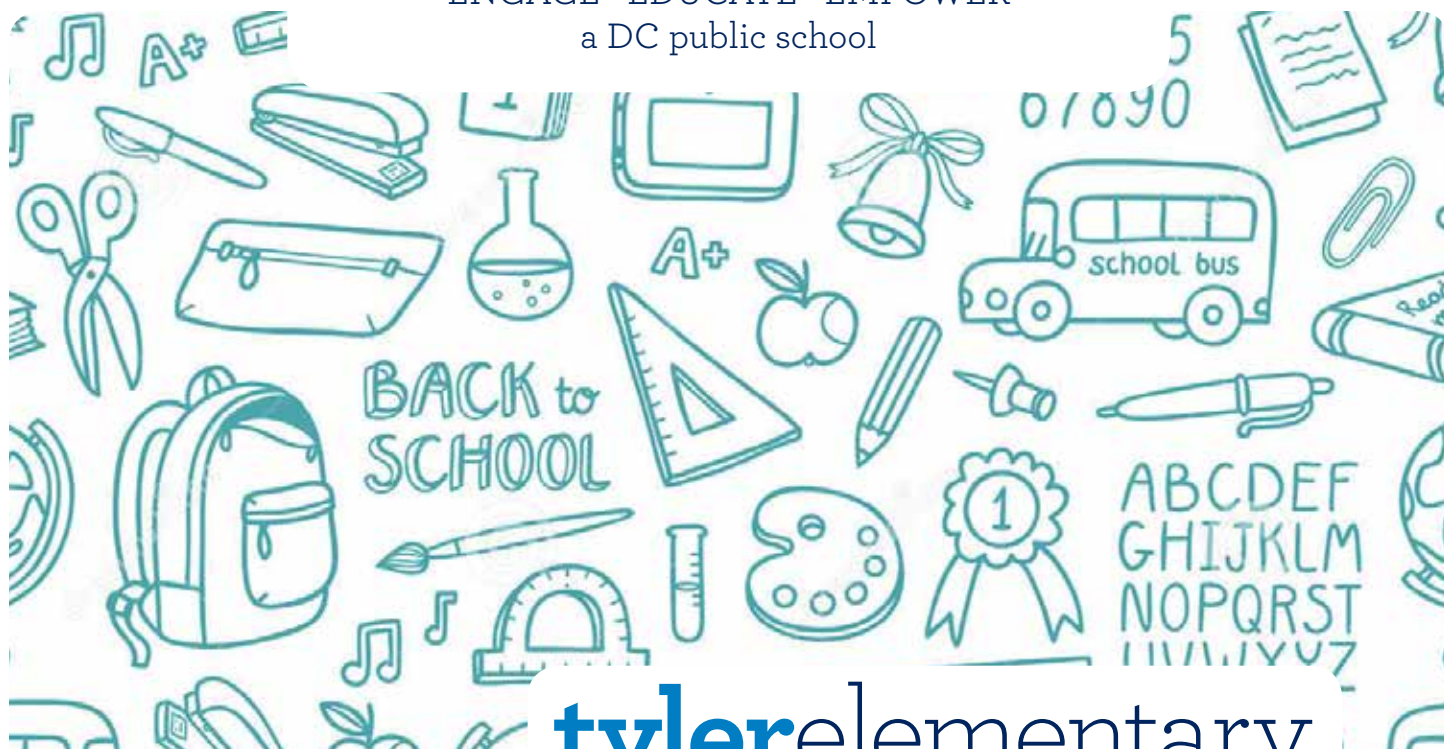


ENGAGE • EDUCATE • EMPOWER
a DC public school



tylerelementary

TIGER HANDBOOK 2017-2018

1001 G St SE · Washington, DC 20003

(202) 939-4810

www.tylerelementary.net

Principal | Mitchell Brunson mitchell.brunson@dc.gov

Assistant Principal/Mathematics | Brooks Warnick brooks.warnick@dc.gov

Assistant Principal/Literacy | Tracey Ndenecho tracey.ndenecho@dc.gov

Office Hours Monday – Friday 8:00 a.m. to 4:30 p.m.

School Hours Monday– Friday 8:45 a.m. to 3:15 p.m.

(doors open at 8:35 a.m.)



 John Tyler Elementary School

 @TylerTigersDC

 john_tyler_elementary

 tylerelementary@googlegroups.com

Welcome to the Tyler Tigers Family! This handbook was created for the Tyler Community; families, students, teacher and administrators; to promote a safe, respectful and responsible environment for every child.

ATTENDANCE

Regular school attendance is required by DC law. Attending school every day and on-time is *critically* important and has a huge impact on learning.

- » **Students who miss more than 20% of a school day will, by law, be considered absent for the entire day.**
- » If your child received a seat through the out-of-school boundary lottery and has **10 unexcused absences or 20 unexcused tardies**, they may be asked to return to their neighborhood school at the end of the school year.
- » Excused absences include, but are not limited to the following:
 - » Illness of the student or medical cause (a doctor's note is required for a student absent five or more days);
 - » Medical or dental appointment for the student;
 - » Death in the student's immediate family;
 - » Exclusion due to quarantine, contagious disease, etc.
- » **When your child returns to school after an absence, you must submit a note to the front office or designated attendance staff. E-mail should be sent to send2TylerES@gmail.com.** *The note must include your child's name, date(s) of absence, reason for absence and a parent/guardian's signature. A doctor's note is required after the fifth consecutive day of illness. Absences without notes or those deemed not valid will be marked as "unexcused".*

ARRIVAL

- » Tyler Elementary's doors open at 8:35am for all students (unless you are in the before care program).
- » Students in grades PreK3-Kindergarten should be escorted to class by an adult or upper grade sibling (utilization of the Safety Patrol is also encouraged).
- » Students in grades 1st-5th should walk to class from the lobby on their own. Kiss n Go (from the lobby) in grades 1st-5th will start on September 5th.
- » Parking in the parking lot, crosswalk, or double parking during arrival/dismissal is strictly prohibited.

ARTS INTEGRATION

Tyler is an arts integration school. Integrated into a challenging academic curriculum, the arts are used as a tool to engage the whole student mind and body in learning process and add depth of knowledge.

BEFORE AND AFTERSCHOOL PROGRAMS

Tyler currently provides two programs:

Polite Piggy's

- » Polite Piggy's Day Camp offers before (school) care for all ages. Spaces are limited and their doors open as early as 7:00 a.m.
- » Polite Piggy's Afterschool program serves students in PK3-4th grade and runs 3:30-6:00 p.m. visit www.politepiggydaycamp.com for more information.

DCPS

- » DCPS Afterschool programming serves students in grades 1-5 from 3:30-6:00 p.m.
- » There is no aftercare programming on 1/2 days, day before Thanksgiving, day before Winter Break or the last day of school.
- » Students must be picked up by 6:00 p.m. 2 late pick-ups will result in dismissal from the program.
- » For all afterschool questions contact Ebony Butler at Ebony.Butler2@dc.gov or 202.939.4810

CELL PHONE POLICY

- » Students are not permitted to have cell phones in the classrooms, hallway, bathrooms, the playground, or the cafeteria. Cellphones are to remain off in the students' backpack throughout the entire school day. If a student is observed with a cellphone outside of their backpacks during school hours, administration will follow this process:
- » 1st infraction: cellphone will be confiscated from the student and will be picked up by the student at the end of the day.
- » 2nd infraction: cellphone will be confiscated from the student and the parent must pick up the cellphone at the end of the day or when the child is picked up.
- » 3rd infraction: cellphone will be confiscated and the parent and student must attend an administrative conference.

CREATIVE ARTS

The Tyler Elementary Creative Arts Learning opportunity gives students exposure to robust interactions with the fine arts. Creative arts classrooms infuse the arts in the delivery of the academic and socio-emotional curriculum to allow students multiple outlets for creativity and development. The highlight of the Creative Arts Learning Opportunity is the Resident Artist Program. Creative Arts classrooms are paired with a resident artist mentor who exposes the class to their art form. The classroom teacher and artist collaborate to infuse the curriculum with the curriculum. Each semester culminates with the Tyler Mosaic, a showcase of the work created by the classes and resident artists.

DELAYS OR CLOSINGS

Tyler follows all DCPS delays and closings. Information may be found at dcps.dc.gov and related social media. Check tylerelementary.net for tyler-specific information.

DISMISSAL

Dismissal is at 3:15 p.m. All must enter either through the playground gate on 10th street or 11th street. Students will be dismissed by grade level and class. 1st-5th grade students will be dismissed from the playground area. ECE-Kindergarten students are to be picked up from their classroom and signed out by an approved guardian. Students who do not have aftercare and have not been picked up by 3:30 pm will be sent to the cafeteria. The front office will call the parents/guardian of the student.

- » If a child is **picked up late more than three times the front office will contact DC Child Protection Services Office.**
- » See incliment weather policy for alternate dismissal procedures.
- » **Parking in the parking lot, crosswalk, or double parking during arrival/dismissal is strictly prohibited.**

DRESS CODE

John Tyler has a mandatory uniform policy. Tyler holds a standard of neatness, cleanliness and appropriateness for all students. **The front office will contact you to bring a uniform should your child not meet the uniform policy. For your reference, here are the details on the uniform expectations at Tyler:**

- » Boys - navy blue pants/shorts and yellow shirt or polo (with collar) or Tyler t-shirt
- » Girls - navy blue skirts/skorts/jumpers/shorts/pants and yellow shirt or polo (with collar) or Tyler t-shirt
- » Students may wear casual shoes, including closed-toe sandals or sneakers; however, open-toed sandals/shoes are not permitted for the safety of the student.

DISCIPLINARY POLICIES

It is the policy of D.C. Public Schools (DCPS) that a safe environment conducive to learning shall be maintained. To build and maintain this safe and positive learning environment at Tyler our Behavior Team will assist in providing students, families, and staff with clear expectations and rules for appropriate school behavior. Our Behavior Team includes:

- » **School Psychologist** Kristen Myers (*kristen.myers@dc.gov*)
- » **Social Worker** Janina Green (*janina.green@dc.gov*)
- » **Dean of Students** Dwight Brown (*dwight.brown@dc.gov*)
- » **ISS Coordinator** Donald Jenkins (*donald.jenkins@dc.gov*)

EARLY PICK-UP

Any student(s) being picked up prior to 2:45 **MUST** be signed out at Tyler's Main Office. **As a reminder, no students should be dismissed after 2:45.** Excessive early pick-up will result in a conference with the teacher and principal.

FIELD TRIPS

Permission slips will be provided for all field trips and must be returned completed and signed for a student to participate.

FOOD AND FOOD SERVICES

Tyler Elementary is a school that prides itself on not only providing all students the best education, but also ensuring their well-being and safety. For this reason, **Tyler Elementary is a Peanut/Tree Nut-Free School.**

- » Food sent to school for snack, lunch, or any class event (including parties, field trips etc.) should be carefully checked to make sure they are peanut/tree nut free. We ask that you please read packing labels and remind children not to share food with other children at school.
- » Our daily breakfast and lunch is provided to us by SodexoMAGIC. Menus can be found at <http://dcps.dc.gov/menus> and at www.tylerelementary.net

FOODPRINTS

FoodPrints is an educational program of FRESHFARM Markets that integrates gardening, cooking, and nutrition education into the curriculum. Using fresh produce from our markets and from the Tyler Outdoor Classroom, we teach children to create delectable meals from nutritious ingredients. We build on DCPS and Common Core standards, bringing math, science and social studies to life with an engaging curriculum. Contact Tyler FoodPrints teacher, Ms. Jill Peralta at jillp@farmfresh.org.

HOMEWORK

Homework is assigned to review and reinforce skills taught in the classroom, and to develop routines for independent study. Teachers of grades K through 5 assign homework daily. It should be completed by the student independently, although parents are often asked to monitor completion by initialing homework assignments. Parents of students in grades K through 5 must check homework daily. The suggested daily allotment of time for homework and study is:

- » Kindergarten & Grade 1 – 15 minutes
- » Grade 2 – 15-30 minutes
- » Grade 3 & Grade 4 – 30 minutes- 1 hour
- » Grade 5 – 1-2 hours
- » Students are expected to read or be read to at home every day as we have a school-wide initiative yearly to support this endeavor.
- » In addition to daily homework assignments, long-term projects may be assigned. They are a valuable tool to help students plan and manage their time, learn research techniques, and engage in in-depth study. If your child is spending an inordinate period of time on school assignments, or is having great difficulty, let the teacher know as this may indicate other problems.

INCLEMENT WEATHER POLICY

Decisions are made based on school needs and under the directives of DCPS. Please refer to the main office for DAY OF updates, e.g. extreme low/high temperatures as outlined by DCPS during recess and outdoor dismissal.

- » In the event of an indoor dismissal, all students will be picked up as follows: ECE-Kindergarten: in their classroom, 1st-3rd: in the auditorium, 4th-5th: in the cafeteria. Parents will be allowed in the building at 3:10 to pick up their students.
- » In the event of a two-hour delay there will be no before school programming and Tyler will open the doors to receive students and families starting at 10:35 a.m.

LOST AND FOUND

The lost and found is located in the stairwell by entrance to cafeteria. Please check in with the main office prior to checking the lost and found during school hours.

MISSION AND PROMISES

- » At Tyler Elementary we engage, educate, and empower all learners.

We promise

- » to give a fresh start each day
- » to be responsible for all children
- » to promote and model positivity
- » to have a Growth Mindset
- » to communicate honestly and transparently
- » to believe in our students more than they believe in themselves

NURSE

Tyler has a nurse on the premises who is able to administer medication and provide first aid. Nurse Eka may be reached at 202.939.4813.

- » Please keep all emergency contact information current so that the school may reach you in the case of a medical emergency.
- » Children who become sick at school will be sent to the school nurse. The school nurse's office is located on the first floor in Room 105.
- » **If your child develops a contagious disease, please notify the office at once that the school may notify parents of children who may have been exposed.**

PARTNERSHIPS

Tyler partners with the following groups: Everybody Wins, Reading Corps, Teaching for Change, CHAW, FoodPrints, Akin Gump and the Phillips Gallery.

PBIS

Tyler's school-wide Positive Behavioral Interventions & Support (PBIS) is a proactive, team-based framework for creating and sustaining safe and effective school. Tyler's PBIS support increases the capacity of schools to educate all students utilizing research-based school wide, classroom and individualized interventions. Should you have any questions regarding PBIS, please contact Mr. Bellemy sean.bellemey@dc.gov.

PTA 2017-2018 Executive Team

Presidents: president@tylerelementary.net

- » Patrick Jackson
- » Monica Perry

Vice Presidents vp@tylerelementary.net

- » Sheila Bunn
- » Julia Pergola

Vice Presidents of Communication communication@tylerelementary.net

- » Elsa Falkenburger
- » Linsey Silver

Vice President of Membership *membership@tylerelementary.net*

» Lillian Farnham

Vice Presidents of Fundraising *fundraising@tylerelementary.net*

» Brittney Thomas

» Angela McClain

Treasurers *treasurer@tylerelementary.net*

» Carole Holmberg

» Ivy Ken

Secretaries *secretary@tylerelementary.net*

» Jalan Burton

» Sarah Baldauf

Creative Arts Representatives

» Donald Jenkins

» Robert Clark

» Charmaine Schmidt

Dual Language Representatives

» Eleni O'Donovan

» Tori Hawkins-Plummer

Special Education Representative

» Funmi Awosika

RECESS

Tyler encourages outdoor play. Students will be kept indoors for recess in the case of inclement weather or if the temperature goes below 34°F.

REPORT CARDS

Report cards are sent home at the end of each semester (11/13, 2/2, 5/11, 6/20). Parent-teacher conferences are scheduled around the same time so parents may discuss results with instructors.

SPANISH IMMERSION

Tyler PK3 and PK4 Spanish immersion students will receive instruction exclusively in Spanish (with the exception of specials). Students in grades K-5 will follow the 50/50 model in which they receive 50% of their classroom instruction in English and 50% in Spanish. The Spanish Coordinator at Tyler is Ms. Sara Arranz, sara.arranz@dc.gov

SPECIALS

Tyler offers specials in the following subjects: art, music, physical education/health, world languages, and social emotional education. During the course of the school year students will rotate specials in an equitable manner geared at providing all students with the opportunity to be exposed to each special. Schedules are available in the main office.

SPECIAL EDUCATION PROGRAM

Tyler has self-contained autism classrooms that operate on the principles of Applied Behavior Analysis and a low student to teacher ratio to ensure individualized attention. Tyler also has a Specific Learning Support class that differentiates learning in a smaller class size setting to meet the needs of all students. All special education students have access to part-time inclusion during their specials classes (Art, Music, P.E. & Library) to develop and generalize skills among their general education peers.

- » Tyler also provides full-time inclusion, which operates within a co-teaching model with a general education teacher and special education teacher modifying and assisting students as needed to be successful within the general education setting.

SPECIALIZED INSTRUCTION PROGRAM

- » **SPED Coordinator , LEA rep**
Denise Dantley, M.Ed., denise.dantley@dc.gov
- » **EL Coordinator** Mrs. Jan Silver jan.silver@dc.gov
- » **Speech Language Pathologist** Kaya Keene, MS., CCC-SLP
kaya.keene@dc.gov
- » **School Psychologist** Kirsten Myers kirsten.myers@dc.gov
- » **Math Coordinator** Jan Goedeke Janice.godeke@dc.gov

TUESDAY TYLER TIMES

The PTA distributes this weekly newsletter. To include an article or information in the T3, please contact Elsa Falkenburger at falkenbu@gmail.com or Linsey Silver at silver@element47design.com.

TYLER PBIS MOTTO

“Tyler Tigers are Respectful, Responsible, and Safe.”

VISITATION POLICY

- » Family participation in student education is encouraged at Tyler. Parent Teacher conferences, open houses, field trips, PTA-sponsored and school activities and performances are planned opportunities for family involvement.
- » There may be times when a family member wants to observe the classroom. Family classroom visits are open to be preplanned, scheduled and confirmed with the student’s teacher and school administration two to three days in advance of the visit to ensure an optimal observation while avoiding interruptions to instruction. Visits will be limited to 15 minutes for family members.
- » Longer or more frequent visits entail getting volunteer status through DCPS. Forms are available online (<http://dcps.dc.gov>) and in the Tyler main office.
- » Family members will sit quietly and observe the classroom and/or student without asking questions or interruption instruction. Family members can follow up with the teachers during non-instructional time (prior to 8:45 AM or after 3:15 PM) or at a scheduled meeting time.
- » During classroom visits...no photos and no video are allowed to protect the rights of all Tyler students.
- » Use of the Teachers Lounge is prohibited for parents and children as stated in the WTU contract. If space is needed hold a meeting(s) please see the main office for assistance.

Student Name/Grade

Teacher Name	Room #	E-mail/Contact Information
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Teacher Name	Room #	E-mail/Contact Information
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Student Name/Grade

Teacher Name	Room #	E-mail/Contact Information
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Student Name/Grade

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Teacher Name	Room #	E-mail/Contact Information
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DC Directory of Services for families and Students

DCPS Central Office 202.442.5885

Afterschool Programs 202.442.5002

DC One Card 202.671.2273

Early Stages 202.698.8037

Special Education 202.442.4800

Student Placement 202.939.2004

Transportation (OSSE Special Ed Parent Call Center)

202.570.5000

DC Healthy Families 202.639.4030

Child and Family Services 202.442.6100

dcps.dc.gov

send text “dcps” to 91990 for all dcps text alerts