

Thompson Elementary Parent/Student Handbook  
2019/2020



We are college bound!

Thompson Elementary  
303 159<sup>th</sup> St E  
Tacoma, WA 98445

Ralph Wisner, Principal  
Shelley Ramirez, Assistant  
Principal

Every student, without excuse and without exception will be proficient in reading, writing, mathematics, science or meet IEP goals.

## Thompson Elementary ‘No Excuses’ Philosophy:

**No Excuses!** At Thompson Elementary we educate every child so that they are prepared to go to college if they choose.

**What does this mean for my child?** Each child is held to an extremely high standard of performance academically and behaviorally. Students, and parents, will have clear and direct communication about these expectations at the beginning of the school year and throughout the year. To show our college spirit, each class selects a college to represent. On Friday’s students can wear a shirt from that college or the colors of that college. Additionally, each classroom has a ‘College Cheer’ that students recite at the beginning of each day. Finally, students recite the Tiger Pledge at the beginning of the school day.

**What does this mean for parents?** Parents are the most critical indicator of success for students. We NEED your active participation and your support! Make sure your child is at school each day, ready to learn. You can expect to hear from your child’s teacher directly. Tell the teacher how best to contact you (Phone, note, text, email). Each day, ask your child what they learned in school. Do NOT accept “I don’t know” or “Nothing”! Also, ask your child about which college they will attend. What will they study? What is the plan for their future? These small moments and conversations add up over time into a powerful message for your child’s path to college and beyond. Remember, you are your child’s first teacher and we are proud to work alongside of you for your child’s success.

### School Office Information

Thompson elementary office hours are from 7:45am until 3:15pm. If you would like to contact a member of our staff outside of these hours please call the school at 683-5800 and leave a message for that person on the school answering machine.

***Students will not be allowed to change their normal routine without a note or phone call from the parent or guardian before 2:30pm.*** The end of the school day is often hectic and we cannot guarantee that the message will reach your child after that time.

If you need to contact the teacher during the school day, the best way is by sending an email. If you call the school, you will be transferred to the teacher’s voicemail. This helps avoid disruptions to the learning environment. Each teacher will ask you how best to contact you. Please let him/her know.

## Office Staff

- Casey Wheeler – Secretary. Casey can help with most questions regarding office and school procedures and Bethel School District information. She can also help arrange appointments with Mr. Wisner and Ms. Ramirez.
- Cherryl Brundage – Registrar. Cherryl is the first point of contact for the front office. She is in charge of student records. She enrolls/withdraws students.
- Maria Pelayo – Health/Attendance clerk. Maria helps students when they are ill or have minor injuries. She is also the person you would contact with attendance questions.
- Patricia Donovan – Volunteer Coordinator. Patricia helps communicate school events, fundraisers and PTA information. She is also the person you would speak to about signing up to be a school volunteer.
- Chelsea Rambo – Social Worker. Chelsea supports the social and emotional needs of the students at Thompson. She supports families by connecting them to resources in the community (mental health, food, crisis services, housing). In the event of family emergencies, she will reach out to families to offer support. She is also the 504 and McKinney-Vento coordinator at Thompson. She works with students in small groups or individually for a variety of reasons related to their social emotional growth.
- Debbie Schapiro – Counselor. Debbie supports students through individual and group counseling. Debbie also supports families by connecting them to resources in the community (mental health, food, crisis services, housing). In the event of family emergencies, she will reach out to families to offer support.

## Attendance

Contact info: Maria Pelayo  
253-683-5893 or [mpelayo@bethelsd.org](mailto:mpelayo@bethelsd.org)

### To report an absence:

- Call attendance office at 253-683-5893
- Email Maria Pelayo at [mpelayo@bethelsd.org](mailto:mpelayo@bethelsd.org)
- Send a note to school when your child returns
- Log into Family Access and submit an absence request

### SCHOOL DEFINITION OF ABSENT OR TARDY:

STUDENTS ENTER BUILDING 8:15am

FINAL BELL RINGS AT 8:30am

If arriving between 8:30am – 11:45am it is a tardy

If arriving 11:46am or later it is a half day absence

\*If your student misses more than 3 ½ hours of school it is a half day absence. Morning or afternoon.

We know that regular school attendance is necessary for a child to be successful in school. Absences are excused for illness, medical appointments, religious observance or family emergencies. Vacations, oversleeping, missing the bus or other transportation issues will not be excused. Although vacations will not be excused, if you know your child will be absent please fill out the prearranged absence note. These forms are available in the attendance office. When we know your child will be gone for a prearranged absence, teachers can provide schoolwork to help support learning during the absence. Please see district policy #3122 for more information regarding excused and unexcused absences.

### **Compulsory Attendance:**

Parents of a child 8 years of age and under 18 years of age shall cause such a child to attend school and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session unless the child is enrolled in an approved private school, an educational center as provided in chapter 28A.205 RCW or is receiving home-based instruction. Parents of any child 6 or 7 years old, who have enrolled the child in school, shall cause the child to attend school for the full time when such school may be in session, unless the child is formally withdrawn from enrollment by the parents.

#### **Bethel School District Attendance Guidelines**

1 Unexcused Absence – Phone call to parent to excuse absence. Parents have 3 days to respond with a note or phone call.

3 Unexcused Absences – Conference letter mailed home. If no one shows for conference absences will remain unexcused.

7<sup>th</sup> Unexcused Absence in 1 month – A Stay truancy petition may be filed with the Pierce County Prosecutor's office.

10<sup>th</sup> Unexcused Absence – A truancy petition will be filed with the Pierce County Prosecutor's office. Family will be referred to school truancy board.

5<sup>th</sup> Excused Absence in 1 month - conference scheduled with Principal or Social Worker. If no parent/ guardian attends the conference doctor's notes may be required for future absences.

10<sup>th</sup> Excused Absence in a year – conference scheduled with Principal or Social Worker. If no parent/ guardian attends the conference doctor's notes may be required for future absences.

## Health Room

Students come to the health room for a variety of minor injuries or ailments. In the health room, students will be given ice packs, a bandage, or have their temperature taken when feeling ill. Office personnel staff the health room, with a school nurse on call if needed. Parents will be notified with a note/phone call as needed for injuries or concerns if the health clerk deems it necessary. Office staff members are not allowed to “treat” a student illness or diagnose illness in any manner.

### Typical health room concerns:

- Fever – if a child has a temperature of 100.4 or higher they MUST be sent home. Temperature should be normal for 24 hours before returning to school.
- Vomiting – Parents will be contacted and the child will be sent home if they vomit at school.
- Head Lice/Nits – Bethel School District has a “no nit policy”. This means that students with head lice (live or nits) will be sent home and will be checked upon return to ensure there are no nits before returning to class.
- Head injuries – if your student has a head injury, you will receive a phone call from the Health Clerk. This is precautionary step to inform you of the injury.
- Potty Accidents – the health room has a limited supply of clothing. If you think your child may have an accident at school please keep extra clothing in their backpack. Students that get wet from playing at recess will need to call home for a change of clothing.
- Medication – ALL medication is kept locked in the health room including over the counter medication such as cough drops or Chapstick. In order for a student to use medication at school the nurse must have an Authorization for Medication at School form filled out by the doctor and parent. The medication must have the prescription label on it.

**\*\*\*If your child has a life-threatening illness or allergy, medication and an emergency care plan from the school nurse must be on file BEFORE he or she can start school. \*\*\***

## GENERAL INFORMATION

BREAKFAST: Breakfast is served from 8:00-8:30 every day except for late start. Please make sure your child arrives for breakfast before 8:30.

LUNCH: Glass bottles are not allowed at school for safety reasons. The school is not able to heat lunches so please make sure not to send lunches to school that require a microwave. Lunch is served every day except for early release.

### HOW TO PURCHASE MEALS:

- Bring Money – cash or check. Students bringing money should purchase TWO or more days/meals. Money should be brought ONLY on Monday or

the first day we return to school after vacation or break. If the student only needs lunch for that day they can pay cash, but all extra money will be put on the student's account. The cafeteria does not make change.

- Use PayPAMS. Parents can purchase meals using PayPAMS online. The money will be transferred from your bank account to the child's account directly. [WWW.PAYPAMS.COM](http://WWW.PAYPAMS.COM)

If sending money for more than one student in the family, please note on the check or envelope each child's name, teacher and amount. We need to keep an accurate account of meals purchased.

**A student's lunch account cannot go into debt by more than 2 meals. If your child has 2 unpaid meals on their account, you will be contacted to provide a lunch for your child.**

If you have any questions regarding meal purchases please call child nutrition at Thompson 683-5894 or district child nutrition at 683-6910.

**STUDENT ELECTRONICS:** Students may bring cell phones/smart watches to school provided they are kept in the students backpack and turned off. If your child's phone goes off in class this is the following discipline protocol:

1. Warning
2. Teacher will take until the end of the day.
3. Phone is sent to the office and a parent will be notified they may pick the phone up at the end of the day.
4. Phone will be brought to the office every day and kept in a locked drawer until dismissal.

**AFTER SCHOOL PLANS:** *Students will not be allowed to change their normal routine without a note or phone call from the parent or guardian before 2:30 pm.* The end of the school day is often hectic and we cannot guarantee that the message will reach your child after that time.

**GUM:** Gum is not allowed at school or on the bus.

**TOYS:** Students are not allowed to bring toys or other personal items to school without written permission from the teacher. Permission may be granted for academic purposes only. These items are not allowed on the playground: **CAMERAS, TOYS, ELECTRONIC DEVICES, CELL PHONES/SMART WATCH, LASER POINTER, COMBUSTIBLE MATERIAL AND FIDGET SPINNERS.**

This list may not cover everything that may be disruptive at school. Any issue or activity brought to our attention will be dealt with based upon the merits of each incident.

**STUDENT PARTIES AND BALLOONS:** The school should not be used as a means of distributing private party invitations. If your child would like to bring invitations to school they may hand them out before and after school or at recess. Balloons and flowers will not be delivered to the classroom for two reasons: they are a disruption and they are not allowed on school buses. If you want to celebrate with your child, please contact the teacher to verify classroom allergies. Cupcakes or other items of food must be store bought.

**LOST AND FOUND:** **Please make sure all items of clothing, bags/backpacks and lunch boxes are marked with your child's name.** Properly identified items are much easier to return to students when found. The lost and found is located in the cafeteria. During conference week we display all items left in lost and found. Unclaimed items are taken to charity on Friday afternoon of conference week.

**LANGUAGE:** Profanity or vulgarity on school grounds is prohibited. Verbal abuse between student or student-adult will not be tolerated. See Progressive Discipline Procedure for specific consequences.

**FIGHTING/VIOLENT PHYSICAL CONTACT:** Physical altercations at school are not allowed. Students can be suspended for fighting or biting. This can include pushing, tripping, shoving that is aggressive or defensive in nature. In September, all students receive instruction about this rule and the consequences of “pushing back or fighting back”. Each incident will be investigated on an individual basis to determine the cause and action required.

**SCHOOL PROPERTY:** Students are not allowed to climb fences, building roofs, bus safety rails or stand on benches. This includes during the school day and after school. During recess, if a recess ball should go over the fence students will tell the supervisor.

**CLOTHING:** These items of clothing are not allowed to be worn at Thompson:

- Offensive slogans or symbols
- Suggestive/controversial designs
- Advertising drugs, alcohol or tobacco.
- Undergarments must be covered.
- No sagging pants.
- No flip flops. Open toe shoes are not recommended because students go to recess daily.
- Hats may be worn to school but will be removed in the building.

**HOMEWORK:** Homework is a continuation of classroom learning. Your student's teacher will communicate the specific homework expectation, criteria and scoring within the first month of school. If you have questions about homework (specific activities or in general) contact your child's teacher immediately. They will support you to help your child with homework.

PARENT TEACHER CONFERENCES: The school year is divided into two reporting periods. Parent-teacher conferences are scheduled during the first and the second semester to give parents/guardians an opportunity to speak with your child's teacher and look at the student's work.

It is important for you to attend the scheduled conference to discuss your child's progress. We want to work as a team and these meeting will inform you of your child's current progress toward benchmark in reading and math. If you are unable to come to the meeting, contact your teacher to arrange a phone conference.

HOME VISITS: Please know that we are committed to partnering with you to help your child be successful. Sometimes this means that we will come to your home to share very important information or to contact you in regards to your child's success. We will attempt to contact you to arrange these home visits, but if we cannot contact you, we will come to your home to contact you about your child's progress or needs.

### **STUDENT SAFETY**

HARRASSEMENT/BULLYING: (Policy 3207) Students are expected and taught to refrain from intimidating or bullying another student verbally, physically or through written or technological means. This includes on school grounds, school transportation or school functions/activities. "Harassment, intimidation or bullying" means any intentional 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; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

We teach students that bullying is when someone says or does something intentionally hurtful; they keep doing it even when asked to stop and it is one sided. Students often confuse mean or rude behavior with bullying.

Cases of bullying are to be reported immediately to the school Social Worker, Chelsea Rambo. The Social Worker will investigate the incident to determine the nature of the behavior and report details to administration and parents. Administration will then determine consequences or supports needed and report these to the parents involved.

If you feel your child is being bullied and you would like to make a report please contact the school directly at 253- 683- 5870 or go to the Bethel School District

website at [www.bethelsd.org](http://www.bethelsd.org). Under the resources tab you will click on the School Safety Center link and follow the instructions.

**ENHANCED SECURITY SYSTEM:** During school hours the doors are locked and entry is available only through main entrances. Parents and visitors will have to press a buzzer outside the school and show identification. School staff will then use a camera and intercom system to help identify visitors and grant access to the school. If you do not have ID (driver's license, ID card, etc.) you will be asked to return when you have identification. Please see district policy and procedure 6609 for more information.

**VISITORS:** We welcome parents to visit class any time during the school year. Please contact the classroom teacher directly to set up an appropriate time. Staff and students should feel that the school and work environment are safe and not hostile. All visitors to school property shall comply with all school board policies while on campus and conduct themselves in a manner that is not disruptive, threatening or abusive. Please see district policy and procedure 4200 for more information.

School age children that are not enrolled in should not be on school grounds during the school day unless accompanied by their parent or guardian due to liability issues. The principal at his discretion can grant special visitation.

**EMERGENCY DISMISSAL:** In rare instances it is necessary to dismiss students early. It is important for families to have a plan before it is needed, as we may not be able to alert parents before dismissing students. Please make sure that all contact information is current and up to date with the office.

**WEAPONS:** Weapons or anything that can be used as a weapon is not allowed at school including toy knives and guns. Weapons at school will be reason for suspension. Students are expected to immediately report any weapon to any adult at school. Please see district policy and procedure 3249 for more information.

**FIREARMS:** It is against the law for students to carry any firearm onto school grounds, school transportation or any area with school facilities being used exclusively by public schools. Students that violate the policy will be expelled in accordance with RCW. 28A.600.420. Please see district policy and procedure 4210 for more information.

## Progressive Discipline Policy

### Turn Around

10 minutes in buddy room to complete Turn-Around form

- Disrupting learning
- Bothering behavior
- Out of seat behavior inappropriate talk outs
- Failure to comply with a directive
- Failure to comply with a signal
- Inappropriate classroom entrance

### Lunch/Recess Detention

20 minutes in detention room

- Gum chewing
- Profanity
- Target/Specialist time infraction
- Hall without pass
- Recess disturbance
- Hallway disturbance
- Unprepared for class (materials)
- Dress code violations
- Eating in the classroom
- Lunch room disturbance
- iPod, cell phone, video game
- Cumulative Turn-Arounds – after two times in a week, the third Turn-Around will include a lunch or recess detention.
- Throwing of food or other items
- Negative report from substitute (double detention)

### AFTER SCHOOL DETENTION

45 minutes after school on Tuesday or Thursday

- Cumulative classroom disruptions
- Repeated non-compliance
- Cumulative lunch detentions
- Cumulative minor rule violations
- Repeated failure to complete work

### OFFICE REFERRAL

Significant behavior that warrants admin support  
(principal will contact parents)

- Profane language toward staff
- Violence or threats of violence
- Significant cumulative violations
- Blatant noncompliance/insubordination
- Sexual harassment
- Racial harassment
- Gang issues
- Drug issues
- Public display of affection
- Weapons
- Theft

### FRIDAY SCHOOL

Friday school is assigned by administration.