



**Lea Hill Elementary**  
**Established 1965**

# Mustang Handbook

## 2008-2009

### **Lea Hill Staff Vision Statement**

*Lea Hill empowers students to become responsible,  
productive individuals in a changing society.*

### **Lea Hill Staff Mission Statement**

*Working cooperatively  
in our learning community,  
Lea Hill fosters growth,  
to maximize each child's  
social, emotional and academic potential.*

Lea Hill Parents,

The following is a descriptive guide of the school wide student management system at Lea Hill. Please read it carefully and discuss it with your child. Please contact me if you have any questions, comments, ideas, or concerns. This handbook is also available on our school website.

Sincerely,

Ed Herda  
Principal, Lea Hill  
eherda@auburn.wednet.edu  
(253) 931-4982

## **Examples of Positive Recognition at Lea Hill:**

A philosophy and program of recognizing and rewarding positive behavior is an integral part of Lea Hill's student management plan.

1. Specific verbal reinforcement given to students during the school day
2. Individual classroom recognition programs and rewards
2. PTA incentives, which may include popcorn
3. Student-of-the-Month Lunch (pizza with Mr. Herda)
4. Positive phone calls, e-mails, letters from staff
5. P.R.I.D.E. assemblies with special invitations for the parents.
6. Kiwanis B.U.G.S. (Bring Up Grades) program in 3<sup>rd</sup> – 5<sup>th</sup> grade
7. Academic recognition (grade 5 – Presidential Academic Fitness)
8. Presidential Physical Fitness (grade 3<sup>rd</sup> – 5<sup>th</sup>)
9. Accelerated Reader incentives
10. Bonus recesses for special goals

## **Lea Hill Philosophy of Student Management**

It is our belief that students can learn to identify behavioral options and make appropriate choices. Students learn when they are expected to assume responsibility for themselves and their choices. Both parents and the Lea Hill staff must work together to assist the student in learning these responsibilities. To ensure success in this partnership the following responsibilities are outlined:

### **Responsibilities of Lea Hill Staff**

Recognize a need for balance in the rights and needs of individual students and groups in the educational setting.

Develop rules and procedures that protect student rights and encourage responsibilities.

Identify, teach, and reinforce expected student behaviors and responsibilities.

Encourage and assist students in recognizing and making positive choices regarding their behavior.

Regularly and clearly communicate with the parent or guardian regarding student behavior.

Work closely with the parent or guardian to assist the student in resolution of student behavior problems.

### **Responsibilities of Lea Hill Parents**

Ensure the students' attendance.

Encourage a positive attitude toward the school, its programs and activities.

Support and reinforce the school rules and expectations for student behavior.

Communicate with the school staff regarding student behavior problems and possible contributing factors.

Work with school staff to facilitate the resolution of student behavior problems.

Read and review the Mustang Handbook with the student.

## Lea Hill School Policies

**To help ensure an environment that is safe and conducive to student learning, the following school policies are in effect at Lea Hill Elementary School;**

Students bringing drugs, alcohol, tobacco, or weapons onto school property will receive severe disciplinary action.

For student safety, all adults must sign in at the office and pick up a visitor's badge. To reduce disruptions to student learning, classroom visitations are allowed by prior arrangement only.

For their own safety, students are not allowed to be on campus prior to 8:30 a.m. We do not have supervision available until that time. Cumulative early drop offs may result in lunch detention.

For their own safety, students who are not riding the bus or walking home must be picked up at 3:10 p.m. We do not have after school supervision available. Cumulative late pick ups may result in lunch detention.

Electronic devices (cell phones, laser pointers, I-pods, digital phones, video games, etc.) skateboards, in-line skates, roller shoes (heelies), toys, may not be brought to school.

**\*Aug. 2008 update:** Personal Electronic Devices: While on school property or while attending school-sponsored or school-related activities, students may possess personal telecommunication/electronic devices, including but not limited to PDA's, MP3 Players and cellular phones, provided that the use of such devices do not pose a threat to academic integrity, disrupt the learning environment or violate the privacy rights or safety of others. **Students shall comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices, as appropriate for grade level.**

Absolutely no selling or trading of student property (typically toys) at Lea Hill.

Literature, drawings, music, book covers, notebooks, etc. that display or suggest profanity or pornography will be confiscated.

Profane/vulgar language and/or gestures will result in consequences.

Only intermediate students living within the safe-walking zone may ride bicycles to school. Primary students may ride bicycles if escorted by an adult. Students must wear helmets and have locks for their bicycles. Students are only allowed to walk their bicycles on campus.

Animals may be brought to school with the permission of the teacher and Mr. Herda. They are to be brought in by the parent/guardian and may be kept at school only for the duration of the sharing period.

For student safety, please do not bring pets (dogs, etc.) on campus for student drop off or pickup.

Only registered students will be allowed to attend Lea Hill. Guests may visit during lunch with the permission of the teacher and/or Mr. Herda.

## School Rules/Programs

**Olweus:** In 2005-2006, Lea Hill implemented the Olweus [pronounced OI-VEY-us] Bully Prevention Program to reduce and prevent bullying problems and to improve peer relations at school. This research based program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The program has school wide, classroom, individual, and community interventions. Staff, students, and parents participate in most aspects of the program. All Lea Hill staff were trained in this program and how to intervene in bullying incidences. Bullying is intentional harm that is repeated over time. To be considered bullying there must be an imbalance of power, either mentally and/or physically. Bullying is not a friendship problem that happens between friends or the occasional mean incident between students. Every classroom will be working hard to make Lea Hill a Bully Free Zone! Each classroom will hold weekly classroom meetings with students to increase knowledge and empathy and reinforce our school-wide rules against bullying.

- We will not bully others.
- We will help students who are bullied
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult.

**Love & Logic:** Since the fall of 2006, Lea Hill's school-wide discipline plan has centered around the Love and Logic program. Love and Logic is a philosophy of raising and teaching children. Love allows children to grow through their mistakes. Logic allows children to live with the consequences of their choices. Love and Logic is a way of working with children that puts parents and teachers back in control, teaches children to be responsible, and prepares young people to live in the real world, with its many choices and consequences. The following statements can be found on a poster in many Lea Hill classrooms -

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that doesn't cause a problem for anyone else.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.
- What I do, will depend on the special person, and the special situation.
- If you feel something is unfair, whisper to me, "I'm not sure that's fair," and we will talk.

**Think Time:** Beginning in the 2007-2008 school year, Lea Hill and six other Auburn elementary schools have partnered with the University of Washington – Tacoma, to implement this program. Think Time helps to create a positive classroom environment whenever any student exhibits a behavior that is disruptive to the class. The technique emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. Think Time has two parts. The first part is designed to allow students to focus and gain self-control by asking them to either sit off to the side of the class or move to another classroom. The second part involves providing the students with feedback about their behavior and an opportunity for him or her to plan for future success in the classroom. We will notify you if your child has been directed to Think Time four or more times within the school week. Additionally, we will ask for your assistance if problems persist or if a problem is unusually challenging. For more specifics regarding the Think Time process, contact your child's teacher or Mr. Herda. Additional information is also available on our school website.

# Consequences for inappropriate choices

At Lea Hill consequences are meant to assist students in learning appropriate choices. The vast majority of discipline situations are taken care of at the classroom level. It has always been our school's policy to begin with the least-restrictive intervention and move along a menu of choices until the student is able to change to a more positive behavior.

*Possible consequences include, but are not limited to;*

- A visit to a Think Time buddy classroom
- Lunch Detention (this is during lunch recess)
- Loss of privileges such as field trips, assemblies, class celebrations, etc.
- After school detention (3:10 to 3:40) (Supervision for this consequence will be shared equally by all certificated staff; parents will be notified in advance.)
- In School Suspension (Assigned by Mr. Herda only; parents will be notified in advance.)
- Out of School Suspension (Assigned by Mr. Herda only; parents will be notified in advance.)

## **Lea Hill Student Dress Code**

*The following guidelines have been developed to help define appropriate attire at Lea Hill. These rules apply to all students in grades K-5. Mr. Herda reserves the right to determine what is disruptive to student learning at Lea Hill. Please help us by ensuring that your child is appropriately dressed for learning. Thank-you for your support!*

- Dress and/or appearance which constitute/present a clear danger to the student's health and/or safety, or which cause interference with work to create a classroom or school disruption/distraction, will not be permitted.
- No washable tattoos, using markers on the hands, face, etc.
- Makeup, cologne, body sprays, etc. are not allowed.
- No disruptive/colorful hair dyes such as blue, purple, pink, green, etc.
- Short shorts and cutoffs are not allowed. Shorts must be at least fingertip in length (as student is standing up straight) and hemmed.
- Tank tops (and tube tops) are permitted only if a shirt, blouse, or vest is worn under or over them.
- Bare-midriff clothing (such as a "crop top") is not permitted. T-shirts with sleeves cut off are not permitted.
- T-shirts, hats, badges, or other items of apparel which (by printed word or symbol) display or promote alcohol, drugs, tobacco, sex, nudity, violence, or gang behavior, or that disrupt student learning are prohibited
- Hats must be worn outside the building, and forward (not backwards or sideways).
- Bandanas are not allowed.
- Pants, shirts, or blouses must be free from holes or must not be cut as to be revealing (no "sagging").
- Spandex shorts or running pants are not appropriate for school.

## Attendance Requirements

Washington State compulsory attendance law (RCW 28A.225) and Auburn School District policy require parents/guardians to ensure students, between the ages of six (eight years of age if the student has not yet attended public schools) and eighteen, attend school *every day that school is in session*. The following outlines procedures used in the Auburn School District.

- If your student has one unexcused absence in any month during the school year, the school will inform you (and/or the juvenile) of the unexcused absence in writing or by telephone.
- A conference will be scheduled with you and your student after two unexcused absences are recorded for the student within any month during the current school year. (If a regularly scheduled parent/teacher conference needs to occur within 30 days of the second unexcused absence, the district may schedule the required conference on that day.)
- An attendance agreement/contract will be entered into after five unexcused absences are recorded for your child.
- Washington State statutes permit the following actions be taken by a school district following five unexcused absences in a month or ten unexcused absences in a given school year:
- *The district and/or parent or guardian shall petition (Becca petition) with the juvenile court to assume jurisdiction for the purpose of alleging a violation of the compulsory attendance law.*
- *The Court is authorized to order the student to be punished by detention (or an alternative to student detention such as community service hours, participation in drop-out prevention program, and/or referral to a community juvenile conference board if such is available).*
- *The Court is also authorized to fine the student's parent/guardian not more than \$25 for each day of unexcused absence from school or order the parent/guardian to provide community service at the student's school.*

The impact of legislative changes in the compulsory attendance law regulate the manner in which school districts work with parents regarding students' unexcused absences only. General rules, procedures, and regulations relating to student attendance are unchanged. Please feel free to contact the school if you have questions.