

# **Fawcett Elementary School**



## **Student & Parent Handbook 2018-2019**

126 East 60<sup>th</sup> Street  
Tacoma, WA 98404  
253.571.4700 Direct Line  
253.571.4754 Fax Number  
[www.fawcettfalcons.org](http://www.fawcettfalcons.org)

Check out the Tacoma Public School Parent/Student handbook for district policies:  
<https://www.tacomaschools.org/documents/parent-handbook.pdf>

# **Fawcett Elementary School**



## **EXPECTATIONS AT SCHOOL**

**Be Respectful**

**Be Responsible**

**Be Safe**

**Be A Learner**

These guidelines are Fawcett's foundation for behavior and safety at school. In addition, each common area has specific guidelines which clearly delineate the behaviors which help students be successful throughout the school day.

Each week, students may receive tickets when showcasing an important life skill which tie into our four expectations listed above. These include skills such as: problem solving, perseverance, cooperation, and initiative.

## Common Area Expectations

Fawcett has established procedures for all common areas. Common areas are the playground, hallways, cafeteria, restrooms, library, bus, and the school grounds. Students are taught these procedures so that they understand what behaviors will contribute to a safe and productive learning environment. A few of the common area procedures that might most impact parents are noted below. A complete list of our procedures for any or all common areas is available in the school office.

- **Before school** students should report to the cafeteria for breakfast or to their designated playground outside (kindergarten in the gym, 1<sup>st</sup> & 2<sup>nd</sup> grades to the east playground, and 3<sup>rd</sup>-5<sup>th</sup> grades to the west playground). Students may not wait in the building before school so if parents would like to wait with them, parents should escort their children to the above listed location. Occasionally some students may be involved in before school programs. These students will be provided a laminated pass which they should have visible upon entering the school building. It is recommended that the pass be attached to the student's backpack.

There is no supervision before 8:35 AM.

- **After School** students should meet their rides/parents outside of the school building. When people wait in the hallway, it is disruptive to the classrooms, and teachers are expected to teach until the end of the day. Students must leave school upon dismissal unless enrolled in an after school program. They may return to play on the playground after they arrive home.

## Discipline

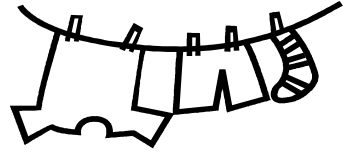
The goal of the Fawcett discipline policy is to ensure student safety and to increase responsible behavior by having clearly defined behavior expectations that are taught, modeled, practiced, and reinforced. The expectations emphasize safety and reflect common courtesy and common sense. They describe the excellent behavior currently practiced by the vast majority of Fawcett students. All staff members encourage responsible behavior through positive interactions and feedback to students. As consequences, verbal reminders and feedback are used to help students be more successful. Logical consequences are used when behavior is recurrent. Problem solving, conflict resolution, and restitution form the basis of all discipline.

**Minor Infractions:** All minor infractions are handled on the spot, i.e., in the classroom, on the playground, or other areas of the school. Examples of minor infractions include blurting out in class, not following directions or a classroom rule, chewing gum, etc. Minor infractions that are recurring may be referred to the office as a major infraction.

**Major Infractions:** All major infractions will be referred to the office. Major infractions include behaviors such as assault, defiance, fighting, and harassment. Referrals to the office will be disciplined in accordance with the guidelines published in the *Tacoma Public Schools, Student and Parent Resource handbook*.

## **Dress and Appearance**

Dress or appearance that causes a disruption to the educational process or which presents health or safety problems are not allowed at school.



- Clothing that directly or indirectly promotes or contains alcohol, tobacco, drugs, violence, aggression, sexual messages, and/or emulates gangs may not be worn.
- Skirts, skorts, shorts and dresses must be mid-thigh or longer.
- Sleeveless shirts that cover most of the shoulder and are cut close under the armpits may be worn. To gauge whether a sleeveless shirt covers enough of the shoulder, fabric should be as wide (or wider) than three fingers of the wearer. This is the same policy for tank tops.
- Shirts should cover the midriff at all times, even when one is reaching/stretching.
- Clothing must be worn as it was manufactured, and all under garments must be covered.
- Footwear must be appropriate for school activities and not present a hazard. Flip flops are not appropriate for PE or recess, so please wear other footwear for safety. Skate shoes are not allowed at school.
- Hats and scarves other than those worn for religious purposes must be removed in the school building except on spirit days involving head coverings.

## **No Smoking on School Grounds**

In accordance with Washington State Law, no one may smoke on school grounds. This applies to staff, parents, and students.



## **Personal Property (Including cell phones)**

In order to protect your personal property, please do not bring to school items such as toys, electronic games, cameras, radios, etc. The school will not attempt to retrieve lost or stolen property that is not related to school activities. If a student brings a cell phone per parent permission, it must remain turned off and in the students' backpack. If the cell phone is seen or heard, it will be confiscated and secured in the office until it can be picked up by a parent/legal guardian. For safety reasons, parents may prearrange for the office to store students' cell phones during the school day.

# ATTENDANCE POLICY

Call (253) 571-4700 before 8:45 a.m. to report an absence or late arrival.



Students are considered tardy if they report to their classrooms after 9:00 a.m.

Good attendance is important for educational success. High numbers of absences, late arrivals, or early dismissals limit your child's learning. In addition, Washington State Laws (WAC 18040-01.0) specify that parents/guardians have the primary responsibility for ensuring that their children maintain regular and punctual attendance at school. **At Fawcett, we consider ten absences, five late arrivals, or five early dismissals during the school year to be excessive.** In cases where attendance becomes a problem, actions to correct the problem may include conferences, parent contacts, and other disciplinary actions. Every attempt will be made to create a positive resolution that will lead to good attendance.

If your child will be absent or late, please notify the office prior to 8:45 a.m. Our automated phone system will make a safety call to the parent/guardian of each absent student who has not called in by 9:15 a.m. **Following an absence or late arrival, parents/guardians are to send a note to school briefly explaining the reason for absence and requesting that the absence be recorded as excused.**

The following template may be used.

(Date)

*Please excuse (Name of Student) for his/her absence on (Date of Absence).  
He/She was (Reason for absence.)*

*(Parent/Guardian Signature)*

**Late Arrivals & Early Dismissals:** Instruction at Fawcett takes place from 9:00 to 3:30. Our teachers make sure that every minute counts. We encourage scheduling dental and doctor appointments outside of school hours. **Parents bringing their student after 9:00 or picking up their student before 3:30 must come to the office to sign their child in/out of school.** As a safety precaution, students will be released only to persons specifically designated by the parent/guardian on the emergency card.

**Tardiness:** Sometimes students arrive at school shortly after the school day begins. Tardy students interrupt the class, miss the hot lunch count, and lose out on classroom instruction and directions. Please help your child set a morning routine that will allow plenty of time for him/her to arrive at school on time.

# BREAKFAST AND LUNCH

Breakfast is served in the cafeteria starting at 8:35 A.M. each day. Students not eating breakfast at school should arrive at 8:45 A.M. each day.

The lunch count is called in to the kitchen by 9:15 A.M. If family members would like to have lunch with their student, they must notify the office as soon as possible but no later than 9:15 A.M.

## Breakfast & Lunch

Elementary Student Breakfast	\$ 1.65
Reduced Price	FREE
Elementary Student Lunch	\$ 2.75
Reduced Price K-3	FREE
Reduced Price 4-5	\$ .40
Milk	\$ .55



Free and reduced forms are available in the main office or online at <https://www.tacomaschools.org/nutrition/Pages/default.aspx>. Menus are also available online on this website.

# COMMUNICATION

## Newsletters

Our school newsletter will be sent home once a month. It includes important information regarding upcoming events.

All general school correspondence including PTA notices and announcements from community organizations will be periodically sent home. Please look in your child's backpack each day for this important information.

## Conferences, Progress Reports, and Report Cards

Classroom teachers will have ongoing communication on students' general progress with parents/guardians. The more specific conferences are held in October. Conferences will be held the Wednesday, Thursday, and Friday during this week. During this 3-day conference period, there will school in the morning which concludes at 12:15. **Students are expected to attend conferences with their parents/guardians.** Additional report cards will be sent home with students in the spring and again on the last day of the school year.

A parent/guardian may confer with his/her child's teacher at any time during the school year. You make an appointment by either writing a note to the teacher or by calling the school office (253) 571-4700.



## Phone Policy

Students may use the office phone to contact parents/guardians after receiving permission from their teacher. The intent is to provide a service for emergency situations. This phone use privilege does not include making last minute social arrangements or arranging rides home in inclement weather. If you need to speak with your child, we will arrange for him/her to come to the office during recess time and return your call.

## Messages for Students

In the case of a family emergency, we will do our best to communicate a message from a parent/guardian to a student. Be aware that the office becomes extremely busy at the end of the day so changes to daily routine (how to get home, who to walk with, where to go after school) need to be arranged before students come to school. Messages from people other than those listed on the student's Emergency Contact Information will not be communicated to the student.

## **Lost & Found**

All valuable articles found at school are taken to the school office. Articles of clothing are placed on the “Lost and Found” in the cafeteria. Please label your child’s clothing and other belongings with their first and last names.

Articles left in the “Lost and Found” longer than 30 days will be given to charity.



## **Homework Policy**

Homework is valuable aid in helping students maximize their school experience. It reinforces classroom learning, builds responsibility and develops essential study habits. It is planned to strike a balance between academics, family life and the child’s needs. Each teacher will send home information regarding his/her homework policy. Please contact your child’s teacher if you have any questions.

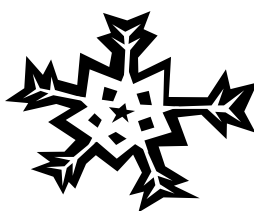




# EMERGENCY INFORMATION

We must maintain accurate and updated contact information at school. If contact information has changed, please come to the main office to fill out an Emergency Information/Contact slip.

- ***Emergency Information/Contact Information*** is kept in the office. This is used for contact information, and **students may be released to only the people listed on file. Please notify the office of any changes that take place during the school year.**



## **Snow Days** **(Emergency Changes to the School Schedule)**

When emergency conditions result in school schedule changes, the district will notify the news media. Stay tuned to area radio or television stations for an announcement that will tell you of any school closures, 1 or 2 hour delays, or limited bus transportation.

Fawcett Elementary School will be affected by emergency closures or delays **ONLY** if you hear **TACOMA PUBLIC SCHOOLS** mentioned. If Tacoma Public Schools is not mentioned, then school and buses will be operating normally.

**Please listen to the RADIO for the information and DO NOT Call the school, transportation office or the district offices.**

Emergency information will be sent home as soon as possible via an automated call, as well as posted on the website.

## **Emergency Drills**

We conduct fire, earthquake, shelter-in-place, and lockdown drills at least once a month so that our students will be prepared in case of an emergency. If you are visiting the school during one of our drills, please follow the drill procedures along with our students and staff.

## Releasing Students During a School-wide Emergency

It is our primary responsibility to keep students safe at school, especially during an emergency. In order to accomplish this, please follow the proper procedures for picking up students after a school-wide emergency such as a fire or an earthquake.

- **If students have returned to the building**, please report to the office to check them out of school.
- **If students are unable to return to the building**, they must wait with their class in a safe location outside. People must check in at our student release station in order to pick up a student.
- Students will only be released to people listed on their Emergency Cards.
- Runners will notify students to come to the release station after all the appropriate paperwork has been completed.
- **People who are not students, staff, or identified volunteers will be directed to a waiting area to meet their students. They are not to walk out to the field.**

Thank you for following the listed procedures. It will allow us to ensure the safety of each student.

## HEALTH INFORMATION

### Medication at School

No medication may be given to your child without a written physician's order. This includes items such as the following: over-the-counter medicines, eye ointment, eye drops, ear medications, nose spray, and cough drops. If it is necessary for medicine to be administered at school, parents need to provide the following:

- A physician's order which includes name(s) of the medicine and the time(s) and amount(s) to be dispensed.
- A medical authorization form must be signed by the parent and doctor giving school personnel permission to administer the medication. These forms are available in the office.

**All medication must be in pharmacy containers and will be stored in the school clinic,** and only trained personnel will administer the medication. At school, no medications may be in your child's possession.

## Immunizations



For the protection of your child, Washington State Law requires that we have a Certificate of Immunization Status (CIS) on file for each student enrolled. This certificate must be presented at the time the student is registered for school. These forms and current immunization guidelines are available in the school office. If your child's record shows that immunizations are needed, the school nurse will contact you. All immunizations are the parents' responsibility, and no immunizations will be given at school.

## Injuries, Illness, and Diseases

The school staff is trained to administer first aid for minor injuries. In the event of a serious injury, 911 will be called. Parents/guardians will be notified as soon as possible of all serious injuries.

If a student becomes ill, parents/guardians are called to take the child home. If we are unable to reach the parent/guardian, we will contact the designated emergency contact. If this person is not available, we will keep your child in our health room until someone can be reached. **If your child should become ill during the night or is sick in the morning, please do not send him/her to school.** Please send your child to school unless he/she has a fever or has been vomiting in the past 24 hours.

The school nurse should be contacted if your child has a communicable disease such as measles, chicken pox, German measles, mumps, scarlet fever, fifth disease, whooping cough, Hepatitis, or AIDS. Please contact the nurse if your child has any rashes. These may be infectious and will need to be treated.

## Head Lice

If live lice are found, student may remain at school to end of school day. A call will go home to inform that they will require lice treatment before returning to school the following day. The School Nurse can provide treatment and removal information. Students may return to school after treatment has begun, only if there are no live lice, but **must** be accompanied by a parent/guardian before they can be cleared by trained school staff to return to class. Students will be cleared to return to class once treatment has begun and there are no visible live lice on the students head or hair. Because nits can remain after treatment, it is necessary to continue to check the hair and remove nits for 2 weeks, so **students with remaining nits after treatment will not be excluded from school.** Please contact the School Nurse if you have any questions.

# STUDENT SAFETY



## School Visitations

Visitors between the hours of 9:00 and 3:30 are required to sign in at the office and wear a visitor tag while on school property. Our students are learning to identify strangers on campus so even if there are only a few minutes left in the school day; visitors must sign in and wear a visitor tag. Parents/guardians who would like to eat lunch with their child should call the office by 9:00 if a hot lunch will be purchased. Parents/guardians who would like to observe in their child's class must pre-arrange a time with the teacher. Meetings with teachers should be before 8:50 in the morning or after 3:40 in the afternoon. Teachers must be available to supervise students before and after school. A former student who would like to visit a teacher must wait until after 3:40 to enter the school building.

## Student Dismissal

**(Other than a school-wide early release or emergency)**

As a safety precaution, we only release children to people listed on your child's **Emergency Information Card**. Although space is limited, feel free to list more names than the allowed by the two lines provided. If you need your child released early to someone other than those listed on the Emergency Information Card, please send a note signed by the same person who signed the back of the emergency card. **Our office staff may ask for photo identification of anyone who comes to pick up your child.**

## Playground Use

People who would like to use Fawcett's basketball courts, soccer field or other recreational activities may do so when school is not in session. During school hours, playground use is limited to students and staff.

## Early Arrivals

We have limited supervision before school. Parents should gauge their child's departure time from home so that students arrive at school no earlier than 8:35 a.m. All students should report to breakfast or the gym before school.



## Bicycles

Children in the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades may ride bicycles to school. **Tacoma Public Schools and the Pierce County police require helmets to be worn anytime a bicycle is ridden.** Please emphasize the importance of walking bicycles across busy intersections and supervised crossings. Bicycles must be ridden on the right hand side of the road, the same as automobiles. **Students must walk their bicycles on the school grounds.** Those students riding on school property will lose the privilege of riding their bike to school. It is strongly recommended that each student have a lock to secure the bicycle. Bicycles must be placed in the racks west of the visitors' parking lot.

**The Tacoma Public Schools is not responsible for loss or damage to bicycles.**

## Animals at School

Even the friendliest pet can be a hazard on the playground full of children. In such an exciting atmosphere, the gentlest dog may nip, scratch, or tear clothing. **Please keep your pets at home during the school hours.** We must call the Pierce County Animal Control Center when animals are on the school grounds.

Bringing baby animals to school for adoption by other children or adults is strictly against school policy.

Service animals that are visibly marked as a service animal are permitted on school property.

# TRANSPORTATION

## Transportation Routines

Please establish a routine for your child's transportation to and from school. Students who walk home from school are expected to do so immediately after school. If they wish to go to a friend's house, students must make arrangements before coming to school or after they arrive home. Students who ride the bus must report directly to the school bus pick up spot at the north end of the building. Students who are picked up are expected to wait for their rides at the designated meeting place outside on the east side of the gym. If a child has not been picked up by 3:50, the office will attempt to contact a parent/guardian.

## Dropping Off and Picking Up Students

During arrival (8:35-8:55) and dismissal (3:30) times, students should be dropped off and picked-up at the curb of the main parking lot. This is a quick drop-off and pick-up area.

- Traffic is ONE way –single lane only
- Drivers must remain in their cars, unless parked in a designated parking spot

## Parking Lot Etiquette

Parents/guardians who drive their children to and from school are asked to abide by the following expectations.

- Back up cautiously. There are lots of kids coming and going.
- Avoid parking behind other cars, but if you must, remain with your car so that you can move it.
- No parking or waiting allowed at any time except in designated parking spots.
- If your student is not waiting when you arrive, please wait patiently in the pick-up area. Do not park in the drive through lane.
- Students are to remain on the sidewalk until their ride arrives.
- If you park across the street, please walk onto school property and pick up your child from the waiting area.
- **Cars are not allowed in the bus area on the north side of the building.**

## Bus Service



School bus service is provided for students living more than one mile from school. Each student is responsible to be at his/her assigned bus stop on time. Those who ride the bus should observe the following bus stop guidelines.

- Arrive no more than 5-8 minutes before your bus stop departure time.
- Stay off private property and away from the road.
- Respect others at the bus stop.
- Make responsible and safe choices.
- 

**If you have any questions regarding bus service, please visit <https://www.tacomaschools.org/transportation/Pages/default.aspx>. On this website you can browse bus stops and learn who is eligible to ride the bus.**

## **Bus Discipline**

School bus drivers have the authority to discipline students for misconduct related to school district rules. Each student is expected to follow the rules and regulations. Please see “15 School Bus Safety Rules” for specific expectations. Misbehavior on the bus may result in short term suspension from the bus. Ongoing misbehaviors may result in suspension for the remainder of the school year. Parents/guardians will be notified of all misconduct slips written for their child.

### **15 School Bus Safety Rules**

1. Cooperate with the driver. Driver can assign seats.
2. Get to the bus stop at least 5 minutes before the bus is due.
3. Line up quietly in single file away from the road.
4. Keep hands, head and feet inside the bus at all times.
5. Stay out of the Danger Zone, 10 feet all around the bus.
6. Talk quietly, remember to use your inside voice.
7. Act appropriately, like the bus is your favorite class.
8. Keep the bus clean: Do not eat or drink on the bus.
9. Keep the bus safe: Do not damage bus equipment.
10. Be courteous, use no profane language.
11. Do not fight, push, yell, or throw things while on the bus.
12. Students may cross only in front of the bus, never behind it.
13. No animals, balloons, rollerblades, skateboards or scooters.
14. Stay in your seat.
15. Remember: seat to seat, back to back, face forward, feet on the floor, hands to yourself.

**A.V. FAWCETT ELEMENTARY SCHOOL  
Parent Involvement Policy**

Fawcett Elementary School serves and educates over 400 students in Tacoma. Our policy is to welcome parents and families to our school, and to encourage them to be active partners in the education of their children.

There are many opportunities for Parent Involvement participation at Fawcett. Our PTA continues to be a service for our children and families. Its fundraising focus is to support student and classroom projects. Among those projects are an Open House for students and families, educational assemblies, field trips, field day, Trunk or Treat, Holiday Shop, Homework Heroes, musical and physical education equipment and other activities.

We are proud to partner with businesses and non-profit organizations in the area, to include the YMCA, Metro Parks, and Communities in Schools.

Parents are required to fill out a Washington State Highway Patrol form so they can participate and volunteer in classroom activities. Some examples of volunteer opportunities are tutoring students in reading or math, and attending field trips. There are many ways you can be active in your child's education. Take part in the following school functions:

- Open House---meet staff, learn about School Improvement Plan, Title I requirements, Adequate Yearly Progress, and other program information.
- Academic Nights---staff presents curriculum and assessments. Staff explains classroom policies and instructional practices. Classrooms share students' work.
- Student-led Conferencing---Students and parents meet with the classroom teachers to share information regarding academic achievement and student progress. School/Parent/Student compacts can be reviewed at conference time to encourage partnership in learning.
- Meet our Parent Volunteer Coordinator, to see how you can make a personal fit in our school community.
- Read and respond to the monthly school newsletter.
- Respond honestly and objectively when parent surveys are conducted.
- Attend an SCDM (School-Centered Decision-Making) meeting, or one of our SCDM sub-committees. Help perform annual review of SIP plan, school/parent compact, Parent Involvement Policy.
- Visit our school website to review our School Improvement Plan, meet our staff, and find out more about Fawcett.

Call our Parent Volunteer Coordinator to see how you can be an involved parent. School personnel will respond to parents' requests and concerns in a timely manner. Your suggestions and ideas are welcome.

**A.V. FAWCETT ELEMENTARY SCHOOL**  
**Parent Involvement Policy: School/Parent Compact**



Fawcett believes that all students can learn better when parents, staff and community work together to create a safe, positive environment where learning is the focus and everyone is treated with dignity and respect.

*Reviewed 10-14-15*

As a student I am committed to...

- Be prepared, on time, alert and willing to work in order to become the best I can be
- Be responsible for my own behavior by acting kindly, respectfully and cooperatively to everyone at all times
- Share nightly with my family about my progress in school
- Read at home and complete homework on a daily basis
- Have a positive attitude at all times

My personal commitment:

As a parent/caring adult I am committed to...

- Make sure my child is prepared for and attends school daily and on time.
- Set aside a time for homework completion on a daily basis, review school papers, and have discussions with my child
- Build confidence, encouraging my child to do his/her best and have high expectations
- Provide materials and supplies so my child can be a successful learner
- Find at least one way to be involved with my child's education whether at home or at school.
- Keep the school's staff informed about issues that affect my child's safety and education.

My personal commitment:

As a school we are committed to...

- Providing learning for all students
- Providing a safe, positive, well-maintained school.
- Providing quality staff providing quality service
- Support through open communication with parents, students, and community.
- Support through strategic allocation of resources.

My personal commitment:

I need:

- School adults who care about me.
- People who believe that I can learn.
- A school that is safe.
- Materials and supplies so that I can be a successful learner.

I need:

- Teachers and support staff who respect my role as a parent and caring adult.
- Clear and frequent communication with the school.
- A family-supportive community
- Opportunities to express ideas and concerns.

I need:

- Students who are ready and willing to learn.
- Respect and support from students and families.
- Support and involvement from the community.
- Clear and frequent communication with families.
- To be informed about issues that affect the child's safety and education.

*\*the School/Parent compact will be reviewed and signed each school year. This will be part of your child's December conference. This example is from the 2015-16 school year.*



## USEFUL PHONE NUMBERS

### EMERGENCY NUMBERS

Fire or Aid Car or Police.....911  
Poison Control .....1-800-222-1222  
Crisis Clinic .....206-461-3200

### OUTSIDE SERVICES

Children's Protective Service .....253-983-6200  
City of Tacoma .....253-591-5000

### TACOMA PUBLIC SCHOOLS

Fawcett Elementary .....253-571-4700  
Fawcett Fax Line.....253-571-4754  
Special Education Department.....253-571-1224  
ECEAP .....253-571-2620  
Child Find .....253-571-2610  
Bus Transportation Department.....253-571-1853  
Administration Offices.....253-571-1000

## USEFUL WEBSITES

Fawcett Elementary: [www.fawcettfalcons.org](http://www.fawcettfalcons.org)

Fawcett Facebook Page:

[https://www.facebook.com/pg/FawcettFalcons/about/?ref=page\\_internal](https://www.facebook.com/pg/FawcettFalcons/about/?ref=page_internal)

Tacoma Public Schools: <https://www.tacomaschools.org/Pages/default.aspx>

