Welcome to the 2019/20 school year. We’re happy you’re at Lowell and we’re looking forward to an exciting school year!

At Lowell Elementary we practice and enforce **Positive Behavior Support** throughout our entire campus. The objective is to focus on healthy learning environments and school safety, which are two of the district’s four goals.

We have (4) criteria of student expectations that create a safe learning environment for all students. The criteria includes the following expectations:

1. Respectful
2. Safe
3. Kind
4. Responsible
5. Have GRIT

Lowell staff implement school-wide positive behavioral support systems to provide the following:

1. Clear, consistent, explicitly taught behavioral guidelines and expectations across contexts (i.e. hallways, recess, classrooms)
2. Clear reward systems for positive behaviors
3. Monitoring and supervision of behavior
4. Data based decision making to continuously improve systems of support

We strive to create and maintain safe learning environments and to promote excellent academic achievement. Lowell partners with UWT for training each year.
Our entire staff is committed to making Lowell a special place to work. We also couldn’t meet our goals without the support of our amazing parents and community.

I would encourage you to be involved with the Lowell PTA, who provide a tremendous amount of support to the staff and students of Lowell. It truly is a team effort!

Thank you for your support!

Mrs. Renee Rossman
Principal
(253)571-7190

Mission, Vision & Building Initiatives

Mission: The mission of Lowell Elementary School is to be respectful, responsible, safe and kind. In partnership with families and the community, staff members encourage academic success for every student while promoting the Lowell culture in their actions and words.

Our Vision: Lowell Elementary School considers the needs of students, first and foremost, when making decisions while providing rigorous instruction and promoting a growth mindset.

Building Initiatives: In order to live our mission, we the staff have adopted the following school-wide initiatives:

- Positive partnerships between staff, parents and community
- Best instructional practices, supported by data analysis and ongoing
- TWCI: Tacoma Whole Child Initiative
- Professional development
• Gifted and Talented Education (GATE) classrooms, K – 5
• Collaboration with energy and respect

SCHOOL HOURS   OFFICE HOURS
8:55am – 3:30pm   8:00am – 4:00pm

ARRIVAL TIME
There is no supervision on the playground until 8:45am, therefore, we are asking that students who walk to school or parents dropping their students off, **not arrive until 8:45am**. **STUDENTS COMING FOR BREAKFAST MAY ARRIVE AT 8:30AM.**

Students line up, with their classes, on the playground or primary courtyard and teachers pick their students up when the morning bell rings at 8:55am. **THERE SHOULD BE NO UNSUPERVISED STUDENTS IN THE PRIMARY COURTYARD. PARENTS NEED TO SUPERVISE IN THE PRIMARY COURTYARD BEFORE SCHOOL.**

We have an adult crossing guard on duty, at the corner of North 12th and I St., beginning at 8:30am. Our student patrols are on duty, at the corner of Yakima and Mr. Dahl Dr., beginning at 8:40am.

ATTENDANCE
We ask for your cooperation in seeing that your child attends school every day that he/she is able. Absence from school is a hardship on both the student and the teacher. Students may expect to make up work missed during their absence.
In partnership with the district goal of improving attendance, Lowell has a goal of less than 1 absence every month or 9 days a year.

By state law, we are required to have a written or verbal excuse from the parent/guardian when a child is absent for any reason.

Parents are asked to call the school office when they know their child will be absent. This close communication will keep us informed regarding situations that may have a bearing on your child’s education and welfare.

**EARLY DISMISSAL**

We need your support in not picking up students early, as students miss valuable learning time each day. DISMISSAL IS AT 3:30PM.

**AFTER SCHOOL DESTINATION**

Parents who pick their children up after school should pick them up **promptly at 3:30pm**. Please call the school office if you are running late.

Students are required to be supervised by their parents after 3:30pm. They cannot be left on the playground alone after school. If your plans to pick up change, please contact us early in the day. After 3:30pm there is no supervision for students.
Students will be dismissed to their lineup locations after school including:
K – Escorted to classroom by parents, dropped off and picked up at classrooms
1<sup>st</sup> – Escorted to classroom by parents, dropped off and picked up at classrooms
2<sup>nd</sup> – Door by 2<sup>nd</sup> grade hallway
3<sup>rd</sup> – Under covered play area
4<sup>th</sup> – Tetherball area
5<sup>th</sup> – Tetherball area

**EXTENDED ABSENCES**
If the student is going to be taking an extended absence, usually for more than 3 – 4 days, we must excuse the absence ahead of time.

Please complete the Excused Absence Request form and turn it in to the office. This will ensure that the Principal, teacher and attendance office are all aware of the absence.

PLEASE SCHEDULE VACATIONS EITHER BEFORE OR AFTER TESTING SCHEDULES.

**BREAKFAST/LUNCH PROGRAM**
A nutritious breakfast and lunch are available in our cafeteria each day. Student breakfast - $1.65 Student lunch - $2.75 Milk -$0.55.

The District offers a Free or Reduced meal program. Nutrition Services encourages families to apply on-line at Meal App Now or you can pick up a form in the school office. Visit [www.tacoma.k12.wa.us](http://www.tacoma.k12.wa.us) for more information.
We encourage you to fill out a Lunch form as this information supports our academic programs and supports school budgets.

Meals should be paid for in advance. Parents can put money on their students meal account, either on-line at Lunch Money Now or with checks or cash.

**ILLNESS**

Every day of school is important and we encourage regular attendance. However, a student should not be sent to school if he/she shows signs of illness. We do not have facilities for sick children and will keep them in the nurse’s office until the parent can come and take the child home. A child must be ‘fever free’ for 24 hours before returning to school.

If a child has been seriously ill, we would appreciate being made aware of this.

**MEDICATION AT SCHOOL**

Any medications to be administered at school, must have proper documentation. This includes over-the-counter medication such as Tylenol, Ibuprofen, cough drops and vitamins.

In accordance with state law, both the parent & physician must complete and sign the proper consent form. Forms are available in the school office or from your physician.

Over the counter F.D.A. regulated personal hygiene
items such as hand lotion, lip balm, deodorant, hand sanitizers, and sunscreen lotions can be carried by the student and self-applied on school property or a school related event. Be sure and write your student’s first and last name on the container, instruct your student not to share their sunscreen or hygiene products with others, and please provide lotion based sunscreen as opposed to spray on products, as other students may have an allergic reaction to the sprays.

IMMUNIZATIONS: ALL STUDENTS MUST HAVE CURRENT IMMUNIZATIONS OR THEY WILL NOT BE ALLOWED TO ATTEND SCHOOL. KINDERS WILL NOT BE ALLOWED TO START SCHOOL UNTIL WE HAVE PROOF OF REQUIRED IMMUNIZATIONS.

CUSTODY
It is most important that the school be apprised of any unique custody situations that may preclude contact with a non-custodial parent. In situations of this nature, any legal documents that spell out various rights are needed at school, to assist us in honoring court mandates. Our school counselor can assist you if you have any questions.

DRESS STANDARDS
Students are expected to dress in a manner that enhances academic learning. Clothing that is revealing or best suited for very casual activities, is not appropriate for school.
T-SHIRTS MUST BE TASTEFUL WITHOUT OFFENSIVE DESIGNS OR WRITING. Clothing should not reveal the back or midriff. During warm weather, shorts are acceptable but they must extend down to fingertip length. Spaghetti straps or “racer back” are not acceptable on tank top shirts and shoulder straps must be at least 1” wide. Shirts that are “off the shoulder” are not allowed at school.

Hats are not allowed in the building unless there is a special event or celebration. Also, students should wear shoes that are appropriate for recess and PE activities (close toed shoes, no open-toed, Heelys or flip flops).

Students should have a coat every day and it’s helpful for parents to assist in choosing appropriate clothing for their students and we appreciate the support.

VALUABLES/TOYS/CELL PHONES
Students should not bring valuables to school or any other items that may distract from the educational process. Please do not bring umbrellas to school. The school cannot assume responsibility for personal property.

Toys, trading cards, fidget spinners, etc. are not allowed at school. Sports balls from home must remain in student’s locker during the day. Special items for sharing may be brought to school with the permission of the teacher.
IF CELLULAR PHONES OR TECH DEVICES ARE NEEDED FOR BEFORE OR AFTER SCHOOL COMMUNICATIONS, THEY SHOULD BE KEPT IN STUDENT’S LOCKER AND TURNED OFF DURING THE SCHOOL DAY.

BICYCLES
Students must walk their bicycles, while on school property, and place and lock in the designated bike rack. The school cannot accept responsibility in case of theft or damage. Skateboards are not allowed on school property.

VISITING SCHOOL
Parents are encouraged to visit their child’s classroom. For the convenience and safety of everyone concerned, please contact the teacher 24 hours prior to your visit to make arrangements.

All visitors are asked to check in at the office each time they enter the building. This request is made for the safety of our students. Only Lowell students should be on the playground during the school day. Please enter the school through the front door only. Your cooperation is appreciated.

CONFERENCES AND REPORT CARDS
Elementary conferences will be scheduled during December and March. These contacts are beneficial to the progress of students.
OUR GOAL IS TO CONFERENCE WITH ALL OF OUR PARENTS EACH YEAR AT LEAST ONCE OR MORE IF NEEDED. Parents may request a conference, at any time during the year, with your child’s teacher.

Reports cards are issued in December, March and the last day of school in June.

EMERGENCY PROCEDURES
Fire, earthquake and lockdown drills are a part of the school routine. Staff and students have been instructed on the procedures to follow, if any of these emergencies should occur. We practice monthly drills at various times of the school day.

In the event of an actual emergency, please do not call the school to inquire about your student. All lines will be needed for outgoing calls. To tie up the lines with incoming calls could result in not getting the emergency help we may need.

The decision not to open schools, because of snow or other severe weather conditions, is made at 5:30am, by the Superintendent and with officials of the transportation department. Closure news will be broadcast over several radio and news stations. Be listening for Tacoma School District #10.

It is important that each family have an emergency plan, in the event we should have to dismiss school early because of weather or some other emergency. Your children need to know where they should go in the event you are not home. You would receive a School Messenger call from us, prior to any early dismissal.
MAKE SURE THAT YOUR EMERGENCY CONTACT INFORMATION IS ALWAYS KEPT CURRENT WITH US AND THAT YOU HAVE AT LEAST 2 OTHER CONTACTS ON FILE, IN CASE WE CANNOT REACH YOU.

I have read the 2019-20 Lowell Student Handbook and discussed it with my child(ren).

__________________________________
Parent Signature

__________________________________
Student Name

__________________________________
Student Signature

Please return this page to your child’s teacher.

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; Title IX Coordinator: Eric Hogan, 253-571-1191, ehogan1@tacoma.k12.wa.us; and 504 Coordinator: Elementary, Autumn Lara, alara2@tacoma.k12.wa.us, 253-571-1096; Secondary, Jon Bell, jbell2@tacoma.k12.wa.us, 253-571-1225. Address: P.O. Box 1357, Tacoma, WA 98401-1357.