

Tacoma Public Schools



Point Defiance Elementary School

8:55 a.m.-3:30 p.m.

4330 No. Visscher

Tacoma, WA 98407

253-571-6900

FAX: 571-6922

“Pointing to Excellence”

3R+S – Responsible, Respectful, Ready + SAFE

Our Mission: Point Defiance Elementary welcomes students, families and the community to a nurturing, learning environment that promotes academic achievement. We have a clear and shared focus to ensure high standards and expectations for all. Together, we provide the knowledge and skills for students to become respectful, responsible life-long learners and citizens.

Handbook

*After reading the handbook with your child please sign and date in the space provided.

Parent Signature_____

Student Signature_____

Date_____

Introduction

The purpose of the student handbook is to give Point Defiance students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education at Point Defiance. If policy change are enacted during the school year, the administration will communicate those changes to students, staff, and parents/guardians.

We appreciate you taking the time to review the handbook with your student(s) and please let us know if you have any questions.

Attendance/Absences

School attendance is one of the major factors affecting the progress for student achievement and academic success. Students must be on time and in the gym by 8:55 am.

If you are late to school you will need to check into the office. Be sure to bring a written excuse from home with you or have your parents call the office. Being “Ready” is one of our 3R+S rules for the year! That means being at school and on time with all supplies will help with success!

Students who are or will be absent should have parents notify the school office the morning of their absence. Please call 571-6900 and give your child's name, teacher's name and reason for the absence. Absences that are not communicated to the school office by the parent will be considered unexcused. Five unexcused absences in a month or ten in a year, will result in a Becca petition filed with the Pierce County Juvenile Court. If a student is tardy, they must check into the office before going to class (so hard to start the day on the right foot when a child is late....please help have them on time!!!)

Students who are taking a vacation during the school year must also notify the office at least one-week before leaving from school and complete a vacation form. All homework

must be completed upon return to receive an excused absence. PLEASE keep extra vacations to a minimum.

In the event of an extended student illness of three or more days, staff members will make every effort to provide make-up work within a maximum of 24 hours of the student/parent request. It is the student/parent's responsibility to obtain all missed work assignments and to make up tests and projects.

If a student needs to be released early for an appointment, please send a note to the teacher on the day of early release. This allows the teacher to have all materials ready when your child leaves for the day. The doctor office should give a note excusing your child from school. This needs to be returned to school the next day.

A parent may request that a planned family activity be approved by contacting our main office at least one week before the absence. There is a form to fill out in the office that will need to be signed by parent, teacher and principal with guidelines for homework.

****Excessive absences throughout the year will cause children to fall behind in school. Parents will be asked to meet with the Principal to rectify this situation. Dr. notes will be required if excessive.**

Tardies: Students will be classified as tardy if not physically present by 9:00AM

Assemblies

Point Defiance honors our Students of the Month during an all school assembly held once a month. These students are chosen by their teacher for demonstrating behavior that is respectful, responsible, ready, and safe. Dates for these assemblies are included in the weekly newsletter. Families of students being honored at the assembly are invited to join us. A letter is sent home with all the assembly details.

In addition to our Student of the Month assemblies, we will also have a Veteran's Day and a Martin Luther King Jr. Day assembly. Other assemblies may be added when opportunities arise to support our positive culture and climate, to learn about varied topics like anti-bullying and to celebrate opportunities community involvement and an appreciation for the arts.

Assessments

DRA (Developmental Reading Assessment)-This is a reading assessment designed to help teachers systematically observe, record, and evaluate changes in student reading performance. It features tools to assess reading engagement, fluency, and comprehension, allowing you to identify reading strengths and weaknesses and target instruction to meet individual needs. This assessment is given regularly and is recorded at trimester.

I-Ready- This is the district adopted universal screener. It is taken on the computer three times a year. It adapts to each student, providing easier or harder questions depending on how a student answers the previous questions. The data from this assessment is useful for teachers as they identify areas of strength and areas for growth. This assessment adapts across grades K-10 and provides valid and reliable growth data from year to year. It helps teachers track yearly progress as well as long-term progress as a student moves up in grade levels. Kindergarten does math only. 1-5 grades does math and reading.

WaKIDS (Washington Kindergarten Inventory of Developing Skills)- This is a process for welcoming students and their families to kindergarten, assessing students' strengths and discussing the characteristics of children's development and learning that will enable them to be successful in school. This is done in the Fall for kindergarteners only.

Smarter Balanced Assessment (SBA): ELA/Math/Science- Students in grades 3-5 will take the Smarter Balanced Assessment in math and English language arts. Grades 5 will take the science portion of the Measurement of Student Progress (MSP) because the Smarter Balanced Assessment does not yet include science. This is done over the course of a few days and takes place during the month of May. Testing dates will be shared with families in April.

ELPA21 (English Language Proficiency Assessment for the 21st Century) This Annual Test is given to all students who qualified for English Language Development services with a placement screener test. It measures students' growth in English language knowledge and skills. Results from this test determine which students are eligible to continue to receive ELD services. This testing is done in February-March.

Classroom-Based Assessments- These are assessments that are included as tools to monitor student progress toward reaching important learning targets. They include assessment for learning where students complete tasks and answer questions connected to **daily** learning targets. They also include assessments of learning that give us information at the **end of units** that tell us if students have grasped the key concepts of the entire unit.

Basic School Day Information

Because there is limited supervision before and after school, students should not arrive prior to 8:40 a.m. unless they are on the bus or having breakfast. Breakfast is served at 8:40 a.m. in the lunchroom. There will be no entry in hallways prior to the start of the day. It is important for everyone (parents and students) to check into the office –even before school hours! Students are to enter the building either through the front doors by the office or the doors in the hallway by the cafeteria. Students are to go either to the cafeteria for breakfast or to the gym to wait with their class. With all students in the gym in the morning, the space gets a bit tight. So, we ask that parents say goodbye to their students before entering the gym.

Staff will start working with students at 8:55 a.m. Please make sure you say your “good-bye” to students before entering the school and allow them to walk to the gym by themselves. If you need to discuss something with the teacher, please do this by calling for an appointment from 8:15-8:45 a.m. or 3:30-3:45. Thanks for allowing us to maximize learning with your child.

Breakfast & Lunch

It is the responsibility of parents or guardians to prepay for school meals, send payment with their student, provide a breakfast or lunch from home, or complete an annual application establishing eligibility for free or reduced-price meals. *Nutrition Services is unable to use state or federal funds to forgive student meal debts and has established guidelines to help families manage cafeteria accounts.*

We have convenient ways to pay for meals. You can pay on-line at www.lunchmoneynow.com/lmntac/splash.php Prepaid meals are always encouraged. This helps speed up service and ensures that your child always has money on account for a meal.

To apply for free or reduced lunch prices go to: www.mealappnow.com/mantac/splash.php or forms were sent in the first-day packet and are available from the school at any time.

Please refer to the district Nutrition Services Website for the most up to date meal costs and FAQ's. <https://www.tacomaschools.org/nutrition>

Bus Riding

We want the bus ride to be safe and pleasant. Bus drivers and staff will go over safety rules with children. Children should be extremely careful at bus stops and when crossing the streets. Check the district web site, www.tacomaschools.org for bus routes. Remember 3R+S goes for the bus too! Your student will be issued a ZPass at the beginning of the year to be attached to their backpack. This is for safety and will allow us to know where a child was picked up or dropped off every day! They will need this pass to get on and off the bus each day. If for some reason your child loses their pass they will have to come to the front office and request to have another one ordered.

PLEASE, do not stop or park in the bus loading zone! (Must enter on the lower parking lot driving south from 45th to 42nd exit!) going North to South – This is a one-way driveway! No double parking or blocking in the lower parking lot! Thanks for the safety of our kids

Calendar

Yearly calendars will be sent home in the first-day packets and can also be found on the district website www.tacomaschools.org . Scroll down to the bottom of the home page and click on calendars.

Communication

In our efforts to enhance communication with families. We have instituted a number of communication tools to keep you informed and to grant you the chance to share your ideas with us. Some regular modes of communication include:

- **Weekly Newsletters** (hard copy and on the website)
- **Robo-calls** – Recorded calls that goes out to all families with updates and reminders for the coming week
- **Class newsletters** – teachers send weekly or bi-weekly information home about what's happening in their respective classes.
- **PTA Meetings** – Parent driven information/planning meetings
- **Web-site** – Our school website will be updated with news and other pertinent information about the school.

Discipline

Our vision is to equip the students of Point Defiance Elementary with the necessary skills and strategies to become successful problem-solvers leading to safe choices and lessened disciplinary actions.

Due to the age and social/emotional development of student in grades K-5, behavioral intervention and discipline warrant a high degree of professional judgment and situational understanding. Every incident is approached on a case-by-case basis and in accordance with the school's behavioral program and district policies. We hope every violation of rules can be used as learning experiences for our students. We will use restorative measures with our students whenever possible. For example, if they vandalize, they will restore by helping to clean and renew areas of the school.

Regardless of grade-level, all students are expected to:

- Follow reasonable, developmentally appropriate behaviors.
- Respect the rights, personal space and property of others.
- Follow directions of adult staff the first time they are given.
- Not interfere with the teaching and learning of others.

Consequences for inappropriate behaviors will be:

- Consistent from day to day and student to student
- Cannot be disclosed to other students and parents
- Given after considering all surrounding circumstances
- Used a tool to learn and grow from

In addition to school-level behavioral intervention, some behaviors constitute sufficient cause for corrective action such as suspension, emergency expulsion, or long-term suspension or expulsion. These will be in dangerous situations like fighting, weapons, on-going harassment/bullying, or other flagrant or criminal activities.

Terms Defined:

Suspension – The exclusion from school and all school related events for a period of 1 to 10 days.

Emergency Expulsion – an exclusion from school pending reinstatement by the principal or until a fair hearing is held and a final determination is reached.

Long Term Suspension or Expulsion – an exclusion from school for more than 10 days.

Point Defiance has a school-wide system of expectations for behavior. Classroom expectations are explicitly taught by classroom teachers.

Dress Code

Clothing should not be distracting to the point where it interferes with instruction. Point Defiance's dress code is as follows:

1. All waistband sizes must not be more than 1 ½ inches larger than the current waist size. Pants must fit around the waistline. Sagging or dragging pants are inappropriate and students will be given string to tie-up pants.
2. Belts must not be longer than 3 inches past belt buckle.
3. All pants must be hemmed and not drag on the floor. No ripped or holes in pants.
4. Shorts, skirts and dresses need to be appropriate which means just above the knee or longer – no shorter than 2" above the knee.
5. Appropriate shoes for SAFE play. Shoes without heel/ankle support or back straps are not appropriate (no Heely shoes are allowed).
6. No outer jackets or coats will be worn during class time.
7. Halter tops, tank tops, bare midriffs, low-cut or see-through tops are not allowed. (no spaghetti straps please!)
8. Shirts with inappropriate slogans are not to be worn at school (i.e., references to drugs, alcohol, offensive language, sexual references).
9. Hats are only allowed outside.
10. Spandex shorts are allowed during gym classes only. Students must bring clothes to change into before P.E. class if they need.

Special Note: No facial make up (unless for school performances/special events).

Drop Off and Pick Up

It is very important to pick up your child on time after school. The school day ends at 3:30 p.m. and we only have supervision outside until the busses leave at 3:35. Finding a spot to pick up your child on Visscher Street, Bristol Street or 45th street keeps the bottle-neck down in our parking lots. If you are double-parking it is a safety hazard for our children. Please drive slowly in the school zone!

Grades/Report Cards

Formal academic progress reports, or report cards, shall be issued for kindergarten through fifth grade students three times each year. The exact dates for the first and second reports shall be determined by the school. The first report card shall be

issued approximately the 45th school day after the start of the school year. The second report card shall be issued approximately fourteen weeks (70 school days) later. The final report card shall be issued at the end of the school year. In addition, teachers will regularly share student progress toward essential skills and standards on a regular basis.

Harassment, Intimidation, Bullying - Zero Tolerance

Bullying Behavior (verbal, physical, electronic-social media, texting, or email) will result in discipline and possible intervention/report. If your child is experiencing issues at school, notify us right away. Help us by teaching students not to be bystanders when they see someone being bullied but to help by also telling the one bullying to stop. Always share with an adult. Don't wait until it festers. Tell us so we can help and intervene. We do our best to establish a culture of citizenship and leadership among students (3R+S – Respectful, Responsible, Ready and Safe). We encourage students to support each other by letting an adult know when they see or hear behaviors that could be viewed as harassing or intimidating. We appreciate our student leaders and parents who inform us of potential problems. Reporting issues help keep our school safe and allows us to focus on providing the best education possible for your child.

Teach your child to be kind to others – no name-calling, keep hands, feet and body to themselves and be considerate of others' feelings. When someone tells them to "stop", they need to listen and stop doing the action that is hurting someone else. Tag and horseplay almost always turns into a problem so students are asked to refrain from touching other students. We want Pt. D. to be safe!

Homework and Textbooks

Tacoma School District Policy #6052

The Board of Directors of Tacoma School District #10 believes that students who are assigned and do homework regularly are able to achieve not only more but more quickly. Homework provides a useful extension of students' learning opportunities. Homework may be defined as tasks to be done on a student's own time after school hours and is expected at both elementary and secondary levels.

Homework is an integral part of the learning process and presents opportunities for: Practice or drill in those skills or concepts already taught.

- Preparation for materials to be presented or taught subsequently.
- Extension or transfer of a skill or concept to a new situation.
- Creativity requiring integration of many skills and concepts.

- Completing assigned work not finished in class.
- Read at least 20 minutes per night.

Use of homework requires cooperation among teachers, students and parents. The District will provide support and resources for the successful implementation of this policy.

Basic textbooks are on loan to students for use during the school year. **They will be charged a fine for any lost or damaged books.** Be sure your child's name is written in pen inside the front of the book.

Any student who has lost or willfully cut, defaced or injured any property of Tacoma School District #10 may have his or her grades, diploma and or transcripts withheld until the student or the student's parent or guardian has made proper restitution... Policy 6056.

Books include library and classroom teacher books. Don't lose them!

Medications and Immunizations

Parents should make every attempt to give their children any necessary medication at home whenever possible. Medication that is prescribed three times a day can be given before school, after school, and again at bedtime. If your child must be given any type of prescription or over the counter medication at school, the following conditions must be

1. A physician must authorize all medication INCLUDING OVER-THE-COUNTER MEDICATIONS. School staff can only administer medication with a signed medication authorization form by the parent and the doctor. This form must be kept on file in the school office. These forms are available from the school secretary and are only good for one school year.
2. The medication must be in the **original bottle** with:
 - The student's name
 - The name of the medication
 - The correct directions for administering the medication
 - Parents must bring medication to school.

All medication, WHETHER PRESCRIPTION OR OVER-THE-COUNTER, will be kept in nurse's office in a locked cabinet. Students may not carry any medications (prescription or over-the-counter) on their person or keep any medications in their classrooms except in certain circumstances where life may be threatened and a physician has specified that the medication must be with the student at all times. School employees are not allowed to administer any prescription or over-the-counter medications in classrooms – only in the nurse's office.

Parents are always notified to pick up their child when the child's temperature is above 100 degrees, vomiting, or when a child is experiencing continuous discomfort or pain. Students need to be fever and vomit free for 24 hours prior to the return of school. This helps keep everyone else healthy!

All students must be up-to-date on their immunizations and a copy of the immunization records needs to be on file. The required immunizations to attend school are the following: (3) Hepatitis B, (5) DTaP, (4) Polio, (2) MMR, and (2) Varicella.

Health Room Tips...

- Chapped lips: We are unable to help with this; please send lip balm with your student.
- Clothing: Sometimes children will have accidents here at school. We do have a few items they can change into. If you could wash and return them to the Health Room, it would be greatly appreciated.

Parent Involvement

Parent involvement is a vital part of your child's education and success. Being supportive occurs at home and at school. Listed below are ways to stay actively involved:

1. Give your child some time each evening when he/she has your undivided attention. Remind them of our "3R+S" goals to be responsible, respectful and SAFE at School and in life!
2. Contact your child's teacher if you have any questions regarding his/her assignments. Call 571-6900 between 8:15-8:45 a.m. or 3:30-3:45 p.m. to get a hold of your child's teacher. Set up a time to meet if you have questions.
3. Encourage your child to ask questions about the assignments at the time when it is made or before he/she leaves school. Sign all plan books or assignment folders.
4. Provide a place with proper supplies and a regularly planned time when your child can study without the distractions of television, telephone or other siblings.
5. Provide your child the opportunity to go to the library and/or other resource areas in your community.
6. Help your child develop a system so that assignments will be remembered.
7. Join Parent Teacher Association (PTA) and attend school events with your child.
8. Volunteer! In the classroom, around school and on field trips. Volunteer forms are available in the front office. Every adult working with students must have a current volunteer form on file. Volunteer forms must be filled out each school year.

Make sure you always sign in at the office when you enter school for the safety of children and get a name badge. Unless prior plans have been made for the parent to work in the classroom, visitors will be asked to stay in the office area until the teacher can be notified.

Personal Property

I-PODS, skateboards, trading cards, video games and any other kinds of toys are not allowed at school. They will be confiscated if brought to school and held until a parent or guardian comes to pick them up. No toys allowed!

Cell phones brought to school must be turned off and kept in backpacks/lockers during school hours. If used during the school day, cell phones will be confiscated and parents must come to the office to reclaim their child's phone.

Point Defiance is not responsible for any lost personal items. School personnel will not investigate loss or theft of cell phones, electronic devices or toys that are brought to school.

Programs at Point Defiance

Point Defiance Elementary School offers a variety of learning opportunities and programs to meet our students' educational needs. They are as follows:

- Learning Resource Center (LRC) provides special education services for qualified students.
- Learning Assistance Program (LAP) gives support to students in 4th and 5th grade who did not pass standardized state tests.
- Other Special Education Services – physical therapy, occupational therapy, speech and language concerns and counseling services are available for children with these needs.
- ELL program provides additional learning for English Language Learners.
- Head Start - This is a three-hour preschool for our children –qualifying 4 year olds have a year of schooling. Great opportunity for starting school right!
- YMCA Daycare – A before and after-school childcare program for school-aged children. For information call 253.534-7840
- ASA – After School Activities: The YMCA, Bricks for Kids, Coding with Kids, TAZ-Tennis Association, Broadway Center Acting are just a few after school programs that have been sponsored by our PTA in past years. Watch your child's weekly newsletter or our website for more info.
- Promote Student Responsibility Through Problem Solving with Peer Mediators
- Girl Scouts
- Intramurals – Activities sponsored throughout the year
- 5th grade Environmental Science Camp – In October

PTA (Parent Teacher Association) with monthly family events and many opportunities to be part of school for students.

School Safety

At Point Defiance Elementary, the safety of all children is always our first priority. One of the ways we ensure the safety of children is by maintaining strict standards of behavior. It is the expectation of every faculty and staff member at Point Defiance Elementary that students will come to school ready to learn. All students are expected to be respectful, responsible, ready and safe.

There is a great deal of diversity amongst the families we serve. Therefore, we strive to ensure that everyone feels welcome at Point Defiance. Recognizing that we are a multiracial, multi-ethnic, multi-lingual, multi-able school, we believe it is part of our mission to provide a positive, harmonious environment in which respect for the diversity of our school community is promoted. We aim to reflect human dignity through respect, sensitivity and care exhibited in the interactions of staff and students.

The faculty and staff will work with parents to prepare students to be contributing citizens by providing rich and varied opportunities for academic achievement. No student has the right to interfere with a teacher teaching or a student learning. Good manners and respectful behavior are expected at all times. Students shall demonstrate respectful behavior to all adults, students, and property at school.

ALL visitors check in with the office and receive a visitor badge that needs to be worn while on campus. This allows staff to know that you are cleared to be on campus. When you leave please check out in the office so that in case of an emergency we are not looking for someone who is no longer on campus. We want to ensure that students and staff are safe and this ensures that the office knows who is on campus at all times.

Bicycle-Skateboards

3rd grade and up only

**** Students must wear helmets when riding bikes/skateboards to school. Parents will be called and asked to pick up student's bikes/skateboards if no helmets are worn.**

1. Ride your bicycle/skateboard/skates in the same direction as traffic. Use hand signals for all turns. Keep clear of pedestrians: respect their rights. **Once on school grounds, all bicycles, scooter, etc., must be walked, skateboards in hands.**
2. Obey the same rules as car drivers. Stop at all stop signs and signal lights.
3. Walk your bicycle/skateboard across streets and while on school grounds.
4. Be sure to stop and look both ways when coming out of an alley or driveway.
5. NO riding double.
6. When riding at dusk or after dark:
 - Wear reflective or light colored clothing
 - Your bicycle must be equipped with a light and reflectors
7. Your bicycle must be locked when parked at school. Pt. D. is not responsible for stolen property.

Weapons

The Board of Directors of Tacoma School District declares its intent not to tolerate possession of weapons by students on District property or at District-sponsored events.

Students who possess a weapon or who carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which manifests an intent to intimidate another or warrants alarm for the safety of others, shall be subject to discipline up to and including expulsion, "Possession" includes, but is not limited to: (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property (such as in his/her clothing, purse, backpack, gym bag or vehicle); or (c) under the student's control or accessible or available, such as hidden by the student.

A "weapon" includes, but is not limited to: (a) a firearm; (b) an airgun or any item which appears to be realistic firearms or airguns (look-a-likes); (c) a device commonly known as "throwing stars" or any knife which is a cutting or stabbing instrument with a sharp blade set in a handle. This includes Swiss pocket knives.

Firearms, air guns or "look-a-like" guns (including nerf guns) are considered weapons. Please check backpacks before students come to school. Any weapons could be an immediate expulsion until investigated.

***See 3R's Handbook on the web at www.tacomaschools.org**

Emergency Drills

Each month of the school year we will have emergency drills. As students participate in the drills it is important for them to understand and follow the directions below. Each of our drills gives us practice for different emergent situations from earthquakes, to lockdown drills. Students will be taught what to do in case of different emergencies during the first two weeks of school. The procedures for varied drills will be discussed. We will provide information for parents of what to do in varied emergent situations in our first-day packet.

School Closures/Late Start

In the event that school is closed or buses are running on a different schedule due to any extreme weather condition, local radio and television stations will keep you informed. Your children will only be released to the adult(s) listed on your current emergency card on file in our office. When we have inclement weather, please listen to one of the following radio stations: KING-1090, KIRO-710, or KOMO-1000. A School-Messenger report will be made to your home phone as early as possible. (Tacoma web address – www.tacomaschools.org is a great resource for all information for our school district!) Please note that with late starts, students will be eating later lunches.

Student Information

We need to know when there is a change of address or phone number so that you may be reached. If you are moving, it is very important that you send a note or call the school as soon as possible. The school should have at least two names and numbers to contact in an emergency. PLEASE make sure the office gets this information as well as the teacher!

Visitor Sign In and Authorization

Point Defiance welcomes parents, community partners and other visitors of our school. To schedule a visit, we ask that you contact your child's teacher at least 24 hours in advance. We need everyone to check into the office as you enter or leave to maintain a safe environment for our students and staff. At that time one of our great office staff, Ms. Neal, Ms. Mondoneda or Ms. Hanssen will assist you with the proper sign-in process and pass. If you plan on talking with a staff member about your child, please try to make an appointment by calling first to meet before or after school as this allows our staff to work hard with all children after 8:55 a.m. until 3:30 p.m. We ask that you not walk students to their children to class as this interferes with our routine for entering the school. With about 460 students entering at the same time, we want them to learn to walk to the right side of the hallway and use the "O" voice to start the day (This is part of our 3R+S so we can be teaching as much as possible). To schedule a classroom visit, please contact the front office; a classroom visit can be arranged after this call. There are more specific guidelines

for visitations in the district policies, but we always want to partner with our families....we just do not want to disturb the learning process.

Students from other schools are not allowed on campus unless it is prearranged that they are tutoring at the end of their school day. Older brothers/sisters picking up a Pt. Defiance sibling should not enter the building but wait for their little brother or sister either on Visscher Street or 42nd street on the sidewalk. Only adults listed in our student account system will be allowed to remove students from the premises. If you are planning to pick up a student during the school day, be sure to bring a current Washington Drivers License or ID card.

We also have a computer Kiosk in our entry way that can be used by all parents for the district website. It is a way to keep current on events happening at school and the district.

Volunteer Forms

Just a reminder that is a good idea to fill out a volunteer form at the beginning of the year. They are good for one year and it allows parents to help in the classroom, go on fieldtrips and be around the other students. We want a safe environment for all. All doors are locked in the building and everyone must check in to the office to be safe. See the Point Defiance Website for a form, as well as one is in this packet. Turn it in today with a copy of your driver's license and this allows our Volunteer Coordinator to put your name in the system. We want our children safe!