

*Tacoma Public School*

# **Point Defiance**



## **Elementary School**

8:55 a.m.-3:30 p.m.

4330 No. Visscher  
Tacoma, WA 98407

253-571-6900

FAX: 571-6922

**“Pointing to Excellence”**

Our Mission: Point Defiance Elementary welcomes students, families and the community to a nurturing, learning environment that promotes academic achievement. We have a clear and shared focus to ensure high standards and expectations for all. Together, we provide the knowledge and skills for students to become respectful, responsible, life-long learners and citizens.

## **Parent and Student Handbook**

\*After reading with your child, please fill out the green form enclosed and return to your child’s teacher.

**WELCOME TO THE GREATEST SCHOOL**  
**In Tacoma School District**

**POINT DEFIANCE ELEMENTARY**  
**“Learning Is The Road To Success”**  
2011-2012 School Theme

Dear Families:

WELCOME TO SCHOOL for the 2011-2012 school year. Following in this newsletter are some of the rules that are necessary for you and your child to know about during the year. Inside the booklet is a green page that is the Family Compact on one side and the Student Compact on the other. It is important that students return this page as soon as you have read this booklet together.

As many of you know, we met our goal of 45,000 Accelerated Reader points this last year (points are made by students reading books and for answering comprehension questions about their book). The student council will be setting a new goal for the 11-12 school year, but expect somewhere around 45,000 points. Pt. D. students can do it! It is my hope that families read together nightly. Each month a form for nightly reading will go home. Students who read should have their parents sign this nightly form. It is always due at the end of the month and students will receive a prize for returning the form. They are also put into a drawing for a chance to win a pizza lunch with Mrs. Lay and/or prizes. It is never too late to start to read at least 20 minutes per day. Statistics have shown that reading daily with your child improves school performance.

Please read the handbook carefully as it will help your child know what to do at school. Also, take the time to go through the packet of information you received as there is information from PTA, our school data information on test scores, opportunities to help the school, and information on our first month of school.

It will be an exciting year. Our theme this year “Learning Is The Road To Success” and we know our students will excel and be responsible students with their parents helping all the way.

Point Defiance Pride, Mrs. Lay, Principal

\*\*Classroom placement is tentative until the end of the second week of school. Classroom teacher may need to be changed based on numbers of students attending in the fall. This normally does not happen, but some of our classes are very full and we hope to be able to add teachers.

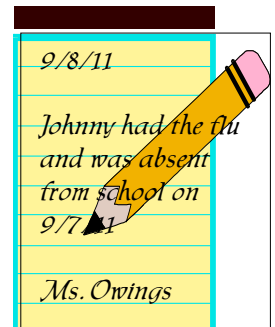


# Attendance

School attendance is one of the major factors affecting the progress for student achievement and academic success. Students must be in their classroom by 8:55 a.m and on time.

If you are late to school you will need to check into the office. Be sure to bring a written excuse from home with you or have your parents call the office.

Students who are or will be absent should have parents notify the school office the morning of their absence. Please call 571-6900 and give your child's name, teacher's name and reason for the absence. Absences that are not communicated to the school office by the parent will be considered unexcused. Five unexcused absences in a month or ten in a year, will result in a Becca petition filed with the Pierce County Juvenile Court.



Students who are taking a vacation during the school year must also notify the office at least one-week before leaving from school to complete a vacation form. All homework must be completed upon return to receive an excused absence.

In the event of an extended student illness of three or more days, staff members will make every effort to provide make-up work within a maximum of 24 hours of the student/parent request. It is the student/parent's responsibility to obtain all missed work assignments and to make up tests and projects.



If a student needs to be released early for an appointment, please send a note to the teacher on the day of early release. This allows the teacher to have all materials ready at the end of the day.

**\*\*Because there is limited supervision before school, students should not arrive prior to 8:55 a.m. unless they are on the bus or having breakfast. Breakfast is served at 8:40 a.m. in the lunchroom. Students who arrive too early or are not picked up by 3:45 p.m. will be taken to the daycare. Parents will be charged by Champions Daycare for this service. The office is willing to work with any family that has a problem for one day. We know that there are sometimes special circumstances. Please notify the main office so we can make accommodations.**

**\*\*There will be no entry in hallways prior to the start of the day. All students entering the school prior to 8:55 a.m. must have a pass from the office or teacher's written permission. It is important for everyone (parents and students) to check into the office—even before school hours!**

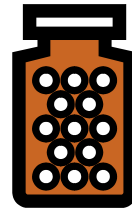
**\*\*Staff want to start working with students at 8:55 a.m. Please make sure you say your "good-bye" to students before entering the school and allow them to walk to class by themselves. If you need to discuss something with the teacher, please do this from 8:15-8:45 a.m. or 3:30-3:45. Thanks for allowing us to maximize learning with your child.**

**\*\*Excessive absences throughout the year will cause children to fall behind in school. Parents will be asked to meet with the Principal to rectify this situation. Dr. notes will be required if excessive.**

# Medication

Parents should make every attempt to give their children any necessary medication (whether prescription or over-the-counter) at home whenever possible. If your child must be given any type of medication at school, the following conditions must be met:

1. A physician must authorize all medication INCLUDING OVER-THE-COUNTER MEDICATIONS SUCH AS ASPIRIN, TYLENOL, ADVIL, COUGH SYRUP OR COUGH DROPS, ETC. School staff can only administer medication with a signed medication authorization form by the parent and the doctor. This form must be kept on file in the school office. These forms are available from the school secretary and are only good for one school year.
2. The medication must be in the **original bottle** with:
  - The student's name
  - The name of the medication
  - The correct directions for administering the medication



All medication, WHETHER PRESCRIPTION OR OVER-THE-COUNTER, will be kept in nurse's office in a locked cabinet. Students may not carry any medications (prescription or over-the-counter) on their person or keep any medications in their classrooms except in certain circumstances where life may be threatened and a physician has specified that the medication must be with the student at all times. School employees are not allowed to administer ear drops, eye drops or medications by injections.

Students found with either prescription or over the counter medications at school may be disciplined. The discipline may lead to suspension from school. Any student distributing any medication at school, prescription or over-the-counter, shall be immediately suspended or expelled.

Parents are always notified to pick up their child when the child's temperature is above 100 degrees, vomiting, or when a child is experiencing continuous discomfort or pain. Students need to be fever and vomit free for 24 hours prior to the return of school. This helps keep everyone else healthy!



## Student Information

We need to know when there is a change of address or phone number so that you may be reached. If you are moving, it is very important that you send a note or call the school as soon as possible. The school should have at least two names and numbers to contact in an emergency. PLEASE make sure the office gets this information as well as the teacher!

## Dress Code

Clothing should not be distracting to the point where it interferes with instruction. Point Defiance's dress code is as follows:



1. All waistband sizes must not be more than 1 ½ inches larger than the current waist size. Pants must fit around the waistline. Sagging or dragging pants are inappropriate and students will be given string to tie-up pants.
2. Belts must not be longer than 3 inches past belt buckle.
3. All pants must be hemmed and must not drag on the floor. No ripped or holes in pants.
4. Shorts, skirts and dresses need to be appropriate which means just above the knee or longer.
5. Appropriate shoes for SAFE play. Shoes without heel/ankle support or back straps are not appropriate (no Heely shoes are allowed).
6. No outer jackets or coats will be worn during class time.
7. Halter tops, tank tops, bare midriffs, low-cut or see-through tops are not allowed. (no spaghetti straps please!)
8. Shirts with inappropriate slogans are not to be worn at school (i.e., references to drugs, alcohol, offensive language, sexual references).
9. Hats are only allowed outside.
10. Spandex shorts are allowed during gym classes only. Students must bring clothes to change into before P.E. class if they need.

Special Note: No facial make up/hair color (unless for school performances/special events).

## BUS RIDING

We want the bus ride to be safe and pleasant. Bus drivers and staff will go over safety rules with children. Children should be extremely careful at bus stops and when crossing the streets. Check the district web site, [www.tacomashools.org](http://www.tacomashools.org) for bus routes.



**PLEASE, do not stop or park in the bus loading zone!**

# **Safety ~ Bicycle-Skateboards**

*3<sup>rd</sup> grade and up only*

**\*\* Students must wear helmets when riding bikes/skateboards to school. Parents will be called and asked to pick up students bikes/skateboards if no helmets are worn.**

1. Ride your bicycle/skateboard/skates in the same direction as traffic. Use hand signals for all turns. Keep clear of pedestrians: respect their rights. **Once on school grounds, all bicycles must be walked, skateboards in hands.**
2. Obey the same rules as car drivers. Stop at all stop signs and signal lights.
3. Walk your bicycle/skateboard across streets and while on school grounds.
4. Be sure to stop and look both ways when coming out of an alley or driveway.
5. NO riding double.
6. Bikes, scooters, etc., must be walked off campus so not to hurt pedestrians.
7. Never show off on your bicycle.
8. When riding at dusk or after dark:
  - Wear reflective or light colored clothing
  - Your bicycle must be equipped with a light and reflectors.
9. Your bicycle must be locked when parked at school. Pt. D. is not responsible for stolen property.

## **Snow Days/Extreme Weather/ Disaster Policy**



In the event that school is closed or buses are running on a different schedule due to any extreme weather condition, local radio and television stations will keep you informed. Your children will only be released to the adult(s) listed on your current emergency card on file in our office. When we have inclement weather, please listen to one of the following radio stations: KING-1090, KIRO-710, KOMO-1000. A Connect-Ed report will be made to your home phone as early as possible. (Tacoma web address – [www.tacomaschools.org](http://www.tacomaschools.org) is a great resource for all information for our school district!)



## ***Safety ~ Weapons***

The Board of Directors of Tacoma School District declares its intent not to tolerate possession of weapons by students on District property or at District-sponsored events.

Students who possess a weapon or who carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which manifests an intent to intimidate another or warrants alarm for the safety of others, shall be subject to discipline up to and including expulsion, "Possession" includes, but is not limited to: (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property (such as in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student's control or accessible or available, such as hidden by the student.

A "weapon" includes, but is not limited to: (a) a firearm; (b) an airgun or any item which appears to be realistic firearms or airguns (look-a-likes); (c) a device commonly known as "throwing stars" or any knife which is a cutting or stabbing instrument with a sharp blade set in a handle. This includes Swiss pocket knives.

Firearms, air guns or "look-a-like" guns (including nerf guns) are considered weapons. Please check backpacks before students come to school. Any weapons could be an immediate expulsion until investigated.

**\*See 3R's Handbook on the web at [www.tacomaschools.org](http://www.tacomaschools.org)**

## ***Personal Property***



IPODS, skateboards, trading cards, video games and any other kinds of toys are not allowed at school. They will be confiscated if brought to school and held until a parent or guardian comes to pick them up. No toys allowed!



Cell phones brought to school must be turned off and kept in backpacks/lockers during school hours. If used during the school day, cell phones will be confiscated and parents must come to the office to reclaim their child's phone.

Point Defiance is not responsible for any lost personal items. School personnel will not investigate loss or theft of cell phones, electronic devices or toys that are brought to school.

# Safety ~ Fire & Earthquake Drill Procedures

## Fire Drill Procedures

Each month of the school year we will have fire drills. As students participate in the fire drills it is important for them to understand and follow the directions below.



**At the sound of the alarm:** All students/staff/volunteers shall stop working immediately.

- Move quickly, quietly and safely into a line. There shall be no talking, running or pushing.
- Students shall proceed to assigned places on grounds or sidewalks away from the building. (Our students line up on the upper play field except Kindergarteners line up in front of the school. In the event of a real emergency, they would come to the back of the school once they are all collected in the front)
- Students will remain quietly in line until further instructions are given.

## Earthquake Drill Procedures



In case of an earthquake, no signal is necessary as the shaking of the building will be sufficient notice. For drill purposes, the oral announcement, "Earthquake, take cover" will be stated over our intercom. People who are within any building at the beginning of an earthquake should remain where they are, sitting or crouching below the level of desks and tables. In the absence of desks and tables, inner walls and doorways provide the safest places.

People who are outside the building, should immediately get as far away as possible from buildings and other elevated objects which might fall or scatter debris. Under no circumstances will anyone from the building be able to approach or re-enter our building until the Principal and Custodian have inspected the school.

In the event of a real emergency, students will be evacuated to the upper playground area. Parents will be allowed to sign their children out from this area. All staff have been given jobs to make sure our students are safe in the event of an emergency.

These are good drills and are great to practice at home so families know what to do in an emergency! Make a plan for your family now so they know what to do!

# Parent Involvement

Parent involvement is a vital part of your child's education and success. Being supportive occurs at home and at school. Listed below are ways to stay actively involved:



1. Make a commitment to listen to your child talk about Pt. Defiance school work. Give your child some time each evening when he/she has your undivided attention.
2. Contact your child's teacher if you have any questions regarding his/her assignments. Call 571-6900 between 8:15-8:45 a.m. or 3:30-3:45 p.m. to get a hold of your child's teacher.
3. Encourage your child to ask questions about the assignments at the time when it is made or before he/she leaves school.
4. Provide a place with proper supplies and a regularly planned time when your child can study without the distractions of television, telephone or other siblings.
5. Provide your child the opportunity to go to the library and/or other resource areas in your community.
6. Help your child develop a system so that assignments will be remembered.
7. Join Parent Teacher Association (PTA) and attend school events with your child.
8. Volunteer! In the classroom or around school. Volunteer forms will be in the 1<sup>st</sup> week packet to fill out. To be part of the volunteering (which includes field trips, etc.) every adult must fill out a form. **Make sure you always sign in at the office when you enter school for the safety of children and get a name badge. Unless prior plans have been made for the parent to work in the classroom, visitors will be asked to stay in the office area until the teacher can be notified.**



# ***State Laws of Interest to Parents***

## **RCW 26.44.030 & 26A4.040 Child Abuse Reporting**

District professional staff members are required to make oral and written reports concerning matters of child abuse and neglect. Staff members who in good faith report suspected child abuse or neglect shall be immune from criminal and civil liability. Staff members who knowingly fail to report child abuse and neglect shall be guilty of a misdemeanor.



## **RCW 28.58.200 Pupils to comply with rules and regulations**

All pupils who attend the common schools shall comply with the rules and regulations. It is established in pursuance of the law for the government of the schools, that students shall pursue the required course of studies and shall submit to the authority of the teachers of such schools. Students can be subject to discipline or other actions as the local school officials shall determine for not following the rules.

## **RCW 28A.225 State Compulsory Attendance Law**

Parents and guardians have the responsibility under state law for your child's full time attendance in school. Under this law, parents are subject to a fine of \$25.00 per day for each day that a student is absent without a lawful excuse.

## **RCW 28A.87.060 Disruptions**

Student conduct, either in or out of class for any reason which – whether because of time, place or manner of behavior – materially disrupts class work or involves substantial disorder or invasion of the rights of others, is prohibited.

## **Immunization**

All students must present upon enrolling and entering school a certificate of immunization form that states the proper immunizations. All students not properly immunized will be excluded.

## **POLICY NO. 5266 SEXUAL HARASSMENT**

It is the policy of TSD to maintain a working and learning environment for all its employees, students, parents, volunteers and others involved in school district activities which provides for fair and equitable treatment, including freedom from sexual harassment. This policy also covers anyone else who engages in sexual harassment on school property or at school activities.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal and/or physical conduct of a sexual nature.

Questions concerning this policy are to be referred to the Equity and Diversity Office, 571-1292.

## **REG. 3207R –HARASSMENT, INTIMIDATION AND BULLYING**

Informal complaint process – Anyone may use informal procedures to report and resolve complaints of harassment, intimidation or bullying even if the alleged perpetrator is unknown at the time. Informal complaints may become formal process if the person putting in a complaint, parent or guardian believes there needs to be more a more thorough investigation.

Formal complaint process – Anyone may initiate a formal complaint of harassment, intimidation or bullying. Confidentiality cannot be promised. All complaints are filed with the site or program administrator. Visitors who engage in this conduct may have their access to school property and activities restricted.

False reports shall result in appropriate disciplinary action, sanctions or other applicable laws or regulations.

## **REG. 6700R – HEALTH, NUTRITION AND PHYSICAL FITNESS**

Outside food brought into the classrooms shall be unopened, commercially processed, pre-packaged and require no preparations. Serving sizes shall not exceed 250 calories, 9 grams of fat and total sugar of 15 grams. Parents and teachers are encouraged to follow the nutrition standards.

**For more information on this policy or any other of the policies stated, please go to the Tacoma School District website – [www.tacomaschools.org](http://www.tacomaschools.org) for more exact information on each of the policies listed.**

# Homework and Textbooks

Tacoma School District Policy #6052



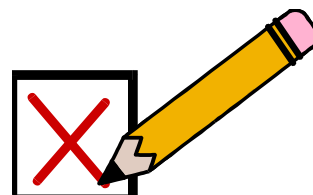
The Board of Directors of Tacoma School District #10 believes that students who are assigned and do homework regularly are able to achieve not only more but more quickly. Homework provides a useful extension of students' learning opportunities. Homework may be defined as tasks to be done on a student's own time after school hours and is expected at both elementary and secondary levels.

Homework is an integral part of the learning process and presents opportunities for:

- Practice or drill in those skills or concepts already taught.
- Preparation for materials to be presented or taught subsequently.
- Extension or transfer of a skill or concept to a new situation.
- Creativity requiring integration of many skills and concepts.
- Completing assigned work not finished in class.

Use of homework requires cooperation among teachers, students and parents. The District will provide support and resources for the successful implementation of this policy.

Basic textbooks are on loan to students for use during the school year. **They will be charged a fine for any lost or damaged books.** Be sure your child's name is written in pen inside the front of the book.



*Any student who has lost or willfully cut, defaced or injured any property of Tacoma School District #10 may have his or her grades, diploma and or transcripts withheld until the student or the student's parent or guardian has made proper restitution... Policy 6056.*



Put down books you are responsible for:

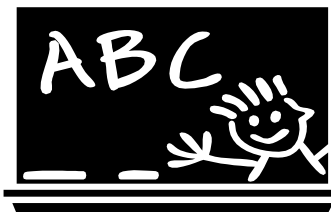
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**Books include library and classroom teacher books.  
Don't lose them!**

# ***Programs at Point Defiance***

Point Defiance Elementary School offers a variety of learning opportunities and programs to meet our students' educational needs. They are as follows:

- Learning Resource Center (LRC) provides special education services for qualified students.
- Learning Assistance Program (LAP) gives support to students in 4<sup>th</sup> and 5<sup>th</sup> grade who did not pass standardized state tests.
- Other Special Education Services – physical therapy, occupational therapy, speech and language concerns and counseling services are available for children with these needs.
- ELL program provides additional learning for English Language Learners.
- Head Start - This is a three-hour preschool for our children –qualifying 4 year olds have a year of schooling. Great opportunity for starting school right!
- Multimedia Stations – Researching and reporting as well as Accelerated Reading Programs on the computers.
- Challenge Program/JAWS/SAIL – Students who qualify for the Highly Capable program are bussed to Skyline Elementary School one day each week for enrichment. There are also two self-contained SAIL programs for students who have qualified at the top percentages of all students in 4<sup>th</sup> and 5<sup>th</sup> grade.
- Champions Daycare – A before and after-school childcare program for school-aged children. For information call 253.752.6869.
- Promote Student Responsibility Through Problem Solving with Peer Mediators
- Accelerated Reader Library Program-over 120,000 titles
- Community Involvement with many different programs such as Broadway Center and Mad Science for after school activities
- Cub Scouts – meet every Tuesday at 7:00 p.m.
- Girl Scouts – meet the first Monday of every month at school
- Intramurals – During lunch and after school
- After School Opportunities –There are a variety of after school classes for students to take starting in September. Broadway Center Acting Classes, Chess Club and more!
- 5<sup>th</sup> grade Environmental Science Camp – week long in October
- PTA (Parent Teacher Association) with monthly family events and many opportunities to be part of School for students.

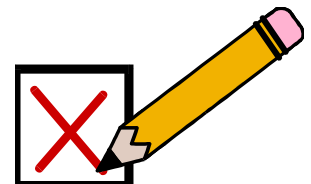


# ***Point Defiance FAMILY COMPACT***

(Please read and sign at the bottom – due the first week of school)

## **I will...**

- ENCOURAGE AND BUILD CONFIDENCE IN MY CHILD'S ABILITY TO LEARN AND BE SUCCESSFUL IN SCHOOL.
- BE AN ADVOCATE FOR MY CHILD.
- ENCOURAGE MY CHILD TO LEARN AT HOME BY SELECTIVE TV WATCHING AND SETTING SPECIFIC STUDY TIMES.
- ENCOURAGE MY CHILD TO BE ON TIME (8:55 A.M.), ATTEND SCHOOL REGULARLY AND HAVE THE MATERIALS NEEDED TO BE SUCCESSFUL AT SCHOOL (8:40 is the earliest they can be at school if they are eating breakfast – 8:55 for all other students. Students will line-up when they get to school).
- MAKE SURE THAT MY CHILD IS WELL RESTED AND READY TO GO TO SCHOOL WITH A POSITIVE ATTITUDE.
- TAKE THE OPPORTUNITY TO DISCUSS THE SCHOOL DAY WITH MY CHILD AND DISPLAY AND ACKNOWLEDGE HIS/HER SCHOOL ACHIEVEMENT.
- SUPPORT POINT DEFIANCE BY VOLUNTEERING AT SCHOOL.
- READ POINT DEFIANCE NEWSLETTERS (Come home every Friday) AND CLASSROOM COMMUNICATIONS (Check those backpacks daily!).
- ATTEND SCHEDULED SCHOOL PARENT CONFERENCES AND OTHER SCHOOL SPONSORED ACTIVITIES.
- READ WITH MY CHILD AT LEAST 20 MINUTES PER DAY AND MONITOR ASSIGNED HOMEWORK.



**Our family has read the PT D. Rules and Regulations booklet and agrees to follow the above Family Compact.**

**Parent /Guardian Signature:** \_\_\_\_\_  
**Phone: (easiest way to reach):** \_\_\_\_\_ **alternate phone:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

# **POINT D. STUDENT COMPACT**

(TO BE SIGNED AFTER READING THE POINT DEFIANCE RULES AND REGULATIONS BOOKLET)

- I WILL BE RESPONSIBLE, ACT KINDLY, RESPECTFULLY AND COOPERATIVELY TO EVERYONE IN CLASS AT ALL TIMES.
- I WILL ATTEND SCHOOL, BE ON TIME (8:55 a.m.) AND READY TO LEARN DAILY.
- I WILL HAVE MATERIALS AND SUPPLIES SO THAT I CAN BE A SUCCESSFUL LEARNER.
- I WILL COMPLETE ASSIGNMENTS AND HOMEWORK, MEETING ALL DUE DATES AND TIMES.
- I WILL PARTICIPATE IN ALL SCHOOL ACTIVITIES TO THE BEST OF MY ABILITY.



**I have read the Point Defiance Rules and Regulations booklet and agree to follow the above Student Compact.**

**STUDENT SIGNATURE:** \_\_\_\_\_

**CLASSROOM TEACHER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*Please read and sign both sides. Return to your child's classroom teacher.*