Delong Elementary School
“Home of the Blazing Dragons”
• Be Respectful • Be Responsible • Be Safe • Be a Learner

2019 – 2020
Student/Family Handbook

DeLong Elementary School
4901 South 14th Street
Tacoma, WA 98405
Eric Konishi, Principal
Kristeanna Devenuti, Assistant Principal
Our Mission and Vision at DeLong

Mission:
Our mission at DeLong is to ensure a compassionate, equitable, and challenging education for the whole child.

Vision:
Our vision at DeLong is to create a safe and inclusive environment where staff collaborate and communicate shared high expectations so student can grow.

Pledge for Success
A Promise I Make to Myself

I will listen to what others have to say.
When I wait my turn to speak, I can hear what everyone has to say.

I will treat others the way I would like to be treated.
Pushing, fighting, bullying, name-calling and treating others badly hurts them and hurts me.

I will respect the diversity of all people.
Whether we are the same or different on the outside, it’s the person we are on the inside that counts.

I will remember that I have people who care about me in my family, school and community.
Families, like schools and communities, can be many sizes and made up of all kinds of people.

I will try my best.
Even when I make mistakes, I learn from them. The most important thing is to keep trying.
Schedule

Children should not arrive at school before 8:30 am as there is no supervision on the school grounds before this time. Students who arrive to school on the bus will line up for breakfast or sit along the wall next to their classroom quietly reading a book until the bell rings.

*Students who are dropped off or come to school before the arrival time (8:35 am) will be given a warning and parents will be notified by phone or mail.

School Hours

<table>
<thead>
<tr>
<th>Grades</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>K – 5</td>
<td>9:00am – 3:30 pm</td>
<td>9:00am – 11:30 pm</td>
</tr>
<tr>
<td>AM Pre-school</td>
<td>9:00am – 11:30 pm</td>
<td>1:00pm – 3:30 pm</td>
</tr>
<tr>
<td>PM Pre-school</td>
<td>1:00pm – 3:30 pm</td>
<td>8:35am – 8:55 am</td>
</tr>
</tbody>
</table>

Daily Schedule

Entrance Bell 8:55am

Tardy Bell 9:00am

Morning Announcements 9:05am

Morning Meeting/Family Time 9:05-9:30am

Lunch & Recess Schedule

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lunch</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>11:00 – 11:25 am</td>
<td>11:25 – 11:50 am</td>
</tr>
<tr>
<td>1st</td>
<td>11:25 – 11:50 am</td>
<td>11:00 – 11:25 am</td>
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<tr>
<td>2nd</td>
<td>11:50 – 12:15 pm</td>
<td>12:15 – 12:40 pm</td>
</tr>
<tr>
<td>3rd</td>
<td>12:15 – 12:40 pm</td>
<td>11:50 – 12:15 pm</td>
</tr>
<tr>
<td>4th</td>
<td>12:40 – 1:05 pm</td>
<td>1:05 – 1:30 pm</td>
</tr>
<tr>
<td>5th</td>
<td>1:05 – 1:305 pm</td>
<td>12:40 - 1:05 pm</td>
</tr>
</tbody>
</table>

Dismissal 3:30 pm

*Parents should be prompt when picking up their student(s) after school. Frequent or continued late pick-ups will result in a parent conference with the principal.
Eating at School

Our cook and assistants provide excellent meals that meet Federal nutrition guidelines.

**Breakfast:** Served from 8:35 am to 8:55 am
- Students who arrive after 8:55 am will not be served breakfast unless they have arrived on a late bus.
- Students who walk or are driven to school must arrive before 8:55 am in order to eat breakfast at school.

**Lunch:** We ask that all students eat lunch, either school lunch or home-packed. It is important for thinking to have a mid-day boost. We encourage home-packed lunches be nutritious. The monthly menu is sent home to help families plan when to have school lunch and when to bring a lunch from home. Parents may pay in advance in the lunchroom or on-line so children will not have to carry or keep track of money.

**Elementary Breakfast Prices:**
- Full Price - $1.65
- Reduced: Free

**Elementary Lunch Prices:**
- Full Price - $2.75
- Reduced: (K - 3 grades) $0.00 (4 - 5 grades) $0.40
- Milk (1%) - $0.55
- Chocolate Milk (non-fat) - $0.55

**Free/Reduced Lunch Forms:** You are required to **apply each year** for this program. Please

You may pay by credit card. Visit [WWW.Tacoma.k12.wa.us](http://WWW.Tacoma.k12.wa.us) to make online deposits. For further information regarding credit card payments, please call 253-571-3370

complete the **Meal App Now** online form by the end of September each year to qualify. Some families may receive a notice from the Tacoma School District indicating that they are approved for free/reduced lunch without completing the form.

If you are new to the Tacoma School District, you will need to complete the online form as soon as possible to qualify at the beginning of the school year. You will be charged full price for school meals until your application has been received and approved. If your family situation changes during the school year (unemployment, addition to family, change in living arrangements, etc.) you may reapply for assistance.
DeLong School Rules

1. All students and adults will treat other people and school property with respect.
   
   Examples of showing respect are:
   - Waiting our turn
   - Listening
   - Speaking politely to each other
   - Keeping our body in our own space
   - Using our school materials properly and keeping them in good working order

   Examples of showing lack of respect are:
   - Fighting, tackling and “getting even”
   - Sand and rock throwing
   - Name calling
   - Inappropriate language and swearing
   - Eating food on the playground or bus

2. All students and adults have the right to be safe and healthy.
   
   Examples of safe and healthy behaviors are:
   - Walking through the halls quietly and orderly
   - Using lavatories appropriately without wasting time or supplies
   - Using playground and classroom equipment correctly
     (i.e. one person sitting on a swing at a time, one person sitting and sliding forward down the slide at a time)

   Examples of dangerous behaviors are:
   - Running and playing in the halls and lavatories
   - Going out of the designated play areas
   - Using playground equipment inappropriately (i.e. swinging a jump rope, climbing up the slide)

3. All students have a right to a positive learning environment.
   
   Examples of a positive learning environment are:
   - Raising hands to talk in group situations
   - Following directions
   - Putting forth our best effort with a positive attitude

   Examples of where learning is interfered with are:
   - Speaking out and interrupting others
   - Giving up before asking for help
   - Visiting with neighbors rather than completing our assignment
   - Making disruptive noises or behaviors
Tacoma School District strives to provide students with optimal conditions for learning by maintaining a safe and civil educational environment where everyone is treated with respect and no one is harmed. To report any concerns with harassment, intimidation or bullying please talk to your student's teacher, our school counselor or go to https://www.tacomaschools.org/student-life/Pages/HIB.aspx.

**School-wide Behavior Expectations**

- Follow adult directions (from all staff members, not just classroom teachers).
- Keep body and objects to self.
- School appropriate behavior, language, and dress.
- Each teacher will have these same expected responsibilities plus additional if needed. In most cases, teachers will handle discipline within their classrooms. Consequences will begin small and progress to more severe levels if students continue to make poor choices.

Consequences could be:

- **Restitution** (apology, time owed, clean-up)
- **Loss of Privilege** (miss a team game, miss a field trip, miss an assembly)
- **Detention** (loss of recess, time after school)
- **Solutions** (room assignment, parent communication, referral to principal)

Severe behaviors (referred to the principal)

- **Loss of Control:** extreme and continuous disruption to learning
- **Verbal Assaults:** flagrant disrespect or defiance towards adults
- **Physical Assaults:** violent physical contact with intent to hurt
- **Illegal weapons, illegal substances, and major vandalism:** The Tacoma School district will not tolerate weapons on any school property. **Guns or look-a-likes will result in expulsion.** Other weapons at school will result in suspension (this includes knives).

Students will be encouraged to:

- Be self-managers and make good choices
- Try to solve problems peacefully
- Seek help from an adult (We have three adults on duty during lunch recess. Additional volunteers are welcome.)

**Cell Phone Policy**

If parents want their students to have a cell phone at school, the following rules apply:
1. Cell phones must remain in backpacks when on school grounds during the school day.
2. Students may not receive/send text messages or calls during the school day.
3. Cell phones are not permitted in the lunchroom or on the playground.

*If a student needs to contact their parent during the school day, they may ask to use the telephone in their classroom or in the office. Cell phones that are visible to staff will be confiscated and a parent will be called to come and pick up the phone.

**Behavior Intervention Process**

At Delong our goal is to equip student with problem solving skills and keep them in the classroom where they can learn. Below is the process used for behavior intervention.

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**TWCI – DeLong Elementary Behavior Flow Chart**

- **Relationship + Positivity Prevention Reinforcement Growth Mindset**
  - Connect and re-teach student
  - Re-teach Pledge for Success
  - Allow for self-regulation ZONES
  - Conference with student
  - Review choices and positive/negative consequences
  - Teacher determines consequences
    - Loss of privilege
    - Move seat
    - Buddy classroom (≥20 mins)
    - Connect with trusting adult (≥20 mins)
    - Choices Think Sheet

- **Teacher Managed Behaviors (Level 1)**
  - Attitude/Talking back/Disrespect
  - Disruption
  - Cheating
  - Dishonesty
  - Misusing technology or toys
  - Horseplay
  - Inappropriate language
  - Non-compliance with classroom rules
  - Excluding others
  - Running
  - Not staying in designated areas

- **Office Managed Behaviors (Level 2 – 3)**
  - Chronic level one behaviors
  - Harassment, Intimidation or Bullying
  - Verbal/Physical aggression toward a student

- **LEVEL 2**
  - Fighting/Assault
  - Inciting a fight
  - Gang activity
  - Illegal activities
    - Weapons, drugs, theft, alcohol, tobacco
  - Ongoing HIB
  - Property damage/Vandalism
  - Unwanted/inappropriate physical contact
  - Physical/Verbal aggression to staff
  - Leaving campus

- **LEVEL 3**
  - Administrator action
  - Action updated in eSchoolPlus
  - Teacher checks administrator action
  - Meet to discuss possible Safety/Support Re-entry plans

**Teacher writes office referral “Must contact parent/guardian”**

**Should the behavior be office managed?**

**NO**

**YES**

**Connection Before Correction!**
Uniform Policy

DeLong requires students to adhere to the uniform policy Monday- Thursday with free dress allowed on Fridays.

1. All students registered on the first day of school will be in designated attire the first week of school

2. All students registering after school begins will be given one week to conform to the uniform policy.

3. Uniforms from the “DeLong Uniform Closet” WILL be used for wet clothing due to weather, lunchroom or hygiene issues.

4. Please see the DeLong Dragons website or the school office for uniform requirements

Why does DeLong Require Uniforms?

- To reduce peer pressure to out-dress each other
- Uniforms instill a sense of unity and belonging, a positive work attitude and pride
- Research shows uniforms reduce bullying and fighting

What happens if students do not wear proper uniforms?

Infractions for not wearing the appropriate uniform to school will result in consequences such as: losing the privilege of free dress on Friday and a uniform change. Our goal is to provide an
atmosphere of safety, civility, and learning in which no one is distracted by the appearance of our students. The required clothing is available at numerous stores; please ask our office staff if you need assistance obtaining clothing for your students.

**Dismissal Procedures**

**Parent Pick-up**
Student who are parent pick-up at the end of the day will be located at the front of the school near their grade level sign. Please make sure all adults are authorized on the child’s pick-up list and let the teacher know if there will be any pick-up changes.

**Traffic Patterns**
To maintain the safest environment for students while arriving or leaving the school grounds, the following recommendations have been made by the Police Department:

1. Cars should not make U-turns at Huson and Moorlands
2. Cars should not make U-turns at 14th and Ferdinand
3. Cars coming down Moorlands should go to 16th and around to Ferdinand, and out on 14th when bringing children to school or picking them up.
4. Cars are NOT allowed on the ramp near 12th and Moorlands, the ramp is only for school maintenance. Cars unloading children on the ramp obstruct the view of other drivers.
5. Cars MAY pick-up and drop-off students in the yellow marked curb area behind the buses but should leave the bus zone area on 14th street free of cars, this will insure the safe arrival and departure of busses. The red marked curb area is a NO PARKING ZONE and the Tacoma Police Department will ticket vehicles in that area.

**Unload Children Only on the School Side of the Street**
**Children Should Never Cross the Street Except at the Marked Crosswalks**

The Tacoma Police Department has helped develop this plan and will monitor it for violations to insure the safety of all students.

The parking lot on South 14th is blocked off at the end of the day for student safety. If you happen to wait in the parking lot, you will be unable to leave until after the buses depart, which is approximately 3:40 pm. Please do not park near the crosswalk by the office as the buses are unable to turn the corner when they arrive if cars are inhibiting their pathway. If you are walking to meet your child, **do not motion for him/her to run across the street or walk between the cars or buses** to meet you. We encourage parents and children to use the crosswalk. In requesting this, the safety of your child is foremost in our minds.

**Parent Involvement**

*Parent involvement is an integral part of a child’s education. Families working to provide a healthy, nurturing, and safe environment at home will help support the educational goals and programs at DeLong. We encourage families to work with staff and administration in a variety of ways to support their children’s education. Open communication is a vital part of the process.*

**Activities**

- Make DeLong accessible, friendly, and welcoming to parent, family members, students, and community
- Opportunity to join the PTA and plan yearly events, some might include math and reading nights, carnivals, book fairs, and a variety of family fun nights
- Quarterly PTA meetings
- Encourage parent representation on TWCI/Vision committees
- Encourage attendance at programs, spirit assemblies, and other organized events throughout the year
- Schedule an Open House before the start of school
- Encourage volunteering in the building; keep track of hours and conduct a recognition event in the spring
- Family barbeque and family nights

**Communication**

Our goal at DeLong is to have frequent communication between the school and families. This will look like:

- **School to Parents:** Reminders, letters, notices, and newsletters will be periodically sent home as well as “Connect Ed” phone messages. A monthly family newsletter which includes information from the school and PTA will also be sent home.
- **Teachers to Parents:** phone calls, notes, emails, weekly or monthly newsletters
• Parents to School: please keep the office informed of updated contact information. Phone calls are the easiest means of communications. Teachers are not to be disturbed during instruction time but can return calls before and after the student day. If you need to meet in person please make an appointment, drop-ins are discouraged.

Awards, Recognition and Thank You’s
We acknowledge special talents, effort, and skills with “Braggin’ Dragons” “Clip ups” and monthly behavior awards. We also have a partnership with Foss High School and give monthly “Foss T-Shirt awards” for students who go above and beyond following our Dragon Pledge. Students who receive awards are acknowledged at the monthly assemblies and parents are notified prior to the assembly so they can attend.

DeLong Elementary
School, Family, and Community Involvement

At DeLong Elementary we believe in the power of parent, community and family involvement in our school and continually strive to develop strong partnerships with families and community. We are a school that works together to teach strategies for children to take responsibility for their academic learning and behavior so they may become successful and self-confident learners.

DeLong Elementary will partner effectively with parents and community by:
• Sharing Title 1 information with families at Back to School Night in the fall
• Making the Comprehensive Academic Plan and budget available in binder on display in the main office
• Sharing information with parents about student progress and assessments on a regular basis
• Sending a variety of communications to families in the language spoken when requested
• Offering a variety of curriculum nights and family nights to inform parents of literacy and math expectations, curriculum alignment and strategies to support student achievement at school and home.
• Informing parents of their right to know the qualifications of their child’s teacher and para-educator
• Responding to any suggestions and/or requests from families as quickly as possible
• Including parents in the decision-making process at school, such as the development of the School Family, Community Policy and School/Family Compact.

Parents are welcomed and encouraged to participate in the education of their children by:
• Reading and responding to the school newsletter and communication from teachers
• Helping to perform an annual review of the Comprehensive Academic Plan, Parent Involvement Policy, and the School/Family compact
• Attending scheduled conferences and participating in ongoing communication with teachers
• Completing a Washington State Patrol Form so they can participate and volunteer in classroom opportunities
• Attending School Centered Decision-Making Team (SCDM/Vision) meetings
• Working to keep the lines of communication open between home and school
• Volunteering in class and on field trips
• Participating in life at DeLong by attending special events at our school
• Learning how to support our ABC’s of Life, PBIS, and Zones of Regulation programs that provide students with strategies to be responsible, self-confident learners

Principals will:
• Provide a safe, positive, and caring learning environment
• Respect every student’s right to learn
• Promote high expectations along with high teaching and learning standards
• Provide structure and consistency in discipline practices
• Promote positive communication between family and school staff

Attendance Requirements

Attendance requirements: State Law (RCW 28A.225) and the district policy and regulations (Policy 2370, Regulation 2370.1) require daily and punctual attendance of all students, unless officially excused. Parents and students are both responsible for assuring attendance. Parents must provide the school with a valid reason for an absence before it can be excused. Medical appointments require a note from the physician.

All Students are considered unexcused until we receive a valid reason for the absence. We would appreciate a phone call in the morning if you are keeping your child home from school. If you do not call the school, an automated call will be placed by the school district regarding your student’s absence. We must have a return call and/or a doctor’s note on the first day your child returns to school. If the office does not have phone contact and we do not receive a note upon the return to school, the absence will remain an unexcused absence.

In accordance with the state’s mandatory attendance laws, if a student is absent without a valid excuse four times within a month, the school district may file a petition with the juvenile court seeking the court’s jurisdiction over the student’s attendance in school. If a student is absent without a valid excuse seven times within a month or 10 times within the school year, the school district will file a petition with juvenile court. Any parent/guardian found to have violated the law may be fined up to $25 per day of unexcused absence and/or the student will be ordered to attend school. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

Filing a petition is something that we do not like to do but are required by state attendance laws to do so. Please help us so that we do not have to file a petition to juvenile court, by supplying us with phone calls or notes with valid reasons for absences.

When Is an Absence Excused?

Absence are excused if they are due to the following:
1. Personal illness, medical or dental appointments
2. A family emergency (approved by the principal), funeral, death or hospitalization
3. Attendance at a school-approved activity
4. An appearance in court when required by law
5. A short-term suspension or emergency expulsion
6. A religious observance or a pre-approved family activity no longer than five days. If there are attendance problems the activity may not be approved for and excused absence.
7. Head Lice – Four days per year maximum

Becca Steps
- 2 unexcused absences = “miss you” post card.
- 4 unexcused absences = 1st Becca Letter
- 5-7 unexcused absences = 2nd Becca Letter and an attendance conference
- 10 or more unexcused absences = Petition to the court

Emergency Plan/DeLong Families

While all of us hope disaster never interrupts our lives, it is important to be prepared with a plan in case of emergencies such as fire, earthquake, etc. The District and each individual school to impact the safety and protection of your children have formulated plans. During emergencies, your children will be our main concern and we will need your assistance and cooperation for everyone’s safety. Protection and exit plans are in place and practiced regularly.

Should an emergency occur, parents should not call the school, if the phone lines are working they will be needed urgently by school personnel performing emergency response functions. Parents of injured children will be notified as soon as possible. It will not be the practice of the school to attempt calling all parents because there are not enough personnel available to perform that task while managing the care of students in an emergency. All schools will have first-aid trained staff to help injured children until medical assistance arrives.

After an emergency, parents may pick-up their children at school but must follow a sign-out procedure to assist in the effort to account for all students. This check out will be done by the classroom teacher, his/her designee or by designated staff members. This step is extremely important as teachers and/or staff will be accounting for each student and others may be needlessly hurt while searching for a child erroneously presumed to be missing. Children will only be released to a parent/guardian or to a person listed on the enrollment information. It is very necessary for you to keep the school office informed whenever there are changes to your student’s information.

If an earthquake occurs while students are on their way to school, they should be instructed to first protect themselves as best they can. Once the earthquake has stopped, they should go to the place that is closest (home or school). If the earthquake occurs on the way from school, they should always go home as there may not be school personnel on site.

Snow is not considered an emergency in the same regard. Parents will be able to see the weather conditions and should listen to the radio or television for announcements of school closures or delays. The Tacoma School District will also make a phone call early in the morning alerting
parents if there is a closure or delay. Please make sure your phone numbers are up to date in the school office. Children will be dismissed to go home by the usual means at the appointed time. It is always a safe practice to have a “back-up” place nearby to go should students go home and they cannot get into the house.

You can help the effectiveness of preparedness by calmly discussing these expectations with your children and by discussing your own family preparedness plan for emergencies. Together, the school, community and especially parents can help children be better prepared for the unexpected and meet these types of emergencies with confidence.

**Emergency School Closure Procedures**

The Tacoma School District will do a “Connect-Ed” phone call to all students in the district alerting families of any emergency school closures. If an emergency occurs in a school, the superintendent will notify the district’s Community Relations office so that local radio stations can be notified after the closure has been authorized.

*The following local radio and television stations will broadcast school closures.*

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<thead>
<tr>
<th>Radio</th>
<th>AM/PM</th>
<th>TV Channel</th>
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<tbody>
<tr>
<td>KIRO</td>
<td>710 AM</td>
<td>7</td>
</tr>
<tr>
<td>KOMO</td>
<td>1000 AM</td>
<td>4</td>
</tr>
<tr>
<td>KIRO TV</td>
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<td>Channel 7</td>
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<tr>
<td>KING</td>
<td>Channel 5</td>
<td>Channel 13</td>
</tr>
<tr>
<td>KOMO TV</td>
<td></td>
<td>Channel 4</td>
</tr>
<tr>
<td>KCPQ</td>
<td></td>
<td>Channel 13</td>
</tr>
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**Other Information**

**Extracurricular Activities**

Currently, the activities being offered are the following: sports teams, tumbling and jump rope, cross country/track and field, Art Club, Good News Club, Dragons Club and Extra Learning Opportunities (ELO). Students who enroll after the beginning of the year may ask the office or teacher about how to become involved if interested.

**Volunteering**

Volunteer forms are available in the school office. Completed volunteer forms (with picture I.D.) must be submitted to the volunteer coordinator at least 2 weeks before a scheduled fieldtrip. When the mandatory Washington State Patrol check is completed and you have been approved, the volunteer coordinator will contact you and advise the teacher of your availability. All volunteers must be registered to assist in the classroom, supervise field trips or perform other duties in the building.

You are encouraged to complete volunteer forms at in September. Volunteer forms are good for one school year!

Some volunteer opportunities are: Serving as a room parent, reading with students, preparing school bulletin boards, copying classroom materials, grading papers, assisting with fieldtrips, field day, etc.
**Curriculum**
In adherence with Tacoma Public School policy Delong teachers use Ready Math Curriculum, Schoolwide Reading & Writing Curriculum and Lucy Calkins Phonics Curriculum. Students receive instruction in reading, language arts, (English and writing), math, science/health, social studies and art. We also have specialists for music, physical education, and library.

Students are responsible for their own learning with the help and guidance of the teacher-parent partnership. Teachers will alert parents if there is concern and parent, student and teacher will develop a plan for improvement. Demonstrations of proficiency in reading, writing, and mathematics will affect the promotion of students.

**Health and Safety**
We have a health room with a registered nurse 1 ½ days and an LPN 5 days a week to provide for the state requirements and to monitor medications. **It is imperative that parents keep the office informed of current home, work, and daycare phone numbers.**

**Illness and Injuries**
If a child becomes ill or injured at school, we will evaluate with questions, rest, ice or temperature and notify parents if questionable. If we send your child home with a fever, please do not send them back to school until they are fever free (with no medication) and have not vomited for 24 hours. If an injury appears to be serious, 911 will be called. The district does not have insurance that covers student injuries. Low cost student insurance is available for those who wish to purchase it should you not have your own insurance.

**Medications**
Washington law requires a form signed by the doctor and the parent permitting the school to administer any type of medication at school. This includes over-the-counter medications. These forms are available at the doctor’s office and at school. When children need to take medication at school, the child must take responsibility for remembering with assistance from school staff.

**Lost and Found**
Please put your children’s names on all clothing items that might be removed during the school day. Lost and found is in the lunchroom. Small items may be in the office. When children turn in lost money, it is returned to the finder if not claimed. One week after school ends, items not claimed are donated to charity.

**Parent Teacher Conferences**
The DeLong staff knows the importance of the close connection with parents to help the student become successful. We will conference in October with students and parents to mutually set goals and expectations. We will ask student and parent to meet throughout the school year to evaluate progress. In addition, report cards and regular progress reports will keep parents aware of student efforts and success. We value your cooperation and participation in this partnership.
**Personal Items and Valuables**  
Students’ should not bring valuable or personal items to school. This includes toys, I Pods, MP3 players, video games, etc. If a toy is brought for “sharing”, it should not be taken to recess. Students may bring playground items like coats, hats, backpacks, etc. which need to be marked with students’ name and the student must be responsible for them.

**PTA**  
DeLong PTA is our organization of parents and staff who sponsor and/or organize many activities for the children and families. There is always a need for volunteers to make these activities happen. The membership fee is $10.00 to join. The membership money, along with fundraiser profits will benefit the students. Please join and get involved.

**2019-2020 PTA Officers**  
Co- Presidents: Carolyn Solitaire & Craig Wickes  
Vice President: Sarah Van Wyhe  
Treasurer: Amanda Erichsen-Reeves  
Secretary: Chelsea Wickes

**Safety Issues**  
To help ensure the safety of your child, we ask that all personal information be **updated in the office**.

If your child will be absent from school, please call the office between 7:30 am and 9:00 am with the reason for the absence. If we have not received a phone call from the parent and your child is absent you will receive an automatic phone call. Calling the school in the morning with your child’s absence is most helpful and will eliminate this phone call.

**School Supplies**  
The school provides children with textbooks. Each student is expected to take care of their books and return them when requested. If books (textbooks or library books) are lost or damaged, parents will be billed and report cards will be held until payment is made. Students are responsible for having their own school supplies that need replenishing on a regular basis. A list of needed supplies will be provided at the beginning of each school year and posted on the DeLong Dragons website.

**Special Services**  
Students who meet the qualifications for these services are provided with remedial assistance for reading, writing and math in our LAP/Title or Special Education programs (LRC).

Students who are experiencing social/emotional or family concerns are provided services of the Social Worker and Guidance Counselor on our staff for support. These staff members can provide parents with information on community resources. We also have a partnership with Comprehensive Mental Health for students who qualify.

**Telephones at DeLong**  
Although all classrooms at DeLong are equipped with telephones, teachers are not always available to receive calls. If you have any specific concerns that you want clarified, please call the
school office and leave a message. Personal messages to students cannot be delivered except in an occasional emergency.

**Telephone Calls Regarding Dismissal**

Please make all change in plans for dismissal with your child before they arrive at school. The office will try to relay messages to the teachers before the end of the day, but we cannot guarantee the message will get to your child you call after 2:00 pm. Daily phone calls to the classroom regarding changes in dismissal arrangements disrupts student learning. Your cooperation is greatly appreciated!

**Vacations**

Vacations during the school term are discouraged. If it is necessary for your family to take children out of school for any trip or vacation, the principal must be notified in writing at least 3 days in advance. Forms are available in the office. Missing too much school, whether it is caused by tardiness, leaving school early and/or absences may impact your students’ grades.

**Child Abuse Reporting**

In accordance to the RCW 26A.44.030, RCW 26A.44.040, regulation 6140.01. School personnel are mandated to report suspected cases of child abuse and neglect to the proper authorities. For complete text of the state laws and school policy, see “Students Right, Responsibility and Regulations to Parents”, available through US Mail or DeLong’s Office.