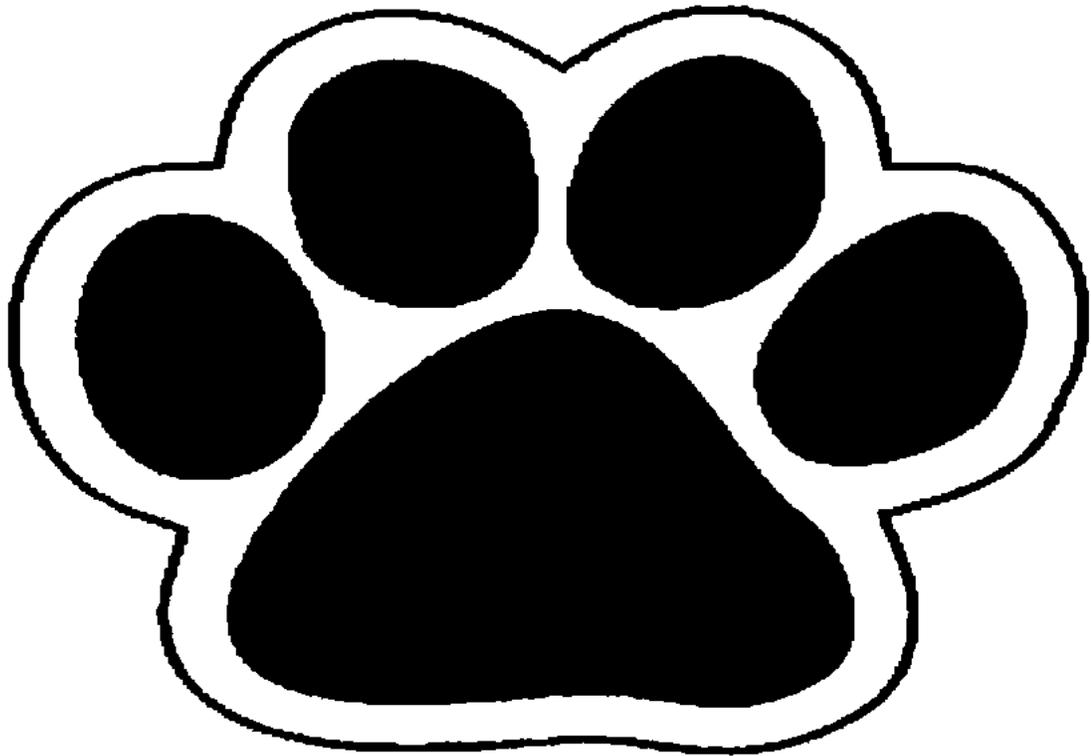


**MICHAEL T. SIMMONS  
ELEMENTARY SCHOOL  
PARENT AND  
STUDENT HANDBOOK**



**2017-18**

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***Dear Parents:***

***Welcome to Michael T. Simmons! The teachers and staff are eagerly anticipating the many exciting and challenging times ahead as they work with your youngsters. The school staff is committed to providing a quality educational program for all children in the Michael T. Simmons community.***

***This is your school! Be involved! Your child's educational success is directly influenced by your involvement in school. Parents who have a strong understanding and commitment to education seem to provide support for their child, which enhances the child's attitude toward school and ultimate success.***

***We need your input and involvement. Parents often have strong feelings concerning their children and education. We want to hear from you and respond to the needs of the community.***

***The school and family working together is critical. Come, be a part of Michael T. Simmons' commitment to excellence and the future.***

***Elliott Hedin  
Principal***

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*The Tumwater School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.*

*Inquiries may be made to: Laurie Wiedenmeyer, Communications Coordinator, at 360-709-7000, 621 Linwood Ave. SW, Tumwater, WA 98512*

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## HOW TO HANDLE A BULLY

The counseling program at Michael T. Simmons Elementary School is designed to be preventive and developmental. Children learn best when they feel safe, respected, and cared for. In our continuing effort to create a safe and positive learning environment the staff and students are taught how to recognize, refuse, and report bullying when it happens to them or someone else. The following classes are offered to address bullying:

- An Anti-Harassment course is taught in each classroom in September. The students are taught the difference between conflict, bullying, and harassment.
- A bullying – prevention program is taught in each classroom for a minimum of 12 weeks using two widely recognized programs. The **Second Step Program** is taught in the K-2<sup>nd</sup> classrooms, and **Steps to Respect** is taught in 3<sup>rd</sup> –5<sup>th</sup> grade classrooms. Both of these programs are designed to teach friendship skills that reduce the risk of being bullied. Emotional skills are developed, such as understanding the feelings of others and managing emotions.
- In each of the classes students have been taught a process for managing their conflicts. This process is as follows:

### Reasoning Skills for Conflicts

1. **Walk away and ignore**(Students are taught to try to ignore someone the first time someone says something mean).
2. **Give an “I” message** (Students are taught, and practice a way of expressing their feelings in a special way. The code for this is as follows:  
**I FEEL . . .** (state the feeling)  
**WHEN YOU . . .** (describe what happened)  
**I WANT/NEED . . .** (ask them to PLEASE stop)
3. **Second Chance** (Everyone likes a 2<sup>nd</sup> chance! Students repeat the “I” message and let the other student know this time if they do not stop they will get help from an adult)!
4. **Get help from an adult.** (The children are taught that at this point they are being responsible to themselves and our community by reporting bullying behavior to an adult).

\*\*\* Staff and students are taught that any physical threat or assault should be reported to the principal or counselor right away.

**When a staff member, student or parent reports a conflict, bullying behavior or harassment situation Mrs. State, Mr. Grunenfelder and/or Mr. Hedin will address it quickly. We do have “Zero” tolerance for bullying behavior here at school.**

Parent involvement is an important part of creating and maintaining a safe and positive school environment. If you have any questions or concerns please feel free to call your child’s teacher, the School Counselor, Claire State 709-7117, our Assistant Principal, Kyle Grunenfelder 709-7120 or Principal, Elliott Hedin 709-7109.

## **APPOINTMENTS (with staff) & VOLUNTEERS (at school)**

We make every effort to communicate and meet with parents when there is a need or request. If parents wish to meet with their child's teacher or another staff member, parents can call that teacher's direct line or the office to make the request. If it is during school hours, the teacher will return the call after school hours. A convenient time to meet can then be arranged.

We request that parents do not just "drop in" to volunteer in their child's classroom. If parents wish to volunteer, please call and make arrangements with the teacher. We do not allow parents to observe in classrooms.

Anyone visiting the school (except for assemblies in the gym) must first check in at the main office and receive a visitor's pass. Your careful observance of this policy is appreciated. It is in place for the safety of your child.

### **\*Visitors & Volunteers Policy\***

1. All visitors and volunteers must check in at the office.
2. Visitors and volunteers must use designated staff restrooms located in the office area.
3. Volunteers must be in designated areas when volunteering:
  - Staff workroom
  - Teacher classroom
  - Other areas as designated by classroom teacher
4. Visitors must be in the following designated areas only:
  - Gym
  - Office area
  - Visitors are not allowed on playground unless a specified event allows (at principal's discretion)
5. All visitors and volunteers must wear a badge issued from the office. Badges need to be returned to the office before leaving school property.

## **ATTENDANCE**

Regular school attendance is critical for mastery of the instructional program provided at Michael T. Simmons Elementary School. Coming to school every day is important to learning the hundreds of new concepts being presented to your children and to a student's developing secure relationships.

**If your child is out, you need to call the attendance line at 709-7103 or send a note to school. If the school is not contacted, it will be recorded as an unexcused absence.**

As parents, you control your child's attendance. Every attempt needs to be made to guarantee good school attendance; however, circumstances do arise which necessitate a student missing school. Below is the Tumwater School District policy (policy 3122) created based on Washington state attendance and Becca laws (RCW 28a.225) regarding Excused Absences:

- A. The following are valid excuses for absences:
1. Participation in a district or school approved activity or instructional program;
  2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
  3. Family emergency, including but not limited to a death or illness in the family;
  4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
  5. Court, judicial proceeding or serving on a jury;
  6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
  7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
  8. Absence directly related to the student's homeless status;
  9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
  10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

Parents will be notified in the following manner when attendance is a concern:

1. after the **first** unexcused we will phone home or send a letter.
2. after the **second** unexcused absence in a month, parents will be requested to come in for a conference. At this conference, strategies will be discussed as well as State law. The goal is to have a clear understanding of the policy and procedure surrounding compulsory school attendance.
3. after **four** unexcused absences a registered letter will be sent home to the parents assessing steps in an attempt to solve the attendance problem.
4. **five** plus unexcused absences will require us to begin processing to file a Becca Bill petition. At **five** absences a court stay will be requested. If an attendance plan is unsuccessful at this point the stay will be removed and the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the **seventh** unexcused absence, within any 30-day period, during the current school year or upon the **tenth** unexcused absence during the current school year.

Parents of children who are returning to school after having a serious illness or injury are asked to schedule a re-entry meeting with the principal and school nurse. This meeting is needed so that a case plan can be established and medication paperwork can be updated.

### **Requesting Parent/Principal approved family absence (see “J” above).**

Parents can request an absence be excused for reasons other than listed excused above. Please fill out an Excused Absence Request (can be found in the office or on our MTS website) to the office two weeks before the planned absence. The school will then assess the effect on the student's educational progress.

### **Late Arrivals and Early Dismissals.**

If your student arrives to school more than 30 minutes late they are marked absent for the entire morning. If you choose to pick your student up from school 30 minutes or more before school releases in the afternoon, they are marked absent for the entire afternoon. If your student arrives to school with 2 hours or less remaining in the school day he/she will be charged with an absence for the day. If you have questions relating to this please consult page 30 in your District Parent/Student handbook. **Students arriving late are asked to check in at the office with the adult dropping them off. Please do not have the student come into the building by themselves.**

Excessive tardies negatively impact a student's educational progress. As tardies accumulate the above Becca process may be initiated (see above policy).

## **BUILDING USE**

It is the desire of the school district to serve the community with its buildings, recognizing that schools belong to the people. Rooms are available, for a small fee, for various functions or groups in the community who need a place to meet. Anyone wishing to use the building may obtain an application from the school office. Regulations will be explained to the user when application is made. A facility use agreement is required.

## **BUS/END OF DAY TRANSPORTATION CHANGES**

If your child will be changing their end of the day transportation plans, please send a note in the morning or call the school to notify us of the change. No student will be allowed to alter their routine if the office has not received prior permission from a guardian.

We request that all of the day changes are finalized by **2:30 pm**. End of the day notes are delivered to students shortly after that and no changes will be accepted once notes have been delivered (emergencies excluded). This helps us safely ensure all students are where they need to be at the end of the day and greatly reduces confusion in the office. **Please make sure you've notified the office of any changes by 2:30pm.**

If you plan a party in which additional children will be transported by your regular school bus, you will need to contact the transportation department at (709-7700) to make special arrangements.

## **CELL PHONES**

Cell phones may not be used or out of backpacks during the school day. If they are seen they will be sent to the office and parents will be asked to pick them up.

## **COMMUNICATION**

Communication is a two-way process between you and your school. In general, you'll be most successful taking care of any matter if you contact the person who is most directly involved.

## **DISCIPLINE PLAN**

Michael T. Simmons is proud to provide a safe, positive and productive learning environment for all students. We are a PBIS school with clear and consistent expectations that are taught to all students. One way we ensure the safety of our students, while maintaining a positive and productive learning environment, is to follow our school-wide discipline matrix. The matrix is used for major offenses and provides consistent and clear expectations of consequences for inappropriate behavior. As you know every situation is different and may vary slightly from this, however, this is a framework for us to work with.

## **DRESS CODE**

Students are encouraged to dress appropriately for the weather conditions and the student's age. We ask that students not wear items that may interfere or disrupt the learning process. No spaghetti straps or midriff tops and a good reference for shorts/skirts-length is for the child to stand with arms straight at his/her sides. The shorts/skirts should reach at or below the child's finger tips. Students may be asked to change or alter their dress or appearance at school if their attire causes a problem or is a distraction to learning. Hats may only be worn outside – before school, after school, and during recess. For playground safety reasons and during physical education, we discourage students from wearing flip flops or sandals. Any reoccurring dress code problems will be referred to our discipline matrix.

## **EMERGENCY INFORMATION**

The importance of emergency information can not be overly emphasized. It is imperative that the school have an accurate home phone number and a reliable alternate phone number. It is extremely important that the school have this information immediately. Please notify the school of any change of address and/or telephone number.

When moving from the district, we ask that you send a note to the office as soon as possible giving the following information: Child's name, new address, last date of attendance.

## **EMERGENCY CLOSURE AND INCLEMENT WEATHER PLANS**

The Tumwater School District will notify the news media if schools will be closed, delayed or school bus service altered due to weather or other conditions. Ordinarily, information will be broadcast by 6:00 AM and repeated frequently on the following stations:

A.M. Radio Stations: KGY 1240, KMAS 1030

F.M. Radio Stations: KXXO 96.1

Television Stations: KIRO Channel 7, KING Channel 5

During inclement weather, the district will try to keep bus routes as near to normal as possible. Two (2) alternate transportation plans have been formed and one will be selected depending on the severity of the weather. If your street is not listed, buses will operate NORMALLY.

## **MICHAEL T. SIMMONS, BLACK HILLS HIGH AND TUMWATER MIDDLE AREA**

No service on S 4<sup>TH</sup> AVE. Stops at South 3<sup>rd</sup> Avenue @ West "C" Street.

No service on SAPP RD, or CHAPPAREL RD. Stops Antsen Rd @ 38<sup>th</sup> Ave SW.

No service to PALERMO VALLEY OR SERINDIPITY, stops on Capital Blvd @ M St.

No service on North End of Blomberg, stops on 93<sup>rd</sup>.

## **ELECTRONIC DEVICES**

We encourage students to not bring electronic devices to school. We cannot be responsible for the safe keeping of these items. If students are found with electronic devices, the devices will be sent to the office and parents will be asked to pick them up.

We do not allow toys from home on campus. This includes balls. We cannot be responsible for the safe keeping of these items. If students are found with toys from home, the toys will be sent to the office and parents will be asked to pick them up.

## FIELD TRIPS

Permission slips for field trips are required with a parent or guardian's signature.

- All children will be required to ride the buses, unless there are prior arrangements made with the school.
- Parents will only ride the bus if there is room. Parents are encouraged to carpool, if appropriate.
- Field trips are culminating activities of academics for the classroom child; therefore, younger siblings will not be allowed. It is also a liability question as they are not covered by insurance.
- If you wish to take your child from the visit site, you would need to make prior arrangements with the school.
- Since many field trips involve making reservations, please help the teacher by sending money and permission slips as early as you can.

## FIRE, EARTHQUAKES & SAFETY DRILLS

Safety drills will be conducted at least every other month, weather permitting. We will try to minimize the disruption to learning; however, we feel this is of vital importance for the safety of our students. Teachers will go over the exit procedures with their students so they are familiar with the various traffic patterns and can be better prepared during a fire drill. We will also conduct earthquake drills and safety drills. Procedures to ensure the safety of students and staff have been developed. Students are expected to walk silently and in single file.

## HOURS

School hours are 8:30am – 3:00pm, Monday through Thursday. On Fridays students attend from 8:30am-1:45pm, due to ACT Friday collaboration. **Students are not to be on campus prior to 8:15am in the morning.**

## IMMUNIZATION, INJURY, ILLNESS AND MEDICATION

Immunization is required by law (RCW 28A.31.18) for all students. Under the terms of the law, students who have not received the required immunizations may not attend school. The minimum requirements for school attendance are:

- DTP/DT/TD: 5 doses (4 doses only IF 4<sup>th</sup> does given on or after 4<sup>th</sup> birthday) **PLUS** 1 dose of Tdap required for 6<sup>th</sup> grade-on or after 11<sup>th</sup> birthday
- POLIO (OPV/IPV): 4 doses (3 doses only IF 3<sup>rd</sup> does given on or after 4<sup>th</sup> birthday)
- MMR (Mumps, Measles, Rubella): 2 doses.
- HEPATITIS B: does 3 must be given on or after 24 weeks of age
- CHICKEN POX (Varicella): Must have two doses or Healthcare Provider verifies disease

If there is a religious reason why a child should not be immunized, parents can sign an exemption. If there is a medical or philosophical reason, your Health Care Provider must sign an exemption. An exemption is an agreement by the parent to keep the student home from school should there be an

outbreak of any disease for which he/she is not immunized or protected, for the duration of such an outbreak

### **WELLNESS CENTER**

There is a health assistant in the Wellness Center to assess and care for injuries and illnesses that occur at school. The health assistant is not a registered nurse, but is trained in first aid, CPR and emergency procedures. The health assistant is accountable to the building principal and the supervising site nurse in providing care for students. The school nurse is at Michael T. Simmons one day per week, but is easily accessible by means of a cellular telephone at any time. There is frequent communication between the health assistant and the site nurse.

Minor injuries are evaluated and treated, parents are notified whenever possible. If an injury appears serious and the health assistant is unable to ascertain the severity, a parent is immediately contacted and the site nurse is consulted. If the parent is unavailable and the situation is urgent, the health assistant will have the office dial "911" for further assistance and wait with the student for help to arrive. Once emergency medical personnel arrive, care of the student is turned over to the advanced care team for evaluation and treatment.

It is for this reason that parents are asked to fill out, sign and return a new Emergency Information Card, which is legal for one school year for each child. That card allows emergency personnel to transport your child to a medical care facility in the event you cannot be contacted.

Students who come to the Wellness Center are evaluated. Any student with a temperature of over 100 degrees will be sent home. Students should be kept home until they have been fever free for at least 24 hours. Students who don't feel well but are not found to have a fever will be allowed to rest for 10-15 minutes and will return to class. Parents will be consulted if a student complains frequently.

Some guidelines to help you decide when to keep your child home from school are as follows

- Your child has had a fever of over 100 degrees during the last 24 hours
- Your child has greenish or yellowish mucous discharge or an uncontrollable cough
- Your child had been nauseated or vomiting during the last 24 hours
- Your child has been suffering from diarrhea during the last 24 hours
- Your child has an undiagnosed rash
- Your child has a red, irritated itchy eye
- Your child has head lice

*Please remember that we do not diagnose at school.*

Students who are found to have live head lice (bugs) must go home. An information sheet will be given to parents about treatment procedures. Once treatment procedures have been followed, students must be rechecked in the Wellness Center prior to going back to class. If two or more cases are found in a classroom within a week, a general notification will go home with students from that class.

## MEDICATION

Under state law (RCW 28A.210.260-270) medication can only be given by school personnel when the proper written authorization has been signed by both doctor and parent and given to school personnel. There is no distinction between "prescription" and "over-the-counter" medicine. There is also no distinction between "oral" and "topical" medications. The same procedure must be followed for all medications. There is no grace period for obtaining this. Without the proper paperwork in place, medication will not be given.

Authorization forms can be obtained from the Wellness Center, but doctors do have them in their offices as well. Simply request one when the prescription is being written and remember to ask your pharmacist for an extra medication container for school.

## LOST & FOUND

All removable clothing and all lunch boxes should be *name tagged or marked* for easy identification. The school cannot take responsibility for lost articles brought to school for display purposes. We do take every precaution to safeguard private property. Any money brought to school should be deposited with the teacher. At the end of each trimester, items left in the lost and found are donated to a local agency to help people in our community.

## LUNCH ACCOUNTS

Each student is issued a lunch account number. The student's lunch money is deposited into their account. Each day when the student has hot lunch or milk, it is deducted from the student's account. Students' hands will be stamped with "lunch money due," or a note will be sent home as a reminder to parents when accounts reach a negative balance and automated calls are also generated. Automated phone calls and emails are generated from Food Services.

At the end of the year, if your child currently has money in their account, it will be rolled up to the next school year. If moving out of district, parents must request a refund. A refund authorization form must be filled out (available in the school office) and it will be sent to the District Office who will then process a check from there.

Each student will be required to follow the lunch room rules and procedures, as follows:

1. As the students enter the kitchen area, they will **walk and talk quietly**. The kitchen area is a small & contained area.
2. Students will be seated with homeroom class at assigned tables.
3. Students will remain seated until excused by lunch supervisors.

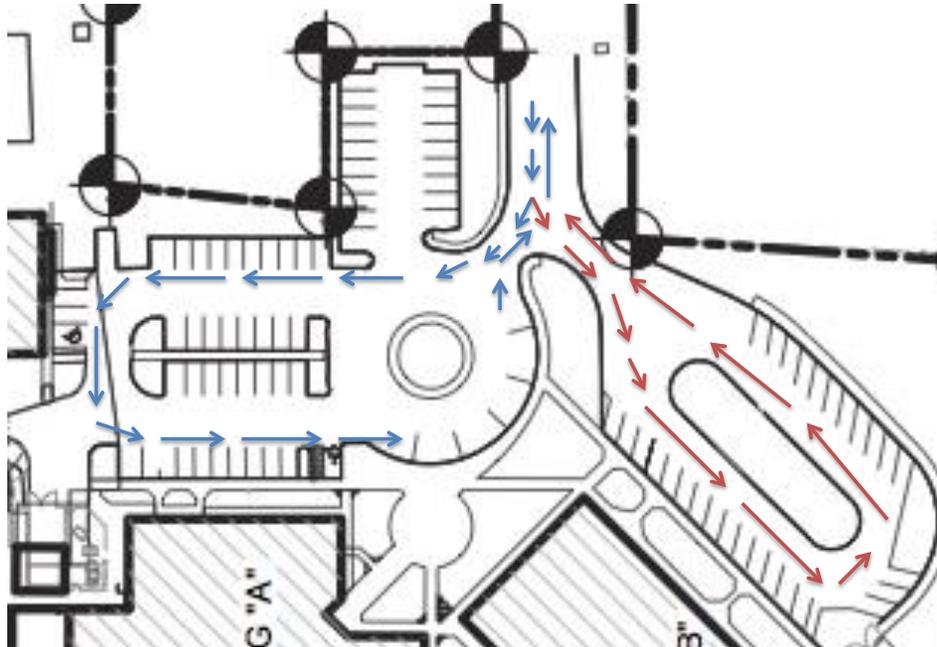
## NEWSLETTER

Michael T. Simmons publishes a newsletter every month. An electronic copy will be emailed to all families with valid email addresses listed in Skyward and it can also be found on our school website. We send hard copies home to families without email addresses in our system. We are also happy to send hard copies home upon request.

## PARKING

Parents and volunteers may park in any empty automobile space available. Please do not park in the bus areas.

Please see the parking map and instructions for Drop off and Pick up. MTS has a large population that is picked up and dropped off in our parking lot. We do our best to set a procedure that is both safe and efficient.



- Blue arrows are directional for pick up and drop off.
  - Pull into the North Lot if you are picking up and dropping off.
  - Use the "outside" of the lot as a lane for waiting. This allows people to pull through on the inside.
  - When you reach the Circle Drive pull as far forward as you can and park to drop off. **PLEASE NO DROPPIN OFF IN THE PARKING LOT.**
  - Pull as far forward as you can, park, and let your student out.
  
- Red arrows are directional for parking.
  - Use the South Lot to park if you'd like to meet your student for pick up or walk them in for drop off.
  - Please leave the first 5 spots for our vans that pick up in the PM.

## **EARLY PICK-UP AND AFTER SCHOOL PICK-UP**

*During School:* If you will be picking up your child from school before regular dismissal, you must first check in at the office to sign your child out. If you give someone else permission to pick up your child, we must have a written note or a phone call to that effect.

If there is someone who should never pick up your child, please provide the office secretary and the teacher the required legal document as soon as possible, so we may avoid any misunderstandings.

If you need to pick up your child early at the end of the day, please do so by **2:30pm**. We will not release students early after 2:30pm (emergencies excluded). Please keep this in mind when scheduling appointments.

*After school:* If someone other than yourself will be picking your student up after school, the office must be notified. You can call the office directly or send a note in with your child.

### **Parent Teacher Organization (PTO)**

#### **2017-2018 PTO Members**

President: Josh Schmidt

Co-President: Ann Smalley

Treasurer: Paul Smalley

Secretary: Sondra Bailey

Membership Director: Heather Alnes

Box Tops for Education Coordinator: Debi Weston

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We hold open meetings every month during the school year. Our PTO meetings are at the school library on the **first Thursday of the month at 6:00 PM** during the school year.

Parents should contact the PTO with **questions** about any PTO programs currently in place, **volunteering** at an event, as well as any **ideas for new programs** that would enrich our school community or provide financial support for school programs

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### **Contact Information**

[MichaelTSimmonspto@gmail.com](mailto:MichaelTSimmonspto@gmail.com)

**Emails will be answered within 2 business days**

## **PLAYGROUND EXPECTATIONS, RULES, AND OPTIONS**

**In order to have a successful recess, students should be aware of playground expectations. Safety is the first priority. Students should use common sense. Fighting, wrestling, and tackling are not considered safe play.**

We supervise our playground with qualified adult supervisors. We request your children follow the same rules on the playground during after school hours.

Students should take all necessary items with them before leaving the class. During recess, the restrooms under the play shed should be used. Only one student at a time is allowed in the restroom.

### **Students are expected to be self-managers who:**

- are cooperative.
- will accept ownership for their own behavior.
- are self-controlled.
- accept reasonable consequences.

### **The students will:**

- show respect to each other and all adults.
- WALK on the sidewalks.
- leave rocks, dirt, and snow on the ground.
- put trash in trash containers.
- stay off all gates and fences.
- ask an adult to retrieve balls from outside the playground boundaries.
- leave the playground only if they have a pass from a person on duty.
- not climb on baseball backstops, hang from basketball hoops, or hang from soccer goals in playfield.

## **EQUIPMENT**

School playground equipment is to be used wisely and shared. All equipment used should be returned to designated classrooms. Anything belonging to a student is the responsibility of the student and students are advised to leave personal equipment at home. No toys from home are allowed on the playground or at school. Personal property should be labeled and kept in backpacks. The school is not responsible for loss or damage to personal property.

Equipment not allowed at recess: hardballs, super balls, boomerangs, roller skates/blades, skate boards, boom boxes, radios, remote control cars, electronic devices, make-up, etc.

## **BALLS**

Footballs, softballs, Frisbees, etc., must be played with away from the buildings and playground equipment areas. Only playground balls, basketballs, and wall balls are allowed under the play shed. Balls are to be kicked in the field ONLY. Basketballs, tether balls, and volleyballs should never be kicked.

## **LOST AND FOUND**

Items left on the playground at the end of the school day will be placed in the "lost and found". Very small or valuable items will be taken to the office.

## **REPORTING PERIODS – ROLES FOR SUCCESS**

### **Reporting to Parents**

There are two (2) reporting periods each year with parent-teacher conferences scheduled in the fall. For your conference it is helpful to:

1. Decide in advance what you want to talk about.
2. Be prepared to give the teacher needed information about your child.
3. Find out why things are done a certain way.
4. Leave brothers and sisters at home if possible.
5. Listen and share.
6. Don't expect more than the allotted time. Other parents will be waiting for their conference.
7. When you return home, review the conference and decide what steps you should take with your child.

### **Roles for Success**

The Student's Role: Students have the right to be in school. With that right comes a responsibility to respect the rights of other. Students also have a responsibility to be actively and productively involved in their own learning.

The Staff's Role: Our staff is the center of Michael T. Simmons Elementary. The staff emphasizes the importance of "Do your best and help others to do their best." The staff helps students learn to evaluate their own behavior and make better choices. They put more energy into reinforcing success than into "control behavior". When there is a misbehavior, the staff teaches the student how to behave appropriately.

The Parent's Role: The major role of parents of Michael T. Simmons students is to show interest in and support for your child at school. Your active interest and support of the school program increases your child's success. You should share with staff any information about your child that impacts your child's learning and/or behavior.

### The Principal's Role

The principal's role is to create and support a safe environment for exploration and learning. This environment will influence all at Michael T. Simmons Elementary to "do their best".

### The Assistant Principal's Role

The Assistant Principal's role is to assist in creating and supporting a safe environment for exploration and learning. This environment will influence all at Michael T. Simmons Elementary to "do their best".

## Counselor's Role

The counselor's role is to help support students, parents, and staff to solve problems and make "kind and safe" choices. The counselor also acts as a liaison between the school community and outside agencies to help parents and staff better meet the needs of all students.

## **SITE TEAM**

Michael T. Simmons Site Plan is designed to promote student learning congruent with Tumwater School District Strategic Plan. We are committed to implementation of the strategies as defined in the Tumwater School District Strategic Plan. We are partners! Parents play a key role on this council by meeting with the team on a regular basis; by communicating with other parents and community members; and expressing their views with the team. Members: Elliott Hedin, Principal; parent and/or community member; members representing different teaching teams, and two classified employees representing their respective teams.

## **SPECIAL PROGRAMS**

When a child experiences continuing learning difficulties, parents and a team of school personnel will seek to discover ways to help the child with her/his learning problems. With parent permission, the school will assess the child in the area of concern and then consult with the parents and school team in developing an appropriate educational program. This may be through Title 1, LAP or through a special education I.E.P. (Individualized Education Plan).

The Tumwater School District provides speech/language and occupational therapy for students who have need for such programs. Before any special program is considered, parental involvement and permission is stressed.

## **What is Title 1 and LAP?**

The Title 1 program, also known as Improving the Academic Achievement of the Disadvantaged Act, was established in 1965 to provide supplemental funding to schools with a high concentration of low-achieving students and students living in poverty. LAP stands for Learning Assistance Program. Schools that have identified 35 percent of their students as being disadvantaged or at risk qualify for Title 1 and LAP funding. Once funding is established, the school must supply those students with additional educational opportunities designed to help them meet their state's minimum academic requirements. Schools with a disadvantaged student population of 40 percent or more can implement supplemental programs on a school-wide basis.

## **How are students found eligible for Title 1 and/or LAP services?**

Students are identified for inclusion in the Title 1 and LAP programs by various means, including district testing, individual testing and assessment, and teacher referral. At Michael T Simmons our school serves students exclusively in reading and math through these programs. Students are qualified via a combination of DIBELS, DDS (a phonics and decoding measure), benchmarks, iready, and state testing scores. Parent approval is required for any student who receives services from both of these programs.

## **Parent Involvement in Title**

A committee of district staff, school staff and parents are responsible for deciding how the money is spent at individual schools. Funds cannot be used to supplement funding from other sources, to purchase, rent or improve school facilities, or to cover the cost of routine student transportation to and from school. In the Tumwater School District this committee is called the District Advisory Council. Michael T Simmons Elementary also hosts 2 family nights for students involved with the Title program where parents can receive information and meet the teachers.

## **What is an Individual Education Plan (IEP)?**

IEP's are developed for students who are found eligible to receive special education services. To receive special education services a student must have a qualifying disability and also demonstrate that this disability has an adverse impact on their education. Students have individualized goals and can be served in reading, math, writing, social skills, behavior, receptive/expressive language, articulation, fine motor, or gross motor.

## **SPECIALISTS**

Michael T. Simmons Elementary offers music, library, art, technology and physical education classes for all students in grades Kindergarten through 5<sup>th</sup> grade.

### **Library**

The students use the Library for research on topics selected by their teacher. They are also given instruction on library skills to develop their ability to do research independently

### **Physical Education**

Gym shoes (rubber soled non-skid with tread) and appropriate dress (loose fitting play clothes) will help children to feel more successful in the class. Plan for lots of activity.

### **Music**

Students will participate in singing, instrumental and movement activities to increase their understanding of musical concepts, improve their musical skills, and enhance their appreciation and enjoyment of music as an art form.

### **Band:**

### **Orchestra:**

### **Technology**

Students will learn to use computers and various programs to enhance their learning.

## **YMCA**

Michael T. Simmons has an on-site before & after school daycare sponsored by the YMCA. If you wish to enroll your child, you must call the YMCA directly. The Y Care program can be reached at 360.705.2642.