to communicate with others, and to do assignments from their teachers.
- The students must only go to and use appropriate websites.
- The student must never harm or destroy computers or the work of another person on our school system or any other system.
- The student must never send or tell others to send abusive messages.
- The student must not give out any personal information, i.e., home address, phone number, passwords, names or addresses of family members or phone numbers or addresses of other students.
- The student must only print with permission.
- The student must give credit to the work of others.

WORKING TOGETHER FOR EXCELLENCE

We, the staff of Tukwila Elementary, have made a commitment to the students, their parents/guardians, and the community to work together to make our school the best it can be. We hope you will join us in this partnership and we look forward to having you join the Tukwila team—dedicated to excellence. **Parents and community volunteers are the lifeblood of this school. With volunteer support** we will continue to maximize student achievement using the skills of our volunteers: instruction in basic skills, thinking skills, problem solving, social skills, and collaborative leadership.

SCHOOL IMPROVEMENT PLAN

The SIP, or School Improvement Plan, is a guiding document that provides direction for a school. The document is created by the staff, parents and community members and student data. Together, these people analyze school data (test results, survey results, etc.), determine areas of concern, research methods for addressing those areas of concern and create action plans that detail what will happen to bring about improvement in the target areas. Once this plan is created, it is the guiding document for decisions that are made throughout the year. The team checks periodically to determine progress towards identified goals and to adjust action plans if necessary. A copy of our SIP can be found on our website: www.tukwila.wednet.edu.



SCHOOL BREAKFAST/LUNCH PROGRAM

Our kitchen staff strives to prepare nutritious, well balanced meals for the children. **Breakfast is FREE to all our students and served in the classroom daily at 8:50 AM.** Meals consist of milk, fruit juice and/or whole fruit and whole grains like cereal, breakfast bars, or graham crackers. A hot lunch is also served daily from a varied menu based on a monthly menu plan. This menu will be sent home each month with your child, you may also view the menu monthly on the school district's website.

The cost of these meals is as follows:

Breakfast
FREE

Lunch

Full Pay - All grades	\$2.80
Reduced - 4th & 5th grades	.40
Reduced K-3 grades	FREE

Milk only **\$.50**

Adults

Breakfast	\$2.35
Lunch	3.85

Please keep your child's meal account in good standing. **Suggested prepayment amounts are \$25.00-50.00 (regular price) and \$10.00-20.00 (reduced priced).** Cash or checks made out to the Tukwila School District are accepted.

To help you manage your child's account, automated courtesy phone calls will be made to your home through the district's School Messenger communication system. Helpful "Low Balance" reminder calls are made to your home when the food service account drops below \$10. This is meant to give parents plenty of time to replenish the account and avoid it from reaching a negative balance without any prior notice. In the event that the student's account balance falls into the negative or below zero, families will then receive a "Negative Balance" phone message informing families that the account is fully depleted and your child will no longer be able to charge that day's regular school meal to the account. Federal law restricts all school districts from carrying any negative debt on their foodservice accounts. If/when this happens, the district will provide, at no cost to the student, a "complimentary meal" consisting of that day's fresh fruit and/or vegetable offerings, a pint of milk and a whole grain sandwich with either cheese or other protein--they just will not receive the main entree that day that the other students receive. Calls will continue to be made twice a week until a deposit is made and the balance is above \$10 again at which the student will then begin receiving the regular meal being served. Free and Reduced price applications are available at your child's school main office, or at the district office or may be found and printed on-line on the district's website. www.tukwila.wednet.edu

Making online Payments and the Electronic Accounting System: The Tukwila School District has made online payments available for convenience. You will need to have your Family Access login information. Go to www.tukwila.wednet.edu once you are in Family Access, click on the Food Service tab and you will find "Online Payment" option in the middle of your screen.

You can make FREE online payments to your child's account through the REVTRAK link located in Family access on our District homepage. However, you must receive a Family Access login and Password from your school's office manager. You may make credit or debit card payments to your child's food service account as follows:

1. Log in to the district's website at www.tukwila.wednet.edu
2. Under parent resources, click on Skyward Family or Parent Access for Student Grades
3. Sign-in using the Log-in information assigned by your child's office manager
4. Click on the Food Service tab.
5. Click on the Online Payment option in the middle of your screen
6. Enter your Payment amount
7. Pay with RevTrak
8. Go to Checkout
9. First time users create account here
10. Enter e-mail address
11. Sign-in using secure server
12. Enter billing information
13. Choose a password
14. Enter credit card information
15. Verify information

Note: When you log in to the Family Access account, only one student's data will be showing. You have to use the arrow down to pick another student if you have more than one. You will have to pick a child one at a time to make an online payment.

Once depleted, students without money in their account will be provided an "complimentary meal" until arrangements have been made to make a payment.

Forms to apply for the free or reduced meal program are available in the school office.

VISITORS

Parent visits are welcome at any time and we do encourage you to come and see your child in class. Arrangements to visit may be made through the teacher. We look forward to seeing you at school. **Remember to sign in at the office first.**

However, for the **safety of everyone** concerned, **all visitors must check in at the office prior to going to the classroom.** This will assist us in providing the safest possible environment for your child.

When picking up your child at the end of the school day, please wait in the main lobby or outside the front door. This helps eliminate congestion in the hallways when students are dismissed and helps students get to their destination safely.

To insure the safety of all of our students the hallway doors will be locked at all times. If you wish to pick your child up before the regular 3:10 dismissal time you **must first sign them out in the office.**

NO STUDENTS ARE TO BE RELEASED BEFORE DISMISSAL TIME WITHOUT FIRST BEING SIGNED OUT AND RELEASED THROUGH THE OFFICE.

THANK YOU FOR YOUR COOPERATION.

PARKING

The school has lined parking stalls available when you visit our school. There is also parking available on the streets near the school. Please, for the SAFETY OF ALL THE STUDENTS, DO NOT PARK OR WAIT in the pick-up/drop-off area in the front of the school. This area is only for the immediate pick-up/drop-off of children, NO PARKING, NO WAITING.

NO PARKING is allowed in the fire lane (yellow curb area).



CURRICULUM

Reading

Reading is one of our highest instructional priorities. The district utilizes Heinemann as our core reading instruction program. Our reading blocks consist of a minimum of 90 minutes of instruction. The components of our reading block include direct instruction, guided practice, guided reading, literacy centers, and read aloud. Students' individual needs are met through

small group instruction during guided reading. Students also engage in independent practice of literacy skills through a variety of literacy centers. The Literacy Interventionist supports teachers and classroom instruction. The Literacy Interventionist is available for collaborative planning, team teaching, modeling of lessons, and instructional support with our reading curriculum.

Math

Math is also one of our highest instructional priorities. The Houghton Mifflin/Harcourt series entitled, "Expressions", is being utilized with fidelity by all grade levels K-5. Expressions offer a variety of teaching strategies including the use of manipulatives and students teaching students. Teachers will also be using the interventions provided by the curriculum to address students' individual learning needs. Instructional Assistants are available to assist staff with students having difficulty in math. Math will also be the focus of a Community Schools Collaboration (CSC) - sponsored tutoring program.

Language Arts / Writing

Special emphasis is placed on thinking skills and the writing process. Language Arts is integrated throughout the curriculum.

Social Studies

The district Social Studies program is expanded by instruction in social skills and character development while being integrated into Language Arts. Our diversity at Tukwila Elementary School brings forth a multitude of opportunities to emphasize cultural awareness in many of our programs.

Science

Science materials in the Seattle Science Modules are utilized to expand our district science program.

Music, Physical Education, Library, Technology and Art

All students receive 45 minute classes in Music, Physical Education, Library and Technology using a four day rotation schedule. Art instruction is also provided. For more detailed information please ask your child's teacher.

TUKWILA ELEMENTARY SCHOOL RESPONSIBLE USE GUIDELINES

1. I agree to follow my teacher's/building/district instructions when using technology.
2. I agree to be polite, considerate and to use appropriate language. I agree to never use technology to bully, harm or frighten others.
3. I agree to tell an adult if I read, see, or access something inappropriate. I agree not to bypass with or circumvent any filter or security rule.

4. I agree to use technology carefully and to conserve district resources.
5. I agree not to share my passwords, except with my teacher or parent/guardian. (FERPA)
6. I agree to only use my own files and folders and I will not access another individual's files and folders without their permission.
7. I agree that I will not reveal or post personal information belonging to myself or another person (i.e. passwords, address, and telephone numbers).
8. I agree to follow copyright laws.
9. I agree to protect personal equipment. (No cellphones on during school hours. They are to be kept in my backpack off if I do bring them).

DAILY SCHEDULE

8:00	Teachers report to school
8:40	Students begin to arrive
8:50	1st bell for classes
8:57	Warning bell

8:59 Final (**tardy**) bell rings and breakfast begins

11:30-11:45 Grades 2 & 3 lunch
 11:45-12:05 Grades 2 and 3 recess

12:00-12:20 Grades K & 1 lunch
 12:20-12:35 Grades K & 1 recess

12:20-12:40 Grades 4 & 5 recess
 12:40-12:55 Grades 4 & 5 lunch

3:10 Dismissal

3:15 - 4:15 After school enrichment programs/tutoring

4:15 Activity bus departs

EARLY RELEASE LUNCH/RECESS SCHEDULE

4TH/5TH	LUNCH	11:00-11:20
	RECESS	11:20-11:45
2ND/3R D	LUNCH	11:25-11:45
	RECESS	11:45-12:10
K/1ST	LUNCH	11:45-12:10
	RECESS	12:10-12:30



EARLY DISMISSAL TIME

ENGLISH

The Tukwila School District complies with all federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin (including language), religion, gender, marital status, sexual orientation (including gender expression or identity), veteran or military status, non-program-related physical, sensory or mental disabilities, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities, or in the recruitment and employment of personnel.

The Tukwila School District provides equal access to the Boy Scouts and other designated youth groups. The Tukwila School District will also take steps to ensure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Student Services Department at 206-901-8025.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 officer and/or Section 504/ADA coordinator located at 4640 South 144th Street, Tukwila, WA 98168: Rick Maloney, Title IX/RCW 28A.640 Officer (206.901.8005) and Joan Lawson, Section 504/ADA Coordinator (206.901.8035).
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