

# **LARCHMONT ELEMENTARY** **FAMILY & STUDENT HANDBOOK**



**8601 East B Street  
Tacoma WA, 98445**

**Phone:(253) 571-6200  
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## **OFFICE & DISTRICT INFORMATION**

Office Manager:	JoEllen Redmond
Attendance:	Elizabeth Willcox
Phone Number:	253-571-6200
FAX Number:	253-571-6262
Office Hours:	7:30-4:00

School Address:	8601 East B Street. Tacoma WA, 98445
Tacoma Public Schools Superintendent:	Carla Santorno
District Website:	<a href="http://www.tacomaschools.org">www.tacomaschools.org</a>
District Office Address:	601 South 8 <sup>th</sup> Street. Tacoma WA, 98405

## DISTRICT TELEPHONE NUMBERS

District Main Line	253-571-1000
Transportation	253-571-1853
Nutrition Services	253-571-3370
Safety & Security	253-571-1255
Student Services	253-571-1224
Superintendent	253-571-1010

## BUILDING SCHEDULES

### Office Hours:

7:30am – 4:00pm

All school days

### Bell Schedule:

School Hours: 9:00am – 3:30pm

Warning Bell: 8:55am

Tardy Bell: 9:00am

Dismissal: 3:30pm

## ATTENDANCE

***The habit of regular and punctual attendance is strongly related to student success.***

***We ask that you help your student acquire this good work habit.***

If your student is not going to be in school for any reason, you must call the school office ***every day*** your student is absent. Please submit a ***note to the school office*** when your student returns to school. Communicating with the school office is the only way your student's absences will be excused. Parents must provide Larchmont with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absences: a personal illness, health condition or medical/dental appointment, an appearance in court when required by law, a disciplinary action, religious observance, and planned family activities which has been approved by the principal.

***Call the school office at 253-571-6200 every day your student will be absent by 8:30am.***

Send a note when the student returns to school indicating the reason for the absence.

**Family Vacations:** Extended absences for family vacations are encouraged during the scheduled school breaks (Winter and Spring Break). *Vacations or extended absences not due to illness will be considered an unexcused absence.*

**Tardiness/Arriving Late:** Students arriving *after* 9:00am are considered tardy. *Punctual attendance is important in helping students develop a sense of responsibility and to ensure that students don't miss important instruction. All students must report to the office* before going to their classrooms if arriving late.

**Early Dismissal/Early Pick-up:** Requests for students to leave school early are discouraged. If early dismissal is necessary, please send a note to the office stating the time you will be picking up your student. Upon arrival on campus, please go to the office. The office staff will call your student to the office for sign-out. Please do not go to your student's classroom first. These procedures are for the safety and security of our students.

## THE "BECCA" BILL

According to the "Becca Bill", all school districts are required to track the number of student absences and notify families when their student is absent.

### Basic Guidelines for Tacoma School District:

- Larchmont office staff will inform parents/guardians upon the first occasion of a student's unexcused absence.
- Upon the third occasion of an unexcused absence, Larchmont office staff will schedule a conference with the parents/guardians.
- After **5 excused** absences in a single month, or **10 or more excused** absences in the current school year, Larchmont office staff will schedule a conference to identify barriers to regular attendance and offer support.
- In accordance with Washington State's mandatory attendance laws, if a student is absent without excuse 5 times within a month, the school district may file a petition with the juvenile court. If a student is absent without excuse seven times within a month or 10 times within a school year, the school district will file a petition with the juvenile court. Any parent found to have violated the law may be fined up to \$25 per day of unexcused absence from school.

## WITHDRAWING FROM SCHOOL

Please notify the office when you are aware that you will be withdrawing your student from school.

- This allows the school to give you information needed to successfully transition and enroll your student in the next school.
- Please remember:
  - All Library and school/district text books must be returned
  - All fines owed must be paid

## EMERGENCY INFORMATION

### Emergency Information Card

An Emergency Information Card is sent home on the first day of school each year. This card is the first place we look when students are injured or become ill at the school. It is critical to the welfare of your student that this card is filled out and returned promptly, and is **updated when necessary. As changes occur to phone number, address, etc., please notify the school with updates, including daycare and pick-up information.**

### Emergency Early Dismissal and Closure

- It may be necessary to close school before normal dismissal time. Please instruct your student where he/she should go in the event that school is unexpectedly closed.
- A phone call for school closures or delayed opening due to inclement weather will be made by Tacoma School District personal. You can also check the district website at [www.tacomaschools.org](http://www.tacomaschools.org).

### Emergency Procedures

Earthquake, lock down, fire and safety procedures will be taught and practiced with everyone at Larchmont throughout the year in case of such an event.

**In cases of such emergencies, there are some critical things you must know:**

***Please do not call the school.*** We realize you will want to determine the status of your student. The phones will be needed by school personnel. You will be contacted if your student is hurt. We have first-aid trained staff to attend to injured students until help arrives. ***Keeping Emergency Contact information current with the school is critical*** for the safety of your student in such events.

After an emergency, ***families must not take their students from the school grounds unless they have checked out from the checkpoint or office.*** Detailed attendance records will be kept ensuring the safety of all students. Students should not leave without proper documentation.

## SCHOOL MEALS

Breakfast and lunch are available for purchase every day at school. ***Breakfast service is from 8:40am-9:00am.*** The costs for meals are as follows:

Meal	Cost
Breakfast w/ milk	\$1.90
Lunch w/milk	\$3.00

Each student has an account that money can be deposited into by going to [Tacoma.healtheliving.net](http://Tacoma.healtheliving.net) and creating an account through the payments tab. ***Cash or checks*** made out to Larchmont can be accepted. It is a good idea to put enough money in

the account for students to buy lunch for at least 5-7 days. Students will be notified when their accounts are low. Meal accounts are transferable with the Tacoma School District and will roll over each year.

To qualify for **Free or Reduced priced meals**, families must fill out an application to be approved. Applications are available from the Larchmont office or online at:

<http://tacoma.healtheliving.net/what-we-do/meal-applications/>

## **BREAKFAST PROCEDURE**

**At 8:40, Kindergarten students** go to the cafeteria and move through the cashier line. Students will then get their breakfast and sit down at an assigned table. When finished, students will throw away their garbage, put their trays away, and return to their assigned table. Teachers will pick them up in the cafeteria.

**Grades 1-5** go to the cafeteria and move through the cashier line. Students will then get their breakfast and sit down at a table. When finished, students will throw away their garbage, put their trays away, and walk over to the gym and sit in their assigned area. Teachers will pick them up in the gym.

**At 8:55 the kitchen will stop serving cereal and hot breakfast options. Students will be given a breakfast bar, fruit, and milk and sent directly to class to finish their breakfast. The goal of this procedure is to help student get to class on time and begin learning.**

## **SCHOOL-to-HOME COMMUNICATION**

### **Larchmont Website**

The school has an active website and Facebook page (Larchmont Lions TPS) with information about school activities, calendar of events, available programs, staff contact information, and student resources. Please visit:

[www.tacomaschools.org/larchmont/Pages/default.aspx](http://www.tacomaschools.org/larchmont/Pages/default.aspx)

<https://www.facebook.com/LarchmontLionsTPS>

### **Classroom Newsletters**

Classroom teachers send out newsletters monthly to keep families informed of assignments, activities, curriculum, and events happening in the classroom.

### **Email**

All staff members have Tacoma School District Email accounts. It is an extremely effective way to stay in contact with the school. All staff email addresses can be found on Larchmont's website under the contact tab.

### **Conferences**

Conferences will be held October 16<sup>th</sup>-18<sup>th</sup> and March 12<sup>th</sup>-13<sup>th</sup>. School will be on an early release schedule on conference days (students dismissed at 12:15). Information will be

sent home for families to schedule a time for their conference. As a means of sharing information, conferences give families an opportunity to discuss and see the student's special strengths and needs, and interpret his or her progress. Interpreters will be provided if needed.

### **Conference Appointments are not Limited to Once a Year**

You are encouraged to make an appointment to see your student's teacher whenever you feel there is a need.

## **HEALTH CONCERNS & MEDICAL SERVICES**

All students must have a ***current health history on file*** at school. Due to the law in Washington state, students with ***potential life-threatening conditions***, such as but not limited to severe allergies, diabetes, asthma, and seizure disorders, will ***need to speak with the school nurse at least two weeks prior to starting school*** each year. Your student cannot start school if there is potential that your student could have a serious health concern during the school day that might be life threatening ***unless*** the needed medical orders, equipment, and nursing care plan are in place. We want your student to be safe at school. Please call the school nurse (253) 571-6232, the office (253) 571-6200 or Health Services (253) 571-1506 if you have questions.

### **Immunization Requirements**

Washington State Department of Public Health sets the requirements for immunizations needed for school age students. New requirements are made yearly and must be enforced for schools to be in compliance with the law.

### **Medication**

Washington State Law states that ***medications may not be dispensed by school personnel without a physician's order***. This ***includes dispensing of cough drops, aspirin, or other over-the-counter medications***. Occasionally a student under medical care may continue to attend school. In these special cases, school personnel may administer medication when families 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 second form signed by a family member which gives school personnel permission to administer medication.

***All medications must be in pharmacy containers*** and will be stored in the school office and dispensed by the school nurse.

Please ***do not send medication in a plain envelope or with a handwritten note***. We will not be able to comply with the request.

### **Communicable Diseases**

If your student has ***chicken pox, head lice, measles/rubella, mumps, scarlet fever, hepatitis, scabies, rashes, or other contagious diseases*** diagnosed by a doctor, contact the school immediately. Unknown rashes must have a doctor's note for the student to attend school.

### **Illness, Fever, or Injuries**

- A student who ***has a fever should not come to school***. It is an indication of an illness and needs to be kept home.
- Students should be ***symptom and/or fever-free for 24 hours before returning to school***.
- ***Families must pick up students immediately if they become sick at school***.
- If injuries occur at school students will be sent to the nurse.
  - Minor injuries are given first aid
  - Families will be notified if further medical care is needed

## **DISMISSAL & AFTER SCHOOL PICK-UP PROCEDURES**

In an effort to keep your student safe and in order to provide an efficient dismissal time, it is important that we follow Larchmont's dismissal and parking lot procedures.

### **Car Pick Up**

Please pick up all students in the front parking lot. Students will be dismissed through the front of the building.

### **On-Foot Pick Up**

Students will be dismissed through the front doors. Please meet your student in the front of the building.

### **Bus Pick-Up**

Students are escorted to the front of the building by their teacher. Once there they can join their designated bus line. If your student rides the bus home and you decide to pick them up, you ***must make the request in the office prior to the end of the day***.

### **Parking & Entering Building**

If you have an appointment with a staff member or need to visit the office, please park in the main parking lot in a parking space marked "VISITORS."

Please communicate with your student about where you will be meeting her or him. Please ***inform our office staff about changes to student pick-up routines prior to 3:00 p.m.*** Also, because students and teachers will be in the middle of dismissal routines, the office will be unable to handle early dismissal requests after 3:20.

Larchmont staff will be strictly enforcing our dismissal system. Thank you for your cooperation in making dismissal safe and quick.

### **Bus Zone Parking**

Please be aware that the Bus Zone is ***closed for all parking between 8:30am to 4:00pm***. If cars are parked in this area during these times are subject to being towed.

## **POSITIVE BEHAVIORS & DISCIPLINE**

Larchmont follows the three rules of: **Be Safe - Be Responsible - Be Respectful**. Students are ***awarded PAWSitive tickets for positive behaviors*** throughout the building.

If students choose ***not to follow school expectations***, consequences may occur.

- **Mild behaviors**, such as teasing, not completing work, or shouting out in class, are usually handled immediately by the teacher.
- If these behaviors continue or **moderate behaviors occur**, such as inappropriate language, minor theft, or physical aggression, students **may** be referred to the office and spoken to by the assistant principal or principal. If this occurs parents will be contacted.
- When **severe behaviors occur**, such as fighting, vandalism or blatant defiance, students **will** be given a referral, the principal and/or assistant principal will be contacted to follow up, and if needed security may be involved. Consequences will be determined by the principal and may include in-school or out-of-school suspension, depending on the severity and repetition of behavior. Families will be contacted if student is involved.

## **BULLYING**

Larchmont and Tacoma School District are committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. ***“Harassment, intimidation, or bullying” means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics***, when an act:

- Physically harms a student or damages the student’s property; Has the effect of substantially ***interfering with a student’s education***;
- Is so ***severe, persistent, or pervasive*** that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the ***orderly operation of the school***.

The school and district have preventative measures and interventions in place to reduce and/or eliminate harassment and bullying.



## DRESS CODE

### Shoes

- Tennis shoes or sturdy, form-fitting shoes are recommended for the school day.
- No backless or high-heeled shoes are permitted. (Flip flops are not permitted; sandals with back straps can be worn.)
- No shoes with wheels (can be worn if wheels are removed.)

### Pants, shorts, skirts

- Pants and shorts need to fit snugly at the waist.
- Sagging clothing is not acceptable.
- Extremely brief shorts and short skirts are not appropriate for school. Mid-thigh length or longer is appropriate.

### Shirts

- Shirts with sleeves are recommended.
- Halter, tank, and thin-strapped tops are not permitted. Sleeveless athletic jerseys without a t-shirt underneath are not permitted.

### General

- Tops and bottoms must overlap at all times, including when arms are raised.
- Hats, caps, hoods, and other headwear may not be worn during the school day unless for school-sponsored activities.
- Jackets and coats (outerwear) may not be worn indoors during the school day.
- The following items are inappropriate for school and therefore not permitted:
  - Any article of clothing or accessory that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading
  - Anything that may cause a distraction to the educational process or is deemed inappropriate or unsafe.

This dress code does not regulate the exercise of an individual's sincerely held religious beliefs.

## BICYCLES, SKATEBOARDS, & SCOOTERS

Students may ride bicycles or skateboards to school. Please emphasize the importance of **walking bicycles across busy intersections** and patrol crossings. It is **required that each student, wear a protective helmet** when riding either a bike or skateboard. It is recommended to use a lock to secure the bicycle to racks on campus. The school is not responsible for damaged or stolen bikes, skateboards, or scooters.

## ELECTRONICS & CELLPHONES

Students with cellphones or electronic devices must keep them ***turned off and in their backpack*** during school hours. ***Any student found using a cellphone or electronic device during school hours may be asked to turn it off and give it to an adult until the end of the day.*** If the problem persists, the device will be held in the office and a family member will need to come to the school to pick up the device.

If families need to leave a message for students, please call the school at (253) 571-6200. Student use of the phone is limited to emergency and special cases only. Permission to call home about visiting a friend after school cannot be granted.

Students will not be called from the classroom for telephone messages except in cases of emergency. Families are asked to make after school arrangements before the students leave home in the morning.

## WEAPONS POLICY

Larchmont and Tacoma School District will ***not tolerate the possession of dangerous weapons by students*** on school district property or at school district-sponsored events. (Possession includes having a weapon in a ***desk, backpack, or on student's person.***) If a student carries, displays or draws any dangerous ***weapon, look-alike weapon, any toy that looks like a weapon or anything that could cause bodily harm*** will face consequences up to and including expulsion. The law requires that all school facilities must be posted with Gun Free Zone signs.

***Tacoma School District treats objects that look like weapons, such as toy guns and toy knives, in the same manner as real weapons.*** That means that a student who brings such an object to school, on a school bus, or to a school activity can expect to be disciplined for such behavior.

## VISITOR PROCEDURES

***All visitors must check-in in the Main Office upon arriving on campus. A visitor badge must be worn*** by all visitors when in the building. We ask that all visitors are on campus for a specific purpose. Please contact your student's teacher in advance if you would like to visit or volunteer in the classroom for an extended period. When school business is completed, ***please check-out immediately in the main office.***

## **VOLUNTEER PROCEDURES**

**All adult volunteers** must complete a **volunteer application form** and present picture ID when turning in the form to the office for approval signature. A background check will be performed through the Washington State Patrol (WSP). Once cleared, a verification notice will be sent to the office assistant in charge of volunteer forms. All volunteer forms are good for one year.

## **NONDISCRIMINATION STATEMENT**

Tacoma Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Lisa Nolan, 253-571-1252, [lnolan@tacoma.k12.wa.us](mailto:lnolan@tacoma.k12.wa.us); Title IX Coordinator: Eric Hogan, 253-571-1191, [ehogan1@tacoma.k12.wa.us](mailto:ehogan1@tacoma.k12.wa.us); and 504 Coordinator: Elementary, Autumn Lara, [alara2@tacoma.k12.wa.us](mailto:alara2@tacoma.k12.wa.us), 253-571-1096; Secondary, Jon Bell, [jbell2@tacoma.k12.wa.us](mailto:jbell2@tacoma.k12.wa.us), 253-571-1225. Address: P.O. Box 1357, Tacoma, WA 98401-1357.