



Lea Hill Elementary
Established 1965

Student Handbook

2009-2010

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.*

Dear Lea Hill Parents & Guardians,

The following handbook is a descriptive guide of the Lea Hill student management system. Please read it carefully with your child. If you have any questions, comments, concerns, or ideas, feel free to contact me. This handbook is given to every student who enrolls at Lea Hill and is also available on our website. I look forward to serving you and your child, Go Mustangs!

Sincerely,

Ed Herda
Principal

Lea Hill Elementary School Student Handbook 2009-2010

<u>Table of Contents</u>	Page #
Positive Recognition at Lea Hill	3
P.R.I.D.E Traits and Names of Previous Recipients	4
Philosophy of Student Management	5
Research-Based Behavior Management Programs Practiced at Lea Hill	6
Lea Hill School Policies	7
Consequences for Inappropriate Choices	8
Lea Hill Student Dress Code	9
Compulsory Attendance Letter	10

Examples of Positive Recognition at Lea Hill:

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

1. Specific verbal praise 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 (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 3rd – 5th grade
7. Academic recognition (grade 5 – Presidential Academic Fitness)
8. Bonus recesses for special goals
9. Accelerated Reader incentives
10. *Perfect Attendance (zero absences, zero tardies, no exceptions)
11. *Olweus "You Have Courage" awards
12. *Auburn Noon Lions Club – Students of the Month (fifth grade)

Examples of Problem-Solving Strategies Taught and Practiced Regularly at Lea Hill:

Peace Talk - Keep feet on footprints. *Listen – no interrupting. *Take turns talking.

1. "I feel _____ when you _____."
2. "I want _____."
3. "To keep peace, next time I will _____."
4. Agree on how to solve the problem. Shake hands.

Kelso's Choices (for small problems that students are expected to solve on their own)

- Talk it out
- Share and take turns
- Ignore it
- Walk away
- Tell them to stop
- Apologize
- Make a deal
- Wait and cool off
- Go to another game

Lea Hill Elementary School P.R.I.D.E. Traits

- P** POSITIVE ATTITUDE: Always looks for the best in what goes on around them!
- R** RESPECTFUL: Polite and courteous to others; sensitive to other people's feelings; extends friendship to all.
- I** INTEGRITY: Always tries to do the right thing!
- D** DEPENDABILITY: We can count on you!
- E** EFFORT: Tries to do their best!

These former Lea Hill students have earned all five PRIDE letters!

Kelly Barrett	Ariana Kukors	Jennifer Wilde	Jessica McAllister	Megan Kickner
Erica Hunter	Margene Norris	Kasie Willoughby	Collin Santos	Nicole Larson
Stephanie Zeimet	Danielle Telstad	Desiree Wilson	Andrew Asher	Harman Singh
Jenny Baker	Jennifer Morton	Blake Helgerson	Maria D. Hernandez	
Seasan Erickson	Melissa Forsey	Lisa Hunt	Alexandra Mojica	
Starla McCranie	Walt Ray	Megan Light	Katharine Burkhauser	
Randi Sue Kight	Adam Robbins	Nathan Shepherd	Amanda Colella	
Joe Erickson	Caleb Valdovinos	Jamie Vallee	Maiwah Huang	
Brandon Donat	Mackenzie Helgerson	Leah Zambrzuski	Joshua Upchurch	
Mario Ribas	Jillian Prince	Ryan Anke	Jason Duesing	
Courtney Fleming	Bryce Taylor	Sean Avery	Kaylin Hulse	
Candice Lowery	Nicole Ball	James Borgens	Nichola Usher	
Julianne Sanford	Ryan Byarlay	Whitney Fix	Sean Happenny	
Jerome Tso	Kirsten Fausko	Kristen Gelbach	Karina Zhuravel	
Noah Frerichs	Michelle Happenny	Kaylen Hankemeier	Brice McCulloch	
Jordan Martin	Ariana Peak	Erin Kelly	Griffin Lamb	
Jordan Bolles	Laura Sahlin	Quincy Mortimer	Amy Flores	
Steven Fels	Devon Beers	Derek Probst	Kyle Byers	
Brena Holman	Kayla Fix	Brian Sahlin	Felicity Hughes	
Amanda Ryan	Sean Lyon	Jamie Slaten	Hunter Arnold	
Brianna Wentzel	Shana Vaughn	Brittany Wentzel	Nick Brooks	
Jessica Spaid	Christopher Williams	Ashley Youngs	Samara Chapman	
Rebecca Jaquish	Ben Avery	Aaron Bloom	Kady Audette	
Erin Deahl	Amanda Bakken	Chelsey Ironmonger	Christina Chatman	
Tyler Worton	Travis Dietz	Amanda Kelly	Mari Colella	
Alex Filson	Nathan Froelich	Justin Edwards	Anastasia Finney	
Stephanie Fargher	Erika Richardson	Juliann Little	Cassandra Goodwin	
Jeff Anke	Erin Brewer	Elyse Rester	Emily McAllister	
Kevin Johnson	Chazlee Lamberson	Matthew Link	Meagan Pond	
Carissa Book	Nicole Appleby	Tiffany McDonald	Sabrina Pott	
Heather Joslin	April Perigen	Yelena Pasko	Sara Acker	
Joshua Opiela	Leah Shamberg	Stephen Borgens	Samuel Elkins	
Trevor Frazier	Bryson Shepherd	Kailee Munson	Madison Latora-Guinn	
Shannon Pellegrini	Nolan Ball	Megan Telstad	Morgan Souza	
Elynora Eckroth	Erin Barton	Nicole Wick	De'Metrius Thornton	
Sarah Gelbach	Lynnee Hall	Tessa Woods	Matthew Upchurch	
Jennifer Woods	Ashley King	Nicole Sencenbaugh	Dmitriy Arkhynchuk	
Michael Borgens	Emily Kukors	Crystal Labarge	William Colella	
Meghan Gelbach	Trenton Little	Jamie Byarlay	Emily Gallagher	
Hayley Mortimer	Joey Sahlin	Hillary Frett	Hannah Hawley	
Robin Serquinia	Michael Sahlin	Bryce Williams	Kamila Khashimova	
Cidney Blankenship	Scott Saiki	Sara Fiksdal	Samantha Wepler	
Kalen Halverson	Cherity Smythe	Katie Hayward	Diana Andriyuk	

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 behavior problems.

Responsibilities of Lea Hill Parents

Ensure the students' reasonable attendance (drop off and pick up on time please).

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, solutions, etc.

Read and review the Mustang Handbook with the student.

***Check student backpacks daily; look for "The Mustang Express" every Thursday.**

***Monitor, encourage, and guide student homework, do not do it for them.**

Research-Based Behavior Management Programs Practiced at Lea Hill

Olweus: Lea Hill implemented the Olweus [pronounced Ol-VEY-us] Bully Prevention Program in 2005 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 and Logic: Lea Hill formally introduced this program in the fall of 2006. Love and Logic is a philosophy founded by Jim Fay and Foster W. Cline, M.D., and is based on the experience of a combined total of over 75 years working with and raising kids. It provides simple and practical techniques to help teachers and parents have less stress and more fun while raising responsible kids. Love and Logic offers many useful techniques that teachers and parents can begin experimenting with immediately. Here are some examples:

- Locking-in sadness or empathy before delivering consequences
- Setting limits with enforceable statements
- Sharing control through lots of small choices
- Building relationships with the One Sentence Intervention
- Neutralizing arguing with the Brain Dead technique
- The Anticipatory Consequence

Think Time: Beginning in the 2007-2008 school year, Lea Hill and six other Auburn elementary schools partnered with the University of Washington-Tacoma, to implement the Think-Time 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.

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.

Skateboards, in-line skates, roller shoes (heellies) are not allowed on campus.

Only third, fourth, or fifth grade students living within the safe-walking zone may ride bicycles to school. Primary students may ride bicycles only if escorted by a parent/guardian. Students must wear helmets and have locks for their bicycles. Students are only allowed to walk their bicycles on campus.

Absolutely no toys or selling or trading of student property (i.e. toys, etc.) 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 animals with proof of current immunization status may be brought to school with the permission of both 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.

*Electronic devices (cell phones, laser pointers, I-pods, digital phones, video games, etc.) are discouraged at Lea Hill and will be confiscated by Mr. Herda if found.

*For their own safety students must not be dropped off before 8:30 a.m. or picked up later than 3:15 p.m. We do not have before or after school supervision available. This behavior has a negative impact on the valuable time of the office staff and is not fair or reasonable. Cumulative early drop offs and/or late pick-ups may result in consequences for students. For 2009-2010 Mr. Herda's office will be tracking and recording early drop-offs or late pick-ups.

*Students at Lea Hill are taught the difference between small problems and big problems. All students are expected to use specific strategies for solving small problems on their own. All students are expected to report big problems to a Lea Hill staff member immediately. Students who are not sure if they should report or not, are expected to ask a Lea Hill staff member for advice. Any student who has knowledge of other students making poor choices, and chooses not to report these behaviors, will be subject to disciplinary action. Students at Lea Hill are expected to do the right thing, even when it's difficult.

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;

- Non-verbal cues, reminders, prompts, etc.
- A visit to a Think-Time buddy classroom
- Loss of 15 minute afternoon recess
- Lunch Detention (this is during the 30 minute 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 at Lea Hill. Mr. Herda reserves the authority 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.

Compulsory Attendance Letter:

Dear Parent:

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 me if you have questions.

Sincerely,



Ed Herda
Principal