# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision, Mission and Core Values</td>
<td>3</td>
</tr>
<tr>
<td>Welcome Letter</td>
<td>4</td>
</tr>
<tr>
<td>Staff Directory</td>
<td>5</td>
</tr>
<tr>
<td>Student Achievement, Staff, Student and Family Expectations</td>
<td>6</td>
</tr>
<tr>
<td>Staff Management Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Playground Procedures</td>
<td>10</td>
</tr>
<tr>
<td>School Wide Behavior Expectations</td>
<td>11</td>
</tr>
<tr>
<td>General Guidelines for Students and Parents</td>
<td>14</td>
</tr>
<tr>
<td>- Address Change</td>
<td>14</td>
</tr>
<tr>
<td>- After school Activities</td>
<td>14</td>
</tr>
<tr>
<td>- Animals at School</td>
<td>14</td>
</tr>
<tr>
<td>- ASB Membership</td>
<td>14</td>
</tr>
<tr>
<td>- Attendance</td>
<td>15</td>
</tr>
<tr>
<td>- Arrival Time</td>
<td>16</td>
</tr>
<tr>
<td>- Attire</td>
<td>16</td>
</tr>
<tr>
<td>- Bicycles</td>
<td>17</td>
</tr>
<tr>
<td>- Birthdays</td>
<td>17</td>
</tr>
<tr>
<td>- Breakfast and Lunch Prices</td>
<td>17</td>
</tr>
<tr>
<td>- Bus guidelines</td>
<td>17</td>
</tr>
<tr>
<td>- Change of Address/Phone number</td>
<td>17</td>
</tr>
<tr>
<td>- Child Custody/Legal</td>
<td>18</td>
</tr>
<tr>
<td>- Classroom Visits</td>
<td>18</td>
</tr>
<tr>
<td>- Communication</td>
<td>18</td>
</tr>
<tr>
<td>- Conferences</td>
<td>18</td>
</tr>
<tr>
<td>- Counseling Services</td>
<td>18</td>
</tr>
<tr>
<td>- Crossing Guards</td>
<td>18</td>
</tr>
<tr>
<td>- Early Release</td>
<td>18</td>
</tr>
<tr>
<td>- Earthquake and Emergency Procedures</td>
<td>18</td>
</tr>
<tr>
<td>- Emergency Drills</td>
<td>18</td>
</tr>
<tr>
<td>- Emergency School closure/Snow</td>
<td>19</td>
</tr>
<tr>
<td>- Field Trips</td>
<td>20</td>
</tr>
<tr>
<td>- Fines</td>
<td>20</td>
</tr>
<tr>
<td>- Fundraising</td>
<td>20</td>
</tr>
<tr>
<td>- Health Services</td>
<td>20</td>
</tr>
<tr>
<td>- Immunizations</td>
<td>20</td>
</tr>
<tr>
<td>- Leaving School Grounds</td>
<td>20</td>
</tr>
<tr>
<td>- Lockers</td>
<td>20</td>
</tr>
<tr>
<td>- Lost and Found</td>
<td>21</td>
</tr>
<tr>
<td>- Meals</td>
<td>21</td>
</tr>
<tr>
<td>- Medication at School</td>
<td>22</td>
</tr>
<tr>
<td>- Neglect Prevention and Reporting Child Abuse</td>
<td>22</td>
</tr>
<tr>
<td>- Parent Teacher Association</td>
<td>22</td>
</tr>
<tr>
<td>- Permission to change after school routine</td>
<td>22</td>
</tr>
<tr>
<td>- Personal Property (money and valuables)</td>
<td>22</td>
</tr>
<tr>
<td>- Personal Electronic Device Use</td>
<td>22</td>
</tr>
<tr>
<td>- Pick up and Drop Off</td>
<td>23</td>
</tr>
<tr>
<td>- Purchases</td>
<td>23</td>
</tr>
<tr>
<td>- Questions and Concerns</td>
<td>23</td>
</tr>
<tr>
<td>- School Day</td>
<td>23</td>
</tr>
<tr>
<td>- Tardiness</td>
<td>23</td>
</tr>
<tr>
<td>- Telephone calls</td>
<td>24</td>
</tr>
<tr>
<td>- Terrific Kids</td>
<td>24</td>
</tr>
<tr>
<td>- Visitors</td>
<td>24</td>
</tr>
<tr>
<td>- Volunteers</td>
<td>24</td>
</tr>
<tr>
<td>- Weapons</td>
<td>24</td>
</tr>
<tr>
<td>- Withdrawals</td>
<td>24</td>
</tr>
<tr>
<td>District Policy and Regulations</td>
<td>25</td>
</tr>
</tbody>
</table>
School Initiatives

- Engage in a rigorous course of study including high-quality projects through participation in the International Baccalaureate program.
- Prioritize Balanced Literacy & Math instruction to assist students develop their reading, writing, speaking, listening and mathematical skills in differentiated ways.
- Actively create an equitable school through Inclusionary Practices to involve and empower all students so they feel that they belong.
- Emphasize Social-Emotional Learning and clear support and interventions through Tacoma Whole Child.

Vision & Mission Statement

The Whittier Wainwright community strives to develop critical thinkers prepared to solve complex world problems through a rigorous program of inquiry.

The mission of our school is for our school community to collaborate to create critical, open-minded and passionate learners who actively seek solutions to relevant world problems. Through inquiry and meaningful experiences, learners are prepared to question authentically, investigate responsibly, challenge respectfully and think for themselves as a means of creating a better world.

CORE VALUES

- Actively collaborate within a professional learning community to address students’ academic and social emotional needs.
- Embrace and demonstrate student-centered, inclusive teaching and learning approaches in the classroom.
- Cultivate creativity and passion for lifelong learning.
- Incorporate digital learning to engage students in problem-solving of all subjects.
- Help students establish personal values as a foundation upon which international-mindedness will develop and flourish.
Welcome Wainwright Families to the 2019-2020 School Year,

We are very excited to get this year started! We have new staff members and families joining our community. Our students, staff and families will be working together in our journey toward becoming an IB World School.

We are excited to continue the dynamic efforts of Wainwright’s staff to bring world-class education to the students of our community. This year our PreK-5th Grade (PYP) will have their verification visit in the Fall. We are continuing our candidacy of the Middle Years Program (MYP) for grades 6-8.

As an International Baccalaureate (IB) Candidate School we will continue to create meaningful and rigorous units of study. The IB missions aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, our students are taught WHY they should know something and HOW it connects to other subjects and the real world. It means high quality teaching and learning—challenging instruction and worldwide knowledge.

Creating a dynamic and joyous educational environment is our passion and preparing children to be world-class citizens ready to master the challenges of the 21st Century is our purpose. At the heart of the work at Wainwright is collaboration, so our door is always open and we welcome your input. Please feel free to stop in, email or call to make an appointment to discuss any concerns, suggestions, or ideas to help make this the best year yet!

We look forward to our partnership for your child’s success.

Sincerely,

Donna Basil, Principal
dbasil@tacoma.k12.wa.us 253.571.2152

Susan Chandler, Assistant Principal
schand1@tacoma.k12.wa.us 253.71.2144
WAINWRIGHT STAFF
19-20 WAINWRIGHT INTERMEDIATE STAFF

Donna Basil
Susan Chandler
Michelle Van Dyke
Rhonda Rogers
Lisa Duncan
Jeanette Peterson
Colton Castano
Laurie Aliabadi
Mamie Harrison
Jill Ogata-Tucker
Susan Guerrero
Jerry Keister
Hidemi Marnell
Jasmyne Walton
Anuhea Daley
Cheryl Steighner

Erin Kilgore
Erika Seeinks
Debbie Grivas
Katrina Smith
Li Xue
Salomon Salvador
Derek Smith
Christine Hroncich
Margaret Buck
Robert Brown
Debra Puskas
Jennifer Streun
Meredith Williams
Jennifer Wilson
Amber Crews
Anna Sayre
Mackenzie Mercurio
Teresa Teschner
Katia Olmeda-Rosa
Deanne Crichton/6
Karen Kiritz/6
Sophia Nimlo/6
Ann Welton/6
Allison D’Ambrosio/7
Taralynn Corbishley/6-8
Ryan Carpenter/7
Katie Weichert/7
MaryAnne James/7 & 8
Danielle Shumate/ 6 & 8
Ashley Coulter/7 & 8
Dani Shepherd/7 & 8

Principal
Assistant Principal
Office Coordinator
Office Secretary
Records and Scheduling Secretary
Building Paraeducator
Campus Support
Nurse
Health Clerk
Occupational Therapist
Speech Language Pathologist
Physical Therapist
Psychologist
Guidance Counselor
Guidance Counselor
IB Coordinator Middle Years Program (MYP) & Instructional Coach
Special Education Teacher
Special Education Teacher
Special Education Teacher
Special Education Paraeducator
World Language – Mandarin 4-8
World Language – Spanish 6-7
Exploratory Music/Band/6-8 & 5th Grade Band Orchestra /Choir 6-8 & 5th Grade Orchestra
Library/Media Specialist
Physical Education 4 - 8
Music 4
4
4
4
5
5
5
Science
Math
ELA
Social Studies & Design
Science
PE 6 - 8 & Health 7 & 8
Math
ELA
Math
Science 8 & Design 6
Social Studies
CTE
Shannon Johnson/7 & 8
Kaleen Dickens
Kari Patrick
Kaori McClatchey
Valeri Tregubov
Melissa Bates
Vivian Huynh
Sherall Bryan

CTE
Nutrition Services
Nutrition Services
Nutrition Services
Custodial Services
Custodial Services
Custodial Services
Champions Before and After School Care Site Director
Tacoma Public School Strategic Plan

Core Values of TPS:

What we believe...

- Students first
- Results matter
- Flexible continuous improvement
- Data-driven decision making
- Effective leadership
- Parent/community partnership
- Cultural understanding
- Equity
- Quality instruction for everyone
- Rigor and relevance
- Accountability
- Transparency

Vision of TPS:

What we want to be
We will be an outstanding school district in which all students exhibit high standards of achievement and critical thinking skills, and are socially responsible, contributing members of their community.

Mission of TPS:

What we do
In partnership with parents and community, we will provide a comprehensive educational experience that is rigorous, individualized and enables students to contribute to a changing and diverse world.

Student Achievement

The Wainwright Intermediate School Staff is committed to preparing all of its students to become working and socially productive citizens of our new century. Such preparation is the shared responsibility of school staff, parents, and the students themselves.

The Board of Directors of the Tacoma School District believes that a child’s education is enhanced by a close partnership between the home, school, and community. Working together with parents and families is a high priority. All parents of students in Kindergarten through grade 12 will be notified of their children’s progress on an on-going basis. Students at risk of not being successful will be identified throughout the school year, and academic support will be provided accordingly.
Wainwright Handbook Goals

- To create an environment that enhances learning for all students
- To teach, model, learn, practice and promote effective communication and behavior management skills that enable students to be **Caring, Principled, Reflective and Safe** and successful in their social and educational environments
- To increase all individuals' sense of respect for self and others by enhancing self-esteem and personal responsibility
- To promote school-community involvement

Strategies

- Teach, model, and practice responsible choices, problem solving, and conflict resolution
- Use rewards, class incentives, and frequent positive interventions for appropriate behavior
- Teach playground, classroom, and common area rules and procedures

The Wainwright staff work cooperatively with parents and the community to promote positive behaviors. By working together and being consistent, we will achieve our goals.

Wainwright Staff, Student and Family Expectations

**The Students’ Responsibilities**

- Be **Caring, Principled, Reflective and Safe**
- Be responsible for yourself and your behavior toward other people and their property.
- Treat everyone with kindness and respect.
- Follow staff member’s directions.
- Make safe choices.
- Use appropriate language.
- Settle all disagreements peacefully.

**The Families’ Responsibilities**

At Wainwright, we believe it is the families’ responsibility to help your children succeed by:

- Knowing what kind of behavior is expected of Wainwright’s students. All students are expected to be **Caring, Principled, Reflective and Safe**.
- Discussing with your children what Wainwright expects of its students and what can happen if they fail to meet those expectations.
- Being aware of your children’s behavior at school.
- Supporting and following through with school policies and maintaining communication with teachers and other staff members.
- Making sure your children arrive on time, in good health and with proper rest and nourishment.
- Providing necessary school supplies.
The Role of Staff

- The role of the Wainwright Staff will be to prioritize appropriate behavior, including respecting the rights, property and safety of others, and by encouraging student responsibility.
- The staff will review the rules, incentives, and consequences of our Student Management Plan, as well as teach and model the skills and processes necessary for students to understand and be successful within the plan. Setting the tone in the classroom is essential for our Student Management Plan to work. The staff will assist and teach students to solve problems in a responsible, constructive, and positive manner.
- Any staff member needing support with student management has an obligation to seek assistance.
- Staff interventions will deal with all misbehaviors other than physically dangerous situations, flagrant disrespect of adult authority, and chronic or recurring problems. These misbehaviors will be referred to the principal.
- Consistency and communication are key components in our Student Management Plan. By working together, we can enhance student learning and positive self-management while promoting the safety of all.

The Role of the Principals

The role of the principals in discipline is three-fold:
- First, to help monitor, revise, and update the discipline policies and procedures.
- Second, to help staff implement and comply with classroom and school management procedures.
- Third, to assist staff with handling severe misbehavior such as physically dangerous situations, flagrant disrespect of adult authority, other consequences, and any chronic and recurring problems.

It is not possible for the administrator to accept all discipline referrals for minor problems. If minor problems are referred to the office, students soon learn that being referred to the office is “no big deal.” To maintain potential effectiveness of office referrals, they must be used only for severe or recurrent problems. The administrators’ role is to support the teacher.

Principals’ Plan for Discipline

When a student is referred to the principals:

1. Every student is allowed to tell his/her side of the story.
2. Witnesses are questioned.
3. A determination is made if school expectations were breached.
4. A consequence or positive intervention strategy will then be determined by the principals.
5. The parents are notified by phone or email. It is important that families and our school work together.
6. Name, date, grade, teacher, offense and consequences are recorded and filed.
7. Follow through by notifying the student’s teacher and the person who referred the student.
Staff Management Procedures

Early intervention when discipline problems first occur is very important. Severe discipline problems often progress from minor problems. Early parental involvement is critically important.

Step 1: CONFERENCE WITH STUDENT
This will take place at the time of the infraction and should include the following:
   a. An explanation of the inappropriate behavior.
   b. Relate the behavior to the school-wide expectations.
   c. Discuss what should have been done and what type of behavior would be appropriate.
   d. Explain what can be expected if the behavior is not corrected.
   e. An intervention is planned, implemented, and monitored.

Step 2: TIME OUT OR LOSS OF PRIVILEGES
If Step 1 does not provide improvement, the teacher may assign the student to time out or remove privileges to problem-solve and discuss what can be expected if the behaviors are not corrected.
   a. Teachers will be responsible for maintaining a file on chronically misbehaving students and monitoring time out or loss of privileges.
   b. Specialist’s documentation should be delivered to the teacher.
   c. Supervision is the responsibility of the teacher.

Step 3: PARENT CONTACT
If Step 2 does not provide improvement, the teacher will contact the parents, be positive, and explain what has been happening and what has been done to correct the situation. Ask for the parents’ help and support. Let them know what is planned and how they can help. The principal will be notified that the parents have been contacted.

Step 4: STUDENT/PRINCIPAL/TEACHER CONFERENCE
If Step 3 does not provide improvement, the student, principal and teacher confer. The teacher will provide the principal documented background information prior to the conference. The principal will contact the parents at this time.

   FIGHTING OR DISRESPECT TO STAFF: Anyone who strikes another student or staff member or anyone showing flagrant disrespect or who uses abusive or obscene language directed at a staff member will automatically proceed to Step 4.

Step 5: DEVELOP A PERSONALIZED PLAN

Step 6: IN-SCHOOL SUSPENSION
If Step 4 does not provide improvement, the teacher may remove a student from the classroom. This should be for serious classroom disruptions or actions that could affect the safety of others. If removal is being considered because of an accumulation of behavior it must be discussed with the principal prior to sending the student to the office.

Step 7: SUSPENSION
If Step 5 does not provide improvement, the student may be suspended from school.
Step 8: EXPULSION
See Tacoma School District Discipline policy.

SUBSANTIAL DISRUPTION: If a student’s behavior causes a substantial disruption, the student should be sent to the principal. Substantial disruption occurs when speech, expression, or conduct results in the actual material disruption of learning activities or otherwise prevents the orderly operation of the school. School officials may also act to prevent student speech, expression, or conduct if they are aware of the facts that produce a reasonable forecast of substantial disruption. This definition is based upon current statutes, regulations, and case law, and may be subject to change dependent upon changes to the relevant laws and regulations.

Please note: The Wainwright management plan for behavior is applicable to grades 4-8. At all grade levels, the teacher should keep developmentally appropriate practice in mind when managing behavior challenges.
Playground Procedures for Misbehavior

Early intervention when discipline problems first occur is very important. Often severe discipline problems progress from minor problems. Early parental involvement is also important. If a student strikes another student or staff member, throws rocks, or engages in any dangerous behavior, the student should be sent to the office with a playground referral.

Verbal Reminder: This will take place at the time of the infraction (or shortly after) and should include the following:
   a. An explanation of the inappropriate behavior. Relate the behavior to the Behavior Expectations.
   b. Discuss what should have been done and what type of behavior would be appropriate if a similar situation happened again.
   c. Explain what can be expected if the behavior is not corrected.

Step 1: POSITIVE PRACTICE / THE WALL / WALK THE FIELD
If an infraction occurs the playground supervisor could place the student at the wall to problem-solve and discuss what can be expected if the behavior is not corrected. The student may be asked to practice the correct behavior or walk the field.

Step 2: PLAYGROUND REPORT TO TEACHER OR SUPERVISOR
If Step 1 does not provide improvement the person on duty will write a playground report notifying the teacher of the problem and issue not more than one day’s time out. The teacher may then place the student in time out during additional recesses to problem-solve the behavior. Time out supervision is the responsibility of the teacher.

Step 3: PARENT CONTACT BY TEACHER

Step 4: PRINCIPAL INTERVENTION

FIGHTING OR DISRESPECT TO STAFF: Anyone who strikes another student or staff member, shows flagrant disrespect, or uses abusive or obscene language directed at another will automatically proceed to Step 4.

Please note: The Wainwright management plan for behavior is applicable to grades 4-8. At all grade levels, the teacher should keep developmentally appropriate practice in mind when managing behavior challenges.
School Wide Behavior Expectations

The following list of expectations is designed to help increase consistency while supervising common areas. They provide for a safe and orderly environment. It is the responsibility of all school personnel and families to see that children understand the expectations and the need for them.

Wainwright Panthers treat everyone with courtesy and respect and make safe choices always.

Caring, Principled, Respectful, Safe Before and After School Behavior

Before and After School Expectations:
- Show respect to every student and every adult
- Arrive on time for breakfast and school
- Walk safely to and from your destination
- Make safe choices
- Go directly to your adult, bus or afterschool location

Specifically:
MORNING ARRIVAL
- No students should be playing in front of the school building in the morning.
- All Wainwright students should arrive by 7:55 AM. Those students who eat breakfast need to arrive at 7:40 AM.
- Students should go directly to their designated line up area and wait for their teacher.
- Teachers will pick up 4th and 5th grade students from their designated line-up areas.
- Bicycle/scooter riding on school grounds during school hours is not permitted.
- Bicycles/scooters need to be locked in bike area with child’s own lock. Liability for theft or loss is the responsibility of the owner.
- Students will cross the street only at designated crosswalks.

SCHOOL DISMISSAL
- Students need to pick up bicycles/scooters from the locked area.
- Students are to exit the building using the closest exit.
- Students must wait at a designated meeting place outside of the building in undercover area to meet younger brothers, sisters, or friends.
- Students being picked up by parents must be near the undercover area. No students are allowed to cut between parked cars or buses.
- Students should go directly home after dismissal from class unless involved in a planned and supervised activity.

Caring, Principled, Respectful, Safe Lunchroom Behavior

Lunchroom Expectations:
- Show respect to every student and every adult
- Walk for safety
- Visit quietly
• Raise hand
• Clean up your area
• Always use good manners

Specifically:
1. Walk in and line up in an orderly manner and visit quietly.
2. Students clean their spills, throw away all trash and leave their places clean for the next classroom.
3. All food and milk are to be consumed in the cafeteria in a timely manner and while the student is seated.
4. The cafeteria is a place for eating. Playing is done outdoors.
5. Throwing of food or lunchroom objects is strictly forbidden.
6. Students will stay in their seats and raise their hands to get help, use the restroom, or be dismissed.
7. Students will eat only the food they brought or bought and will not share food with other students.
8. Students are to exit through the parking lot doors and go directly to the playground.

Caring, Principled, Respectful, Safe Playground Behavior

Playground Expectations:
• Show respect to every student and every adult
• Use all equipment safely and appropriately

Specifically:
1. During recess, students are to stay on the playground until the bell rings unless they have a note for a different activity. Students will play in places that are visible to the playground supervisors and will keep noise level low near classrooms.
2. Rough play is not allowed. This includes martial arts, tackle football, other contact games or dodge ball type games.
3. Dangerous play, such as tag and chase, is not permitted. Playing tag on the Big Toy is not permitted.
4. Organized running games are acceptable. Establish rules before play begins.
5. Leave all rocks, sticks, bark and debris on the ground.
6. Slides must be used in the correct manner; Slide on your bottom down the slide feet first. One person is allowed on the slide at a time.
7. Swings will be used in sitting down position with a back and forth motion with no pushing.
8. Use jump ropes on the paved surfaces and use them only for jumping.
9. Balls may be bounced in designated “WALL BALL” areas. Balls are not to be thrown at other students.
10. When playing tetherball there is no sitting or swinging on the ball, or pole climbing.
11. Students should use school equipment and not bring personal equipment from home.
12. Use commons bathrooms during lunch and recess times.
13. Students will show pride in their school by keeping the building and grounds free of litter.
14. Hats and coats will be worn outside when the weather requires them.
15. All food, including candy, will be eaten in the lunchroom.
16. Play is allowed in the gymnasium on rainy days only.
17. When the bell rings, all games stop. Balls and equipment are to be returned to the playground supervisors. All students will line up by class at their designated area to be guided into the building by the playground supervisor and their teacher.
Caring, Principled, Respectful, Safe Hallway Behavior

Hallway expectations:
- Show respect to every student and every adult
- Walk safely to and from your destination
- Stay to the right while walking forward
- Quiet voices
- Use lockers appropriately (no slamming please) and close after use to keep our school looking tidy and neat

Specifically:
1. Students will walk safely through the hallways while walking on the right side.
2. Voices will be soft and quiet in the hallways to minimize disruption to learning.
3. Students will correct inappropriate behavior pointed out by any staff member.

Caring, Principled, Respectful, Safe Assembly Behavior

Assembly Expectations:
- Show respect to every student and every adult
- Respectful audience manners (quiet talking until the program begins, raise your hand)
- Follow directions
- Listen and respond appropriately

Specifically:
1. Students will follow their teacher’s directions regarding where to sit.
2. When the leader goes to the microphones, students will respond with silence.
3. Listen carefully.
4. Communicate with the performers with your eyes and ears or as requested.
5. Never boo, whistle, or yell, unless requested to do so.
6. Students will remain seated until the teacher gives them the signal to exit.
7. Students will follow the teacher from the assembly in a quiet manner

ACADEMIC AND PERSONAL HONESTY

Student Misrepresentation is not allowed
Misrepresentation includes, but is not limited to, the following behaviors:

- Forging a parent’s, guardian’s, or any other person’s signatures on any letter to the school, on any school document or form, or on any other document or form used by the school.
- Changing grades or attendance records on official District forms, including attendance reporting sheets and grade books, for any student without authorization of a school official.
- Providing a false name when asked to identify oneself to a school authority.
- Providing false information to school personnel, or impersonating another person verbally or in writing to provide false or misleading information, regarding a student’s attendance or absence from school, including, but not limited to, falsely excusing absences or authorizing a student to be excused early from class or school.

Plagiarism is not allowed
Cheating, or copying the work of other persons, or turning in another person’s papers, projects, computer programs, etc., as your own constitutes plagiarism.

Plagiarism includes, but is not limited to:
• Using another writer’s words or ideas without proper citation, or merely rearranging or changing a few of the author's words and presenting the result as your own work, or not using quotation marks when citing a source;
• Having someone else write your paper, program, or project, including asking friends, paying someone, using a paper writing service, or taking information verbatim off the Internet.
• Copying another student’s work during a test, lab, or classroom activity and turning it in as your own.

GENERAL GUIDELINES FOR STUDENTS AND PARENTS

ADDRESS CHANGE
Please notify the office of all changes to home address, telephone number and emergency numbers. This is important for the office, nurse and classroom teacher to have current information in case of emergency.

AFTER SCHOOL ACTIVITIES
Whittier Wainwright offers after-school activities for students throughout the year. Registration information will be included in the school newsletter or sent home with students. Transportation from after-school activities is the responsibility of parents and students MUST be picked up on time. If a student is not picked up on time, he/she will be excluded from further participation in that activity.

ANIMALS AT SCHOOL
Our first priority is the health and safety for students and staff when animals are brought into the classroom. Due to the fact that many of our students have severe allergies, animals at school are strongly discouraged.

Any animals brought for a visit onto the school campus must be approved through the classroom teacher and principal. Animals are allowed in classrooms as a short-term (10 minute) exhibit only. Animals must be clean and healthy so the risk of transmitting diseases to students is minimal. Animals brought to school must be on a leash or in a carrier.

Unattended animals on the playground will be picked up by the Humane Society.

ASB MEMBERSHIP
Sixth and seventh grade students who participate in activities, such as sports, intramurals and clubs are required to purchase an ASB membership at a cost of $15.00. Students who purchase the ASB membership will also receive an identification card printed with ASB on them. ASB members will receive discounts on dances and more. Students who lose or misplace their cards will be charged a $5.00 replacement fee.

ASB elections for 6-8 grade students will be conducted each year in the Spring of the previous school year. The process includes completing an application, teacher recommendation and giving a speech to their own grade level. ASB council must maintain exemplary grades, display good citizenship and excellent attendance including limited tardiness.

Students who participate in ASB are eligible to participate in after school activities including clubs. These allow students to meet new friends and to also learn about a club or
activity. Activities provided can include and are not limited to Ultimate Frisbee, Book Club, Running Club, Art Club and Drama Club. An activity bus will be provided for all students who participate in afterschool activities. The bus leaves Wainwright Tuesday and Thursday at 4:30 p.m. with limited stops.

Wainwright 6-8 grade students have the option of participating in comprehensive sports at Gray Middle School. You can view the available Gray sports schedule online at [www.tacomaschools.org](http://www.tacomaschools.org) and register using instructions provided online. The Wainwright sports bus returns to Wainwright for parents to pick up students.

Dances are scheduled throughout the school year. Students will purchase tickets and ASB membership students will receive a discount. Each student will be required to sign a dance contract with the rules and regulations for participation. The times for dances are 2:45 until 4:15 p.m. Tickets will be sold either during the day or at 2:45 until 3:00 p.m. Student are not allowed to leave campus and return for ticket sales.

**ATTENDANCE**
State law requires students to attend school regularly and to be punctual. The attendance record becomes a part of the student’s permanent file. To ensure student safety, **parents are asked to call the office by 8 AM when their child is sick and/or will be tardy.** If you are unable to call in, an automated call will be made to the phone number given to the school. Also, **a written notice is required when your child returns to school.** The excuse must include the reason and date your child was absent/tardy as required by law. If we do not receive a note, the absence will be considered unexcused. For any planned absences you must complete the “Request for Planned Absence” form for approval prior to the absence.

If your child is absent due to illness for more than five days, the principal may require a doctor’s note for the absence to be excused. These days need not be consecutive.

It is important that students arrive on time ready to learn each day. We cannot teach students if they are not here to benefit from the instruction. Regular attendance and punctuality are important life skills each of our students will need to be successful.

**Absences**
One of Tacoma Public Schools’ goals is a 98% attendance rate for all students. To achieve that goal, Wainwright students and families are committed to a high level of attendance and understand that student achievement can only occur when students attend on a regular basis. By setting a high standard for attendance in school, we are setting the same expectation for the student’s entrance into the world of work.

Parents have a legal and moral responsibility to see that their children are in school every day. State Law (WAC 180-44-030) requires “written excuses from parents or guardians of pupils in ALL cases of absence, tardiness or dismissal before the close of school, and no excuse shall be deemed valid except that of illness and such other cause as may be approved by the District.” Excused absences only include student’s illness, family emergencies, and the student’s doctor/dentist appointments. If you have a medical appointment, please bring a note from your doctor.

During school office hours, please call 571-2100 for Wainwright to verify your child’s absence. After hours, please leave a message on our voice mail or email our office staff. Our school attendance secretary will contact families each morning when students are
marked absent by their teachers.

**Tardiness**

Students and families at Wainwright Intermediate School realize that the opening minutes of class are as important as any other minutes during the course of the school day. If a student is not in class when the tardy bell rings at 8:00 a.m., the student is considered tardy. The student must report to the school office for a tardy slip before entering the classroom. If the tardiness is unexcused, the teacher may require that the student make up the lost time or the missed work. For students in 6th-8th grade, it is expected that they are in their class each period by the time the bell rings. If not, the student will be marked tardy for that period. If they are late due to a previous teacher, it is expected that they come with a note. If a student is tardy three or more times in a week progressive discipline will be implemented. 1st offense will be a conference with their community period teacher. 2nd offense will lead to a parent/guardian notification. 3rd offense will result in an afterschool detention.

**Early Release**

Requests for early dismissal are a disruption to the entire classroom and should be avoided as much as possible. Families requesting to pick up their child prior to the end of the school day will be required to sign their child out from the office. The child will then be called from the classroom to meet the family in the office. **No child will be released by the teacher to a parent/guardian without following this procedure.**

**ARRIVAL TIME**

Wainwright students who are eating breakfast at school may enter the cafeteria at 7:40 AM. Breakfast is served from 7:40-7:55 AM. We expect all Wainwright students to be in their classrooms ready to learn at 8:00 AM.

**ATTIRE**

Our goal is to provide an environment in which students can focus on learning and not on clothing which distracts from that work. Please note the following guidelines for student attire and contact our school office with any questions. Students found to be out of compliance with the dress code will be provided with appropriate loan clothing from the Panther Closet. If this is not possible, the student will call home for another change of clothes.

| **shirts** | • should not have logos or designs that directly or indirectly advertise alcohol, drugs, tobacco products, gangs, have sexual overtones, and/or offensive/demeaning language  
  • no halter tops, tank tops or spaghetti straps---must have 2” shoulder straps. No shirts that expose bare midriffs, are low-cut, or are see-through.  
  • shirts must be long enough to cover the mid-riff, even while raising the hand to answer a question |
| **long pants, shorts, skirts, skorts, jumpers, etc.** | • must be worn at the waist with looseness of no more than one inch, and with a belt if needed (no sagging)  
  • pants should not touch the ground  
  • should be at least 1” longer than the tips of the fingers when held against the sides of the legs  
  • skirts that are above the knee should be worn with shorts or leggings underneath. |
socks and shoes

- preferably sneaker-type shoes
- low heels only, for safety reasons
- sandals must have a heel strap (no flip flops, clogs without back straps, etc.)
- footwear that compromises the safety of students should be avoided
- socks and shoes must be worn to P.E. classes
- “heelies” shoes are not allowed

Hats and hoods

- may be worn if they are not covering the student’s face
- may not disturb the educational environment
- Students may be asked to remove hats/hoods due to safety reasons and depending on the activity or class. It is expected that the student follows the teacher’s directions when asked to remove

BICYCLES
Wainwright students must obtain permission from the school to ride to and from school. Students will walk their bikes on and off school property and cross the street where crossing guards are present. Bicycles must be secured on the bike rack with the student’s lock. Students are required to wear helmets.

BIRTHDAYS
Please use the U.S. mail or another method to distribute birthday invitations. Invitations are not to be handed out at school. Treats are acceptable if they meet the guidelines of the Tacoma School District Nutritional Policy. Any treats given to students should be packaged with labels that clearly indicate the ingredients. The teacher must be contacted at least one day ahead of time if treats will be brought to school to make sure learning is not disrupted and student allergies are taken into consideration.

BREAKFAST AND LUNCH PRICES
Breakfast price is $1.90 for students. Lunch price is $3.00 for students. Milk alone is $.55. Applications for free/reduced meal prices can be found at the Home Access Center website through Meal App Now. Students who qualify for reduced meal prices pay $0.40 only for lunch (breakfast is free). Menus are sent home with the students each month. Breakfast is served starting at 7:40 a.m. Students arriving after 7:55 a.m. will be offered a granola bar and milk; a phone call home will be made to notify the family that the child is arriving at school too late to be ready for class at that time. Payments can be made directly to our cafeteria, via check payable to Tacoma Public Schools, or on-line. For more details, please check the District’s website or contact Nutrition Services at 253-571-3370.

BUS
Student safety to and from school is of the utmost importance. Students are to follow all Tacoma School District bus rules when riding the bus to and from school. Parents are responsible for the supervision of their child at the bus stop. Riding the bus is a privilege that will be taken away from students if the rules are not followed. Students who normally ride the bus will be required to ride the bus unless they have a note from a parent making other arrangements. If there is no note, the child will be put on the bus. We are not allowed to accept a child’s request. In an emergency, a parent may call to make a change. Questions and concerns should be directed to transportation “Durham” at 253-475-0334.

BUS RIDING GUIDELINES

- Be courteous and use appropriate language and manners
- Always cooperate with the driver
- Stay in your seat for the safety of yourself and others
- Keep hands and feet to yourself
- Enter and exit the bus in an orderly fashion—no pushing, shoving or crowding

**CHANGE OF ADDRESS/PHONE**
Communication is essential and we attempt to keep up-to-date school records. Should your child become ill at school, and we need to contact you, accurate information is essential. Please help us by informing the office of any changes in your address, home/work phone number and emergency numbers.

**CHILD CUSTODY/LEGAL**
We recognize that issues related to the legal and physical custody of students are complicated and can impact the student’s educational experience. Unless a court order decrees otherwise, either parent or a legal guardian may view education records, attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody. Wainwright Intermediate will assume no responsibility for enforcing visitation or custody orders. Child visitation and exchange of custody should not take place during school hours or on school property.

**CLASSROOM VISITS**
Visiting your child’s classroom helps you become acquainted with your child’s teacher and the types of programs offered. Visitor guidelines are established for minimal disruption to classroom teaching.

Parents and guardians must give the teacher (24) twenty-four hours’ in advance of the visit. All visitors must register and obtain a visitor’s badge before walking to the classroom.

When the teacher is not present in their classroom either before or after school, students and parents are not allowed access.

**COMMUNICATION**
Every Sunday, families will receive an automated message and email from administration including important and upcoming events.

**CONFERENCES**
Our staff is committed to a high standard of communication between school and home. Conferences are scheduled twice during the school year (October and March). Letters will be sent home before conferences to explain the process and to schedule a time. During conferences, students and teachers have the opportunity to discuss student progress with parents. Parents and teachers set goals for the year. It is important that parents and guardians attend these conferences. Additional conferences may be held any time teachers or parents feel that one is needed.

**COUNSELING SERVICES**
Wainwright Intermediate School has two full time counselors on staff. Our counselors provide a variety of services for Wainwright students and parents. To contact the counselor, please call the school office. Please ask for Jasmyne Walton or Anuhea Daley.
CROSSING GUARDS
Crossing guards will be on duty before and after school in front of Wainwright on Alameda Avenue between 7:40 AM and 8:10 AM and again between 2:25 PM and 2:55 PM. Students are expected to comply with the directions of the crossing guards to assure student safety. Please ask your children to cross streets only at designated crosswalks or at the corners of the blocks.

EARLY RELEASE
Requests for early dismissal are arranged through the office. Parents who are requesting to pick up their child prior to the end of the school day will be required to sign their child out from the office. The child will then be called from his/her classroom to meet the parent in the office. If someone on the student’s contact list is picking them up, a note must be sent to school with the child and the person must show ID before the student will be released.

Please keep early pick-up days to a minimum. Early pick-up is disruptive to the learning process for your child and other students in the class. It also results in a loss of valuable learning time. Children should be taken out of school early only for medical appointments or family emergencies. If you have a medical appointment, please bring a note from your doctor. Picking up a child early at the convenience of the parent is not excused.

EARTHQUAKE AND EMERGENCY SITUATION PROCEDURES
During emergencies, the school district advises the following:

a) Please do not call the school. The phone lines must be clear for our school to notify parents or call emergency services, etc.
b) Please do not come to the school unless requested.
c) We will notify you if your child has been injured.
d) If children are removed from the school, we will contact you. Please keep your family's emergency telephone numbers up to date in our office.
e) Water and simple food, such as granola bars, may be provided by the school to students until families arrive to pick up their child.

EMERGENCY DRILLS
Safety drills are conducted to practice for emergencies such as fire, earthquake, and intrusion. These drills are done monthly for your child's safety and are taken seriously by staff and students. Students are instructed in what to do in a variety of emergency situations.

EMERGENCY SCHOOL CLOSURE
There may be days when school must be closed or start later than usual due to weather or emergency conditions.

Families may visit the district’s website for information on school closures, as well as watch local TV stations for up-dates. The school district also uses School Messenger® to give families up-to-date information. If you don't hear "Tacoma School District 10" listed with the school closures, you may assume schools are operating on a normal schedule.

If you hear an announcement that "schools will operate on a regular schedule, but with limited bus transportation," it means that: busses will run only on snow routes, house-to-
house transportation is canceled, Head Start classes are canceled, and school starting times will be announced.

**If school arrival time is delayed, breakfast may not be served.**
The Tacoma School District issues a bulletin each year giving instructions to follow in case of an emergency school closure. Please check the TPS website for latest information. In addition, the school district uses several local radio and television stations to inform the community. KOMO- 1000 AM & KIRO-710 AM

**FIELD TRIPS**
Field trips are scheduled from time to time. Teachers will notify parents of upcoming field trips. A signed permission slip with emergency contact information is required for your student to participate.

Volunteers must be approved three weeks in advance through the school office.

**FINES**
Students are responsible for textbooks assigned to them and library books they check-out. Fines that cover book replacement costs will be levied if books are lost or damaged.

**FUNDRAISING**
Wainwright Intermediate students may be asked to participate in fundraising to support activities during the school year. Student participation in fundraising activities are voluntary. If you don't want your child to participate in any fundraising activities, please send a written note to our office coordinator, Michelle Van Dyke.

**HEALTH SERVICES**
Wainwright has a health clerk on site most days. In addition, the school Registered Nurse is here three days a week. Our RN monitors programs, compliance and school-wide health issues. Trained office staff covers the health room when the nurse is not available. Please call the school office if you need to speak to the nurse.

We are unable to give ANY medication at school without written permission from your doctor or dentist indicating that it is necessary for the child to receive medication during school hours. This applies to all over-the-counter medications, including aspirin, sunscreen, vitamins, cough drops, throat lozenges, etc., as well as prescription medications. Forms for "Physician Orders for Medication at School and Parent Permission" are available in our office. Make sure we have this paperwork before you or your child bring medication to school. The office staff and/or nurse are responsible for giving medication as ordered. A record is kept of its administration. Parents are to provide medication in the original container with the child's name, date, doctor, and directions for administration on it. All medication is kept locked.

The first aid we can give your child here at school is limited by state law. In case your child becomes ill or receives an injury, you will be notified immediately. Please be sure we have an emergency telephone number where you or a person you designate may be reached and be at the school within 30 minutes.

Vision and hearing screening is done yearly.
**IMMUNIZATIONS: NO SHOT, NO SCHOOL**

Washington State Law requires that students enrolled in grades K-12 be fully immunized. Any student enrolling in a Tacoma School District school must show proof of immunizations before the enrollment process begins. Students will not be enrolled unless immunization requirements are met. All students pre-registering for kindergarten must provide proof of being fully immunized in order to complete the registration process. When you enroll your student in school, please fill out a Certificate of Immunization Status (CIS) form. Washington State Law, RCW 28A.31 and WAC 248-100-163, requires that the CIS form be dated and signed by the parent or guardian.

**Immunization Requirements for protection against these diseases:**

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>3 doses</td>
</tr>
<tr>
<td>DTap/DT/Tdap/Td</td>
<td>5 doses (if child received dose 5 on or after 4th birthday)</td>
</tr>
<tr>
<td>Tdap</td>
<td>1 dose after child’s 11th birthday</td>
</tr>
<tr>
<td>Polio (IPV/OPV)</td>
<td>4 doses (if child got all doses before 4th birthday)</td>
</tr>
<tr>
<td>MMR</td>
<td>2 doses</td>
</tr>
<tr>
<td>Varicella</td>
<td>2 doses (K-3rd grade), 1 dose (grades 4-5)</td>
</tr>
</tbody>
</table>

**LEAVING SCHOOL GROUNDS**

Students must remain on school grounds after arriving on school premises. Students are released to parents or guardians or emergency designated contacts in the student system who have presented photo identification.

**LOCKERS**

Each student is issued a locker at the beginning of the school year. Keep in mind the size (W12 x H17.5 x D10.5) of the locker when purchasing back packs. **Backpacks and all other bags must be stored in lockers.** This includes, but is not limited to, purses, handbags, athletic bags, and drawstring bags. If a student has an athletic bag for sports that do not fit in their lockers, they can make arrangements for storage with a teacher. It is the student’s responsibility to notify the teacher or office of any malfunction. The Tacoma School District at Wainwright are not responsible for any items that are lost or stolen. Valuables need to remain at home. Remember, lockers are the property of the school and may be opened and searched by school authorities.

**LOST AND FOUND**

Please label your child's clothing and other belongings with the first and last name. Lost articles that have been found can be claimed across the hall from the office. Articles left in the Lost and Found longer than 30 days and any remaining after the last day of school are given to local charities. Small found articles, such as jewelry and money, will be kept in the school office.

**MEALS**

Hot lunches and breakfasts are served daily. Monthly menus are provided for each student. A count of lunches ordered is taken the first thing each day. Parents and students may deposit money in lunch accounts through the food service staff in the cafeteria.

Free and reduced lunch forms are mailed to students who attend Wainwright during the summer months. The forms must be filled out and returned to the office during the first
two weeks of school. Students new to Wainwright can obtain a free and reduced lunch form in the office. Lunch fees incurred prior to turning in the forms must be paid by the student/parent. Payment may also be made on-line through the Tacoma Public Schools web site.

Free or reduced lunch applications can be completed online. Access MEAL APP NOW at www.mealappnow.com/man. If you need assistance with this program, please call Nutrition Services at 253-571-3370

**MEDICATION AT SCHOOL**
Tacoma School District is authorized by RCW 28.A31.260 to administer medications to students during school hours. We are unable to give ANY medication at school without written permission from your doctor or dentist indicating that it is necessary for the child to receive medication during school hours. This applies to all over-the-counter medications, including aspirin, vitamins, cough drops, etc. as well as prescription medications. Forms for “Physician Orders for Medication at School and Parent Permission” are available in our office. Make sure we have this paperwork before you or your child bring medication to school. The nurse and/or office staff is responsible for giving medication as ordered. A record is kept of its administration. Parents are to provide medication in the original container with the child’s name, date, doctor, and directions for administration on it. All medications are kept locked.

**NEGLECT PREVENTION AND REPORTING CHILD ABUSE**
All school employees are mandated by law to report suspected cases of neglect and child abuse.

**PARENT TEACHER ASSOCIATION**
The mission of the Wainwright PTA is to build positive relationships within the Whittier Wainwright community and to provide opportunities to enrich the school experience. The PTA is made up of different committees that plan events and programs for our school community. The Wainwright PTA meets monthly.

**PERMISSION TO CHANGE AFTER SCHOOL ROUTINE**
After school, students are expected to go directly home or to their daycare. If there is a change in a child’s after school routine please provide the school with a note stating that you have given permission for your child to alter his/her daily routine (going home with another child, going home with a relative, not riding the bus, anything out of the ordinary). If we do not have a signed permission slip and/or a phone call from the parent/guardian, your child will be sent home by their normal daily routine. Children will not be allowed to contact parents during the school day or after school to make arrangements to go home with another child.

**PERSONAL PROPERTY (MONEY AND VALUABLES)**
Money and valuables should not be brought to school due to the danger of loss. Students are requested not to bring more money than is needed during the day. Valuable jewelry, personal technology, and toys may not be brought to school without the teacher's permission. Personal items are brought at the student's risk and may be taken for the rest of the school year. If such items are brought to school with teacher permission, the items will remain under the teacher's supervision. No items will be allowed that cause disruptions. School lockers and desks are not secure!
PERSONAL ELECTRONIC DEVICE USE
AWAY unless OKAY!
Devices are to be stored out of sight when not in use for
teacher/administrator-sanctioned activities: Students are not to use
technology devices, including, but not limited to, cameras, cell phones, head-phones/
earbuds, portable entertainment systems or other electronic technology devices in a
manner that disrupts the educational process, invades the privacy or rights of others, or
violates district and/or school rules. If a student is seen with their device at an
inappropriate time it will be asked to be put away. If student chooses not to follow staff
directions, it will be confiscated and can be picked up from the teacher or office at the
end of the day. Students should always check with their teacher if it is an appropriate
time for their phones to be out. Inappropriate or lewd words or pictures shared or
displayed via cell phone or any other electronic technology device is prohibited at
school.

PICK UP AND DROP OFF
Parent drop off and pick up will access the pick-up/drop off zone from Alameda Avenue.
Cars should not be left without a driver on any surrounding road. Also, please pull all the
way forward during drop off and pick up. Avoid stopping your car in the middle of the
road to let your child out to run between cars. Please approach Wainwright from 19th
Street to turn right into the Wainwright parking lot. The safety of our children is our
utmost concern.

PURCHASES
ASB membership, music fees, textbook or library fines and field trip money must be paid
in the main office before and after school and during lunch. All money is considered
public funds and may not be given to a teacher, staff member or community member.
When writing a check, please include the student’s name and student ID number. Make
the check payable to Wainwright Intermediate School. Money should be sent in an
envelope listing the student’s name, amount enclosed and the purpose for which it is
intended. Petty cash is not available, so the exact amount is requested.

PTA will conduct fundraisers or other sales during the school year. These purchases are
handled by PTA officers only. You would follow the same procedure for money handling.

QUESTIONS AND CONCERNS
If you have any questions or concerns about your child or about Wainwright, please call.
Your child’s success and safety are our priorities. Most concerns are best addressed with
the teacher first. However, the principals are also just a phone call away. Appointments
with the principals may be made by calling the Wainwright office.

Using the Library
Librarian
Margaret Buck, MLS
mbuck@tacoma.k12.wa.us
253-571-2122

Library Hours
25
Daily 7:45 – 2:45

- Students may visit the Library during the school day with a pass from their teacher.

- Students may elect to visit the Library during these times:
  
  o Community – Community teachers may give up to 3 students at a time a pass to the library, if they decide it is appropriate.

  o Lunch – A limited number of lunch passes are available in the library daily. Students must get a lunch pass before going to lunch.

  o After school – On club days, students may choose to stay after in the library to do homework, read, or do other library appropriate activities.

Book checkout

- Students can check out up to 5 books at a time.

- Books are checked out for 3 weeks.

- Students can renew books if they wish to keep them longer than 3 weeks, by bringing the book to the library.

- Students with overdue books may only check out one additional book at a time until overdue items are returned.

- If a book gets lost, Tacoma Public Schools policy says that the book must be paid for. We cannot accept replacement copies.

Computer use

- Students may use the computers in the library cart for schoolwork, reading, or independent study or research.

- Students using library computers should always be doing something school-related (sorry, no watching the Office) and must follow the TPS computer use guidelines.

Online Resources

Students can access all of the library’s online resources by going to the Tacoma Public Schools webpage and clicking on Students [Symbol] Library Websites, which brings you here: https://www.tacomaschools.org/libraries/Pages/default.aspx. From this page, students can access the following:

- **Online library catalog**: Students can log in using their student ID and TPS computer password. This allows them to place holds, see what they have checked out, and make lists of books to check out in the future.

- **Research databases**: Research databases include published, accurate and reliable information that is not
freely available online. Through TPS and our partnership with the Tacoma Public Library system, students can access several online databases that cover a range of topics and levels. This means students can use millions of articles and other resources without worrying about whether to trust an unfamiliar online source. Ms. Buck is always happy to help students, parents, and staff locate the best database to use for a particular purpose – there are so many that it can be overwhelming! Students can log into all of these with their student ID and TPS password.

- **eBooks and audiobooks**: Because all TPS student IDs also work as Tacoma Public Library cards, students can check out eBooks and audiobooks through the Tacoma Public Library. They have great collections for kids and teens with hot new titles. You can borrow them through the website, then read them on the Libby app.

- **Scholastic BookFlix**: Another cool app that students can use to read picture books, or follow along with a video as the book’s story is told. Again, students can use their student ID and TPS password to log in.

**Classes in the Library**

**Elementary Grades (4-5)**
Elementary students visit the library for 35 minutes once a week to learn about using the library, growing as readers, and building information literacy and research skills.

**Middle Grades (6-8)**
Teachers partner with the librarian to develop research lessons, which can be taught in the library or elsewhere in the building. We strive to work with the subject area curricula, so generally research skills are taught in the context of a project or investigation. Students also visit periodically with their ELA classes to check out books for pleasure reading.
SCHOOL DAY
7:40 AM – Cafeteria is open for students eating breakfast
7:55 AM – First Bell, students picked up by teachers
8:00 AM – School Begins/Tardy Bell
2:30 PM – School is dismissed
Students not taking the bus or walking home need to be picked up promptly at 2:30 PM.
Students should be picked up near the undercover area or by car utilizing Alameda Ave.
on the east side of the school. Students not picked up will be sent to the front office.
School personnel will make every attempt to contact parents, but students who have not
been picked up by 3:00 PM will be referred to the Fircrest Police Department or Child
Protective Services.

TARDINESS (also see ATTENDANCE)
Students are expected to be on time for school. Late arrivals cause interruptions that are
disruptive to the learning process for your child and other students in the class. It also
results in a loss of valuable learning time. All students who are tardy must be
accompanied by an adult when checking into the office for a tardy slip. If you have a
medical appointment, please bring a note from your doctor. Students, who are tardy mor
than two times in a month, may be required to make up the missed learning time during
recess.

TELEPHONE CALLS
Children are not permitted to make phone calls from school, except for school business or
unusual circumstances. If you need to get a message to your child - please call the office
and the information will be relayed to your child’s teacher.

TERRIFIC KIDS ASSEMBLIES
Students who exemplify the International Baccalaureate Learner Profile attributes are
nominated by their teachers and peers and recognized by the Kiwanis Club of Fircrest
during school-based assemblies.

VISITORS
The entire staff at Wainwright Intermediate welcomes families to visit and
volunteer at our school.

For safety reasons, our school is a secure building site. All parents and visitors are
required to show identification upon arrival and sign in at the Kiosk for a visitor’s
badge. When leaving, please sign out at the Kiosk. This helps keep our students
safe!

VOLUNTEERS
Parent and other adult volunteer helpers are always needed. A wide variety of volunteer
opportunities are available at Wainwright. A current Washington State Patrol Background
form is required to be able to volunteer at any school in Tacoma. Forms are available in
the school office (allow a few weeks for processing). There is no cost involved.

WEAPONS
Any weapons, including guns, sling shots, knives, or toys which look like those weapons,
are not allowed on school district property at any time. Students who have them in their
possession, regardless of whether they brought them to school or received them from a
friend, shall be disciplined in accordance with district policy, which could include
suspension and even expulsion.
WITHDRAWALS AND TRANSFERS
A withdrawal occurs when a student moves to another district and enrolls at their neighborhood school.

A transfer occurs when a student moves outside Wainwright’s boundary and within Tacoma School District.

Procedure:
1. Parent or guardian will notify the office of withdrawal or transfer one week in advance.
2. On the day of withdrawal, the student will be given a withdrawal form.
3. The student will have the form reviewed and signed by each teacher, cafeteria, librarian and counselor. The student will return all books and clean out their locker.
4. At the end of the day, the student will take the completed form to the office for final clearance.
5. A withdrawal form must be signed by the parent or guardian and pay any fines or obligations. All financial obligations must be cleared.

DISTRICT POLICY AND REGULATIONS

• Acceptable Use Policy for Digital Resources – Policy 6973
• Compulsory Attendance – Policy 3121
• Excused and Unexcused Absences – Policy 3122
• Grading & Progress Reports – Policy 2420/Regulation 2420R
• Nondiscrimination – Policy 3210
• Notification of Threats of Violence or Harm – Policy 4314
• Prohibition of Harassment, Intimidation and Bullying – Policy 3207
• Promotion/Retention – Policy 2421
• Regulations of Dangerous Weapons on Campus – Policy 4210
• School Climate – Policy 3235
• Sexual Harassment – Policy 5266
• Student Uniforms and Dress Code – Regulation 3224R
• Transportation – Policy 6600
All District Policies and Regulations can be found on our District Website www.tacoma.k12.wa.us. If you need a hard copy of a policy or regulation, please contact the school office.

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, lnolan@tacoma.k12.wa.us, 253-571-1252;  
Title IX Coordinator: Eric Hogan, ehogan1@tacoma.k12.wa.us, 253-571-1191;  
504 Coordinator: Elementary, Tracey Ferguson, afergus@tacoma.k12.wa.us, 253-571-1096;  
504 Coordinator: Secondary, Jon Bell, jbell2@tacoma.k12.wa.us, 253-571-1225.

Mailing address: P.O. Box 1357, Tacoma, WA 98401-1357.