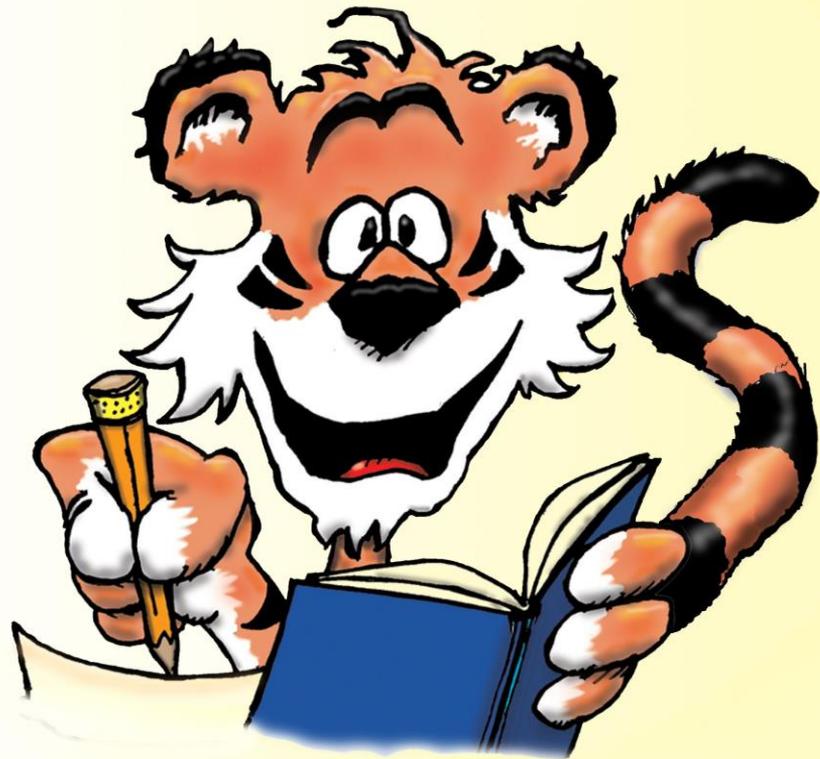


TENINO



ELEMENTARY

2016-17

Student Handbook

www.elem.teninoschools.org

Welcome To Tenino Elementary School!

We are looking forward to a great year and Go Tigers!

Proud to be your principal

Charles Harrington

TELEPHONE INFORMATION

Tenino Elementary School	360-264-3700
Tenino Elementary Information Line	360-264-6603
Tenino Elementary School FAX	360-264-3738
Food Services	360-264-3616
First Student Transportation	360-339-4370
Special Services	360-264-3408
Tenino School District Office	360-264-3400
Tenino Elementary Web Site	www.elem.teninoschools.org

TENINO SCHOOL DISTRICT ADMINISTRATIVE OFFICE

Mr. Joe Belmonte, Superintendent
Mrs. Brenda Padgett, Business Manager
Mrs. Jennifer Bourke, District Secretary
Mrs. Terry Frasl, Payroll

BOARD OF DIRECTORS

Mrs. Kasey Crimmins Schiewe	Mr. Jeffery Copeland
Ms. Tammy Schroder	Mr. Kevin Feltus
Mr. Ryan Hilton	

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TENINO ELEMENTARY SCHOOL

VISION STATEMENT

Tenino Elementary School is a community of diverse learners working in a safe and caring environment. Students, parents, and staff are engaged in relevant learning through cooperation, mutual trust, and respect.

GOALS

We believe in staff and parents working together to provide opportunities for students to:

Experience learning as fun, exciting, and challenging

Learn responsibility, accountability, and self-discipline

Gain academic, social, and study skills

Develop skills to become life-long learners

Value the innate worth of each individual

Strive for continuous growth

Recognize and celebrate successes

Meet their potentials and provide evidence that students are at or

Exceed grade level competencies.

TENINO ELEMENTARY STAFF

Charles Harrington

Principal

Susanne Miller

Secretary

Judy, Goebel

Assistant Secretary
State Assessment Manager
Breakfast/Lunch Program

Rachel Peters
~~Jill Stiles~~

School Nurse
Health Room Secretary

Lori Morales

Library Assistant

THIRD GRADE

Renee Bottoms
Kristen Olson
Caitlin Craig-Mickel

FOURTH GRADE

Hilary Hopkins
Tim Edmonds
Marc Anderson
Hayley Pearce

FIFTH GRADE

Jared Hadaller
Kris Johnson
Laura Boy
Karissa Cochran

READING AND MATH SUPPORT

Vicki Agnew

SPECIAL EDUCATION RESOURCE ROOM

Caroline Stage

SPECIALIST

Gary Witley, Technology & Music
Wanda Blanksma, Art

PARA-EDUCATORS

Vicki Gubbe
Lori Morales
Brigitte Nelson
Denise Rodriguez
Julie Craig
Martie Smith

TENINO SCHOOL DISTRICT STAFF

Joanne Mabbott, Executive Director of Student Services
Nick Cook, District Technology
Glenn Fleming, Maintenance
Brian Goldenstein, Custodian

DAILY SCHEDULE

(Subject To Change)

TENINO ELEMENTARY SCHOOL IS OPEN TO STUDENTS AT 8:00 A.M.
BREAKFAST IS IN ROOM 18 FROM 8:00-8:18 A.M.

DAILY BELL SCHEDULE

8:00-8:20	Building Opens
8:15	Teachers greet Students as they enter by Outside Classroom Doors
8:20	Class Begins
2:50	Dismissal

BEFORE SCHOOL EXPECTATIONS

Students may enter the building or wait in line outside their classroom door. Students who enter the school early are expected to read silently as they get ready for the day. They will be assigned places to sit.

Students may also choose to line up outside the classroom. Teachers will assign line up order.

Students will not be allowed to play on the playground. We want the kids to be ready for their day.

SCHOOL INFORMATION

ARRIVAL TIME:

Students should not arrive at school before 8:00 A.M. Due to supervising limitations and safety concerns, we ask all parents to avoid dropping students at school earlier than 8:00 A.M. Please do not park in the driveway when dropping off or picking up students.

ATTENDANCE INFORMATION

ABSENCE:

When your student is unable to attend school, please call the office by 9:00 A.M. You may leave a message on voice mail before or after office hours. Please give the student's name, teacher's name, and a reason for the absence. Washington State Law requires schools to report all absences as excused or unexcused. In order to excuse an absence, we must have contact with a parent/guardian. Please send a note or call us at 360-264-3700 if we have not made contact.

Excessive Absences: If a student is absent 20 school days either excused or unexcused, the school may require a note from a medical professional before excusing any further absences, and may also file a truancy petition with juvenile court. Please be sure to review the state mandated attendance requirements. It is important for you to know that there are legal consequences for students with excessive absences or tardies.

TARDY: It is important that children are in class for instruction at 8:20 A.M. If a student arrives after the school day has started, he/she is to report to the office and get a pass to enter the classroom.

PLANNED ABSENCE: Extended planned absences can have an adverse impact on student learning and should be avoided during the school year as much as possible. Please send a written request to school and make arrangements for completion of all assignments that will be turned in upon return to school. **Please avoid planning events resulting in extended student absence during the assessment window during the months of April and May**

TRUANCY LAW:

Absences must be excused either by a phone call or by a note brought to the office when the student returns to school. After two unexcused absences in a month, the administration will request a parent conference. After five unexcused absences in a month or ten unexcused absences in a school year, the school district may file truancy petitions with the Juvenile Court (RCW 28A-225.010).

PARENT/GUARDIAN-TEACHER COMMUNICATION

Effective communication between parents and teachers is extremely important as we work together to provide the best educational experience possible. The following are guidelines to consider when making contact with your child's teacher:

1. If you ever have any concerns regarding what is happening at school, call the school as soon as possible so that those concerns can be addressed. TES teachers want to provide the best possible learning experience and cannot address potential issues if not notified. Any concerns related to the classroom should be **FIRST** addressed with the classroom teacher before approaching the building principal. The best way to contact your child's teacher is **via e-mail**.
2. You may call the office (360-264-3700) to make contact with the classroom teacher or any staff member. You may also contact staff via the Tenino Elementary Web Site (www.elem.teninoschools.org).
3. Communication is an important part of the educational process and is sometimes necessary to meet the needs of students, teachers, and parents/guardians. **Please call to set up an appointment**. Drop-in visits cannot be accommodated. We respectfully require at least 24 hours notice so that teachers can be prepared when meeting with you about any concerns.

CHANGE OF ADDRESS/TELEPHONE:

It is very important that every student maintain up-to-date address and telephone number information at the school office. Please notify the school office immediately if you have a change of address, telephone number, or place of employment during the school year.

SECOND HOUSEHOLD INFORMATION

The office staff will gladly send non-custodial parents copies of report cards, newsletters, and other information upon request. Please call or come into our office with the name and address of the non-custodial parent to whom the information should be sent.

CUSTODY DOCUMENTATION:

Custody issues are an acute concern for safety of elementary children. In order to honor parent/guardian requests on this issue, Tenino Elementary School must have legal documentation on file. **Without legal documentation, we cannot withhold information about, or access to your child from a biological parent.** Please allow us to protect your child by providing us with current information.

CONFERENCES:

Parent/Guardian/Teacher conferences occur in the fall. Conferences are extremely important to establish clear and consistent home - school communication. **Parents are asked to make a specific appointment with their child's teacher regardless of the progress of the child.** For your convenience, conference times are available one evening of conference week or before school. Spring conferences will be held March 29-31, 2016. You will receive a phone call from your child's teacher to set an appointment. These conference times are very valuable to the overall education of your child.

VOLUNTEERS

Tenino Elementary School considers its parent volunteers a very special resource. Parents are encouraged to help in all classrooms, programs, and extracurricular activities. **All volunteers are required annually to complete the Tenino School District Volunteer Application form and provide a copy of their driver's license.** Forms are available in the office. Once you have a volunteer assignment, please sign in at the office and pick up your volunteer/visitor identification tag. Training is required for volunteering with some school programs. We require that student dress code rules are followed and all cell phone ringers be turned off while in classrooms to minimize disruptions.

TENINO COMBINED PTSA

Tenino school district has an active Parent, Teacher, and Student Association. You may contact the office for further information.

CLASSROOM STRUCTURE SUPPORT

HOMEWORK:

Homework/class work is intended to support student learning. If the student chooses not to finish the work a teacher may request the student to complete the work during recess in the learning center. A repeated pattern may result in a request for a meeting with parents to develop a plan of support for work completion.

PETS:

Due to student allergies we do not allow reptiles, or any pets with fur or feathers in the classroom. All pet visits must be pre-approved by the teacher and/or principal.

CELL PHONES:

We understand that some parents provide cell phones to their children for safety concerns outside of school hours. Cell phones need to remain off and stored in backpacks. The phone may be confiscated if used or displayed. Students are

required to ask for permission to use the office phone. The phone is accessible to all students and parents at the front desk.

LITERACY SPECIFIC TECHNOLOGY:

We understand that some parents will provide electronic readers for their students. We support the appropriate use of such technology. However the school cannot be responsible for lost or damaged devices. If the devices are used inappropriately they will be taken from the student and returned at the end of the day or release them directly to the parent.

TOYS:

Students are not to bring toys, playground equipment, electronic games, or personal items to school from home. This will prevent these items from being lost, broken, stolen, or traded. The school cannot be responsible for lost or damaged electronic devices or personal items. They can also interrupt learning in the classroom. The school will confiscate inappropriate items and will return them after school or release them directly to the parent.

BREAKFAST AND LUNCH PROGRAM:

NEW: A cafeteria has been created on the "backside" of the middle school to be shared by TES and TMS. Breakfast is served daily, except for late start days, from 8:00-8:18 in the cafeteria. Hot lunch is served daily. Students eat their hot lunch or sack lunch in the cafeteria under the supervision of the teacher.

The purchase of breakfast and lunch for Tenino Elementary Students is set up on an automated meal account system. Money deposited into a student account may be used for breakfast, lunch, or milk. Each student is assigned a barcode number. Each time the student's account is scanned; money is automatically deducted from the account. You can monitor your student's account balance through Skyward Family Access. Meals cannot be charged.

Deposits to the meal account may be made in the morning before school from 8:00-8:20 in the office.

Applications for free or reduced meals are available in the office for those who may qualify.

Breakfast and Lunch Prices

(Subject To Change)

	<u>Lunch</u>	<u>Breakfast</u>	<u>Milk</u>
Daily	\$2.55	\$1.75	\$.70

SCHOOL EMERGENCIES

Tenino Elementary School Information Line 264-6603

SCHOOL EMERGENCIES:

We continually plan for all emergencies that may arise, from various school closures to keeping students at school. Such situations range from snow, power outages, volcanic eruptions, earthquakes and other disruptive situations. Tenino Elementary School has a Crisis/Emergency Plan and team.

SCHOOL HOUR CHANGES:

Inclement weather can impact school hours and bus routes. **You may call the main office 360-264-3700 and press option 8 for any school changes.** School closures and delays are requested to be announced between 6:00 and 7:30 A.M. on radio stations **KGY AM 1240, KGY FM 96.9, KAYO 99.3, KELA 1470, KXXO 96.1, KMNT 102.9, and KITI 1240;** and TV stations **KOMO, KING, and KIRO.**

SCHOOL REACH:

The Tenino School has implemented a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. The service may be used from time-to-time to communicate general announcements or reminders. School Reach, a company specializing in school-to-parent communications, provides this service. Tenino School District will continue to report school closings due to snow or weather via Flash Alert, radio and television stations, and will use this system as an overlay to the public announcements.

Please make every effort to provide the school with the most current and accurate phone information any time there is a change to ensure that you do not miss important information.

FLASH ALERT: Parents, if you want the most up-to-date information on emergency school closures, please register at Flash Alert. It will instantly notify you via e-mail and/or text message if we have late starts, closures, or early release due to weather. **To subscribe or renew access simply go to: www.flashalert.net**

If school is delayed two hours or more breakfast will not be served.

Early closures are also announced on the radio. Parents should plan ahead for adequate home supervision in the event that unscheduled early dismissal of classes is necessary. If school is closed after students arrive, all staff will be utilized to organize walkers and bus students and communication with families. Every effort will

be made to contact parents/guardians in the event of an unscheduled early dismissal. If students are to be kept at school or overnight, the staff will help with supervision until other help can be arranged. All classrooms are equipped with flashlights and other emergency equipment.

PICKING UP STUDENTS AT SCHOOL DURING EMERGENCY PROCEDURE:

All students are to remain at school until they can be safely bused home. Students will only be released to parents or recognized responsible adults after they have checked out through the school office. It is hoped that each family will discuss emergency procedures at home so that students know whether you will pick them up at school or if other arrangements have been planned. Please notify the school immediately if you have a change of address, telephone number, or place of employment during the school year.

SPECIAL SERVICES

Remediation services for students are available at several levels of intervention. If a staff member or parent is concerned about the academic progress of a student, we provide the following:

RTI (Response To Intervention):

A team of educators reviews student referrals. Teacher and parent concerns, school records, academic progress, health concerns, testing results, and frequency of social skills counseling are reviewed. When necessary parents are contacted to discuss recommendations.

TESTING:

Students in third, fourth, and fifth grade are given the Smarter Balanced Assessment Consortium (SBAC) also in the spring. The results of these assessments show how well students have mastered the Common Core State Standards and become a part of the student's permanent record file. Students in fifth grades are given the Science Measurement of Student Progress (MSP) each spring.

Measurement of Academic Progress (MAP) is administered three times a year to screen and monitor for academic progress. By comparison with 24 million other students who have taken this test, we have a high degree of confidence in where your student stands compared with this larger population. Please contact your child's teacher for more information or the principal.

EMERGENCY SAFETY PLAN

INFORMATION



**TENINO ELEMENTARY SCHOOL
EMERGENCY PLAN
PARENT/GUARDIAN INFORMATION**

As Tenino schools prepare to care for your children if a disaster occurs during the school day, remember to have a Family Emergency Plan. The principal or designees will be in charge of the comprehensive plan for the school. Working together we will make your child's experience as calm and safe as possible.

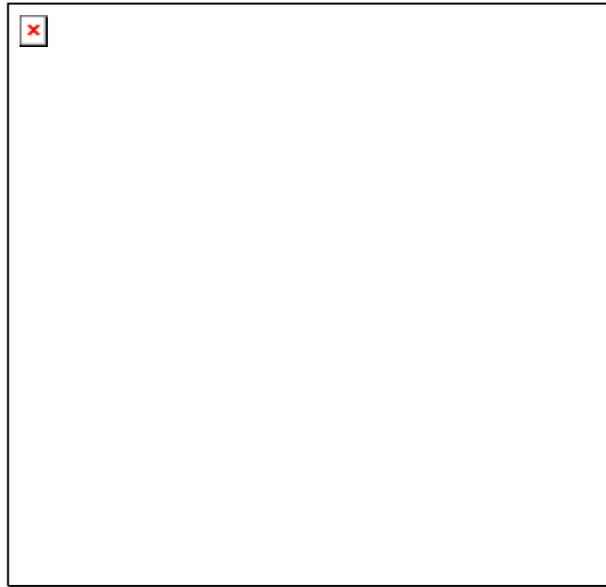
1. Upon Registration:
Complete the Emergency Information Section - it provides us with the names and phone numbers of adults who can be called if your child needs assistance.

2. Phone Calls:
Severe Disaster - students will be evacuated outside to our large field. Phones will not be answered. Phone calls out to families will occur as soon as possible by cellular phones or in the elementary office if the building can be re-entered and if phones are functioning.

3. Student Pick-up - Parent/Guardian Reunion:
Small-scale disaster: If the building is safe, enter by the front double doors, request your child, and sign him/her out.

Severe disaster: Public Information Officers will wear orange vests in front of the elementary school and in the middle school driveway. They will direct you to the student request table. You or your emergency release designee will sign a release form at that time for our records and future reference. The students will remain with teachers in the field or building or where deemed safe until the release form is signed. Meet your student at the reunion gate. Every attempt will be made to control the release of students.

HEALTH INFORMATION



HEALTH INFORMATION.

NURSE:

Our school nurse is Mrs. Rachel Peters. Her office is located in the main office. The school nurse is responsible for the maintenance of health records, routine health checks, hearing and vision screening, parental contact concerning health problems, care of minor injuries, and she assists in teaching health curriculum. Please call the school nurse if your child is absent from school due to a communicable disease. Precautions may need to be taken to protect other children.

ILLNESS:

When your child is ill the evening before or day of school, please keep him/her at home. Children, who run a fever, vomit, experience diarrhea, coughing, sore throat or other cold/flu related symptoms are not ready for a rigorous day of school. They need at least 24 hours rest before returning to school.

MEDICATION:

Washington State law authorizes Tenino Elementary to administer medication to students during school hours. It is our policy that such medication will only be administered when failure to receive the medication may result in the student being unable to attend school and/or being well enough to participate in learning activities. Medication is defined as all drugs whether prescription or over-the-counter, including cough drops.

A physician's order indicating medication to be given, directions for administration including dates, and parent/guardian request form must accompany all medications and be renewed yearly. To insure the safety of all children, parents/guardians are to deliver the medication to school in its original container with a label that includes the student's name, physician's name, drug name and dosage. Students are not to carry their own medication to school unless a physician's authorization is on file at the school. You will find a copy of the appropriate form on the following page.

DISASTER PLANNING/MEDICATIONS:

Student's daily medication issues must be addressed at all times. There are two elements to consider:

1. The school should have at least a three-day supply of medications on hand for students who take medications during the school day.
2. Parents need to identify medications that students would normally take at home on a daily basis, and provide the school with a three-day supply as well as the necessary parent and physician requests and instructions for these medications.

Terrific Tiger

Discipline



The critical component for student success is found in the relationship established between the classroom teacher and the student. We will strive, with your support, to provide a process that builds positive relationships throughout Tenino Elementary School.

A school with over three hundred students also needs a discipline system that supports wise student choices, and a **SAFE, ORDERLY LEARNING ENVIRONMENT**. The following program assists in creating a sense of security. Please read it and help us teach your child how to be a good citizen!

Tenino's CHOICES



If there's a conflict, what would Tenino do?

TENINO ELEMENTARY SCHOOL RULES, PROCEDURES & DISCIPLINE

Philosophy: Learning, playing, and teaching in a physically and emotionally safe environment is the right of every Tenino Elementary student and staff member. If a student chooses not to follow rules he/she will be corrected by the staff member and may receive disciplinary consequences. For moderate and severe offenses the behavior grid will be activated.

Expectations:

1. Every student will keep his or her hands & feet to him/herself.
2. Every student is responsible for his/her own language, manners, and behavior.
3. Every student is responsible for respecting him/herself, others, and school.
4. Every student is responsible for his/her own learning.
5. Understanding the progressive consequences for behavior outlined in the grid.

Tiger Pride Standards:

*** Be Safe:**

To prevent injury do not:

Throw objects: rocks, sticks, etc.

Roughhouse

Play war ball or tackle football

Push others or have any unwanted uninvited contact

Go out of assigned areas

Play or run on sidewalks or driveway

*** Be Respectful to Self, Staff, and Others:**

Do not use hurtful words, threats, putdowns, or intimidation

Do not use inappropriate gestures

Do not play in the bathroom, or vandalize school property

*** Be A Responsible Problem Solver:**

Settle differences peacefully: stop, talk, walk away, or get help from an adult
(see Tenino Choices)

Follow directions of all staff members at all times

*** Be Kind To Others**

*** Substitute Teachers:**

Students are expected to be on their best behavior when a substitute teacher covers their class. For students who are removed from a substitute teacher's class disciplinary consequences will be doubled.

The following behaviors are so disruptive to our school they will result in serious consequences:

1. Fighting, physical or verbal abuse
2. Defiance towards an adult
3. Disobedience
4. Vandalism - intentional destruction of property
5. Sexual harassment
6. Intimidation or verbal threats of violence
7. Dangerous objects/weapons, or look alike weapons
8. Illegal drugs, tobacco, alcohol, fireworks, matches, lighters, or look alike items

Students who violate the dangerous weapons regulations of the Tenino School District discipline policies are subject to a minimum of one (1) calendar year expulsion, with the possible case-by-case modification by the superintendent.

The use and/or possession of alcohol, drugs, or tobacco products are prohibited. Alcohol, drugs, or tobacco use is defined as bringing, carrying, drinking, chewing or smoking of any of the above-mentioned products. The use of any kind of pipe, cigar, cigarette, or any other tobacco related paraphernalia, or the chewing or sniffing of a tobacco product at school or school sponsored event/activities, or while a passenger in district vehicles, or on school property is considered in violation of this rule.

Any violation will be an immediate referral to the principal. The principal shall determine the level of discipline, based off of School District and/or State Guidelines.

Discipline Grid:

Depending on the severity of the behavior problem and the frequency of student referral, a series of consequences are outlined such as:

1. Removal of student from activity and reteach appropriate expectation
2. Principal, student, parent/guardian, teacher conference
3. Learning Center time and/or recess removal with completion of solution plan
4. In school suspension
5. Home suspension
6. Expulsion
7. Police contact

SCHOOL CAMPUS RULES AND REGULATIONS

PLAYGROUND EXPECTATIONS:

- * Be Safe
- * Be Kind
- * Be Responsible
- * Be Respectful
- * Hands & feet to self

RED RECESS IN CLASSROOM EXPECTATIONS

- * This is a sit down, visiting, and playing board games time
- * Students must stay in the classroom until recess ends
- * There will be quiet activity games available for students.
- * Students are under the direct supervision of staff and must comply with directions

ORANGE RECESS

- Field off limits. Students may choose to play outside or quietly visit in the M.P. Room. Staff has the right to direct students to an area that they will successfully meet behavior expectations.

WALKING STUDENTS:

We believe student safety is our number one responsibility. We will have a staff person with our Safety Patrol members at Old Hwy 99 and Garfield. We have two bus stops available in the morning and afternoon for the safety of students who walk to and from school. This information is subject to change.

Morning Pick Up

- * 4th and McClellan
(Left on street past county sheds)
- * 5th and Wichman
(Apartments across from Corner Grocery)

Afternoon Drop Off

- * 4th and McClellan
- * 5th and Wichman
- * Lincoln & Olympia

CLOSED CAMPUS:

Students shall remain on school grounds from time of arrival until close of school unless officially excused. During the school day parents or guardians are to sign their children out of the building at the school office.

BIKES, SKATEBOARDS, ROLLER BLADES, OR ROLLER SKATES:

Park and lock bikes. The school is not responsible for lost or stolen items. Riding bikes and skateboards, roller blading, or skating on shoe/roller skates are not allowed anywhere on campus between 8:00 A.M.-3:00 P.M. during the school week for safety.

CELL PHONES, TAPE PLAYERS, RADIOS, ELECTRONIC GAMES, TRADING CARDS, TOYS, OR PERSONAL ITEMS: Please do not bring these items to school. They are often stolen or broken. Electronic readers may be used in the classrooms with approval from the teacher. The school is not responsible for lost or stolen items.

FOOD/GUM:

Food is not allowed outside of classrooms due to carpet maintenance and student hygiene (we sit on the floor at times). **NO GUM CHEWING IS ALLOWED ON CAMPUS DURING SCHOOL HOURS.** Water bottles are allowed in the classroom with teacher permission. Pop or juice is allowed during the half-hour lunchtime only with teacher permission. Food or beverages not finished during lunchtime will be discarded. For maintenance reasons, we are asking that no kool-aid or drinks with intense dyes be sent to school with children.

PASSES:

Hall Pass: Students must have a pass any time they leave the classroom.

Restroom Pass: Students must have a pass to use the restroom. Recess supervisors will have restroom, office, and nurse passes. During class time teachers may sign out students or have a special pass for students to use.

DRESS CODE:

In order to facilitate learning for all students, Tenino School District requires that students dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home if necessary. Please see the Tenino School District Student Rights and Responsibilities Handbook for further information and details.

Insert Grid