

TEKOA ELEMENTARY Handbook 2025-2026

(Student/Family)

This We Believe

At Tekoa School District, our core beliefs guide every decision and action we take to support student success:

- **All students can learn.**

We believe every student has the potential to grow, achieve, and succeed when given the right support and opportunities.

- **Student-centered decisions drive our work.**

All decisions within the district are made with one priority in mind: what is best for students.

- **Strong schools are built through strong partnerships.**

Collaboration between families, community members, and schools creates the most effective environment for student achievement.

- **Quality education is a shared responsibility.**

Every district employee plays a vital role in ensuring students receive a high-quality, meaningful education.

Tekoa Elementary

200 S Broadway St, Tekoa, WA 99033

Tekoa School District: (509) 284-3281

www.tekoasd.org

Tekoa School District is an Equal Opportunity Employer and complies with ADA requirements.



Revised 8/2025

TEKOA SCHOOL DISTRICT MISSION STATEMENT

With pride, commitment, and caring the Tekoa School District will work in partnership with students, parents, and community to provide our youth with knowledge and skills so they may reach their educational potential.

Administration		Email	Administration		Email
Mike Jones	Superintendent	mjones@tekoasd.org	Jennifer Sperber	Elem.Principal	jsperber@tekoasd.org
Certified Personnel		Email	Classified Personnel		Email
Kayla Burchett	Preschool & TK	kburchett@tekoasd.org	Kristena Hansen	Secretary	khansen@tekoasd.org
Sara Henning	Kindergarten	shenning@tekoasd.org	Haileigh Davis	Paraprofessional	hdavis@tekoasd.org
Tina Mueller	1st Grade	tmueller@tekoasd.org	Shelly Ausmus	Paraprofessional	sausmus@tekoasd.org
Kristen Stinson	2nd Grade	kstinson@tekoasd.org	Cindi Jenneskens	Paraprofessional	cjenneskens@tekoasd.org
Madison Shrope	3rd Grade	mshrope@tekoasd.org	Mike Weatherly	Maintenance	mweatherly@tekoasd.org
Robin Harp	4th Grade	rharp@tekoasd.org	Portia Sczenski	Custodian	pscenski@tekoasd.org
Katie Champoux	5th Grade	kchampoux@tekoasd.org	Avery Mcfarling	Paraprofessional	amcfarling@tekoasd.org
			Brooklyn Anderson	Paraprofessional	banderson@tekoasd.org
Natalie Hall	Special Education & Title 1-LAP	nhall@tekoasd.org	Support Personnel		
Ashley Vanwert	Counselor	avanwert@tekoasd.org	Dave Welch	Psychologist	dwelch@esd101.net
Jordan Nicholson	3, 4-5 Music	jnicholson@tekoasd.org	Sara Kane	District Nurse	skane@tekoasd.org
Andy Stinson	P.E. Teacher	astinson@tekoasd.org	Jenna Kersting Jenny Marshall	Physical Therapist Speech Pathologist Occupational Therapist	

SCHOOL CALENDAR

A school calendar indicating the dates for various events will be distributed during the first week of the school year. This calendar will enable parents to plan for such purposes as scheduling doctor or dental appointments during early releases and knowing when school activities occur.

For a more detailed schedule, contact your child's teacher.

ELEMENTARY DAILY SCHEDULE

7:30-8:00

Breakfast served @ high school, bus down by 8:00

8:10

School Starts

10:45-11:30

Lunch Break / Recess

3:05

School Dismissal

EARLY DISMISSAL

Early release occurs at 12:00 to allow for staff collaboration time & professional development. Other early releases will occur before holidays, parent/teacher conferences, etc. **Check** your school calendar for specific dates.

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 In-Person Registration 3pm-7pm	15	16
17	18	19	20	21	22	23
24	25	26	27 District Day Staff Orientation School Board Meeting 6:00pm	28 District Day State of the District 5:30-6:00 pm @ HS Welcome Back @ Elementary 6:30-7:30 pm	29	30/31

COMMUNICATION

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are offered in November & April. All parents are scheduled for appointments after the first & third quarter. Parents and teachers have the opportunity to schedule additional conferences throughout the year, and teachers are available to meet with you whenever there is a concern. Please call the school secretary and an appointment will be set up for you.

Please remember: Birthday invitations should be handed out outside of school. Thank you for helping us maintain a respectful and inclusive environment!

REPORT CARDS/ PROGRESS REPORTS

Report cards will be mailed to parents at the end of the semester and progress/ goal sheets will be handed out at family/ teacher conferences. The school calendar lists for the end of each semester.

CONTACTING TEACHERS

To keep the learning environment free of interruption, contacts with staff may be made before or after school hours. A brief voice message/email may be left so staff members may return the message at the earliest availability. Please make an appointment to assure an uninterrupted conference. (Ref: Board Policy #4200). Individual classroom teachers may have alternate forms of communication such as "Remind".

WEB PAGE

The elementary school web page at www.tekoasd.org provides current information about schedules, upcoming events, student activities, photo gallery, educational links, and newsletters.

EMERGENCY SCHOOL CLOSURES

During winter the weather conditions may require a closure of school for a day or a change in the starting/ending time. Announcements of these changes will be made on local radio and television stations. Parents can also call the school to check for any scheduled changes for the day, or check Tekoa School Districts facebook page. In the event that school is dismissed early due to bad weather, parents will be called and informed that buses are bringing students home. ***The School Messenger System will telephone each family if there is a school closure or change in starting time.***



Follow us on [Facebook](https://www.facebook.com/Tekoasd.org/)
<https://www.facebook.com/Tekoasd.org/>

September

Character Strong: Respect

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Teaching PAWS Expectations ➔	1 No School Labor Day	2 <i>First Day of School</i>	3	4 ½ Day-FAIR 12:00 Dismissal	5 NO School-FAIR	6
7 PAWS Expectations Stations ➔	8 Pre-School & Transitional Kindergarten Starts	9	10 Winter IREADY, DIBELS & MAZE TESTING K-6	11 Winter IREADY, DIBELS & MAZE TESTING K-6	12 Winter IREADY, DIBELS & MAZE TESTING K-6	13
14 Practicing PAWS Expectations ➔	15 Winter IREADY, DIBELS & MAZE TESTING K-6	16	17 ½ Day (NO PK/TK) 12:00 Dismissal	18	19	20 -Drill Week- SECURE LOCKDOWN EVACUATE SHELTER ←
21 Accountability for PAWS Expectations Homecoming Week ➔	22	23	24 School Board Meeting 6:00pm	25	26	27
28	29	30 Individual & Class Pictures Day ASB Character Strong Assembly				

HOMEWORK POLICY

Teachers will assign homework to reinforce concepts taught and learned in class as appropriate for a student's age and development. The type, frequency and quantity are determined by each teacher. Homework may or may not require parental assistance. If you notice that your child is frustrated or confused and you are unable to help them, please discuss this with your child's teacher. Some study club options are available after school.

Students have one day for each day of absence to get make-up work completed and turned into the teacher.

DRESS CODE

In an effort to maintain a safe, healthy and academic learning environment, the following provides guidelines for appropriate dress:

- Clothing and accessories should be tasteful and non-disruptive of the educational process.
- Avoid wearing the following:
 - ◆ Clothing depicting, suggesting, or promoting the use of alcohol, drugs, tobacco, or rude and inappropriate language.
 - ◆ Tops which bare the midriff.
 - ◆ Tops which have arm holes where the chest area or underwear is visible
 - ◆ Clothing or accessories giving the suggestions of gang attire.
 - ◆ Jewelry and accessories seen as dangerous or disruptive.
 - ◆ Pants which show underwear or are excessively loose wasted.
 - ◆ Shorts, skirts, dresses above mid-thigh.
- Special clothing Needed:
 - ◆ Gym shoes for PE and indoor recess that leave no black marks on the floor.
 - ◆ Hats, coats, boots, gloves as needed during cold weather.

PE AND INDOOR RECESS

Every student will participate in a physical education class unless she/he has a medical release from a licensed health provider. Students need separate non-marking, rubber-soled shoes that will remain at school and not be used outside.

This dress code applies to all classroom and school sponsored activities. The school will provide alternate clothing if other clothing can not be accessed for students wearing inappropriate attire.

October

Character Strong: Responsibility

Disability History and Awareness Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ½ Day (NO PK/TK) 12:00 Dismissal	2 Custodian Appreciation Day	3	4
5	6	7	8	9	10	11
12	13	14	15	16 Great American Shake- Out @ 10:19am	17	18
19	20	21	22 ½ Day (NO PK/TK) 12:00 Dismissal School Board Meeting 6:00pm	23	24	25
26 Red Ribbon Week ➔	27	28	29	30	31 ASB Character Strong Assembly AM Trunk or Treat PM	

GRADING SYSTEM

TRANSPORTATION

Walking/Drop off to school

Students must understand the importance of using sidewalks and crosswalks when walking to school. Students need to be alert for cars coming and going, especially when crossing the highway. Arrival time is no earlier than 7:45 am at school.

Students will ride only on their assigned bus unless written permission to do otherwise has been received by school officials.

Bicycles/scooters/skateboards

All wheeled transportation items may be ridden to school when weather permits. Students must park their wheeled transport in the bike rack, and remain parked until school is dismissed. If students eat breakfast at the High School their bike must remain there until after school and the bus will provide transportation to the elementary school.

The grading system for grades TK-5 is as follows:

- 4 Above grade level standards (>85%)
- 3 At grade level standards (50-84%)
- 2 Below grade level standards (25-49%)
- 1 Significantly below grade level standards (<25%)

Riding the Bus

(School Board Policy 6600 & 6605)

Students should arrive at the bus stop no earlier than 5 minutes before the expected arrival of the bus. Prior to the first day of school, the transportation office will notify family/students of the time and location of the nearest bus stop. Elementary students participating in the breakfast program will be taken to the high school, then transport these students to the grade school after breakfast. Bus students are expected to obey the bus driver, aid, teacher or coach at all times. Those who behave irresponsibly on the bus will have a written referral to the principal's office. OUTCOMES may result in assigned seating, warning, suspension or expulsion based on the infraction or number of occurrences.

November

Character Strong: Gratitude

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Veterans Day Assembly @ JR/SR High	11 No School Veteran's Day	12	13	14	15
16	17	18	19 School Board Meeting 6:00pm	20	21	22
23 Book Fair Week ➔	24 ½ Day Conferences PK-5 12:00 Dismissal	25 ½ Day Conferences PK-5 12:00 Dismissal	26 ASB Character Strong Assembly ½ Day (NO PK) 12:00 Dismissal	27 No School Thanksgiving Break	28 No School Thanksgiving Break	29/30

“Paws”itive Learners

PAWSitive Behavior	Practicing Safety	Accepting Responsibility	Working Hard	Showing Respect
Hallway	Move safely and efficiently to your next location, and manage your locker responsibly	Respond respectfully and try again when asked	Use walking feet and keep hands to yourself while waiting	Use a level 0 voice to show respect for other classrooms, and help keep the hallway clean
Cafeteria	Stay seated, walk safely, and use good manners with your food	Help by cleaning up after yourself	Stay in your seat until it's time to move	Use a quiet voice (level 0 or 1)-Talk softly or stay silent
Bus	Board the bus quickly and listen to adults' directions	Help by cleaning up and keeping the aisle free	Stay seated in one spot	Use a quiet voice (level 0 or 1)-Talk softly or stay silent
Playground	Play safely and use equipment the way it's meant to be used	Listen and follow recess staff right away	Invite others to play and help your classmates	Speak nicely and respect others' personal space including hands and feet
Bathrooms	Use the bathroom respectfully and properly	Tell an adult if something isn't safe	Always wash your hands to stay healthy	Keep this place neat and tidy
Assemblies	Walk safely and stay in your seat	Use a quiet voice (level 0 or 1) and raise your hand when you want to talk	Follow the rules and be your best	Listen to your teacher and be kind to the speaker, just like you want them to be kind to you
Office	Be patient and keep your hands to yourself	Tell the truth right away.	Follow directions quickly and carefully	Keep this space neat and tidy

December

Character Strong: Empathy

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Special Education Day	3	4	5	6
7	8	9	10 ½ Day (NO PK/TK) 12:00 Dismissal	11	12	13
14	15	16	17 Winter Program 6:00pm School Board Meeting 6:00pm	18	19 <i>ASB Character Strong Assembly</i> ½ Day 12:00 Dismissal	20
21	22 No School Winter Break	23 No School Winter Break	24 No School Winter Break	25 No School Winter Break	26 No School Winter Break	27
28	29 No School Winter Break	30 No School Winter Break	31 No School Winter Break			

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“Paws”itive Parents

PAWSitive Behavior	Practicing Safety	Accepting Responsibility	Working Hard	Showing Respect
Supporting Learners	Safety for a child not only means physical, but emotional as well. Follow your children’s developing abilities and where they need you to assist. Make sure their five basic needs are met-adequate sleep, nutritious foods, security and protection, sensory stimulation, and strong bonds.	Maximize your child’s attendance rate by taking vacations during breaks. Encourage your child to read at home with you.	Ensure your child has sufficient time and space to complete homework and bring it to school. Attend school functions that involve your child and stay informed.	Help confirm your child is ready for school each day. with sufficient rest, food supplies, and appropriate clothing.
Communication	Please report an issue involving your child so the teacher can learn about it more and address it as soon as possible.	Work with your child on homework and ask his/her teacher what you can do to support their learning at home. Regularly checking emails and forms of communication home as well as your child’s grades.	Ask for specific information regarding your child. We are always happy to share!	Share your ideas and what works at home. We are a team for your child’s future
Volunteering	Take hold of this year’s opportunities and ask the office or your child’s teacher how you can help! Ensure the privacy of others while volunteering.	We ask that you follow our volunteer guidelines to ensure the safety of our students.	Volunteering is a great way to model to your child what hard work is.	Thank you for being an example to our students and demonstrating your value of education by interacting appropriately with our students and staff
Conferences	Report to your conference in a timely manner.	In addition to learning about your child’s progress, you are setting an example of how adults communicate. Be a good listener and advocate.	Be sure to bring up any recent issues you or your child may be experiencing. Set up additional conferences if necessary.	Both parents and teachers work hard to help each student grow.

January

Character Strong: Perseverance

School Board Appreciation Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 No School Winter Break	2 No School Winter Break	3
4 ReTeach PAWS Expectations ➔	5	6	7 Winter IREADY, DIBELS & MAZE TESTING K-6	8 Winter IREADY, DIBELS & MAZE TESTING K-6	9 Winter IREADY, DIBELS & MAZE TESTING K-6	10
11 Accountability for PAWS Expectations ➔	12 Winter IREADY, DIBELS & MAZE TESTING K-6	13	14 ½ Day (NO PK/TK) 12:00 Dismissal	15	16	17
18	19 No School Martin Luther King Day	20	21	22	23 <u>End of Semester</u>	24
25	26	27	28 School Board Meeting 6:00pm	29	30 ASB Character Strong Assembly ½ Day 12:00 Dismissal	31

ATTENDANCE/ ABSENCE STATEMENT

Parents or guardians have the primary responsibility for keeping students in regular attendance, recognizing that classroom attendance and punctuality are essential. Regularity of attendance is important to the character-building process and is necessary in developing proper habits, friendships, mastery of skills taught, interest in school and the sense of responsibility.

Excused Absences

Level 1: 5 excused absences in a month or 10 in a school year a letter will be sent home notifying parents of our concern of academic and social learning.

Level 2: After 7 excused absences we will hold a conference with families to discuss absences from school and develop a plan to help the child be successful

Level 3: After 9 excused absences in a school year we will hold a conference with families & Truancy Liaison to discuss absences from school and a doctor's note will be required for the absence to be excused.

Level 4: All absences will be considered unexcused without a doctor's note.

Valid Excuses

1. Health condition, illness, or family emergency when prior arrangement is not practical.
2. Participation in school approved activities
3. Parental Approved activities and medical/dental appointments with prior arrangement with the principal or designee
4. Disciplinary actions or short-term suspension
5. Extended illness or health condition
6. Sacred days arranged by parents in advance with principal or designee

Tardy Policy and Procedure- 10 minutes late to school

Office &
Attendance line:
1-509-284-2781

Unexcused Absences RCW28A.225

Level 1: After the 3rd unexcused absence a letter will be sent home explaining the district and state policies and procedures related to attendance and we will hold a conference to discuss questions, concerns and next steps.

Level 2: After the 5th unexcused absence in a school year the principal will schedule a meeting with the parent/guardian (members at the meeting could include: teacher, counselor, truancy liaison, principal, etc.). The district will enter into a signed agreement with student and parent, OR refer student to Community Engagement Board OR file a petition with Juvenile Court.

Level 3: After the 7th unexcused absence in a school year the district will file a truancy petition with Juvenile Court

Unexcused Absences

1. Leaves school without checking out in the office
2. Absent without knowledge or consent of parents
3. Absent from class without permission
4. Stays home and is not ill or does not have a doctor or dentist appointment
5. Stays home to do homework
6. Sleeping in
7. Falsifies parental notification

ATTENDANCE POLICY

As stated in the Becca Bill, all parents in the State of Washington of any child eight years of age and under eighteen years of age shall cause such child to attend the public school of the district in which the child resides and such child shall have the responsibility to and therefore shall attend for the full time when such school may be in session (28A.225.0 10) The district superintendent must approve exceptions to this law.

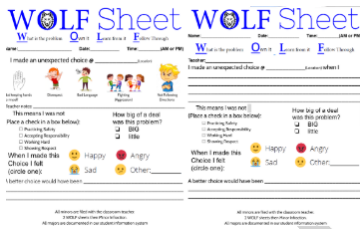
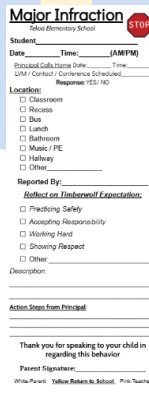
Students will attend regularly scheduled classes and activities unless ill or excused by a planned absence. We believe that children need to be in school every day except for legitimate reasons (illness, death in the family, a pre-arranged absence, or unanticipated emergencies). Please note that attendance and participation are factors that can affect grades.

February

Character Strong: Honesty

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 National School Counselor Week 	2	3	4 ½ Day (NO PK/TK) 12:00 Dismissal	5	6	7
8 American Heart Association Challenge	9	10	11	12	13	14
15	16 No School President's Day	17	18	19	20	21
22	23	24	25 ½ Day (NO PK/TK) 12:00 Dismissal School Board Meeting 6:00pm	26	27 <i>ASB Character Strong Assembly</i>	28

Behavior Response Matrix

Level	Behavior	Response
#1 Managed by the Adult (Teacher, Para, etc) (Behaviors that are minor rule violations that result in an immediate verbal correction with a logical consequence.) 	- Running in the building - Disruptive transitions - Unsafe/Rough play - Misuse of property - Play fighting - Spitting - Teasing/name-calling/Tattling - Non-directed profanity - Failure to follow rules - Classroom disruptions - Uncooperative behavior - Cell phone/Electronic Device violation	- Redirect - State the rule - Model the behavior - Student practice the correct behavior - Acknowledge correct behavior - Prompts-finger tap or look - Reward good behavior - Loss of classroom privileges - Take a Break/Time Out - Apology - Change seats - Wall Placement at recess
#2 Managed by the Teacher/ Parent and/or Principal Results in writing a Minor Incident Report 	- Repeated Level 1 Behavior after Level 1 interventions - Cheating/lying - Stealing - Harassment - Minor vandalism - Mild verbal abuse/ directed profanity - Intimidation/Verbal threats - Mild physical aggression - Noncompliance after warning - Inappropriate displays of affection	- Level 1 Responses - Verbal correction - Time out - Loss of privileges & Apology - Student conference with staff - Time in office - Buddy Classroom - Wall placement at recess - Parent contact - Time in office - Minor Discipline Report
#3 Managed by Office Complete Office Form (Behaviors that are serious, threaten the safety of others or themselves, or behavior that has been repeated even though response interventions were used.) 	- Repeated Level 2 Behavior including level 1 and level 2 interventions - Abusive language - Strong and repetitive defiance/insubordination - Threatening/Bullying - Physical Aggression/fighting - Inappropriate use of technology that breaks district policy - Property damage/vandalism - Possession or under the influence of illegal substance - Weapon violation-Sexual Harassment/offense/misconduct	- Office Referral - Loss of classroom/school privileges - Behavior plan/contract - Restitution - Conference with student and parent - Individualized behavior plan - Time in office - Resource officer - School Counselor - In school suspension - Out of school suspension

March

Character Strong: Cooperation

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Dr. Seuss Day- Read Across America 2:40-3:00pm	3	4	5	6	7
8	9	10	11 ½ Day (NO PK/TK) 12:00 Dismissal	12	13	14
15	16	17	18	19	20	21
22	23	24	25 ½ Day (NO PK/TK) 12:00 Dismissal School Board Meeting 6:00pm	26	27	28
29	30	31 <i>ASB Character Strong Assembly</i>				

2025-2026 LUNCH/BREAKFAST PROGRAM

Lunch and breakfast are served in the cafeteria at the high school. All meals must be paid for in advance. For your convenience and to expedite the record keeping process, we suggest that students pay in advance for two to four weeks of meals. Low income families may qualify for free or reduced price meals. Applications for free and reduced price meals are available in the school office.

Prices for meals:	Regular price K-5	Regular price 6-12	Reduced	Adult
Breakfast	FREE	FREE	FREE	
Lunch	FREE	FREE	FREE	\$4.75

TEXTBOOKS AND FINES

Fees or deposits are not required for textbooks or any instructional materials needed to successfully complete a required course of study. Students are, however, responsible for maintaining the condition of these materials, as well as library books and may be assessed fines for lost or damaged materials such as but not limited to: Lockers, Playground, Chromebooks, etc.

CELL PHONES & ELECTRONICS

Cell Phones, Smart Watches and other personal electronic devices must be turned off and stored in students lockers from 8:00–3:15. The phone may not be used in any manner while on the school campus, nor may a student leave the campus during the school day to use it. Only school staff can grant students permission to use phones & electronic devices during the school day.

TEKOA IS A DRUG/ ALCOHOL/ WEAPON and TOBACCO FREE SCHOOL

April

Character Strong: Courage

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 Classified Staff Appreciation Day	4
5	6 No School Spring Break	7 No School Spring Break	8 No School Spring Break	9 No School Spring Break	10 No School Spring Break	11
12 Book Fair Week ➔	13	14	15	16 ½ Day Conferences (NO PK) 12:00 Dismissal	17 ½ Day Conferences 12:00 Dismissal	18
19	20	21	22 School Board Meeting 6:00pm	23	24	25
26	27	28 School Bus Driver Appreciation Day	29	30		

SEXUAL HARASSMENT POLICY

It is the policy of the Tekoa School District that all employees and students be provided a school environment that is free from all forms of harassment or discrimination. Conduct defined as sexual harassment includes the following:

- Sexual comments, innuendos, or jokes
- Unwelcomed invitations to sexual activities
- Unwelcomed touches, pinches or hugs
- Pressure to engage in sexual activity as a condition of employment, promotion or a grade
- Sexual assault
- Verbal abuse of a sexual nature
- Graphic or degrading verbal comments about individuals or their appearance
- The display of sexually suggestive objects
- Subtle forms of harassment, such as unwelcome pictures, posters, cartoon, or jokes of a sexual nature

Should it be determined that there is a violation of this policy, appropriate disciplinary action will be taken, which may include termination or suspension from school. All sexual harassment complaints should be reported immediately to a staff member, building principal, or supervisor.

HARASSMENT, INTIMIDATION & BULLYING POLICY

RCW 28A.600.477-Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB) Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students. HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.

HIB is not allowed, by law, in our schools.

Rude vs Mean vs Bullying: Know the Difference

- **Rude:** Inadvertently saying or doing something that hurts someone else. Incidents of rudeness are usually spontaneous, unplanned inconsideration based on thoughtlessness, poor manners or narcissism, but not meant to hurt someone else.
- **Mean:** Purposefully saying or doing something to hurt someone once (or maybe twice). The main distinction between "rude" and "mean" has to do with intention. While rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone.
- **Bullying:** Intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Experts agree that bullying entails three key elements: an intent to harm, a power imbalance and related acts or threats of aggressive behavior.

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May

Character Strong: Creativity

Mental Health Awareness Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Principal's Appreciation Day School Lunch Hero Day	2
3 Teacher Appreciation Week →	4	5	6 ½ Day (NO PK/TK) 12:00 Dismissal	7	8	9
10 State Testing 3 -5 District Testing K-6 →	11	12 Nurses Day	13	14	15	16
17 State Testing 3 -5 District Testing K-6 →	18	19	20	21 Last Day Preschool	22 (Snow Make Up Day)	23
24 District Testing K-6 → Social Studies & P.E. CBA	25 No School Memorial Day	26	27 <u>3rd Annual Art Show & Concert</u> <u>@ 2:30 PM</u> School Board Meeting 6:00pm	28	29 ASB Character Strong Assembly	30/31

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VISITING OUR SCHOOL

To help ensure the safety of all students, **all parents and visitors are required to sign in at the office** and pick up a visitor's badge before entering the school building.

If you are dropping off items for your child, please leave them at the office. Office staff will make sure your child receives them. This helps minimize disruptions to classroom learning.

We appreciate your cooperation in helping us maintain a safe and focused learning environment.

CLASSROOM VOLUNTEERS/VISITORS

Students

Visitors are welcome at Tekoa Elementary; however, to minimize disruptions to instruction, **all classroom visits must be prearranged** with both the classroom teacher and the principal.

This helps ensure that visits are productive and do not interrupt the learning process. We appreciate your understanding and support in maintaining a focused educational environment.

Parents

All classroom visitors must receive approval from **both the principal and the teacher** prior to their visit. Please provide as much advance notice as possible when scheduling, so we can minimize disruption to instruction.

Teachers welcome the opportunity to talk with parents about their child's progress or concerns. To ensure adequate time and attention, please **call or email to make an appointment** in advance.

Volunteers

Parent volunteers are always **welcome and appreciated** at Tekoa Elementary! The time, support, and dedication our volunteers provide throughout the year play an important role in enriching our students' educational experience.

If you are interested in volunteering, please contact the school office for more information.

- **Classroom Volunteers** (who work under staff supervision) do **not** require fingerprinting.
- **Volunteers with unsupervised contact** with students must complete a fingerprint and background check through the **Washington State Patrol** prior to volunteering.

Confidentiality

To protect the privacy and rights of all students, **visitors and classroom volunteers are expected to maintain confidentiality.** Please refrain from discussing student behaviors, academic performance, or any school-related incidents involving other children. We ask all volunteers and visitors to respect this important guideline to help ensure a safe, respectful, and legally compliant learning environment for every student.

June

Character Strong: Review

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 High School Graduation @ 2:00PM
7	8	9	10 Field Day 12:00-2:30pm	11 8:30-10:30 am Talent Show & ASB Character Strong 10:30 Dismissal Last Day of School	12	13
14	15	16	17	18	19	20
21	22	23	24 School Board Meeting 6:00pm	25	26	27
28	29	30				

POLICIES AND PROCEDURES

APPEAL PROCESS

In the course of the school year, students, parents, guardians may have questions or concerns regarding school policies or procedures. In the event such concerns arise, the District has a specific standard procedure to follow:

1. The individual(s) should first attempt to resolve the concern with the party or parties involved.
2. If the concern is not resolved to the satisfaction of the individual(s), a conference may be requested and held with the principal.
3. Within 10 school days, the individual(s) and the district employee will be given an explanation and decision from the supervisor.
4. If the determination is not to the satisfaction of the individual(s), s/he (they) may appeal to the superintendent.
5. It is the intent and belief that problem solving is most effective when dealt with immediately and with the help of the concerned staff member. All members of the staff want to work with members of the community to make our school a valuable and rewarding experience for students.

The logo for Tekoa Timberwolves is a shield-shaped emblem. The word "TEKOA" is written in large, bold, yellow capital letters across the top. Below it, the word "TIMBERWOLVES" is written in smaller, blue capital letters. The shield is outlined in blue and features a stylized blue wolf head at the bottom. The entire logo is semi-transparent and serves as a background for the lower half of the page.

TEKOA

TIMBERWOLVES

July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 School Board Meeting 6:00pm	23	24	25
26	27	28	29	30	31	

PBIS (Positive Behavior Interventions and Supports)

At Tekoa Elementary, we are committed to fostering a positive and inclusive school environment through proactive and consistent behavior practices. We implement a school-wide PBIS (Positive Behavior Interventions and Supports) framework that emphasizes prevention, skill-building, and the reinforcement of positive behavior.

PBIS is grounded in best practices for behavior management, focusing on school-wide systems of support that define, teach, and encourage appropriate behaviors. This approach is designed to promote a safe, respectful, and welcoming environment for all students.

We use a continuum of positive, proactive behavioral supports across all areas of the school, including classrooms and non-classroom settings such as playgrounds, hallways, buses, and restrooms. These strategies help students succeed socially, emotionally, and academically by reinforcing prosocial behaviors.

P	Practice Safety
A	Accept Responsibility
W	Working Hard
S	Showing Respect

School-Wide Expectations: "PAWS"itive Expectations

Tekoa Elementary has adopted school-wide expectations known as *"PAWS"itive Expectations*, which are applied consistently across all instructional and non-instructional settings. These expectations serve as a foundation for behavior standards throughout the school and help guide students in making respectful and responsible choices.

"Paws"itive Notes

Students who consistently meet or exceed behavior expectations and demonstrate exceptional character may receive *"Paws"itive Notes* as recognition of their efforts. These notes celebrate positive behavior and are entered into a weekly drawing for special prizes and acknowledgments.

Response to Behavior

While our focus is on prevention and reinforcement of positive behaviors, we recognize that students may occasionally need support in meeting expectations. To ensure consistency and fairness, Tekoa Elementary utilizes a **Behavior Response Matrix** (see below), which outlines:

- Levels of behavior (e.g., minor to major)
- Appropriate proactive interventions
- Logical consequences when expectations are not met

This framework helps guide staff responses and provides students with clear, predictable outcomes that support learning and growth.

August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					