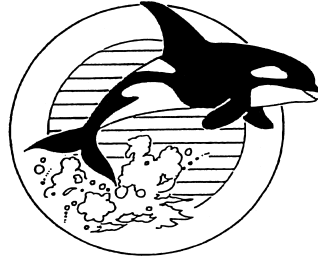


# ~Hazelwood~ ~Planner~



2006~2007

**HAZELWOOD**  
**Elementary School**  
**“Great Kids Accomplishing Great Things!”**  
**Student Handbook 2006-2007**



**11815 SE 304<sup>th</sup> St.**  
**Auburn, Washington 98092**

**Phone: (253) 931-4740**  
**www.auburn.wednet.edu**

**WELCOME TO HAZELWOOD**

You are part of the Hazelwood Orca "learning community." Our community is made up of over five hundred students, and over fifty staff members. In order for everyone to get along in a community, the community has a set of rules and expectations that the members follow. By reading this handbook, you will know how our Hazelwood community works and what behavior we expect from each Orca student.

**HAZELWOOD ELEMENTARY MISSION STATEMENT**

**By providing the foundation for life-long learning, the Hazelwood community empowers students to achieve high academic standards and reach their full potential.**

**Please take time to share this handbook with your parents so they also understand our expectations and procedures.**

***This planner belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

Cover Design by  
Ashley Hunt

**Auburn School District No. 408**  
**SCHOOL CALENDAR**  
**2006-07**

Revised 6/1/06

Month	M	T	W	Th	F	Days Taught		Month	M	T	W	Th	F	Days Taught		
<b>AUGUST/SEPTEMBER</b>								<b>FEBRUARY</b>								
	28	29&	30+	31&	1								1	2		
<b>1st</b>	4*	5	6	7	8			<b>6th</b>	5	6	7	8	9			
<b>Month</b>	11	12	13	14	15			<b>Month</b>	12	13	14	15	16			
	18	19	20	21	22				19*	20*	21*	22*	23*			107E
	25	26	27	28	29	19	19		26	27	28					106S
<b>OCTOBER</b>								<b>MARCH</b>								
	2	3	4	5	6								1	2		
<b>2nd</b>	9	10	11	12	13++			<b>7th</b>	5	6	7	8	9			
<b>Month</b>	16	17	18	19	20			<b>Month</b>	12	13	14	15	16+			
	23	24	25	26	27				19	20	21	22	23			128E
	30	31				21	40		26	27	28	29	30	21		127S
<b>NOVEMBER</b>								<b>APRIL</b>								
			1	2	3				2	3	4	5	6			
<b>3rd</b>	6	7	8	9	10*			<b>8th</b>	9*	10*	11*	12*	13*			
<b>Month</b>	13	14	15#	16#	17#			<b>Month</b>	16	17	18	19	20			
	20	21	22	23*	24*				23	24	25	26	27			144E
	27	28	29	30		19	59		30					16		143S
<b>DECEMBER</b>								<b>MAY</b>								
					1					1	2	3	4			
<b>4th</b>	4	5	6	7	8			<b>9th</b>	7	8	9	10	11			
<b>Month</b>	11	12	13	14	15			<b>Month</b>	14	15	16	17	18			
	18	19	20*	21*	22*				21	22	23	24	25			165E
	25*	26*	27*	28*	29*	13	72		28*	29^	30	31		21		164S
<b>JANUARY</b>								<b>JUNE</b>								
	1*	2*	3	4	5									1		
<b>5th</b>	8	9	10	11	12			<b>10th</b>	4	5	6	7	8			
<b>Month</b>	15*	16	17	18	19			<b>Month</b>	11	12	13	14	15			
	22	23	24	25	26	20E	92E		18	19	20	21E	22S	15E		
	29+	30	31			19S	91S		25	26	27	28	29	16S		180

**STUDENT ATTENDANCE YEAR**

September 5 First day of school  
 June 21E/22S Last day of school

**\*NON-ATTENDANCE DAYS**

&August 29 and 31 Learning Improvement Day 1 and 2  
 +August 30 District designated workshop (½ day)  
 \*September 4 Labor Day  
 ++October 13 State-wide inservice day  
 \*November 10 Veteran's Day  
 #November 15-17 Elem./middle school conferences  
 (Early release/late arrival days)  
 \*November 23-24 Thanksgiving vacation  
 \*December 20 - January 2 Winter vacation  
 \*January 15 Martin Luther King Day  
 +January 29 Optional day - (Secondary teachers)

**\*NON-ATTENDANCE DAYS (cont.)**

\*February 19 Presidents' Day  
 \*February 20-23 Mid-winter break  
 +March 16 District designated workshop  
 \*April 9-13 Spring vacation  
 \*May 28 Memorial Day  
 ^May 29 Alternate emergency school closure day  
 June 21 Last day of school - elementary  
 June 22 Last day of school - secondary

\*No school for teachers and students  
 #Contracted day for teachers--early release/late arrival days for elementary/middle school students  
 +Dist. designated/optional teachers' workshop--no school for students  
 ++State-wide inservice day--no school for students  
 &Learning Improvement Day--no school for students  
 ^Alternate emergency school closure day (Potential alternate emergency make-up day. If not needed, school will not be in session.)

# HAZELWOOD SCHOOL SUPPLY LIST

## Kindergarten

Backpack with pocket large enough for folder  
1 sturdy folder with pockets across the bottom  
Crayons/box of 24 (small size only)  
3 large glue sticks (or 6 small)  
1 pair of scissors  
2 large pink erasers  
2 "Sharpie" pens - black/fine-tip/permanent ink  
12 #2 yellow pencils/sharpened  
1 box of wet/baby wipes  
1 box of tissues  
1 ream of white copy paper

## Grade 1

Backpack or book bag  
1 sturdy folder with pockets across the bottom  
1 3-ring "Show off" binder 1½" spine  
24 #2 plain yellow pencils with erasers/sharpened  
2 "Sharpie" pens - black/fine-tip/permanent ink  
1 box of crayons/24 at least  
2 large pink erasers  
1 pair of blunt-end scissors  
6-10 glue sticks  
4 oz. bottle of "Elmer's" white glue  
1 spiral wide-ruled notebook  
1 5"x8" pencil box  
2 dry erase markers/dark color  
1 large box of tissues  
1 ream of white copy paper

## Grade 2

Backpack or book bag  
2 sturdy folders with pockets across the bottom  
24 #2 pencils yellow pencils/sharpened  
School box/large enough for all supplies/plastic preferred  
1 pair of scissors  
2 large glue sticks  
1 4oz. "Elmer's" white glue  
4 large pink erasers  
Crayons/16 pack  
Markers/8 pack  
Colored pencils/8 pack  
4 dry erase markers/dark color  
4 "Sharpie" pens - black ink/2 fine-tip/2 ultra fine-tip  
1 "Vis-à-vis" pen - black/fine tip  
1 large box of tissues  
2 boxes of wet/baby wipes  
1 ream of white copy paper

## **PLEASE:**

- No rolling backpacks
- No Trapper Keepers
- Mark all supplies with your child's name
- Supplies may need to be replenished throughout the year

**Students of Mrs. Titus and Mr. Crace: Do not buy from this list - a different classroom supply list will be mailed to you.**

1 sturdy 3-ring binder/2" spine/metal rings  
Pencil/pen pouch for binder  
Wide ruled notebook paper/200 sheets  
Notebook dividers/ minimum of 9  
24 #2 pencils/sharpened (no mechanical pencils)  
Crayons/markers/colored pencils  
1 highlighter  
3 dry erase markers/dark color  
4 "Sharpie" pens - black ink/2 fine-tip/2 ultra fine-tip  
3 red correcting pens or pencils  
Composition book with graph paper inside  
1 spiral notebook/wide-ruled/70 pages  
1 folder with pockets across the bottom  
3x5 lined index cards/100  
1 large glue stick and "Elmer's" white glue  
1 pink eraser  
1 pair scissors  
12" ruler with inches and centimeters  
School box/5x8/plastic  
2 large boxes of tissues  
2 boxes of wet/baby wipes  
1 ream of white copy paper  
Tennis shoes for PE/kept at school

## Grade 4

Backpack or book bag  
1 sturdy 3-ring binder/3" spine/metal rings  
Pencil/pen pouch for binder  
Wide ruled notebook paper/200 sheets  
Notebook dividers/ minimum of 9  
2 spiral notebooks/wide-ruled/70 pages  
Composition book with graph paper inside  
Dry erase markers/eraser or rag  
24 #2 pencils (no mechanical pencils)  
4 "Sharpie" pens - black ink/2 fine-tip/ 2 ultra fine-tip  
Crayons/markers/colored pencils  
1 highlighter  
1 pink eraser  
1 pair of scissors  
12" ruler  
1 protractor  
Glue sticks or "Elmer's" white glue  
3 folders with pockets across the bottom  
1 large box of tissues  
1 ream of white copy paper  
Tennis shoes for PE/kept at school

## Grade 5

Backpack or book bag  
1 sturdy 3-ring binder/ 3" spine/metal rings  
Pencil pouch for binder  
Notebook paper/500 sheets  
Notebook dividers (minimum of 9)  
2 spiral notebooks/wide-ruled/70 pages  
2 folders with pockets across the bottom/3 hole punched  
1 pink eraser  
1 pair of scissors  
5 dry erase markers/dark color  
1 white board eraser  
2 "Sharpie" pens - black/fine tip/permanent ink (no ballpoint pens)  
48 #2 yellow pencils (no mechanical pencils)  
Crayons/small box  
White glue/small bottle  
2 large glue sticks  
12" ruler with inches and centimeters  
Colored pencils  
Markers/fine-tipped (optional)  
1 large box of tissues  
1 ream of white copy paper  
Tennis shoes for PE/kept at school

## COMMUNICATION

Open communication is important to us. We encourage parents to call or stop by the office at any time if questions or concerns arise regarding student progress, curriculum, discipline, or any other school related issue. If you have a student concern that you would like to discuss with your child's teacher, please set up an appointment with the teacher by calling the school. The teacher will return your call at his/her earliest possible convenience.

**Student Phone Calls** – Because of the disruption to the learning environment, our policy is not to transfer phone calls to students in classrooms. We are happy to take messages for students if there is a last-minute change in their daily after-school routine.

## BREAKFAST AND LUNCH

It is each student's responsibility to have a lunch from home, money in his/ her lunch account, or the appropriate money for lunch. Any student who does not have a lunch will be offered peanut butter or cheese on bread and milk. Snacks and lunches may not be taken to the playground area during the school day. Breakfast and hot lunch is served daily. Menus will be sent home the beginning of each month, are available in the office, and prices are listed. For convenience it is recommended that parents purchase 10 or more lunches at a time. Your cooperation is greatly appreciated.

If your family meets income requirements, you may qualify for free or reduced prices for lunch and breakfast. Application forms are available in the school office.

## SAFETY

**School Visitors** – For the safety of the children, we require **all** visitors, including parents, check in at the office when they come to school and not go directly to the classrooms, playground, lunchroom or other areas of the building.

Visitors sign in at the office and must wear a visitor badge. Visitors not wearing a badge will be asked to return to the office and check in.

**No Bully Zone** – Because of the long term impact of Bullying we want to bring attention to Hazelwood as a No Bully Zone. We want all students to feel safe and secure and we will adhere to the following:

- We do not bully others.
- We help students who are bullied.
- We include students who feel left out.
- We tell an adult at school and at home when anyone is being bullied.

**Money and Valuables** – Because of the danger of loss, students are requested not to bring more money to school than is needed during the school day. Valuable jewelry, expensive cameras, electronic devices, and "toys" are not to be brought to school. Personal items of any kind are brought at the student's own risk of damage or loss.

**Safety Drills** – Drills are carried out during the year to practice for emergencies such as fire, earthquake, intruder alert, and bus exit. These are taken seriously and done on a routine basis.

**Emergency Cards** – On the 1<sup>st</sup> day of school each year, white student Emergency Identification Cards will be sent home with students. Please complete the card and place it into the emergency kit. Return the kit to school immediately. This information is necessary in order for us to contact you in the event of a natural disaster.

### Check out Procedures in the Event of an Earthquake

- Parents are to report to the checkout table. They are not to pick up their children without first stopping at the checkout table.
- If students are evacuated, the checkout table will be at the Command Center by the USA map on the playground.
- If students are evacuated for a short period of time and returned to the building, the

checkout table will then be at the Command Center by the mailbox in the front parking lot.

- A designated runner will go from the checkout table to the classroom area on the playground, or to the classroom in the building with a locator card.
- The teacher will initial the locator card and the student will go with the runner to the checkout table to meet their parent.
- Parents will check students out by signing the locator card at the checkout table when their child returns with the runner.

### COMFORT KITS FOR DISASTER PREPAREDNESS

Include in a large snap lock/zip lock plastic bag:

- 1 personal item such as a family photo or a note from parents
- 1 completed Emergency Identification Card
- Several snacks such as mini fruit juices with pop tops, granola bars, canned fruit, etc.
- 1 purse size package of tissue, small flashlight, Mylar/space blanket, baby wipes.
- Several plastic spoons/forks.

### STUDENT ARRIVAL AND DISMISSAL

**School Hours** – Grades 1-5 - 8:40am to 3:10pm

Half-day kindergarten - 8:40am to 11:15am or 12:35 to 3:10pm.

Full-day kindergarten - 9:25am to 3:10pm.

**Students should arrive no sooner than ten minutes before class is scheduled to begin.**

**Bus** – When students arrive at school, they are to line-up by the exterior classroom door and the teacher will let them into the building. When school is dismissed, teachers will escort students to the bus. Late arriving students must report to the office for a tardy slip.

**Private Vehicles** – If students are driven to school, please drop them off in front of the building. Students go directly to their exterior classroom door. When students are dismissed, parents may park in parking stalls and walk into the building to escort children to the car, or join

the “loop” and students will be dismissed as their car arrives at the front of the school. *Students may not walk through the parking lot to a waiting car.* No private vehicles should enter the bus zone at the side of the school at any time. Please use the Rainier parking lot for drop off/pick up of older students. **We encourage the use of the school bus for transportation to and from school.**

**Bicycles/Walking** – Any students who will be riding a bike or walking to school, who does not live in the safety walking area, must have written parental permission on file, must first meet with the Principal, and must show their helmet to the Principal and wear the helmet. Upon arriving at school, students will immediately park their bike in the designated areas and follow arrival procedures.

**Change in Transportation Routine** – We must be notified of exceptions to a student’s regular transportation routine. For the safety of the student, if the school does not receive a note from the parents, the student will be sent home per his/her usual routine.

**Respect Learning Time** – Students arriving late or leaving early are missing out on valuable instruction time. We understand that on rare occasions appointments, family emergencies, etc., make late arrive and early dismissal unavoidable.

**Tardy/Late Arrival** – Tardiness is another form of poor attendance. Please help your child be responsible for getting to school on time. Students who arrive after school begins **must** check in at the office for an admit slip before going to class. This will eliminate an unnecessary attendance call to you. There are occasions when appointments cause students to arrive late to school, but it is our hope that these appointments be scheduled outside school hours or on non-school days whenever possible.

## BEFORE AND AFTER SCHOOL

Goal: Students will arrive and depart in a safe and orderly manner.

**Before School** – Students will unload from buses in an orderly manner, keeping hands and feet to themselves. Upon arriving, students having breakfast will line up at the breakfast line, or wait by the doors to the breakfast line until it opens. Students not having breakfast will walk to the outside (exterior) door of their classroom. Students will wait calmly outside the classroom door. The teacher will open the door ten minutes before school begins. Students are not to enter the classroom unless the teacher is present.

**After School** – Students will go directly from class to the bus loading area. Students are always to go home by their everyday routine unless they bring a parent note stating otherwise. Bus passes are not a last minute item. Students waiting for rides are to wait at the flagpole or walk to the Rainier parking lot.

## ATTENDANCE

Students develop good or poor attendance patterns early in their school careers. By having students stay home only when absolutely necessary, parents can help children develop good attendance habits.

The 1995 legislature passed a law requiring that all students age 8 through graduation attend school and that the school document all absences.

The law requires that school officials send a letter advising you the specifics of the truancy law after two (2) “unexcused” absences. If a student accumulates five (5) unexcused absences in a month, or ten (10) in a semester, a petition with the juvenile court must be filed. Therefore, we ask that you notify us by calling to leave a message, or send a note to school with your child upon his/her return. By doing this you have “excused” your child’s absence. If we

do not hear from you, the absence will be considered “unexcused”.

*Please use the following procedure to inform the school of your child’s absence:* Call Hazelwood at (253) 931-4740 or email us at [ahubley@auburn.wednet.edu](mailto:ahubley@auburn.wednet.edu) and leave a brief message if your child will be late or not attending school. Leave the following information:

- Student’s name, and teacher name.
- Date and reason for the absence – (illness, appointment.)

If your child is absent and no message is left, an office staff member will call your home. These phone calls are time-consuming and can be totally eliminated if all parents of absent children call and leave a message.

**Early Dismissal** – Please send a note to the teacher letting him/her know the student will be leaving early. When it is time to pick up your student, come to the office to sign them out of the building. Even though you send a note to school with your student, he/she will not be sent to the office until you arrive. While you are signing the student out, the secretary will call the student to the office.

## HEALTH INFORMATION

**Student Illness** – If your child is ill to the extent that it will be difficult for him/her to participate in the activities of a normal school day, including recess, it is best to keep the child home. We do not have adequate facilities to care for ill children for long periods of time. In the event that your child is identified at school as having an infectious illness, you will be informed, and asked to pick up the student.

**Health Screening** – Vision, hearing, and dental screenings are done at school. Parents are advised if the results show a need for additional follow up from your physician. Screening for scoliosis (curvature of the spine) is done in fifth grade.

**Medication** – For the safety of all students, medications must be brought to school by parents or another responsible adult. Students may not bring medication to school. We are unable to give any medication to a student at school without a written request from a parent **and** a doctor or dentist. This applies to all over-the-counter medications such as cough drops, as well as, prescription medication. Inhalers are categorized as medication and will require written instruction. Medication authorization forms are available in the school office.

**Head Lice** - In efforts to control the spread of lice among classmates, students will not be admitted to school with any visible sign of lice or lice eggs (nits). If evidence of lice is discovered while the student is at school, a parent will be called and asked to take the child home. Students may return to school when they have been properly treated for the lice condition, no nits are visible in their hair, and the student has passed a head check by the school nurse/health tech.

**Immunization** – Washington State law requires that all students must be immunized against diphtheria, whooping cough, tetanus (DPT) polio, measles, and rubella, and mumps. A second dose of measles vaccine is required for all children entering sixth grade. All kindergarten through third grade students must have begun a series of three hepatitis B immunizations before entering school.

#### **STUDENT DRESS CODE**

- Clothing and/or accessories displaying reference to alcohol, tobacco or drugs, or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
- Apparel, accessories, or manner of grooming, which indicates gang affiliation or promotion, is not allowed. This includes bandanas.
- Hats shall not be worn in the school building during the school day, unless it is “spirit day”.

- Attire that exposes the torso, i.e., halter-tops tank tops, see-through clothing, and clothing that does not cover undergarments, is not appropriate school wear. Pants will be worn at waist level even if a shirt covers the body.
- Jewelry and other accessories or clothing that may present a safety hazard or danger to self or others shall not be worn. This includes wallet chains and spiked accessories.
- Spandex clothing worn as outerwear is not permitted during the instructional day.
- Shorts and skirts must be fingertip in length and hemmed.
- Shirts or blouses must be free from holes and pants must not be cut or have holes above mid thigh.
- Dress and/or appearance that causes interference with work, or creates a classroom or school disruption, will not be permitted.

#### **STUDENT EXPECTATIONS**

1. **Demonstrate respect and care at all times.**
  - Keep hands, feet, and objects to yourself.
  - Be honest and courteous.
  - Do not disrupt or bully others.
  - Include others that are feeling left out.
2. **Care for school and personal property.**
  - Walk quietly and directly to and from all activities.
  - Take proper care of equipment, the building, and school and personal property.
3. **Be responsible, independent workers.**
  - Strive to do your best possible work.
  - Be prepared by having appropriate books and materials available.
  - Complete and return all homework when assigned.
  - Complete all assignments when returning from absence.
  - Strive for excellent attendance & arriving at school on time.
4. **Observe playground boundaries and school safety rules.**
  - Play only in designated areas.

- Play only approved games and activities – no rough play.
- Leave the play area only with permission from the playground supervisor.

**5. Obey directions of adults.**

- Cooperate by following all school rules and directions of adults.
- Learn and follow individual classroom rules and procedures.
- Tell an adult at school when someone is bullying others.

**CORRECTIVE ACTION PLAN**

Listed below are the main components of the Hazelwood school-wide program of consequences of inappropriate behavior. Most situations are handled at the classroom level.

- Individual classroom rules, procedures, rewards, consequences.
- Office or Class time-out assignments, Think Times, are given when students are defiant, disrespectful, or when they need a place to calm down and be away from classmates.
- Lunch Recess detention as a consequence for classroom or recess unacceptable behaviors.
- AM or PM Recess detention is assigned to students who have excessive tardiness, or classroom or recess disruption.
- Lunch & Recess Detention is assigned for behavior that is disruptive to the greater learning environment including classroom and recess disruptions.
- After or before school detention with the principal as assigned for school or bus misbehavior.
- Friday School Detention from 3:10 – 4:30 pm is assigned for students for significant disruptions or repeated disruptions. Parents are responsible for picking up their student after Friday School Detention

In some cases, action beyond the components listed above must be taken. This may include a Behavior Contract, In-House Suspension, Short Term Suspension, and/or Emergency Expulsion.

Parents will be notified prior to any student staying after school. Transportation for before or after school detention will be the responsibility of the parent. Students should not walk home after study room or detention unless parents give specific permission to do so.

**HOMEWORK POLICY**

Education is a lifelong process, which extends beyond the school. Students must recognize that learning occurs in the home and community as well as in the classroom. Homework reinforces classroom instruction and promotes independent study.

Students who engage in homework on a regular basis can increase achievement and enhance their learning opportunities. Homework is defined as tasks performed regularly by a student after school hours. Homework may be assigned for one or more of the following purposes:

1. To study, review, or practice those skills or concepts previously taught.
2. To complete assigned work not finished in class or missed due to absence.
3. To extend or transfer a skill or concept to a new situation.
4. To prepare for future learning.
5. To use skills or concepts creatively.
6. To promote desirable life skills, time management, self-management, & individual responsibility.

Homework is most effective when teachers, students, and parents are actively involved. Each party should be encouraged to accept certain responsibilities to ensure that homework is an effective tool to improve student learning.

Students that have not completed homework may be assigned to Recess Study Rooms:

- Lunch recess sitter rooms for grade one and two students when necessary to finish schoolwork.
- Noon study rooms for grades three through five students when necessary to finish schoolwork.
- After or before school study with teacher as assigned by the teacher.

## PLAYGROUND RULES

Hazelwood is a NO Bully Zone!

1. Be courteous, use common sense, and be a good sport. We don't bully others.
2. Always listen to the playground supervisors. We tell an adult at school and home when somebody is being bullied.
3. We help students and include students who are feeling left out.
4. Follow game rules and equipment rules.
4. Use school equipment only; do not bring toys, balls, or radios from home.
5. Avoid wearing loose jewelry and do not carry pens or pencils on the playground.
6. Avoid activities that involve tripping, pushing, kicking, tackling, pulling clothing, or any other rough play.
7. Throw only balls/equipment provided for that purpose; do not throw cones, sticks, dirt, sawdust, stones, or snowballs.
8. Climb only on equipment designed for climbing – stay off fences, backstops, trees, or structures not intended for climbing.
9. Take turns in lines; no “cuts”.
10. Do not play chase games.
11. Eat food items in the building except when special permission is given by the principal.
12. Play away from classrooms and doors.
13. Use equipment only for the purpose it was intended.
14. Leave other students and their property alone.
15. Use the bathroom before going out to recess.

### Big Toy/Bars

- Keep your hands and feet to yourselves at all times.
- Two hands on the bars at all times.
- No chicken fights on the bars.
- No chasing on, through, or around the Big Toy.
- No walking on the chains unless you are holding on to the top bar.
- Slide down the slide only – no climbing up the slide.

- Do not play with, throw, or run in the sawdust.
- Climb down the fire pole – do not jump.
- Share space with others.
- Do not stand on top of the bars.
- Play games only in designated areas

### Ball Games

- Use each ball for its intended purpose.
- Kick and throw balls away from the building (no balls on the school building roof).
- Be responsible for any ball you are using – return it to the proper storage bins.
- Share all balls.

**Stay within playground boundaries and away from restricted areas.**

### Restricted Areas – Don't play in these areas.

- Classroom outside doors
- Classroom and halls
- South blacktop areas behind rooms 409 & 410
- Landscaped areas
- The hill area alongside the fence
- Parking Lot
- The bars and the steps, which lead down to the grass.

# PLEASE RIDE THE BUS TO/FROM SCHOOL...

(This way, kids will be at school on-time)

If you must drive your student to school, we need your help on the following:

Student drop off/pick up area (car rider's circle) is once again directly in front of the school at the main doors. Students are not to exit the car until you have pulled to a stop at this location. Please drive slowly and never leave your car unattended unless you are in a parking stall, this includes those parents who want to walk a student to class "really quick".

The Transportation department requests that the bus loading/unloading area, also identified as the staff parking lot, is not to be used as a drop off or pick up area for students. It is important that busses are the only vehicles coming into this area between the hours of 8:15-8:45 a.m. and again from 2:45-3:15 p.m..

For your convenience, and for parents/guardians that are comfortable with it, Rainier Middle School may be used as a drop off or pick up area for students. We have a stairwell that goes directly from their parking lot to Hazelwood's playground.



Thank you for your help!



EMAIL US!

YOU'VE GOT MAIL!

Are you an e-mail user? If so, you can *email staff members* by using the first initial of their first name, and the last name followed by [@auburn.wednet.edu](mailto:@auburn.wednet.edu).  
Ex: Jane Doe would be [jdoe@auburn.wednet.edu](mailto:jdoe@auburn.wednet.edu)

Visit our website at [www.auburn.wednet.edu/hzlwood](http://www.auburn.wednet.edu/hzlwood) and click on a name to

## SCHOOL LUNCH - PAYING WITH A CREDIT/DEBIT CARD!

In an effort to provide a convenient service to the school community, you are now able to pay\* into student accounts via the internet. You can view \*\*payment history and meal activity as well. Just think, no more lost or forgotten lunch money!

Go to [www.mymealtime.com](http://www.mymealtime.com).

Click CREATE NEW ACCOUNT.

Fill in account information.

Click CREATE ACCOUNT (just the first time you visit).

Click SIGN IN.

Click ADD NEW STUDENT.

Enter Student First Name and PASSCODE.

**Confidential PassCode:**

**For (Name):** xxxxx xxxxxxxxxxxx

Repeat steps 6 and 7 for each student in the family.

Make payments! (Minimum deposit amount is \$25.00). Deposits should show up each morning directly in each student account!

**NOTES:** \*There is a 4.9% fee for total transaction (\$25.00 plus 4.9% = \$26.22 charge)

\*\*Allow 2-3 days for information and history to show up on the website

Questions? E-mail [ChildNutrition@auburn.wednet.edu](mailto:ChildNutrition@auburn.wednet.edu), or call (253)931-4972.