Tukwila School District Parent Handbook

By International Rescue Committee-Seattle

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The International Rescue Committee would like to thank our partners in Tukwila:

Somali Community Services Coalition
Tukwila Community Schools Collaboration
Tukwila School District

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Portions of the material in this manual were taken from the IRC’s Educational Handbook for Refugee Parents © 2006
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</tr>
</tbody>
</table>
Welcome to the Tukwila School District!

Fill in the information about your children here:

<table>
<thead>
<tr>
<th>Child’s name:</th>
<th>Child’s name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>School:</td>
</tr>
<tr>
<td>Time school starts:</td>
<td>Time school starts:</td>
</tr>
<tr>
<td>Grade:</td>
<td>Grade:</td>
</tr>
<tr>
<td>Teacher:</td>
<td>Teacher:</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Secretary:</td>
</tr>
<tr>
<td>Phone number:</td>
<td>Phone number:</td>
</tr>
<tr>
<td>Bus number:</td>
<td>Bus number:</td>
</tr>
<tr>
<td>Morning bus time:</td>
<td>Morning bus time:</td>
</tr>
<tr>
<td>Afternoon bus time:</td>
<td>Afternoon bus time:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Child’s name:</th>
<th>Child’s name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School:</td>
<td>School:</td>
</tr>
<tr>
<td>Time school starts:</td>
<td>Time school starts:</td>
</tr>
<tr>
<td>Grade:</td>
<td>Grade:</td>
</tr>
<tr>
<td>Teacher:</td>
<td>Teacher:</td>
</tr>
<tr>
<td>Secretary:</td>
<td>Secretary:</td>
</tr>
<tr>
<td>Phone number:</td>
<td>Phone number:</td>
</tr>
<tr>
<td>Bus number:</td>
<td>Bus number:</td>
</tr>
<tr>
<td>Morning bus time:</td>
<td>Morning bus time:</td>
</tr>
<tr>
<td>Afternoon bus time:</td>
<td>Afternoon bus time:</td>
</tr>
</tbody>
</table>
Dear Parents

This book was made to help you understand your child’s school. Understanding how school works will make it easier to help your child. You want your child to succeed. The school wants your child to succeed. Let’s work together!

Three very important rules:

1. **Contact the school if you need anything.**
   - If you do not receive something you need, please ask the school.
   - If you do not understand the answer, please ask again.
   - Do not expect your child to do it for you.

2. **Do not have your child translate important school materials.**
   - Request an interpreter if you need one.
   - Sometimes this takes time.
   - Please do it anyway.

3. **Update your emergency contact information.**
   - Tell the school when you move or change phone numbers.
   - Without this information the school cannot reach you.
   - They cannot call if your child gets sick or hurt.
Basic Rules

Education is free.

Every child must go to school.

Boys and girls go to school together.

Children must go to school every school day.

Children must do homework.

Children must be on time.

There are many facts about school. These are just a few examples.
Dress Code

<table>
<thead>
<tr>
<th><strong>No</strong> hats</th>
<th><strong>No</strong> bandanas</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Hat Image" /></td>
<td><img src="image2" alt="Bandanas Image" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>No</strong> short shirts</th>
<th><strong>No</strong> short skirts</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3" alt="Short Shirt Image" /></td>
<td><img src="image4" alt="Short Skirt Image" /></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>No</strong> drugs or alcohol</th>
<th><strong>No</strong> sagging</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image5" alt="T-Shirt Image" /></td>
<td><img src="image6" alt="Sagging Image" /></td>
</tr>
</tbody>
</table>

There are other things students cannot wear to school. These are just a few examples.
**People Who Work At School**

There are many people who work in schools. These people can help you!

<table>
<thead>
<tr>
<th><strong>Principal</strong></th>
<th><strong>Assistant Principal</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The principal is in charge of the whole school.</td>
<td>In high school and middle school there is a assistant principal. This person helps run the school. He or she may be in charge of discipline.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Counselor or School Social Worker</strong></th>
<th><strong>Nurse or Health Assistant</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The social worker or counselor can help with social or emotional issues. The social worker or counselor can also help you get more information about many things.</td>
<td>The nurse helps when your child is sick. You can call the nurse if you have questions about your child’s health.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Office Manager</strong></th>
<th><strong>Attendance Secretary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The office manager runs the office.</td>
<td>The attendance secretary keeps track of when your child comes to school. You should call him or her if your child will not be in school.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Teacher</strong></th>
<th><strong>ELL Teacher</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The teacher teaches the classes and helps your child learn.</td>
<td>The ELL teachers help your child learn English. They also help your child learn to read and write.</td>
</tr>
</tbody>
</table>
Special Help

Many people at the schools can help you, but the people listed below will give you special help:

Social Workers or Counselors

There is a social worker or a counselor at every school in Tukwila. They want to help you get connected with the school. They help with the social and emotional needs of your children and your family. They deal with: behavioral problems, anger management, building social skills, and group and individual counseling. They can also tell you where to get other help.

TCSC Community Liaisons

Is it hard for you to communicate with the schools in English? The TCSC community liaisons can help you!

- Spanish
- Somali
- Russian
- Bosnian

Please call TCSC at 206-901-8044 for more information.
Elementary School

Elementary School

Elementary school is for children who are 5, 6, 7, 8, 9 or 10 years old. In elementary school, children go to kindergarten, 1st grade, 2nd grade, 3rd grade, 4th grade, and 5th grade.

Elementary school starts at 9:00 am. Elementary school ends at 3:10 pm.
In elementary school children learn many things. Some of the things they learn are:

**Math** is about numbers.

**Library** is about reading.

**English** is about writing.

**Art** is about making crafts.

**Science** is about animals.

**Social Studies** is about the world.

Children study ELL if they do not speak English. There are special teachers in elementary school who help with English.
Elementary School

There are three elementary schools in Tukwila. Your child goes to the school that is closest to your home.

Cascade View
Elementary School

If you have questions you can call the school office:

206-901-7700

Principal:
Jeffrey Baker

Office Manager:
Bonnie Mullet
Thorndyke Elementary School

If you have questions you can call the school office:

206-901-7600

Principal: Brian Hutchinson

Office Manager: Bev Miller

Tukwila Elementary School

If you have questions you can call the school office:

206-901-7500

Principal: Steve Salisbury

Office Manager: Molly Newcomb
Middle School (or Junior High School)

After children finish fifth grade, they go to middle school. Middle school is for children who are 10, 11, 12, 13, or 14 years old. In middle school, children go to 6th, 7th, and 8th grades.

Middle school starts at 8:00 am and ends at 2:30 pm. There is one middle school in Tukwila. All children in Tukwila go to Showalter Middle School.

Showalter
Middle School

If you have questions you can call the school office:

206-901-7800

Principal:
Brett Christopher

Office Manager:
Nichelle Page
In middle school children learn many things. Some of the things they learn are:

**Math** is about numbers.

**Science** is about the earth.

**Health** is about the body.

**English** is about writing.

**Computer** is about typing.

**Reading** is about understanding books.

Children study ELL if they do not speak English. There are special teachers in elementary school who will help these children.
After children finish middle school they go to high school. High school students are usually 15, 16, 17, or 18 years old. They can be 19, 20, or 21. Students go to 9th, 10th, 11th, and 12th grades. It is important for your child to finish high school so he or she can get a good job.

High school starts at 8:00 am and ends at 2:30 pm. There is one high school. All students in Tukwila go to high school at Foster High School.

If you have questions you can call the school office:

206-901-7900
Who works at Foster High School?

Principal:
George Ilgenfritz
(206) 901-7905

Assistant Principal:
Daryl Wright
(206) 901-7915

Office Manager:
Darlene Aguiluz
(206) 901-7902

Registrar:
Bridget Butts
(206) 901-7916

Nurse:
Vicki Gezon
(206) 901-7909

Librarian:
Kathy Kugler
(206) 901-7911
High school students can choose from many classes. Here are some of the choices:

**Math** is about numbers.

**Science** is the study of how things work.

**Music** is about instruments and singing.

**History** is the story of the world.

**Computer Science** is about computers.

**Literature** is about poems, essays, and fiction.

Students who are learning to speak English take ELL classes. Students also take ELL classes if they are learning to read and write.
Credits

In high school students take many classes. Students earn credits for each class they take. Students must earn enough credits in order to graduate from high school. In high school there are different kinds of classes:

<table>
<thead>
<tr>
<th>Required Classes</th>
<th>Elective Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>There are classes that all students must take.</td>
<td>There are classes that students choose to take.</td>
</tr>
<tr>
<td>These are called required classes.</td>
<td>These are called elective classes.</td>
</tr>
<tr>
<td>English is an example of a required classes.</td>
<td>Music is an example of an elective class.</td>
</tr>
</tbody>
</table>

Here is an example of the form students use to keep track of their credits:

![Credit Check Form](image)
Other Programs

The schools have many programs besides regular school. These programs help your child learn. Please contact the school if you have questions about other programs for your child.

Preschool

for children who are 3-5 years old

Please call an elementary school for more information.

Kindergarten

for children who are 5 years old

Please call an elementary school for more information.

Special Education

for students with special needs

If you think your child might have challenges that make it hard for him or her to learn, please call 901-8033.

The school will ask for permission to test your child if they think something is getting in the way of his or her learning.

If your child needs special help, there are many options.
A special teacher may come to help your child.
Your child may move to a special classroom.

The school will not do anything before talking to you.
TCSC After School Programs

The schools have after school programs for children. At these programs children do school work, art, computers, recreational and cultural activities. Call your child’s school to learn more.

Elementary Schools

Monday – Thursday
2:30-5:30 pm
Get an application from the school
Each school can serve 100 students

Middle School

Monday – Thursday
2:30-5:30 pm
Get an application from the school
No student limit

High School

Monday – Thursday
2:30-6:00 pm
No enrollment necessary
Students may drop in
When do children go to school?

Children go to school on Monday, Tuesday, Wednesday, Thursday and Friday.

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>No School</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Go to school!</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No School</td>
</tr>
</tbody>
</table>

19
When do children stay home from school?

Children do not go to school on Saturday and Sunday. They stay home and play!

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>No School</td>
<td></td>
<td></td>
<td>Go to school!</td>
<td></td>
<td></td>
<td>No School</td>
</tr>
</tbody>
</table>

![Image of children playing video games](image-url)
School Days

Important Dates

Each year school starts and ends on a different day. The school tells you the dates every year.


Children do not go to school on holidays, which are special days during the school year. These days are the same every year. The school will remind you of which days are holidays.

<table>
<thead>
<tr>
<th>NO SCHOOL: (Holidays) every year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
</tr>
<tr>
<td>Thanksgiving</td>
</tr>
<tr>
<td>Christmas</td>
</tr>
<tr>
<td>New Year’s</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>President’s Day</td>
</tr>
<tr>
<td>Memorial Day</td>
</tr>
<tr>
<td>1st Monday in September</td>
</tr>
<tr>
<td>4th Thursday in November</td>
</tr>
<tr>
<td>December 25th</td>
</tr>
<tr>
<td>January 1st</td>
</tr>
<tr>
<td>3rd Monday of January</td>
</tr>
<tr>
<td>3rd Monday of February</td>
</tr>
<tr>
<td>Last Monday of May</td>
</tr>
</tbody>
</table>

There are days that school is finished earlier than normal. These are called early release days. On these days your children will come home from school before the normal time. These days change every year. The school will tell you which days are early release days.

<table>
<thead>
<tr>
<th>COME HOME EARLY: (Early Release) 2007-2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 26th</td>
</tr>
<tr>
<td>October 31st</td>
</tr>
<tr>
<td>November 8th</td>
</tr>
<tr>
<td>January 24th</td>
</tr>
<tr>
<td>March 27th</td>
</tr>
<tr>
<td>May 7th</td>
</tr>
</tbody>
</table>

Children do not go to regular school in the summer. Some children go to summer school. Summer school is good for your child if your child needs help in school or needs to practice English. Ask your child’s teacher about summer school.
Weather

Sometimes the school will close when the weather is very bad. When this happens, children do not go to school. You can find out if the school is closed by watching the news on TV or listening to the radio.

Children who walk or ride their bikes to school must have the correct clothes for the weather. For example, if it is very cold then children need a coat, a winter hat, and gloves or mittens.

If your child does not have winter clothes then please call the school. The school can tell you where to get warm clothes.
How do children go to school?

Children can go to school by walking, riding bicycles, or riding the bus.

**Walking**

Students who live close to the school can walk to and from school.

Students who walk must follow the walking rules.

**Walking Rules**

- Children must come to school on time.
- Children must walk with other children.
- Children must stay on the sidewalk.
- Children must listen to the crossing guards.
Children must be in third grade before they are allowed to ride their bicycles to school. Ask the school if your child is allowed to ride a bicycle.

**Bicycling**

Some students may ride a bicycle to school.

Children who ride bicycles must follow the bicycling rules.

---

**Bicycling Rules**

Children MUST wear a helmet.  

Children must have a bicycle lock.  

Children must use crosswalks.  

Children must park at the bike rack.
School Days

The school bus stops at special school bus stops. There are school bus stops along many roads. Call the school to learn which bus stop to use. Children should arrive at the bus stop five minutes before the bus is scheduled to stop. Children should wait at the stop for the bus.

**School Bus**

Students who live more than one mile from school can ride the school bus to school.

In order to ride the bus, students must follow the bus rules:

The school bus is different from the city bus. The school bus is free. It picks up children in the morning and takes them to school. It brings them home after school.
Bus Rules

LISTEN to the driver

NO yelling

NO fighting

NO standing

If children do not follow the rules then they will not be allowed to ride the bus. If your children are not allowed to ride the bus then you will have to bring them to school every day. You will have to pick them up after school. Please make sure your children follow the bus rules.

If your children ride the school bus, you need to know:

- The number of the bus
- Where your children get on and off the bus
- The time your children get on the bus
- The time your children get off the bus
School Lunch

Students can bring their lunch to school or students can buy lunch at school. Students can also buy breakfast at school. Most students buy lunch at school.

If you have a low income then you can pay less for lunch. To do this, you need to fill out a Free and Reduced Lunch form. Many students participate in this program.
Students can also buy milk. Many children buy milk.

If your children cannot eat something then you should tell the school. Your children will have other choices.

The school will tell you beforehand so you know what is for lunch each day before your children go to school. The school will send a paper that tells what is for lunch. This is called a menu.

The menus for different schools is slightly different, but here is an example:

<table>
<thead>
<tr>
<th>Tukwila School District</th>
<th>May 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
<td><strong>Tuesday</strong></td>
</tr>
<tr>
<td>Pancake &amp; Sausage Stick</td>
<td>Egg Tuk-Muffin</td>
</tr>
<tr>
<td>WHOLE GRAIN CORN DOG</td>
<td></td>
</tr>
<tr>
<td>Baked Potato w/ Toppings</td>
<td></td>
</tr>
<tr>
<td>Ham Bagel Sandwich</td>
<td></td>
</tr>
<tr>
<td>Creamy Cole Slaw</td>
<td></td>
</tr>
<tr>
<td>Whole Wheat Wedges</td>
<td></td>
</tr>
<tr>
<td>Sliced Apples</td>
<td></td>
</tr>
<tr>
<td>Fruit Cocktail</td>
<td></td>
</tr>
<tr>
<td>Fresh Apple</td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td></td>
</tr>
<tr>
<td>WHOLE GRAIN CORN DOG</td>
<td></td>
</tr>
<tr>
<td>Turkey &amp; Cheese</td>
<td></td>
</tr>
<tr>
<td>Tuesday Deli Sandwich</td>
<td></td>
</tr>
<tr>
<td>Ham &amp; Cheese</td>
<td></td>
</tr>
<tr>
<td>Wednesday Deli Sandwich</td>
<td></td>
</tr>
<tr>
<td>Peanut Butter &amp; Jelly+</td>
<td></td>
</tr>
<tr>
<td>Thursday Deli Sandwich</td>
<td></td>
</tr>
<tr>
<td>Bologna &amp; Cheese</td>
<td></td>
</tr>
<tr>
<td>Friday Deli Sandwich</td>
<td></td>
</tr>
<tr>
<td>Roast Beef &amp; Cheese</td>
<td></td>
</tr>
</tbody>
</table>
To start school, you must enroll your children. Here is how you enroll:

1) Go to the school.

2) Get the enrollment papers.

3) Fill out the papers.

4) Give the papers back to the school.

5) Then the school will enroll your children.
Here is a list of the papers you need to fill out:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Complete Registration Forms</td>
<td>2) Completed Free/Reduced Lunch Form</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Student Registration Forms</td>
<td></td>
</tr>
<tr>
<td>b) Transportation Information Form (grades K-5)</td>
<td></td>
</tr>
<tr>
<td>c) Student History Information Form (grades 6-12)</td>
<td></td>
</tr>
<tr>
<td>d) Emergency Information Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Proof of Residency</td>
<td></td>
</tr>
<tr>
<td>Proof of residence may include:</td>
<td></td>
</tr>
<tr>
<td>Rental agreement with child’s name listed</td>
<td></td>
</tr>
<tr>
<td>Mortgage Statement</td>
<td></td>
</tr>
<tr>
<td>Verification from landlord</td>
<td></td>
</tr>
<tr>
<td>Utility Bill</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>4) Birth date Verification</td>
<td></td>
</tr>
<tr>
<td>Acceptable documentation may include:</td>
<td></td>
</tr>
<tr>
<td>Birth certificate</td>
<td></td>
</tr>
<tr>
<td>IRC Verification (I 94)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>5) Complete Immunization Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6) Health Report (for grades K-6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>7) Medication or Treatment Order</td>
<td></td>
</tr>
</tbody>
</table>

Over the next seven pages you will find examples of the forms you need to enroll your children. You can look at the pictures to make sure you have the correct form. The pictures are of only the tops of the forms. You need to fill out the ENTIRE form and not just the top. You need to enroll each child.
School Enrollment

1) Complete Registration Forms – these forms tell the school about your child.

a) Student Registration Form – this form is three pages long

b) Transportation Information Form – this form tells how your child will get to school
c) **Student History Information Form** – this form tells the school about your child’s past behavior

![Student History Information Form]

---

d) **Emergency Information Form (also called Emergency/Disaster Release Information)** – this form gives information in case of an emergency

![Emergency/Disaster Release Information Form]
School Enrollment

2) Completed Free/Reduced Lunch Form (also called Free and Reduced Price School Meals Family Application)

You can pay less for your children’s lunches if you do not have a lot of money. You must apply for this program to see if you qualify. You must fill out a form to apply. You must fill out the same form every year. You must answer all the questions. The form looks like this:

![Image of the form](image-url)

### FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

**Part 1. Children in School (Use a separate application for each foster child)**

<table>
<thead>
<tr>
<th>Names of all children in school</th>
<th>School Name</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>(First, Middle, Initial, Last)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part 2. If the child you are applying for is homeless, migrant, or a runaway check the appropriate box and call [Gwen Estes-Zuehlke at 206-901-8035]**

Homeless ☐ Migrant ☐ Runaway ☐

**Part 3. Foster Child**

If this application is for a child who is the legal responsibility of a welfare agency or court, check this box ☐ and then list the amount of the child’s personal use monthly income: $ ____________

Skip to Part 5.

**Part 4. Total Household Gross Income—You must tell us how much and how often**

<table>
<thead>
<tr>
<th>1. Name (List everyone in household)</th>
<th>2. Gross income and how often it was received</th>
<th>3. Check if NO Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith</td>
<td>Earnings from work before deductions</td>
<td>Welfare, child support, alimony</td>
</tr>
<tr>
<td></td>
<td>$200/weekly</td>
<td>$150/weekly</td>
</tr>
<tr>
<td></td>
<td>$100/monthly</td>
<td>$100/weekly</td>
</tr>
<tr>
<td></td>
<td>$100/weekly</td>
<td>$100/weekly</td>
</tr>
<tr>
<td></td>
<td>$ /</td>
<td>$ /</td>
</tr>
<tr>
<td></td>
<td>$ /</td>
<td>$ /</td>
</tr>
</tbody>
</table>

**Part 5. Signature and Social Security Number (Adult must sign)**

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list his or her Social Security Number or mark the “I do not have a Social Security Number” box. (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: X ____________________________

Print name: ____________________________

Address: ________________________________

Phone Number: _________________________

Social Security Number: ____________

I do not have a Social Security Number ☐

**Part 6. Children’s racial and ethnic identities (optional)**

Mark one or more racial identities: ____________________________

Mark one ethnicity: ____________________________

Asian ☐ American Indian or Alaska Native ☐ Hispanic or Latino ☐

White ☐ Native Hawaiian or Other Pacific Islander ☐ Not Hispanic or Latino ☐

Black or African American ☐ Other ☐

Don’t fill out this part. This is for school use only.

### February 2006

Free and Reduced Price School Meals Application

Page 1 of 2
3) Proof of Residency – this form tells where you live so your child goes to the correct school

Your children must go to the school that is closest to your home. You must show the school that you live close by; this is called proving your residency. There are many papers that can prove your residency. Some examples are a rental agreement, a mortgage statement, verification from your landlord, or a utility bill. There are other papers that can prove your residency. You only have to bring ONE paper. It can be one of these:

- **Rental Agreement**
- **Mortgage Statement**
- **Verification from Landlord**
- **Utility Bill**
School Enrollment

4) Birth Date Verification – this form proves how old your child is

Children must be old enough to go to school. They must be in the correct grade for their age. When children start school they must prove how old they are. You can prove your children’s ages by bringing their birth certificates or a copies of their I 94s to school.

Birth Certificate

IRC Verification – (I 94)
5) Complete Immunization Form (also called Certificate of Immunization Status)

Immunizations are also called shots. Before children go to school they must go to the doctor to get their shots. Children must get shots so they don’t make other children sick. When your children get their shots then the doctor will fill out the form. You must take the form to school.
6) Health Report (or Required Health Report) - this form tells the school about your child’s health

![Required Health Report](image)

7) Medication or Treatment Order – this form tells the school if your child has a medical condition

![Medication or Treatment Order](image)

Your children will be able to attend school once all of the above paperwork is complete. It is your responsibility to ensure that all paperwork reaches the office.
If you have questions about how to register your child then please call the school

Notes:
School Safety

Safety Drills

All schools practice safety drills so the students are ready if there is a real emergency.

**Fire or Earthquake:**

An emergency drill is when children practice what to do in case of a fire or earthquake.

Children practice emergency drills about once a month.

**Lockdown:**

A lockdown is when no one is allowed in or out of the school.

It is used when there is a dangerous person in the school.

Lockdown drills are performed twice a year.

What should a parent do when there is a lockdown?

**TRUST THE SCHOOL**

Be patient
Stay calm
Tell the school about threats
Do not come to school
Keep in touch by watching TV
Expect delays

In an actual lockdown the school will call the police. The police will come to the school to make sure your children are safe.
Emergency Contact Card

Emergency contact cards list important information that schools use to keep your children safe.

The school needs to know:

- Your telephone number
- The name of the person who speaks English and who you trust with your children
- This person’s phone number
- The name and number of your children’s doctors
- A list of your children’s special health needs

You must tell the school if you have a restraining order against someone. You must give the school a copy of the restraining order. If you have a parenting plan, you must tell the school.

This is what the emergency contact card looks like:

If the names or telephone numbers on this card change, you must tell the school the new names and phone numbers. If you move, you must give the school your new address and telephone number.

It’s VERY important that the school has CORRECT information so they can keep your children safe.
Sick or Hurt at School

If your child gets sick or hurt at school then your child will see the school nurse. If your child has a small injury then the nurse will help him or her.

If your child needs to go home or to the doctor, then the school will call you. If they cannot find you, the school will call the person listed on your child’s emergency contact card. You or your emergency contact will pick up your child from school and take him or her home. You may need to take your child to the doctor.

If your child is badly hurt or very sick then the school will call an ambulance and then call you.
Taking Medicine at School

You need to tell the school if your child must take medicine in school. There is a form you must fill out. You can get the form from the school office. You MUST fill out this form for your child to take ANY medicine. This includes aspirin or ibuprofen for headaches or cramps. The form looks like this:

![Image of the form]

**Tukwila School District**

**AUTHORIZATION FOR ADMINISTRATION OF ORAL MEDICATION**

Student Name:  
Birth Date:  
Sex: M/F  
School:  
Teacher:  
Grade: 

**HEALTH CARE PROVIDER** completes this section:  
(please print)

I have determined that the medication named below is necessary during the school day.

**Diagnosis or reason for medication:**

Name of medication:  
Dose:  
☐ Tablet/Capsule  
☐ Liquid  
☐ Inhaler  
☐ Nebulizer  
☐ Other

If medicine is given DAILY, at what time?

If medicine is to be given WHEN NEEDED, describe indications:

How soon can it be repeated?

Is child allowed to carry and self-administer “rescue inhaler”?  
☐ Yes  
☐ No

If yes, I have trained this student in the purpose and appropriate method and frequency of use.

Length of time this treatment is recommended:  
☐ Current School Year  
☐ Other:

Significant side effects:

Date:  
Health Care Provider Signature:

Phone #:  
Print Name:  
Fax #:  
Address:  

**PARENT/GUARDIAN** completes this section:

I request that my child be allowed to take the medication as described above.

I request that authorized school staff assist my child in taking the medication(s) described above.

I understand that school staff will attempt to administer medication in a timely manner.

I will provide the medication in the original, properly labeled container.

I give my permission for the exchange of information between the school staff and health care provider.

I understand that my signature indicates my understanding that the school staff shall not incur any liability for any injury when the medication is administered in accordance with the health care provider’s direction and in accordance with the District Policy and Procedure 3416 and 3416P.

(Date)  
(Parent/Guardian Signature)  
(Daytime Phone)  
(Emergency Phone)  

Form 3649 – R2/06  
(OVER)
Sick at Home

Sick children can make other children sick. Do NOT send your child to school if your child:

- has a fever
- threw-up at night
- has a bad sore throat
- is coughing a lot

If your child is sick you must call the school. You can say this:

Hello,

My name is _______ . My child’s name is: _______ .

(your name) (child’s first AND last name)

My child’s teacher is: _______ .

(teacher’s name)

_______ will not come to school today. He/she is sick.

(your child’s name)

Thank you. Goodbye.
Absent

When your child misses school it is called being absent. The school keeps track of which children are absent. It is the law that your child must not be absent too many times.

There are bad reasons to be absent and there are good reasons to be absent.

<table>
<thead>
<tr>
<th>BAD REASON:</th>
<th>GOOD REASON:</th>
</tr>
</thead>
<tbody>
<tr>
<td>your child wants to stay home and play</td>
<td>your child is sick</td>
</tr>
</tbody>
</table>

If your children are not in school then they will be counted as absent. Every day they are not in school counts as one absence. There are two kinds of absence:

<table>
<thead>
<tr>
<th>Unexcused Absence</th>
<th>Excused Absence</th>
</tr>
</thead>
<tbody>
<tr>
<td>is when you do not tell the school why your child was not at school</td>
<td>is when you do tell the school why your child was not at school</td>
</tr>
<tr>
<td>If your child has too many unexcused absences, the school will call the police.</td>
<td>You must call the school every day your child will not be there.</td>
</tr>
</tbody>
</table>

It is the law that your child MUST go to school. If your child gets too many unexcused absences then the school will call the police. You must call the school each day that your child does not go to school.
Late

Children should not be late for school. When children are late for school they do not learn all the things other children learn. They disrupt the classroom. They also get in trouble with the school.

If your child has an appointment or something that makes it impossible to get to school on time then you must call the school. You must tell the school:

- Your child’s first and last name
- Your child’s teacher
- When your child will get to school
- Why your child will be late

Or you can send a note with your child to the school. You can write this:

Dear _______________,

(teacher’s name)

Please excuse ________________ for being late. We (your child’s first AND last name) (why your child is late) this morning.

____________________________

Thank you,

(teacher’s name)
Leaving School Early

If your child has an appointment during school hours that he or she MUST go to then you need to tell the school. You can write a note. You can say:

Dear ___________________,

(teacher’s name)

My child, __________________, needs to leave school early today.

(child’s first AND last name)

He/she has to see the doctor.

Please excuse him/her at ___________.

(time)

_____________ will pick him/her up from school.

(person’s name)

Thank you,

(your name)

You should be very careful about taking your children out of school. Your children need to come to school on time in the morning and stay until school is finished.

-Your child needs to go to school to learn.
-Your child will fall behind the other children if he or she misses school.
-The law says that your child must be in school.
-Your child may get in trouble if he or she misses too many days.

Do not take your children out of school to translate for you. If you need help then please try to make your appointments when your children are not in school.
**Visiting the School**

You can go to your child’s school to visit. It is good to visit the school! If you visit during the school day then you need to go to the office to sign in and get a pass.

The sign in paper will look something like this:

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Teacher, Location or Program</th>
<th>Visitor</th>
<th>Volunteer</th>
<th>Time In</th>
<th>Time Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/23</td>
<td>Jane Smith</td>
<td>Van Ness</td>
<td>X</td>
<td></td>
<td>9:00 am</td>
<td>10:00 am</td>
</tr>
</tbody>
</table>

If you want to talk to your child’s teacher you must set up a meeting. You can send a note to the teacher. You can say this:

---

Dear __________________,

(date)

(teacher’s name)

My child’s name is __________________________.

(child’s first AND last name)

I want to meet you to talk about __________________________.

(what you want to talk about)

I speak __________________________.

(your language)

Please have an interpreter call me to schedule a meeting. My phone number is __________________________.

(your telephone number)

Thank you,

(your name)
Parent-Teacher Conferences

There are special times during the year when parents meet with their child’s teacher. These meetings are called parent-teacher conferences. These meetings are very important because this is when the teacher tells you how your child is doing in school. The teacher wants you to know about your child!

The school will send you a letter about parent-teacher conferences. You must fill out the form and send it back to the school. Then the school will tell you when to come to school for your conference.

Please go to your conference at the time the school tells you to come. Do not be late. The teacher has many conferences in a day. If you do not come on time you may not be able to talk with the teacher.

You should do these things:

1. Write down what you want to tell the teacher about your child.
2. Write down what you want to ask the teacher about your child.
3. Be on time! This helps everyone.
4. Write down what the teacher says. Ask questions if you don’t understand.
5. When you get home, talk about the conference with your child.
School Communication

Report Cards

Teachers decide what grades to give to the children by looking at their school work, homework, and tests. Teachers also watch and listen to the children in class.

The teachers will tell you how your child is doing in school. There are two kinds of reports:

1) Progress Reports
   These reports are NOT final grades. They tell you how your child is doing. When you get these reports your child still has time to change his or her grades. The school will send progress reports to you three times per year.

2) Report Cards
   These reports ARE final grades. They tell you how your child has done. These grades cannot be changed. If your child fails a class, he or she may have to take it again. The school will send report cards to you three times per year.

Reports come in the mail. If you do not get the reports then you must call the school!
**Grades**

Reports have grades. The grades tell you how your child is doing in school. Some reports have letters. Some reports have numbers. **Do NOT have your child translate reports!**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
</table>
| **A** | You may see an A or the numbers 91-100.  
91-100%  
This is very good!  
It means that your child understands the lessons. |
| **B** | You may see a B or the numbers 81-90.  
81-90%  
This is good!  
It means that your child understands the lessons but may have some trouble. |
| **C** | You may see a C or the numbers 71-80.  
71-80%  
This is ok.  
It means that your child needs some help in class. |
| **D** | You may see a D or the numbers 65-70.  
65-70%  
This is not good.  
Your child needs extra help. |
| **F** | If you see an F or numbers smaller than 65.  
0-65%  
This is bad.  
Your child failed the class. This means that your child needs to take the class again. Your child needs a lot of help with the class. |

If you do not understand the reports then talk to the teacher.  
If your child does not understand his or her classes PLEASE talk to the teacher.
Papers From the School

The school sends many papers to you. Sometimes the papers come in the mail. Sometimes your child brings the papers home from school. Every day you should ask your child for papers from school. Here are some examples of the papers you might get:

A **newsletter** tells you what is happening in school.

---

**PARENTLINE**

*Fostering communication between parents and school!*

*From the Main Office*

---

**Hygenisms: Notes From The Principal**

The end of the school year is quickly approaching and with the completion of the WASI, our attention turns to the priority of bringing closure to the school year. It is always a time of anticipation, as well as excitement as graduation draws near. Graduation is such a special event. In the Tutwila community, it is arguably our single most important celebration as our senior class transitions from their years in our district, to college, or to the world of work. Parents, please remember this is a ceremony that must reflect respect and dignity. Do not bring noise makers, balloons, or any devices that will distract from our ceremony. We meet with our seniors a number of times over the course of the 2nd semester to prepare them for the event. We have high expectations for senior conduct and we ask our community and families to please be missing any school, please be sure to notify the Foster High School Attendance Office.

Parents and families, I encourage you to be involved in our school. The Bulldog Inspiration Group (B.I.G.) continues to meet the 1st Wednesday of each month at 6PM in the Foster High School Commons. We invite all to attend and have your voice heard as to how we can support our kids and make our school the best in our State. I also want to thank the many parents and community members who have made this a wonderful year. Have a great May and June. If you need me, please do not hesitate to call. It has been my honor and privilege to serve our community this year.

Sincerely,

---

**FIELD TRIP PERMISSION FORM**

's class will be taking a field trip

to: 

Location

on: Date will leave school 

Your son/daughter will leave school Student Name

at: and return at: Time. Students are responsible for making up all assignments.

---


An **announcement** is a piece of paper that informs you about an event at school.

**PTA Family Night – TONIGHT!**

Please join us TONIGHT for our Family Movie Night featuring “Charlotte’s Web”. Wear your pajamas, bring a pillow, blanket and stuffed animal and come relax with your friends. We will be selling pizza, snacks and drinks. Doors will open at 6 p.m. Movie starts at 6:30 p.m.

**Disciplinary paperwork** tells you when your child misbehaves. Teachers want you to know when your child breaks the rules. You may have to sign the paper and send it to the teacher.

---

**Showalter Middle School**

**FRIDAY SCHOOL GUIDELINES**

Your son/daughter has been assigned Friday school. He/she should report to school by 2:35 p.m. on the date listed below. Should your child not attend or successfully complete the session, he or she will be subject to formal out-of-school suspension.

**Friday School Rules:**

1. The session begins at 2:35 p.m. and concludes at 5:30 p.m. Students are to report to room A125 in the A Building. There will be no entrance into the main building, therefore, students will not have access to their lockers and should come prepared with their materials and books.

2. Students will not be admitted after 2:35 p.m.

3. Students are not allowed to leave the area.

4. Students are expected to work on assigned class work and remain occupied for the entire 3 hours. Students will not be allowed to sleep or work on private work, such as drawings or letters. Students should also bring appropriate reading materials in the event that they complete class work.

Sometimes the school wants to know that you received certain papers and that you understood. In order to show that you understand you must sign the paper. There are many kinds of papers you must sign. An example is a field trip form. Your child cannot go on the field trip unless you sign the paper. You usually sign at the bottom of the page. This is what the signature and date lines usually look like:

---

*Please be aware that your child will be released to those people listed on this form as authorized to pick up your child. If the information on this form changes, please request a new form from the School Office.*

[Signature]

05/27/2001

[Date]

Revised 2/4/2004
Homework

Ask the teachers when your children should have homework. If you are not sure when your children should have homework then the teachers can write notes for you. Your children will probably have homework on most days.

Make time for homework at home. This time can be right after school or before dinner. It should be the same time every day. Children need to do homework every day.

Tell your children that this time is for homework only. Turn off the TV or radio. Your children need a quiet place to work. Sometimes children do not want to do homework. They want to play or watch TV. They may tell you that they do not have homework. If your children do not do their homework then your children will get in trouble at school.
**Look** at your children’s homework. Ask them to tell you about their homework. Sometimes children see the things they did wrong when they talk about their homework.

**Notice** if your children have problems with homework. Talk to your children about problems they have with their homework. If you cannot help, talk to the teacher. When the teacher knows your children need help then the teachers can find time to help your children.

**Read** with your children. You should do this every day. Learning to read well will make a BIG difference in your children’s life. **You can read with your children in any language.** ALL reading is good for your children!

**Get** their homework from the teachers if your children are sick. Ask the teachers what your children should do. The teacher can give you the work so your children will not fall behind the rest of the class.
School Rules

Basic School Rules

Students raise their hands when they want to speak.

Students stand in line and walk together.

Students work with others.

Students do not steal.

Students do not hit or fight.

Students do not threaten other students.
Very Serious School Rules

There are some actions that are worse than others. If your child breaks one of these rules then there will be very serious consequence. Your child might not be allowed to go to school anymore.

Arson (setting fires)  Burglary (stealing)

Weapons  Alcohol

Fighting  Drugs
Discipline

Bullying

Physical Bullying

Students use mean actions to threaten other students.

For example, one student may beat up other children.

ALL bullying is against the rules!

Verbal Bullying

This is when students use mean words to threaten other students.

For example, one student may exclude another student from a group.

ALL bullying is against the rules!

Cyber Bullying

This is when students use electronics to bully other students.

For example, students may use email or text messages to threaten other students.

ALL bullying is against the rules!

If you need help with a bullying problem then contact the school immediately! Talk to the principal. Tell the principal what is happening with your child. The school will help your child feel safe!
**Things your child **cannot** have in school**

<table>
<thead>
<tr>
<th>No</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>cell phones</td>
<td>lighters</td>
</tr>
<tr>
<td>squirt guns</td>
<td>laser pens</td>
</tr>
<tr>
<td>drugs</td>
<td>alcohol</td>
</tr>
<tr>
<td>cigarettes</td>
<td>guns</td>
</tr>
</tbody>
</table>
There are many different kinds of discipline. Some kinds of discipline are more serious than others. Your child will be disciplined if he or she breaks a rule.

small broken rule = small discipline

SERIOUS Broken Rule = SERIOUS Discipline

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Detention</th>
<th>Suspension</th>
<th>Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bad</td>
<td><strong>Detention</strong> is when the teacher tells your child to stay after school. If your child breaks a basic rule, is late, or is absent then your child may have detention. Teachers give detention to students as punishment. Your child must go to detention if the teacher tells him or her to go.</td>
<td><strong>Suspension</strong> is very serious. Suspension is when your child is not allowed to come to school for a certain number of days. The school decides how many days your child must stay away from school.</td>
<td><strong>Expulsion</strong> is very, very serious. If you child is expelled then he or she is not allowed to come back to school.</td>
</tr>
</tbody>
</table>

Very Bad

Very, Very Bad

59
Many times, children do not want their parents to know that they disobey the rules.
Do NOT ask your child to translate papers that the school sends you.
Do NOT ask your child to interpret for you when you talk with the teacher.

If your child has a disciplinary problem, the school may call you. The school may send you a letter. The school may ask you to come to the school for a meeting. You may get this letter:

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**Tukwila School District**

NOTICE OF:  
☐ DISCIPLINE ACTION  
☐ SHORT-TERM SUSPENSION

Student Name: ____________________________
Parent/Guardian Name: ____________________________
Address: ____________________________
(City, State, Zip Code)

Grade: ____________________________
Home Phone: ____________________________
Work Phone: ____________________________

Dear Parent/Guardian:

Your child has violated the following rules from District Policy:

<table>
<thead>
<tr>
<th>Interfering Behavior(s)</th>
<th>Interfering Behavior(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disrespectful to teacher</td>
<td>Disrespectful to students</td>
</tr>
<tr>
<td>Cheating</td>
<td>Excessive tardiness</td>
</tr>
<tr>
<td>Use of profanity: ____________________________</td>
<td>Use of tobacco product</td>
</tr>
<tr>
<td>Use of illegal drugs</td>
<td>Use of alcohol</td>
</tr>
<tr>
<td>Threats/harassment</td>
<td>Fighting</td>
</tr>
<tr>
<td>Repeated violation of rules: ____________________________</td>
<td>Closed Campus violation</td>
</tr>
<tr>
<td>Student compliance violation</td>
<td>Other: ____________________________</td>
</tr>
</tbody>
</table>

---

If you are worried about your child, you can talk to the teacher. You can write a note. You can say this:

---

**Dear** ____________________________,

*(teacher’s name)*

I am worried about my child’s behavior. I would like to meet with you. Please have an interpreter call me to schedule a meeting. My phone number is: ____________________________.

*(your phone number)*

Thank you,

*(your name)*

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Parent Involvement

Parents have a RIGHT to:

Know how your child is doing in school.

Know what your child learns in school.

Parents have a RIGHT to:

Understand school papers before you sign them.

Understand if your child gets in trouble.

Parents have a RIGHT to:

Meet with teachers about your child’s school work.

Ask for help if your child has a hard time seeing, hearing or learning school lessons.
Parents are RESPONSIBLE for:

Making sure your child is fed.  
Making sure your child is clean.

Making sure your child wears clean clothes.  
Making sure your child sleeps well.

Making sure your child goes to school every day.  
Making sure your child does homework every day.

If you need help with these things then you should talk to the school social worker or counselor. They can help you find the resources you need.
Please come to the school!

In some places parents do not visit the school.
In the USA it is good to visit the school!
Teachers want you to visit. It helps your child if you visit.
In the USA everyone works together to help children learn.
There are many ways parents can be involved in their child’s education.

Volunteer

If you want to help at the school you can volunteer. There are many things volunteers can do at the school. If you would like to volunteer you will have to fill out a form. You can get this form from the school office. If you have questions about volunteering, please call the school office.

Things volunteers can do:

- Help at lunch time.
- Keep children safe on the playground.
- Make bulletin boards.
- Work in the library.