

# Thurgood Marshall Elementary

## Family Handbook



**2024-2025 – Stay Curious!**

Main Office/Attendance  
206-252-2800

Fax  
206-252-2801

2401 South Irving Street  
Seattle, WA 98144

[www.marshalles.seattleschools.org](http://www.marshalles.seattleschools.org)

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Dear Thurgood Marshall Families,

Welcome to the 2024-2025 school year! We are happy to have you and your student participating in our community of learners this year. We know that engaging our families and creating a family-school partnership together is an important part of each child's success at school. This handbook was created with the intent of making school policies and processes clear to set each child and family up for success. Please take the time to read through our handbook and review student expectations with your child.

**At Thurgood Marshall, we are keeping it REAL! Our students and staff are:**

**R**esilient

**E**mpathetic

**A**ccountable

**L**ifelong Learners!

**The Thurgood Marshall Way is:**

- **Take Care of Ourselves**
- **Take Care of Each Other**
- **Take Care of Our School**

**Office Staff:**

Ms. Katie May, Principal 206-252-2800

Ms. Cat Davidheiser, Assistant Principal, 206-252-2800

Ms. Tana Leybold/ Ms. Hilary Dameron, Administrative Secretary, 206-252-2800

Ms. Cheresse Williams, Attendance Secretary, 206-252-2800

Ms. Colima Gibbons, Nurse, 206-252-2807 (Nurse works daily)

Ms. Melissa Matsui, Counselor, 206-252-2808 (part-time, Mon - Fri)

Mrs. Trinia Washington, Family Literacy Connector, 206-252-2800

**Schedule:**

Playground opens at 7:40am. Students should not arrive prior to 7:40am. School starts at 7:55am. Students are tardy at 8:00am. School dismisses at 2:25pm on Monday, Tuesday, Thursday, and Friday. Wednesday dismissal is at 1:10pm.

**Adult Visitors vs. Adult Volunteers**

Adult visitors are one-time visitors to school who may only interact with their child. An example would include a parent attending a writing celebration during school hours. Adult volunteers have completed the volunteer paperwork (below) and may chaperone field trips, volunteer for Field Day, volunteer in the classroom or office, join their child for lunch or recess, etc.

**Adult Visitors**

Visitors are defined as anyone who has not completed all the paperwork necessary to be a volunteer. Parent visitors may only interact with their own child. Visitors are not allowed to have contact with a child other than their own unless the teacher is present and closely supervising. Visitors in the school on a regular basis will be asked to complete all the volunteer paperwork so that a background check is completed.

Parents are always welcome to visit their child's classroom. However, for any time period longer than 30 minutes, prior arrangements need to be made with the teacher. All visitors must sign in at the office and wear a visitor's badge while in the building. Lunchroom and recess guests must complete the volunteer paperwork and background check.

### **Adult Volunteers**

Volunteers may interact with students under the direction of staff.

Volunteers over the age of 16 must complete the following requirements before interacting with students: The direct link to the SPS site is [https://www.seattleschools.org/families\\_communities/volunteer/volunteer\\_application\\_process](https://www.seattleschools.org/families_communities/volunteer/volunteer_application_process) Parents without computers at home are welcome to come to the office. We will provide you with a computer to do the necessary paperwork. Approved volunteers are now approved for two years upon completion of all paperwork.

### **Volunteer and Visitor Guidelines:**

1. Sign in and wear a volunteer's badge when you are in the school building or on the playground. Always enter through the main entrance on S. Irving St.
2. No weapons of any kind are permitted on school grounds. This includes pen knives, mace, pocket-knives and firearms even if you have a permit to carry the weapon.
3. Respect students and staff. If the teacher is with students, please allow the teacher to be fully present with the students. Teachers are unable to discuss issues or concerns with parents when students are present. Please schedule a time to speak to the teacher about issues or concerns when students are not present.
4. All adult visitors/volunteers are required to use the adult bathrooms in the main hall on the first floor. Adult visitors/volunteers may not enter student restrooms. Visitors/volunteers with younger children should use the adult restroom.
5. Cell phones should be neither seen nor heard. Please turn your phone off or set it to silent while in the building and do not use it in locations where you could be observed by students.
6. All field trip chaperones must complete all volunteer paperwork.
7. If you are unsure or uncomfortable about any student's behavior, consult with a staff member. No adults should have any contact with children other than their own child unless a teacher has asked them to do so.
8. Maintain the privacy of students. Don't discuss academic, social or discipline issues you may observe while volunteering in the school.
9. Finally, thank you for volunteering. Thank you, thank you, thank you!

### **Anti-Bullying Policy**

Everyone at Thurgood Marshall Elementary is committed to making our school a safe and caring place for all students. The Thurgood Marshall Elementary definition of bullying is as follows:

*Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens or leaves someone out on purpose.*

### **Bullying behaviors include the following:**

- Hurting someone physically by hitting, kicking, tripping or pushing.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's physical characteristics, or making fun of someone due to their skill in a game.
- Touching or showing private body parts.
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose or trying to get other children not to play with someone.
- Using the internet/technology to harass another person.

To prevent bullying, **students** at Thurgood Marshall are expected to:

- Treat each other respectfully.
- Refuse to let others be bullied.
- Refuse to bully others.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

**Teachers and staff** at Thurgood Marshall will do the following:

- Supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Investigate reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Teach the children who are “victims” how to stop the bullying.
- Work closely with the children who bully others to teach them other ways to exert their leadership and power in a positive direction.
- Ask for parental/guardian support in working together with school staff to help all the children.

We expect **parents/guardians** to:

- Report bullying behavior to the classroom teacher, counselor, or principal.
- Not confront/talk to alleged bully, but rather refer the issue to a staff member.

### ***Harassment***

Malicious and intentional intimidation, unwelcome conduct or harassing another person because of that person's race, color, sex, sexual orientation, ancestry or national origin is strictly prohibited. Any such acts will be dealt with according to School District Policies.

### **Attendance Policy**

Attending school every day on time is an important part of your child’s success in school and sets the tone for their attendance habits in school and work later in life. As school attendance is legally required for children, the following guidelines are set for the 2024-2025 school year.

- **Excused** absences include when your student’s personal illness or injury or the illness, injury or death of a family member prevents your child from attending school. Doctor, dentist, and therapy appointments and religious observances are also excused. School route weather conditions that create an unsafe condition for transport to school; district-provided transportation delay or failure to pick up; and participation in one civic engagement activity each semester when the student provides the following two days before the planned absence: a completed civic engagement activity absence form signed by a parent/guardian describing the nature of the civic engagement activity.
- A form will be posted to the district’s attendance webpage for students to fill out for civic engagement activity absences. A principal/designee will excuse one absence per semester if a completed form is turned in two days prior to the absence. No decision-making as to an activity’s veracity should take place. [The draft form is available for review.](#)
- All other absences are considered **unexcused** including student or parent/guardian oversleeping, student missing the bus, student needed for babysitting, family trip or vacation, etc. If the school determines that absences are excessive or interfering with learning, a parent/guardian conference will be scheduled.
- Students arriving to their classrooms after 8:00 am are marked **tardy** except in cases of medical excuse.
- If you know ahead of time that your child will be absent two or more days, please communicate with Ms. Cheresse about the dates and the reason for the absence.

Please note that family vacations are considered unexcused absences; they will be marked as an unexcused vacation. Significant learning and instruction occur every day leaving little room for accommodating absences. Please consider reserving vacations for regularly scheduled school breaks. Classroom teachers are **not** required to supply make-up work before or after family vacations.

If your child is absent from school, it is your responsibility to inform the school by emailing Cherese Williams at [Thurgoodmarshall.attendance@seattleschools.org](mailto:Thurgoodmarshall.attendance@seattleschools.org) or by calling the office at 206-252-2800 by 8:00 AM. If you are leaving a message, please let us know the name of your child, the teacher's name, your name, and the reason for the absence. If a call or email is not received, the office will confirm your child's absence by calling you.

**Attendance is an essential component of academic success.** Did you know chronic absenteeism is missing just 10% or 18 school days? A student who misses more than one day a month is chronically absent. Chronic absences for any reason - excused, unexcused or suspensions, may result in third graders not mastering reading, sixth graders failing subjects, and 9<sup>th</sup> graders dropping out of school. Chronic absences in kindergarten result in lower levels of literacy in first grade and lower achievement as far out as fifth grade. Research has shown that just one year of chronic absences – any year between first and eighth grade – is associated with 3 times higher rate of drop out and 50% of students with 2 or more years of chronic absences drop out of school. (Info taken from [www.attendanceworks.com](http://www.attendanceworks.com))

If you are concerned about your student's attendance and would like support in improving it, please contact, Cat Davidheiser, Assistant Principal 206-252-2800 or [csdavidheise@seattleschools.org](mailto:csdavidheise@seattleschools.org)

### **Before and After School Enrichment Classes**

Before and after school classes are run by private vendors through our Friends of Thurgood Marshall Parent Group (FTME). As such, any questions regarding fees, student expectations, or general questions need to be directed to the leader/teacher of the activity. The school's administration does not handle discipline matters or financial issues regarding these clubs. There are a limited number of scholarships available for enrichment tuition. Application information is always included in the enrichment catalog and registration forms. You may find the enrichment catalog on <http://tmlink.org/>

### **Behavior Reminders**

Our school expectation is that all students help each other do their best learning by using their best learning behaviors at school. Your child's teacher will partner with you to share their classroom behavior expectations, and to work with you to create a plan if difficulties arise. Our goal is always to work together with families to help your child be a successful learner at school. This is a sample of what you can expect in the classroom:

1<sup>st</sup> step - friendly reminder

2<sup>nd</sup> step - reflection form filled out and discussed with teacher

3<sup>rd</sup> step - student support sheet filled out, discussed with teacher, and sent home. Parents contacted.

4<sup>th</sup> step – office referral slip filled out, discussed with teacher, parent meeting set up

\*Extreme behavior, physical altercations, threats, etc. will result in jumping immediately to 4<sup>th</sup> step.

# The Thurgood Marshall Way

## Student Behavior Matrix

Location	Take Care of Ourselves	Take Care of Each Other	Take Care of Our School
<b>Hallways</b>	<ul style="list-style-type: none"> <li>• Eyes forward</li> <li>• Hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 0</li> <li>• Walk</li> <li>• If you have a ball, hold it</li> </ul>	<ul style="list-style-type: none"> <li>• Keep right</li> <li>• Carry a pass</li> </ul>
<b>Lunchroom</b>	<ul style="list-style-type: none"> <li>• Stay in seat</li> <li>• Raise your hand for help</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 2</li> <li>• Voice level 0 when signal is given</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up</li> <li>• Compost and recycle</li> <li>• Wait until your table is dismissed to line up</li> </ul>
<b>Bathroom</b>	<ul style="list-style-type: none"> <li>• Wash your hands</li> <li>• Go directly back to class</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 0</li> <li>• One person per stall</li> </ul>	<ul style="list-style-type: none"> <li>• Carry a pass</li> <li>• Clean up after yourself</li> <li>• Report problems to an adult</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Hands, feet, and objects to self</li> <li>• Take a break when upset</li> </ul>	<ul style="list-style-type: none"> <li>• Rock-it-out</li> <li>• Use school appropriate language</li> <li>• Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>• Ask for a pass to use the bathroom</li> <li>• Report BIG problems to an adult</li> <li>• Follow equipment and game rules</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>• Bring a pass and permission to use the phone</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 1</li> <li>• Use a polite greeting</li> <li>• Say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>• Wait your turn</li> </ul>

Location	Take Care of Ourselves	Take Care of Each Other	Take Care of Our School
<b>Library</b>	<ul style="list-style-type: none"> <li>• Push in your chair</li> <li>• Use computers only as directed</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 1</li> <li>• Walk</li> </ul>	<ul style="list-style-type: none"> <li>• Follow school expectations about computer use</li> <li>• Leave the space clean and put things back</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>• Calm body</li> <li>• Sit crisscross on your bottom</li> </ul>	<ul style="list-style-type: none"> <li>• Voice level 1 to enter and exit quietly</li> <li>• Voice level 0 when signal is given</li> <li>• Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Wait until the teacher signals to leave</li> </ul>
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>• Go directly to breakfast</li> <li>• Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit through breakfast doors</li> <li>• Voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up</li> <li>• If you arrive late, you need a pass for breakfast</li> </ul>



# The Thurgood Marshall Way

## Adult Behavior Matrix

Location	Take Care of Ourselves	Take Care of Each Other	Take Care of Our School
Hallways / Learning Zone	<ul style="list-style-type: none"> <li>Walk your class <u>ALL THE WAY</u> to destination               <ul style="list-style-type: none"> <li>This includes <b>lunch, recess, dismissal, specialists</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Level 0 voice</li> <li>Arrive on time</li> <li>Active supervision during transitions</li> </ul>	<ul style="list-style-type: none"> <li>Monitor students</li> <li>Check for passes</li> </ul>
Lunchroom	<ul style="list-style-type: none"> <li>Walk students <u>ALL THE WAY</u> to the lunchroom</li> <li>Give student a written pass to come back to class</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> </ul>	<ul style="list-style-type: none"> <li>Give a pass to any student leaving the cafeteria</li> <li>Dismiss students to line up by table</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>Students sign-in and out</li> </ul>	<ul style="list-style-type: none"> <li>Send one student at a time</li> </ul>	<ul style="list-style-type: none"> <li>Make sure student carries a pass ONLY</li> </ul>

Location	Take Care of Ourselves	Take Care of Each Other	Take Care of Our School
<b>Playground</b>	<ul style="list-style-type: none"> <li>• Wear vest</li> <li>• Bring watch, walkie, whistle, and passes</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Monitor your area</li> </ul>	<ul style="list-style-type: none"> <li>• Document incidents on a blue sheet</li> <li>• Problem-solve BIG issues with students</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Stay with and assist your class</li> </ul>	<ul style="list-style-type: none"> <li>• Have students lined up and ready to enter quietly</li> </ul>	<ul style="list-style-type: none"> <li>• Have students prepared with returned books</li> </ul>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>• Arrive on time</li> <li>• Be sure to inform subs of assembly procedure</li> </ul>	<ul style="list-style-type: none"> <li>• Level 1 voice - Enter and exit quietly</li> <li>• Level 0 voice when signal is given</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor students</li> <li>• Bring pass for student bathroom use</li> </ul>
<b>Breakfast</b>	<ul style="list-style-type: none"> <li>• Late breakfast only allowed with a late bus pass</li> <li>• Allow 5 minutes for late bus breakfast eaters in class</li> </ul>	<ul style="list-style-type: none"> <li>• Students may only enter and exit through the breakfast doors</li> </ul>	<ul style="list-style-type: none"> <li>• Check for late bus/arrival pass if student lines up with breakfast</li> </ul>

**Birthdays**

Birthday invitations are not to be passed out at school unless all students in the classroom receive the invitation. Please use the FTME family directory for student mailing information. If you are planning on sending a birthday treat for the students, please contact the classroom teacher ahead of time to inquire if any child in the classroom has food allergies. *Please consider choosing a treat that is healthy, as we try to model healthy choices in all areas of our school day.*

## **Bus Information**

### **Expectations**

**Please go over the bus expectations with your child.** They are important to follow because they involve the safety and well-being of your child and others. In the event your child receives a bus conduct notice (write-up) for violating bus expectations, these are the procedures which will be followed:

**First Notice** – The student will talk with an administrator about the incident. Bus expectations will be discussed.

**Second Notice** – The student will talk with an administrator about the incident, watch a bus safety video and complete a reflection form.

**Third Notice** – The student will talk with an administrator about the incident, watch a bus safety video and complete a reflection form. Meeting with family.

**Fourth Notice-** The student will be suspended from the bus for 1 to 5 days.

**Fighting** – Students engaging in fighting on the bus will automatically be suspended from the bus for 1 to 5 days.

\*\*\*If the student engages in exceptional misconduct, child will be suspended from the bus.

### **Bus Expectations:**

- No eating/drinking on the bus
- Remain seated at all times
- Use a low volume and respectful language
- Keep body and objects inside the bus
- Leave your seat/area clean
- Do not distract the driver

**Bus passes**--Students can travel with friends and to different stops via (yellow card) bus pass. To secure a (yellow card) bus pass for your student for a temporary ride, email or send a note to the office including your student's name, the exact stop you would like your student to get off at, and the date the (yellow card) bus pass is needed. If you send this message to the office staff via email, please call before noon to make sure that they have received your email.

**Bus Loading/Unloading**--The area in front of the school along Irving St. is restricted for buses and emergency vehicles ONLY between 7:00 am and 5:00 pm. **Please do not park there or drop off students, as parking enforcement will ticket you.** Cars should unload students in front of the adjacent (C building / YMCA building) building in the parking lot. Please follow all directions from staff in the parking lot to ensure the safety of all.

### **Cell Phones and Electronic Devices**

We recognize that many students carry cell phones or other devices to communicate with parents before/after school. **Students are not allowed to use cell phones, SMART watches or other electronic communication devices during school hours.** If a student has an emergency call to make, he/she/they must first obtain permission from an adult to use a school phone. If the device is a distraction to instruction or learning, the teacher may take it away. The first time an adult takes away a cell phone, the phone/device goes to the office and the child picks it up from the principal there at the end of the day. When this happens a second time, the principal keeps the cell phone/device until the parent/guardian can collect it. The school is not responsible for any lost or stolen cell phones or other electronic items, and therefore will not investigate missing items.

### **Chain of Communication**

The classroom teacher is the first point of contact for all parental concerns unless it is an immediate safety or health concern. This includes any concerns parents/guardians have about classroom dynamics and academic/social-emotional/behavioral needs of your student. Talking first with the teacher promotes a healthy working relationship between parents/guardians and teachers. Administration will become involved only when the issue cannot be fully resolved with the teacher. Administration is not allowed to keep any employee related performance concerns as confidential. All concerns brought to the attention of administration must and will be discussed with the employee.

### **Communication from school to home**

We want to keep you informed about events at our school and your child's learning. Throughout the year, you will receive communication through our *Pup Press* school newsletter, through School Messenger emails and robocalls, and classroom newsletters or Talking Points text reminders. **Please make sure to keep an updated email address on file with our office so you do not miss any of these messages.** The FERPA form sent home at the start of the year can be marked to allow your contact information to be shared in our FTME Directory, so you also receive FTME messages.

### **Contacting your Student During the Day**

Please limit the number of times you call the office to leave a message for your student. Office staff will take a message rather than transferring you to the classroom. If your student's afternoon transportation plans change throughout the day, please contact the office as soon as possible, before 11:30AM to ensure the student receives the message prior to dismissal. When many parents/guardians call the office later than 11:30AM, it can be challenging to get messages to students before they depart, and we cannot guarantee your student will get the message prior to dismissal.

### **Colors**

Our school colors are purple and white. We encourage school staff, students, and parents to wear school colors on Fridays to show their school spirit.

### **Counseling Program** (A message from Ms. Matsui)

The school counselor is a great resource to be aware of for students, families, and teachers. The school counselor assists the school by meeting individually with students, conducting small group counseling, teaching guidance lessons in classrooms, consulting with teachers, and consulting with families. In addition, the counselor is available to provide resources to families about community agencies, resources, and classes on various topics. Through interactions with your children, the counselor helps students build positive peer relationships, study skills, decision-making skills, self-esteem, safety habits, and more. Students may self-refer to the counselor, teachers/administrators may ask students to visit with the counselor, or families can request their student meet with the counselor. Should you have concerns about your student due to classroom performance, family changes, home stress, testing, parenting, behavior, responsibility, or peer relationships, please feel free to contact the counselor, Melissa Matsui by phone 202-252-2788 or email, [mtmatsui@seattleschools.org](mailto:mtmatsui@seattleschools.org).

### **Dress Code**

Thurgood Marshall follows the district dress code. SPS's core values related to student dress serve as the foundation for rules in the policy are as follows:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming.
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity;
- Students and staff are responsible for managing their personal distractions; and
- Students should not face unnecessary barriers to school attendance.

## **Universal Dress Code**

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear

As detailed in the policy, students may not wear attire that intentionally shows private parts, presents a health or safety hazard, and/or would contribute to a hostile or intimidating school environment.

The emphasis of this policy is on equitable treatment of students and regulation of student dress must be free from bias. Students will no longer be disciplined or removed from class as a consequence for their attire, and staff will use reasonable efforts to avoid shaming students in front of other students. Student attire enforcement will not create disparities in class time or increase marginalization of any group. No student shall be referred to as a “distraction” due to their attire.

Seattle Public Schools is committed to eliminating opportunity gaps to ensure access and provide excellence in education for every student.

## **Early Pick-up**

If your student needs to leave school early for any reason, the teacher must be notified by either a written note or email. You may also email the Thurgood Marshall Elementary Attendance Office at: [thurgoodmarshall.attendance@seattleschools.org](mailto:thurgoodmarshall.attendance@seattleschools.org). Please come into the office to sign your student out and we will call them to the office. We will not send children out of the building to meet a parent/guardian waiting outside or in their car. Only adults listed on your emergency form will be allowed to take your student out of school. All students leaving before dismissal time will be marked UNEXCUSED LEFT EARLY unless they are leaving for a doctor, dentist, or other appointment with a medical professional, or for another reason falling under excused absences.

## **Early Dismissal**

All students in SPS have early dismissal every Wednesday. Students will be dismissed at 1:10 PM.

## **Email**

All staff members have district email addresses. Staff will make every effort to return emails within 48 hours. **Teachers will not check email during student instructional hours.** Please contact the main office, 206-252-2800 for any immediate need. Please ensure your student knows their afternoon transportation plan before coming to school. Teachers are unable to remind student about their afternoon plans. One suggestion is to have a laminated schedule attached by a zip tie to your student’s backpack with the weekly afternoon schedule for pickup or bus services. Notify the office by **11:30AM** of any last minute/emergency transportation changes.

## **Emergency Lock-Down**

Thurgood Marshall’s building lock-down plan assists in maintaining order and safety within the school building. In the event of an intruder or some other issue that requires a lockdown to maintain safety, students and adults are expected to go to a pre-designated safe area, remain quiet and try not to be easily seen from windows and the street. In a lock-down, parents and visitors will not be allowed to enter the building. “**Lock-down**” means all inner and outer doors are locked, including classroom doors. No one may come in or out. “**Shelter in Place**” means that the outer doors are locked but staff and students may move within the building.

## **Emergency Procedures**

Notice of a school closure will be communicated through the Seattle School District website at [www.seattleschools.org](http://www.seattleschools.org), local TV and radio channels, and voice mail recording to your home from the district. School closures take place only during extraordinary circumstances (e.g., bad weather). In the rare event that school is cancelled during the day,

Thurgood Marshall staff will make sure all students have satisfactory transportation and supervision at home before dismissing them from school.

**We practice to prepare our students in the event of an emergency. Each month we conduct either a fire, earthquake, lock-down, or shelter-in-place drill. Escape routes are posted in the building.**

### **Family Information**

It is the family's responsibility to inform the school office of any changes in address, home, cell, or work telephone numbers, or emergency contacts during the school year. Please be sure to keep this updated so we are able to reach you in the event of illness or emergency.

### **Field Trips**

Several times throughout the school year, your student's teachers may take his/her/their class on field trips. Field Trip Permission Forms will be sent home for parent/guardian's signature and will indicate any fees needed for each field trip. When sending checks to school, please make them payable to *Thurgood Marshall Elementary* unless otherwise specified. Fees can be paid online on the school pay site with the link provided by the teacher.

If your student has not returned the Field Trip Permission Form to school, your student will not be permitted to participate on the field trip. If your student is unable to attend a field trip, he/she/they will be placed in another classroom with appropriate work until his/her/their class returns.

If you plan to chaperone a field trip, a background check must be completed at least two weeks in advance of the trip. Every volunteer and chaperone needs to sign the Volunteer Agreement form, complete the SPS screening form, and the Volunteer Application. You must also complete the Adult Sexual Misconduct Prevention Training located at <http://seattleschools.org/misconductvideo>. Learn more about volunteering at [www.seattleschools.org/volunteer](http://www.seattleschools.org/volunteer).

Only parents/legal guardians are asked to chaperone. No siblings or other children may attend the field trip. Other family members (over the age of 18) may be allowed to chaperone, only if the teacher is not able to get enough parent chaperones. This person must also complete the volunteer paperwork.

### **Free Lunch**

All TM students are eligible for free breakfast and lunch during the 24-25 school year. TM is one of approximately 50 schools in SPS to receive free meals. You will receive a survey from the district later in the school year regarding meals. Please be sure to complete this survey as your answers will determine if TM continues to qualify for Title 1 funding. Title 1 funding provides additional monies in the school budget to provide intervention services for our students.

### **Gender Neutral Restroom**

Three single-stall gender neutral restrooms are available at our school for students who need additional privacy. Please speak to your student's teacher if this is a need.

### **Gum, Candy, and Soda**

Students are ***not allowed*** to bring gum, candy or soda to school. This policy helps to keep our school equipment and carpets clean and your child healthy. A small single-serving candy snack in your child's lunch is allowed and we encourage you to send healthful snacks rather than candy. Students are not to bring food to share with classmates unless this is organized through their classroom teacher, as we have many students with allergies or dietary restrictions.

### **Homework Policy** \*\*See Pages 19-20\*\*

### **Immunizations**

Our state goal is to have no fewer than 95% of our students fully immunized. This level helps us to prevent the spread of disease to others and to prevent disease outbreaks.

## Late Arrivals

Any student **arriving after 8:00 AM must come to the office to check in and get a tardy slip before going to class.** All late students will be marked UNEXCUSED LATE unless they have a reason for being late covered by our excused absence policy (i.e. doctor or dentist appointment).

## Library

- Your child will have a scheduled half hour every other week with their classroom in the library.
- Children receive a short lesson in the library relating to information skills or the use of the library. They might also listen to a read-aloud or have a short book talk when they visit.
- My goal is to help your child find great books that align with their interests and reading ability. Please talk with me if you need help finding great books for your child.
- Children may check out books and bring them home with them. We encourage your children to read at least 30 minutes a night.
- Children may keep their books for two weeks. Overdue notices will be emailed home around the same time as progress reports.
- My policy for lost books is to either replace them with a library-appropriate copy (new or gently used, free of marks, hard cover) or pay the replacement fine online or in the school office.
- Parents and siblings may check out books too!
- We always appreciate volunteers in our library.

## Lice

Children can catch lice easily through contacts with friends at home, school and in the community. Finding lice earlier makes it easier to get rid of them. Doing regular head checks on your children is your best defense! If you find lice:

- Get rid of live lice by following all instructions of the treatment method you choose.
- Please notify the school nurse and/or childcare that you have begun treatment.
- Your child can return to school after an appropriate lice treatment has begun.
- Follow-up with additional comb outs and lice checks over the next few weeks as one live louse or nit can re-infest a head.
- Please see the links below or talk to your school nurse for treatment options. You can get rid of lice with persistence and patience!

Useful links for information on lice:

<http://www.seattlechildrens.org/medical-conditions/symptom-index/lice-head/>

<https://www.cdc.gov/parasites/lice/head/treatment.html>

## Lost and Found

To reduce the amount of goods that are deposited on the lost and found racks, we ask that parents/guardians **put first names and last initials** on the label of all coats, sweatshirts, jackets, lunchboxes, and any other items your child is likely to leave sitting around on the playground or hallways. This helps to ensure the items are returned to the owners. Lost and found items can be found in the hallway between the playground and lunchroom. We encourage you to have your student check regularly for lost items. **Items left in the lost and found will be donated at the end of each month.**

## Lunchroom

Breakfast and lunch are served daily and are free. Our cafeteria is fully automated, and each child has a PIN number. Visit the following website for monthly menus or other Nutrition Services information: <https://lingconnect.com/>. No glass bottles/jars/containers are allowed in the lunchroom due to concerns over broken glass. Students should not bring soda or large bags of “junk food” to the cafeteria. Any snacks that are in the “junk food” category should be single serving size only. Due to allergy concerns, students are expected to eat their own lunch and not to share food with others.

## **Lunchroom Expectations**

### Take Care of Ourselves:

- Stay in seat
- Raise hand for help

### Take Care of Each Other:

- Use Voice Level 2
- Voice Level 0 when attention signal is given
- Walk

### Take Care of Our School

- Clean up
- Compost and recycle
- Wait until your table is dismissed to line up

## **Main Entrance on S. Irving**

Unless your child is in our PEACE (Preschool and Elementary Academic Center for Education) Academy, we ask that children not use our main front doors between 7:40-7:55 AM and 2:25-2:35 PM unless accompanied by an adult meeting with a staff member. Students in our PEACE Academy need consistency and structure when loading and unloading from the bus. Unnecessary foot traffic can cause many of our students with autism to become uncomfortable. Students entering the building for breakfast will enter from the playground door near the Lost and Found and Gym.

## **Medications at school**

If your student must take **prescription or non-prescription medication** during school hours, a written permission slip for the school to administer the medication must be signed by the parent/guardian and doctor and the medication kept in the nurse's office as a safeguard for all. Medication permission forms are available in the front office. Prescription and nonprescription medication must be in original sealed container. **All medications must be checked in at the nurse's office.**

The Seattle School District "authorization for medication" form (available on SPS website under [Health Services Forms](#) or from the school nurse) **must** be completed by both the parent/guardian and prescribing health care professional with prescriptive authority. A separate container with your student's name and prescription needs to be provided by the family. Most pharmacies will supply this upon parental request. Keep the school informed of all changes in contact phone numbers at home, work, or emergency contacts so we can reach you if needed.

## **Morning Drop off/End of the day Student Pickup**

**Morning Drop off:** ***We request that parents not enter the building during arrival and dismissal UNLESS they are at school to attend a meeting or to volunteer and have signed into our office. This reduces hallway crowding so that our students can move safely through the building.***

- No students should ever arrive or be on school property before 7:40am.
- Supervision by school staff begins at 7:40am.
- Busses unload at 7:40 am. Bus drivers will "hold" students on the buses if they arrive early.
- All parents/guardians within the walking zone are encouraged to have their children walk to school or start/join a walking school bus.
- Please use designated crosswalk on S. Irving.
- Students will enter the school property via the playground gate near the flagpole and meet their teacher and classmates on the playground field behind school.
- **There is no parking or student drop off on S. Irving. Drop students off in the parking lot only.**
- All students remain outside until 7:55 am. Teachers need this time to prepare for the day.
- We will only call rainy day arrival / morning recess if it is a torrential downpour. Students are encouraged to wear appropriate raingear with head coverings and boots.



- Students arriving after 7:55am will need to enter through the main door on S. Irving and check in at the office. The playground gate will lock at 7:55am daily.

**End of the Day Pick Up:** *Parents may not enter the building during arrival and dismissal UNLESS they are at school to attend a meeting or to volunteer and have signed into our office. This reduces hallway crowding so that our students can move safely through the building.*

- Bus students will walk to the bus loading area on the west end of the school property. Staff are present to support bus loading. Please make sure that your student has the bus number committed to memory before the first day of school.
- If your student walks home independently, please review the route with your student (many times). Walkers do not check in with an adult before heading home. Siblings are asked to meet at the flagpole after school to walk home together.
- If you are picking up your student, please meet them at the flagpole near the playground gate.
- Families may not enter the school or wait for your student inside the school building. This allows us to maintain space for students to move safely through the building.
- **There is no parking or pickup for car riders on S. Irving St. This is a bus zone only.** If you want to park, please park in the school parking lot or on a neighboring street (check the parking zone).

### Nursing Services

The main emphasis of health services at Thurgood Marshall is to detect, manage and prevent acute and chronic health problems that interfere with the academic process. We are lucky enough to have a full-time registered nurse. With your help, we can keep Thurgood Marshall safe and healthy by:

- Making sure your child gets adequate rest, good nutrition and wears appropriate clothing for the weather
- If your child is sick, keep them home to rest
- Children should not be at school if any of the following are present:
  - An oral temperature of 100 degrees F or more – or if such a temperature was present in the last 24 hours
  - Vomiting or diarrhea
  - Any rash accompanied by sore throat or fever
  - Large amounts of nasal discharge that your child cannot cope with in a sanitary manner
  - Students may return to school when their symptoms have improved, and they have been  $\geq$  24 free from vomiting/diarrhea/fever without the aid of medication

The school nurse handles injuries and illnesses that happen at school. For primary care or ongoing health concerns, please see your primary care physician. Hearing and vision screenings will happen annually at school.

### Pets

Animals are not allowed on school grounds at any time. Please keep your pet in your car during pick up and drop off times as many children have a fear of dogs. Although public sidewalks are property of the City of Seattle, we ask that you not have your dog on the sidewalk outside of our school. Dogs are not allowed on the playground or in the playfield. For both your own legal protection as well as the safety of our students, it is best that dogs be left at home.

### Playground Expectations

Although these rules certainly do not include all expectations, these are the general playground rules:

Take Care of Ourselves:

- Hands, feet, and objects to self
- Take a break when upset

Take Care of Each Other:

- Rock-it-out to solve problems
- Use school appropriate language
- Include everyone

Take Care of Our School:

- Ask for a pass to use the bathroom
- Report BIG problems to an adult
- Follow equipment and game rules

Play Structures and Field:

1. Balls are not permitted in the Big Toy area.
2. Take turns.
3. Keep hands and feet to yourself.
4. Wait! Make sure the slide and pole are clear before taking your turn.
5. Only go down slides, never up.
6. If a ball goes over the fence, notify an adult, and stay on our side of the fence.
7. Stay within playground boundaries.
8. School equipment will be provided and is the only equipment permitted at recess.

**Progress Reports (Report Cards)**

Progress reports are completed at the conclusion of each trimester. Progress Reports are available to parents on the Source. A formal conference with your student’s teacher will be scheduled in November. You are always welcome to contact your student’s teacher for an informal check-in about your student’s progress.

**Pup Press**

The *Pup Press* is our weekly newsletter that is emailed home every Thursday. All important school information and Friends of Thurgood Marshall information is contained in this newsletter. The Pup Press is emailed home. Please be sure your current email address is on file with our office so you are able to receive all school communication.

**Rainy Days**

On mornings when it is raining hard, students will go directly to their classrooms instead of out to the playground.

**Recess**

With the exception of major downpours, we go outside for recess. Students should have proper raingear including coats and head coverings and waterproof shoes or boots. If there is a medical reason you feel your student should be exempted from recess, please contact our school nurse, at 206-252-2807.

**School Psychologist, Speech & Language Pathologist, Occupation & Physical Therapist**

These specialists work at Thurgood Marshall part-time. They are available to assess student needs and to provide limited therapy. They also work with the Student Support Team (SST) and share their skills and resources with staff and parents. They can be reached through the school office.

**Student Support Team (SST)**

Staff members, or parents, who have a concern regarding a student’s academic, social or emotional growth, may refer their concerns to the school’s Student Support Team. This team is made up of the classroom teachers, the principal, the school psychologist, and other specialists. A meeting is held at school to determine what we can do to better help the child. Our aim is to work together as a staff, with parents, to help the children learn and grow to their greatest abilities. Parents/guardians may request a Student Support Team meeting by contacting the School Counselor or their student’s teacher.

### Teacher Requests / Teacher Change Requests

Families are welcome to send an email to the principal describing the learning environment that is most beneficial to their student and we will do our best to make a positive placement. New families especially are encouraged to let us know if there is a peer your student already knows so they can be placed together to ease transition. We do not take requests for specific teachers. There are many factors that we balance as we create class lists and room assignments, such as gender, age, learning styles, and need for behavioral and academic support. Once room assignments are made, students will not be moved except in extremely unusual circumstances and only at the discretion of the principal. Our staff are professionals who want to help and support you and your student. If a guardian or parent has an issue with their student's teacher, the first step is to speak to the teacher to try to resolve the situation. The next step is to involve the administrator in charge of that grade level (either Ms. May or Ms. D).

### Toys

Toys, including slime, silly putty, playing or trading cards, electronic games, Legos, dolls, etc. should not be brought to school.

### Volunteering/Visiting School

1. Sign in at the office and wear a visitor's badge at all times when you are in the school building.
2. Be mindful that all adults are modeling behavior for our children; use a respectful tone in all exchanges, whether speaking with office staff, teachers, administration or other parents. We will always do our best to help you and your child at our school. Misunderstandings can happen and an angry tone or harsh words do not help us achieve our goal of working together.
3. No weapons of any kind are permitted on school grounds. This includes pen knives, mace, and firearms - even if you have a permit to carry the weapon.
4. Respect the students and staff. Teachers are unable to discuss issues/concerns with parents when students are present, as their full attention must be on their class. Please schedule a time to speak to the teacher when students are not present.
5. All adults need to use the restrooms in the staff room hall on the 1st floor or the gender-neutral restroom at the west end of the school on the 2<sup>nd</sup> floor.
6. Cell phones should be neither seen nor heard. Please turn your phone off or set to silent while in the building and use phones outside of the presence of students.
7. All volunteers must complete the background check form prior to volunteering or attending a field trip. This form allows us to do a background check to ensure that volunteers do not have a criminal history. Forms can be obtained in the office.
8. If you are unsure or uncomfortable about any student's behavior, consult with a staff member. No adults should have any contact with children other than their own child unless a teacher has asked for him/her to do so.
9. Maintain the privacy of students. Don't discuss academic or discipline issues that you may have observed while volunteering in the school.

### Weapons at School

Common sense and district policy say that students should not bring guns, toy guns, pocketknives (real or toy), throwing stars, laser-light pens or any other device that might injure another person at school. The district penalty for possession of a weapon, toy or real, will be strictly enforced. **Please have a conversation with your student as to why we do not joke about weapons or bring toy weapons to school.**

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal. SPS also provides equal access to the Boy Scouts and other designated youth groups.

### **Thurgood Marshall Elementary Homework Policy**

The purpose for assigning homework is to give students the opportunity to extend lessons, practice skills, engage in critical thinking and develop good work habits. Homework can also serve as one form of communication between the teacher and the family and gives families valuable insight into what students are learning at school. Our hope is to partner with our students and their families to ensure homework is a valuable addition to learning.

#### **Student's Responsibilities:**

- To understand all homework assignments by listening to directions, asking questions when something is unclear and reading directions
- To gather all materials necessary to complete assignments before leaving the classroom
- To complete all assignments to the best of his/her/their ability
- To return assignments on time

#### **Family's Responsibilities:**

- To provide a routine and an environment that is conducive to doing homework (i.e., a quiet and consistent place and time, necessary materials, etc.)
- To offer assistance to the child, but not do the actual homework
- To check that your student has done his/her/their work to the best of his/her/their ability
- To notify the teacher when the homework presents a problem
- To read school notices and respond in a timely manner. Regular backpack clean-ups can be useful in helping students to organize their materials
- To familiarize yourself with what is expected for completing homework successfully

#### **Teacher's Responsibilities:**

- To provide purposeful homework
- To provide clear directions
- To implement a system for routinely checking completion of homework
- To communicate to the student and family what is expected for completing homework successfully
- To communicate with families when students are not consistently completing assignments
- To provide parents with curricular resources that are developed for various content areas

#### **Recommended Time Allotments for Homework**

At Thurgood Marshall Elementary, we recognize that the amount of time it takes each student to complete homework assignments will vary. On average, you can expect that your child will have about 10 minutes per night per grade in addition to nightly reading. Some teachers may assign a homework packet for the week so that your family can choose how much homework to complete each night. If your child works diligently for the amount of time appropriate to

his/her/their grade (or the amount of time you feel is appropriate for your child) and is not able to complete it, you may write a note to the teacher to let them know. If you find this is happening frequently, speak to the teacher about your child's experience.

Homework includes reading every night as we help each student develop the habit of being a lifelong reader. Our school expectation is that students will read for at least 30 minutes per night (Kindergarten and 1<sup>st</sup> Grade students may read for less time at the start of the year, as communicated by their teacher). This can be a combination of reading to an adult, having an adult read to the child, or reading independently as students get older. *In addition to nightly reading*, written assignments over the course of a week may include a balance of assignments in other content areas such as spelling, writing, math, social studies or science.

Grade K – an average of 10-15 minutes per day, 4 days per week

Grade 1 – an average of 15 minutes per day, 4 days per week

Grade 2 - an average of 20 minutes per day, 4 days per week

Grade 3 – an average of 30 minutes per day, 4 days per week

Grade 4 – an average of 40 minutes per day, 4 days per week

Grade 5 - an average of 50 minutes per day, 4 days per week

### **Differentiation**

If your student completes their homework very quickly, thoroughly, and neatly and you believe your student needs additional homework, consider extra reading time, writing in a Writers Notebook, or additional practice with math skills. You may want to be in touch with your student's teacher if you are noticing this on a regular basis. In addition, you may want to consider other types of activities that foster growth and responsibility such as:

- Family chores – setting the table, doing the dishes, caring for pets, writing shopping lists
- Activities outside of school such as sports teams, dancing, martial arts, musical instrument practice
- After school academic, science, arts, chess, etc. through Thurgood Marshall or another community organization
- Free/imaginative play time alone, with siblings or with friends
- Volunteering for a neighbor or community organization
- Reading/discussing current events with an adult at home

There are resources on the Thurgood Marshall website that families can use to supplement assignments as needed, including links to websites for academic practice.

Students who qualify for Individualized Education Plans (IEPs) may also have customized homework. Your student's IEP Team can help determine what is appropriate for him/her/them.

We recognize that families may vary in their feelings about homework. Homework is assigned to help students practice skills that are taught during the day. This practice will increase a child's fluency and help them progress academically. In addition, gradually increasing homework demands over time helps prepare students for Middle School. Our school uses a standard-based grading system, so homework completion does not factor into their academic grades. If you have questions or concerns about homework, please speak to your student's teacher.

## Who to Contact:

Name and contact information	Contact for
<b>Principal – Katie May</b> 206-252-2805 <a href="mailto:kjmay1@seattleschools.org">kjmay1@seattleschools.org</a>	<b>Administrator for PreK - 3 grades, Building Leadership Team, School Budget, Curriculum, Equity Team</b>
<b>Assistant Principal – Cat Davidheiser</b> 206-252-2802 <a href="mailto:csdavidheise@seattleschools.org">csdavidheise@seattleschools.org</a>	<b>Administrator for 4-5 grades, bus transportation, field trips, school safety, 504 Plans, Standardized Testing, Discipline</b>
<b>Administrative Secretary – Tana Leybold (Mon.-Thurs.) and Hilary Dameron (Fri.)</b> 206-252-2800 <a href="mailto:tpleybold@seattleschools.org">tpleybold@seattleschools.org</a>	<b>Contact for questions about building use and financial matters, and general questions</b>
<b>Attendance Secretary – Cheresse Williams</b> 206-252-2800 <a href="mailto:cnwilliams@seattleschools.org">cnwilliams@seattleschools.org</a>	<b>Contact to report an absence and request a bus pass, and general questions</b>
<b>School Nurse – Colima Gibbons</b> 206-252-2807 <a href="mailto:cmgibbons@seattleschools.org">cmgibbons@seattleschools.org</a>	<b>Contact for medication administration, health needs and health plans</b>
<b>School Counselor – Melissa Matsui</b> 206-252-2808 <a href="mailto:mtmatsui@seattleschools.org">mtmatsui@seattleschools.org</a> Works M - Th	<b>Contact for mental health referrals, questions about social-emotional-behavioral development, Student Support Team Coordinator</b>
<b>Head Teacher – Sasha Tyshler</b> <a href="mailto:Altyshtler@seattleschools.org">Altyshtler@seattleschools.org</a>	<b>Contact for questions about school behavior or for support with positive behavior plans.</b>
<b>School Psychologist – Nash Perkins</b> <a href="mailto:naperkins@seattleschools.org">naperkins@seattleschools.org</a>	<b>Contact for Special Education referrals and paperwork.</b>
<b>Classroom Teacher</b> <a href="https://marshalles.seattleschools.org/about/staff">https://marshalles.seattleschools.org/about/staff</a>	<b>Contact for specific questions pertaining to your child and academic concerns.</b>
<b>Friends of Thurgood Marshall Elementary</b> <a href="http://tmlink.org/">http://tmlink.org/</a>	<b>Contact for information about membership, annual giving, volunteering and Friends of TM Sponsored Events</b>

THURGOOD MARSHALL ELEMENTARY  
School Bus Behavior Contract

Please read carefully, then sign and return this agreement to the school office within 3 days after receiving the contract.

**General Information**

- Bus drivers, students, parents, teachers, and school administrators share the responsibility for bus safety, following all bus rules, and behaving in a responsible manner.
- Riding the school bus is a privilege. If you behave appropriately, you will be allowed to ride the bus.

**I agree to ride the bus safely.**

Stay seated (your seat on the seat)  
Keep body and objects inside the bus  
Keep aisles free of backpacks, instruments  
At stops, remain at designated area until bus comes to complete stop

DO NOT distract the driver  
DO NOT leave seat while bus is in motion

**I agree to follow all bus rules and be responsible.**

Keep hands and feet to myself  
No eating or drinking on the bus  
Respect bus property

**I agree to treat the bus, the driver, and all passengers with respect.**

Obey directions from my bus driver  
Talk and act kindly to others  
Leave your seat/area clean

**If I choose not to follow this contract, I understand the following consequences may occur, or in the event of a serious offense I may be suspended from the bus immediately:**

**First Notice** – The student will talk with an administrator about the incident. Bus expectations will be reviewed.

**Second Notice** – The student will talk with an administrator about the incident, watch a bus safety video and complete a reflection form.

**Third Notice** – The student will talk with an administrator about the incident, watch a bus safety video and complete a reflection form. The parent/guardian will be contacted and asked to sign the reflection form.

**Fourth Notice**- The student will be suspended from the bus for 1 to 5 days.

**Fighting** – Students engaging in fighting on the bus will automatically be suspended from the bus for 1 to 5 days.

\*\*\*If the student engages in exceptional misconduct, child will be suspended from the bus.

**NOTE: If bus privileges are suspended, I must arrange my own transportation to and from school. Additional referrals may result in removal from the bus for the remainder of the school year.**

**Please print legibly. Signatures indicate that you have discussed, understand, and agree to the above statements. Thank you.**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Bus Driver \_\_\_\_\_

Student's Signature \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

