

Washington Elementary's Professional Staff members and I welcome you to another exciting and challenging school year. We commit ourselves to improving school safety, effectiveness, and improvement of student achievement. This Parent/Student Handbook is to help your child become well organized and more responsible. Parents are very important members of our school community too. We encourage parents to participate fully in helping make your child's school experience rich and meaningful. Working together will help empower students to reach their highest levels of learning.

The staff and I invite you to share in the many exciting and rewarding opportunities awaiting you this 2008-2009 school year.

Pauline Thomas
Principal

Auburn School District Mission:

"In a safe environment, all students will achieve high standards of learning in order to become ethically responsible decision makers and lifelong learners."

Washington's Mission:

"The community of Washington Elementary is dedicated to providing a supportive, challenging environment where all students work towards reaching their full potential. A strong emphasis is placed thinking, and responsible behavior." To fulfill our mission and become a school for student success, we will all focus our attention on the nine characteristics of high performing schools listed below. Our school improvement planning focuses on these characteristics to help guide our school with improvement plans. Washington will place an emphasis on Reading, Writing, Mathematics, Parent Involvement and School Safety in the upcoming year. To become a high-performing school takes a lot of hard work. We appreciate your help and support in this endeavor.

Communications

Washington Elementary will do our best to keep you informed of building policies, building activities, calendar schedules and special classroom activities. Forms of communications will include: Website, parent newsletters (building, classroom and PTA), reader board and flyers

Web Site Information

School and district information is located on our web site at:
<http://auburn.wednet.edu/homepages/wash/default.htm>

Snow Day/Early Dismissal and Closure

For school delays and closures due to the weather, please view local TV channels and listen to local radio stations for the information. Broadcasts usually begin around 6:00AM to give current changes in our school's schedule. For additional detailed information on these days, we suggest seeking the information from the district web site. By seeking the information in this manner it frees the office staff and Department of Transportation from countless inquiries.

2008-2009 POLICIES AND PROCEDURES:

Attendance

Good attendance is important for school success. Regular and punctual attendance is essential for satisfactory school progress. Students should be in school unless they are ill. However, exceptional circumstances might constitute a valid absence. When absences or late arrival are necessary, please complete the following steps:

1. Call 253-931-4988 before 9a.m. to let the school know prior to the absence or late arrival. For before school or after school hours, a short message may be left on the answering machine giving the student's name and teacher and date of the absence is all that is necessary.
2. Send a written excuse explaining the reason for the absence or late arrival upon the child's return includes the dates involved. The note should be given to the child's teacher; he/she will send the note to the office for our records. If we do not receive a morning call, we will attempt to reach you to verify you child's absence. The verification call is for your child's protection. We appreciate you efforts to keep us informed ahead of time. Your note will provide an excused absence. Excused absences are for illness, injury, authorized student activities, school-sponsored activities, religious holidays, and medical and dental appointments. Other absences might include, special non-school activities or absences prearranged at the discretion of the principal. It is important to schedule medical and dental appointments outside the school day if at all possible, as they do interrupt the learning process.

An additional compulsory attendance letter from the principal will be attached.

Arrival/Dismissal:

Early Arrival

It is very important that you do not plan to drop your child off at school or let them arrive at school if they walk any earlier than ten minutes before their designated start time. The earliest time to be on

campus is 8:20 this year. The office does not provide day care services and they are not allowed to wait in the office or their classroom until their class starts. Teachers use this time before school for planning, copying and preparing lessons, returning phone calls and getting small meetings out of the way before the school day beginnings. So please, make arrangements for childcare if you must leave your child before school begins.

Many students ride the bus to Washington School. In addition, bus students are expected to observe good behavior and follow line rules at the bus stop and loading area. Teachers will accompany students at dismissal time.

Bicycles

There are many busy streets around the school. Thus, we ask that students in grades kindergarten through second not ride bicycles to school. It is a law in King County that requires all bicycle riders to wear a safety helmet. Students in grades three through five may ride their bicycles to school as long as they wear a helmet. Students in grades three through five who choose to ride their bicycles are asked to walk them when they arrive on the school grounds. It is also required that students lock their bicycles during school hours. In the Auburn School District, students are not allowed to ride scooters or skateboards to school.

Dismissal

If you find it necessary to remove your child from school before the end of the day, please send a note of explanation to your child's teacher. Parents must pick up their child in the office and sign their child out before leaving the school. Siblings, relatives or friends who are not listed as your child's emergency contact or day care provider will not be permitted to remove your child unless the office is contacted by you to verify your permission. We may also ask for photo identification to ensure the safety of your child. The office will call your child out of their class and will meet you at the office lobby. For safety, walkers are to go directly home after dismissal unless they are staying for a prearranged activity. At dismissal times, students must walk from classrooms to bus loading zones, crosswalks and/or to meet parents. Students must have a note from parents to vary their regular way home.

Late Arrival

When a student arrives late, not only does it effect their education, but also it usually interrupts the class, affects the lunch count, and the student misses important directions and classroom instruction to get them off to a good start.

Students who arrive late must first report to the office for admittance pass. Parental assistance of helping their child to get to school on time would be appreciated.

Bus Transportation

Auburn School District Transportation Department provides bus transportation and students are to follow the bus riding rules prepared by the State Superintendent of Public Instruction and the Washington State Patrol. These are located in the pamphlet, "Student Rights, Responsibilities and Regulations".

It is the parent's responsibility to take their child to other children's homes to play, scout meetings, birthday parties, sports practices, etc. The district buses will not be used for this type of transportation, as many of the buses are already filled to capacity. The school and the Transportation Department appreciate your cooperation in this.

Walking to and From School

Only students living in areas without school bus service to Washington are permitted to walk to and from school. Walkers are expected to know and use safe walking routes. Students should walk in pairs or in groups for safety. A "Safe Walking Route" letter and walking map will be sent to families at the close of the school year, included in the opening of school information and to new students at registration. These routes will be reviewed annually. If you have not received this letter and have students who walk, please contact the office.

Students who walk to school in grades K, 1-5 should not arrive before 8:20. These students are expected to cross the busy streets where the school patrol is located. The school patrol performs a service and allows students to arrive to school safely. Students are expected to obey the school patrol members and/or patrol supervisors.

School Climate

Counseling

The counselor, Ms. Cannon, is at Washington everyday to serve students, parents and support staff. The counseling and guidance program is a comprehensive developmental approach to help students. The counselor teaches in all classrooms lessons that help students develop a positive perception of self and a greater understanding of others. These programs include Kelso's Choices and Olweus. Personal growth skills taught may include personal safety, abuse prevention, respect,

understanding intimidation, harassment and bullying, conflict resolution and getting along with others. The overall goal is to promote academic skills and personal growth. Students who think they would like assistance may ask to meet with the counselor by asking their teacher, placing a note in the counselor mailbox located in the main hallway, or asking directly. Parents may call the school counselor to arrange for an appointment.

Word of the Month

Each month students are encouraged to be responsible, respectful and ready to learn. The Explorer words are: September/Respect, October/Responsible, November/Self-Discipline, December/Compassion, January/Fairness, February/Integrity, March/Perseverance, April/Trustworthiness and Honesty, May/Citizenship. From these words of the month students are selected for Student of the Month and Explorer Pride Awards.

Discipline

The Washington Elementary school staff is committed to quality education for all students. All students deserve the most positive educational climate possible for academic and social growth. The school has a set of guidelines we are all expected to follow. These are:
Be Respectful, Be Responsible, Be Ready.
Each classroom has a set of well-defined rules designed to promote safe, nurturing, and orderly classroom environments that are conducive to learning. To create such an environment, we teach, encourage, coach, and reinforce appropriate behavior to help students follow the classroom rules.

At Washington our discipline program includes a technique called "Think Time" to create a positive classroom climate when any student exhibits a behavior that disrupts the classroom environment. Students may be referred to the office for not following class, school or district rules, regulations or policies. Serious or repeated misconduct may result in an in-school suspension, suspension from school, or expulsion. Please refer to the Auburn School District's publication of "Student Rights, Responsibilities, and Regulations". Parents will be notified if their child is referred to the office and parents may request an informal conference with the principal. Appropriate action will be taken for every offense.

In addition to the school guidelines and classroom rules, we have specific common areas rules that students will be expected to follow.

We will hold high expectations for student behavior as well as student academics. Each classroom teacher will review our expectations at the beginning of the year and throughout the year as necessary.

We encourage you to join our staff in a cooperative and supportive effort to provide a safe school and classroom environment conducive to learning.

Weapons Policy

Please see the attached copy of Student Rights, Responsibilities and Regulations. Severe consequences will result for students violating the policy:

ASD3240.15: Weapons and Dangerous Instruments – Use, possession, or transmission of any weapons or object that could reasonably be considered a weapon by any student on school property or at a school-sponsored activity, event, or function is prohibited.

Vandalism

Help us to protect our school. If you see or suspect vandalism at the school, please call the Auburn Police Department at (253) 931-3080.

Harassment, Intimidation and Bullying

The law under RCW 28A.300.285 the Common School Laws of the State of Washington, stipulates that Harassment, Intimidation, and Bullying it is illegal in schools. The Auburn School District's policy and procedure for harassment, intimidation and bullying are outlined in a district pamphlet. These will be distributed to each home and are also available in the communication rack in the main entrance lobby. Students who believe they or others have been subjected to harassment, intimidation and/or bullying should bring this to the immediate attention of a staff member and/or principal. Students may be referred to the office

Problem Solving Procedure

There may be circumstances when parents have a problem or concern about their student's progress in school or a question about a school procedure. In such cases, it is helpful if parents know how to get the concern shared, the problem resolved, or the question answered. Washington's Professional Staff wants to respond to students and parents in ways that are helpful. For parents to assist the school program we

recommend that you get all the facts before drawing final conclusions about complaints or misunderstandings that children bring home. A call to the school or persons concerned can usually prevent serious misunderstandings.

Generally, it is recommended that the parents take the concern to the staff member closest to the topic involved. In cases of academic progress, the child's attitudes about school, assignments, class activities, classroom discipline etc., the teacher is the first person to contact. This can be accomplished by a phone call or a note sent to school. The teacher will then contact parents.

Other concerns may be directed to the principal. This is also the person to contact if parents and teachers are unable to solve a problem. Above all, it is important to contact the school promptly when there is a concern. We want to assist children and parents. Difficulties can often be resolved quickly and effectively when staff is notified a made aware of concerns. Please don't hesitate to ask for assistance.

Philosophy Statement/Goals of Student

Management

The staff at Washington Elementary believes that discipline is a learning experience. Every student has the right to attend a school which encourages positive and productive learning within a safe and orderly environment. Students receive the greatest benefit from their educational program when they are held accountable for their actions. We believe that every student at our school is the responsibility of every adult in our school.

Our goals are:

1. To set clear expectations
2. To teach and model appropriate behavior.
3. To foster self-directed responsibility
4. To build self-esteem
5. To foster intrinsic motivation to achieve academic and behavioral success in school.

To accomplish these goals, staff will work together with parents and students to ensure that each child has a successful learning experience.

Expectations/Responsibilities

Student

1. Behave in a courteous and considerate manner and cooperate with others.

2. Learn, understand, and follow school rules and expectations.
3. Recognize behavioral options and make appropriate choices.
4. Always do your best.
5. Seek the assistance of staff when help is needed in resolving problems.
6. Attend class and arrive on time.

Parent

1. Show positive support and interest in your child's education.
2. Support and reinforce the school rules and expectations for student behavior.
3. Work with school staff to facilitate the resolution of student behavior problems.
4. Read, review, and reinforce the student management program with the student.
5. Communicate with the school staff regarding interests and/or concerns.
6. Ensure the student's full day attendance and punctuality.

Staff (with all students)

1. Provide a positive and safe learning environment.
2. Develop rules and procedures that protect student rights and encourage responsibilities.
3. Identify, teach, and reinforce expected student behaviors and responsibilities.
4. Encourage and assist students to recognize and make positive choices regarding their behavior.
5. Regularly and clearly communicate with the parent or guardian regarding student behavior.
6. Provide the opportunity for students to achieve their potential.

School/Common Area Expectations

Building

To make Washington an enjoyable place to be:

1. Be respectful to others.
2. Be a responsible, independent worker.
3. Follow directions of adults.
4. Respect and care for school and personal property.
5. Walking students are to arrive no earlier than 8:20.
6. No gum allowed on the school campus.

Common Areas

Throughout the building, it is divided into zones. This is for voice levels and actions.

1. Zone 0 = Voice Off

2. Zone 1 = Voice quiet

Assembly

To show respect to the presenter and to be able to enjoy the program:

1. Students should enter the gym quietly in a single straight line.
2. Students are to keep hands and feet to themselves.
3. A verbal signal will be used to begin the assembly.
4. Clapping is the only acceptable form of showing pleasure or appreciation.
5. Restrooms and drinks should be taken care of before the assembly.
6. Classes will sit in an assigned area and use assigned doors to enter and exit.
7. Inappropriate assembly behavior will result in exclusion from current and/or next assembly.
8. Teacher will remain with their class during all assemblies.

Hallway (Inside and Outside)

To ensure safety and a quiet environment for learning:

1. Students are to walk on all hard surfaces and if they run, they will be asked to “go back and walk” by all staff members.
2. Students are to move through the hallway in class lines or lunch lines respectfully.
3. Students will walk directly to their destination.
4. Students must have a pass unless accompanied by an adult.
5. Students without passes, or who are not moving directly to their destination, will be questioned by staff members and returned to class.
6. Follow Zone procedures (Zone-1 & Zone -0)

Library: Lunch/Recess (3rd-5th Grades)

To ensure an enjoyable stay in the library:

1. Students must carry a pass from their teacher.
2. Students may read, work, or use media for academic or personnel needs.

Bus

To ensure safety and a smooth ride:

1. Students are to walk on the sidewalk.
2. In the morning, students walk from the bus directly to their classroom line.
3. Students are expected to follow directions from the bus safety patrol.
4. Students are to follow bus safety rules.

Lunch

To ensure efficient and prompt services:

1. Sandwiches and milk will be provided for those who forget their lunch or lose their money. The office and school personnel do not have funds for loaning lunch money.
2. While in the lunch line, students are to maintain hallway expectations.
3. Students will be respectful when handing money to the lunch person.
4. Student will be expected to clean up after themselves.

Food Services

Auburn School District Mealtime Service does not loan money for school lunches, it is important that arrangements for lunch and/or breakfast be made prior to the student coming to school. Hot lunches are served daily and milk is available for students who bring their lunch. Breakfast is \$1.00, reduced price is \$.30. Lunch is \$2.25, reduced \$.40. Milk is included, additional milk or purchasing milk only it is \$.50. *Adult prices:* Breakfast \$1.75; Lunch \$3.00. If you any questions or concerns you may call Child Nutrition Services at 253-931-4972.

A printed breakfast/lunch menu is distributed at the beginning of each month to the students in grades one through five.

All schools in the Auburn School District operate with computerized meal purchase system. Your student has an individual 6 digit account with Food Services ready and waiting from them when they arrive at school. In order to activate the account, parents may deposit money for the day, week or month. This provides the opportunity to take care of your student’s lunch needs for as long as you wish. If your student’s account becomes low, he/she will be notified either by a note or a fund stamp that will remind you that lunch money is needed! It is highly recommended that students pay for their lunches in advance either on a weekly or monthly basis by check payable to Auburn School District.

Food Allergies

Food Service will provide alternate food items within reason for a student with allergies only when supported by a statement from a recognized medical authority. A recognized medical authority includes a doctor or a physician's assistant. A form may be obtained from the school nurse or the school Food Service representative to take to your child's physician. Please return the form to the school nurse.

Financial Assistance

Any student may obtain free and reduced price lunches at any time during the school year, whose family income fall within the guidelines set by the U.S. Department of Agriculture. Applications are given to all students in grades one to five when school begins. All application information is confidential and is used only to determine eligibility for the program. Students receiving lunches under this plan are identified only to the lunchroom cashier.

Included in the opening of school information you will find an "***Application for Free and Reduced Priced Breakfast and Lunch 2008-2009***" form.

Important: Please read the back of this application, and the pink letter addressed to parents, to get the specific details about the program. This application should be returned promptly to school to be approved for the 2006-2007 school year. If you were on free or reduced last school year, you **must** reapply by completing a new form for this school year. One form is needed per family. The district will randomly be verifying incomes through the year.

At all Auburn School District schools— Breakfast is Free to Free and reduced students.

Purchasing Prepaid Meals

- Purchase at any time from your school's kitchen, preferably before school in the morning.
- All schools use computers to track meal accounts. We consistently and accurately track the money you deposit with us.
- Parents may choose to place restrictions on how their child's meal account is spent, e.g. no extra beverages, no breakfast, etc.
- **Mealtime Online:** This is the gateway to your students mealtime point of sale cafeteria account. A mealtime online account allows you to make a deposit into your student's mealtime account, view account activities. Go to the district web

page www.auburn.wednet.edu. Go the Child Nutrition and choose Internet Pay Option.

- **Checks** – Please make out to Auburn School District or Washington Elementary, with the child's full name and student 6-digit number (if known) on the memo line. The entire amount of the check will be deposited in the child's account. (We are unable to give change).
- **Cash** – We encourage the exact amount as this will help the line move more quickly.
- **Charges** – The District Mealtime Service does not allow charges at school for any meal. Your child will receive a peanut butter sandwich or crackers and milk if no funds exist for limited emergencies.
- **Sack Lunches** – Sack lunches are always available for field trips which span the lunch time. Students on free or reduced lunch can receive a sack lunch at no cost. Students or parents should notify their teacher three days in advance.

Dress and Appearance

Wearing clothing or apparel that is hazardous, destructive to school property, or which disrupts the learning process will be prohibited from school. Students are not to wear hats in the building except on designated days. We request natural hair colors with temporary colors for specific school spirit days only. Parental support and monitoring of this is appreciated. Students should dress appropriately for the activities in which they are expected to participate in. Appropriate cold weather clothing and rain gear helps with the child's comfort going to and from school as well as at recess time. Even on rainy days, children will go outside and play in the undercovered areas. Please work with your child to select proper attire. In addition, we would like to suggest marking your child's clothing and belongings with a permanent pen with his/her name.

District Dress Code Guidelines

- Bare midriff clothing is not permitted.
- Tank tops are not permitted unless a shirt, blouse or vest is worn with them. Tank tops need to be 3 fingers width to wear without a shirt.
- Shorts must be at least fingertip in length and hemmed.
- T-shirts, hats, badges or other items of apparel which by printed word, symbol of display promote alcohol, drug, tobacco, sex
- nudity, violence, or gang behavior or that disrupt the educational climate are prohibited.
- Hats are not to be worn in the building and must be removed before entering the building.

- Pants, shirts, or blouses, must be free from holes and must not be cut as to be revealing.
- Dress and/or appearance which constitute a clear and present danger to the student's health and/or safety, or which causes interference with work or creates a classroom or school disruption, will not be permitted.

Emergency Preparedness Procedures

Emergency preparedness drills are practiced regularly throughout the school year to ensure the safety of your children.

Field Trips

Students may take educational field trips during the year. Teachers accompany all trips and will ask for parent volunteers who wish to participate. Parent permission forms are required before students are allowed to leave the school for field trips. Volunteers must have completed and returned the Washington State background check. Available in the office.

Band and Orchestra

Fifth grade students who signed up to go to band and orchestra classes will be bused to Cascade Middle School. The band bus will pick students up before school and take them to Cascade, upon completion of band or orchestra the students are brought to Washington before the start of their school day.

Health Information

Our registered nurse is at the school at least one and half days a week, and on calls the rest of the week. Our health room technician, is here daily. If your child must take medication at school an "Authorization for Medication" form needs to be completed by yourself and your child's physician. This form is available through the health room. The medication needs to be the original pharmacy container and must contain the child's name. Medication may not be sent to school with the child or on the bus.

These are the following health screenings that take place in the early fall each school year:

- Vision screening for nearsightedness
- Hearing screening for hearing loss
- Dental screening for possible cavities
- Scoliosis (spinal curvature) screening for fifth grade students

Insurance

The Auburn School District does not provide medical insurance coverage for school accidents. This means parents are responsible for medical bills if a student is hurt during school activities.

The district does provide information about a student accident health insurance plan, although this plan is not recommended over any other plan, as many coverage options are available. The plan is made available to parents for their consideration.

A student accident health insurance plan is an excellent idea for those students with no other insurance, as the plan provides help when injuries happen. The student health care plan covers illness as well as injury, 24 hours a day. If a student is participating in interscholastic sports, it is particularly an excellent idea.

If a student has other health coverage, student insurance may also be used to help pay for those eligible coverage not covered by other insurance (i.e., deductibles and co-payments). If anyone has any questions regarding the plan, please call the company at the phone number listed on their brochure.

Lost and Found

If your child has lost an item at school have them check the lost and found. **We suggest using a permanent marker to label lunch boxes and clothing with your child's name.** That lost coat, sweater, jacket, hat, etc will be placed in the lost and found drawers under the display case in the main hallway. If your child has lost something, please ask them to check with their teacher to get permission to go to the lost and found.

Money and Personal Belongings

Students should bring money to school only for specific purposes such as milk money or for lunch. It would be appreciated if parents would label the purpose of any money brought to school by primary children. Please use checks for larger dollar amounts such as book orders, prepaid lunch, fundraising, etc.

It is recommended that valuable property be left at home. Students are not to bring sport cards, play equipment (such as balls and bats), collectibles, radios/Walkmans, and other toys and games that would cause problems if lost, stolen, or destroyed at school. In some cases, teachers may give prior approval and allow specific personal belongings to be at school for "sharing" or other educational purposes. The school is not responsible for personal property that your child may bring to school. The school provides playground activities and equipment.

PTA

We encourage you to join our PTA, attend meetings, and school events. PTA actively supports our school's instructional program and enhances our school climate. Our PTA has yearly fundraisers, coordinates volunteers and organizes many school activities. We look forward to your participation. Check the web site for activities and meeting times.

Parent/Teacher Conferences

Parent/Teacher Conferences will be held November 14, 15 & 16. These are early dismissal days. (Watch for fliers to be sent home for exact time of dismissal.) This is a very important time to establish good communication with your child's teacher. Conference appointments are not limited to once a year. You are encouraged to make an appointment to see your child's teacher whenever you feel there is a need. If it seems necessary, your child's teacher may also initiate additional conference.

Homework

Homework is an important aspect of a student's education promoting student achievement, reinforces classroom instruction and building strong independent study and work habits. Being involved in your child's work can provide a link between home and school. It will help you be more aware of your child's progress and what is happening at school. A few ways in which you may help your child are suggested below:

- 1) Provide proper supplies needed to complete the assignment.
- 2) Provide a regular place and consistent time to do homework.
- 3) Make a commitment to set aside some time each day to give you child your undivided attention so he or she may share the day's experiences and other school information.
- 4) Encourage your child to make use of the public library and other community resources.
- 5) Check on the progress of long-term assignments.

The average length of homework time varies from grade level to grade level, and from student to student.

Washington's homework policy is consistent with that of the Auburn School District policy.

- Grade K ----- 5 to 10 minutes
- Grade 1 ----- 5 to 15 minutes
- Grade 2 ----- 15 to 30 minutes

Grade 3 ----- 15 to 30 minutes

Grade 4 ----- 30 to 60 minutes

Grade 5 ----- 30 to 60 minutes

Homework may include the following:

- unfinished school work
- make-up work from absences
- studying for tests
- practicing math facts
- reading
- worksheets or activities that review or practice skills taught in class
- an extension of a learned skill into the 'real world'

If you notice your child having continued difficulties with their homework or the amount assigned, please notify the teacher.

Homework Guidelines

Teacher responsibilities:

- assess homework in terms of the age, health, ability, interest, and general needs of the child
- communicate homework expectations to students
- assign, monitor, correct, and return student work in a timely manner
- assign work to be done at home that does not require the use of reference materials not readily available in most homes, school libraries, or public libraries
- confer with parents regarding homework concerns

Student responsibilities:

- understand the homework assignments(s) before leaving school
- take home all materials necessary to complete the assignment
- schedule adequate time for homework that is compatible with family or after school activities
- complete and return homework on time, when due.

Parent responsibilities:

- provide a comfortable, well-lit area away from distractions
- provide encouragement, support and reviewing with the student, the quality of his/her work

School District responsibilities:

- make the homework policy available to staff and parents at the beginning of each school year.

Report Cards/Progress Reports

To keep parents informed about their child's progress in school, report cards are given at conference time in November, then sent home in March and the end of the school year.

Additionally, mid term progress reports are sent home mid-point of each grading period.

Parties/Celebrations

Classroom parties/celebrations are held and organized by the classroom teacher and/or with the assistance of room helpers. If these traditional parties/celebrations are in conflict with your religious beliefs be sure to inform the teacher so an appropriate alternative can be arranged. Please remember that packaged treats only be served. No home baked goodies allowed.

Pictures

Individual pictures is scheduled for September 25. A classroom picture is taken in the spring. Both pictures are available for purchase on the day they are taken.

Safety Patrol

Students in grades five are selected for Safety Patrol. These students provide assistance to children to get to and from school and home safely. Students who are selected have shown responsibility in conduct and school duties. Selections will be made at the beginning of the school year. Information will be sent home to grade five students to volunteer to participate in this important school program.

Student Recognition

Students' efforts are recognized through such means as:

From teachers

- Positive verbal reinforcement given to students each day
- Positive notes to parents
- Positive phone calls to parents
- Classroom based reward system for
- demonstration of academic and/or
- behavior success
- Academic Excellence and Achievement Awards

At school assembly

- Student of the Month
- Explorer Pride Awards

From Principal

- Student of the Month
- Birthday pencils

Program Guidelines

Student of the Month:

Who can earn them:

- All students who work hard to achieve them
- One or two students will be picked by their teacher each month

How are they earned?

- Students will work hard to develop the skill that the teacher is evaluating during the month. The teacher will pick the students who have demonstrated the skill of the month best.

How are they recognized?

- Students will be recognized for their achievement in the following ways:
 - 1) recognized at the All School Assembly
 - 2) certificate from principal
 - 3) receive an invitation to the Student of the Month Luncheon
 - 4) have group picture posted in the main hall.

Student Council

Our school has a very active student council, which plans special projects and makes suggestions for changes and improvement. Representatives are elected from each class in the fall. Students in grades 3 through 5 may be elected to serve as an officer. Elections are held in the fall. You will hear more about student council shortly after school begins.

Textbooks and Responsibility for School Property

Students are expected to take responsibility for the care of textbooks, library books, and other school property entrusted to them. Students are subject to fines for damage or loss. Report cards may be held until all outstanding fines are paid.

Telephone Use

The school telephones are to be used only for school business. In case of an emergency or for reasons granted by the principal, secretary, or teacher, the student may use the phone. Students should make arrangements for after school social activities prior to coming to school.

Cell Phones and Electronic Devices

Cellular phones and electronic devices are not to be carried or used at school. If brought to school they need to be turned off and in lockers or backpacks.

Updating Student Records

Please notify the school office of any changes of your home or work phone numbers, address, or emergency contact person. This accurate emergency information data is kept on each child. It is imperative for the welfare of your child that the office has current and accurate information. We must be able to contact you or an alternate person in case your child becomes ill or is injured at school.

Withdrawal from School

If you should decide to move from the district or to another school within the Auburn area, please notify the school office that you are withdrawing your child before leaving. Not only does this aid us in record keeping, but it also allows us to give you the information you will need to enroll your child in the next school. Please be sure to check with your child and return all library books and textbooks that he/she may have prior to your child's last day at school.

Visiting and Assisting in Classrooms

You are always welcome to visit your child's classroom. Before your visit, notify the teacher a day ahead for an appropriate time frame to visit. Be sure to stop first at the office to sign in and get a Visitor's Pass upon arrival. During the visit, remain as unobtrusive as possible. Do not try to talk with the teacher during class time. This may be done at a follow-up conference or by a phone call.

Students are not allowed not to bring friends or relatives to school.

Volunteers

We encourage parents, community citizens, high school students and other to assist teachers or other staff members by becoming volunteers. Your talents and skills are needed, not only to tutor students, but to enrich their experiences as well. Volunteer your time for any idea you have. We need your input. There are some programs in place that could use parent volunteers, and some programs that need to be started. If there are any suggestions as to how the school could be made better, come and share those ideas. Please contact your child's classroom teacher to volunteer in the class and the principal and/or the P.T.A. Volunteer Coordinator if you wish to volunteer in the school.

To get a start at volunteering your services and time in the classroom, to attend field trips, and to

serve students in all capacities, please request and complete the required Washington State Background Check and return it to the school office. Before you volunteer in the classroom, plan on attending the Volunteer Orientation, held in early October. Watch for further information for date and time.

Voter Registration

Citizens eighteen years old and older are eligible to vote in primary and general elections. Voter registration forms are available in each Auburn School and at the local library. Complete your form and turn into the office and we will be glad to mail it for you.

Playground/Recess

To ensure safety and promote fun:

1. Use equipment properly and do not bring equipment or toys from home.
2. Play in grade-level designated areas only.
3. Do not throw harmful objects (rocks, sticks, sawdust, etc)
4. Food items are to be eaten only in the building unless supervised by a teacher.
5. Be courteous, respectful, and a good sport.
6. No fighting. "Don't touch-get help".
7. Use Kelso Choices (or other problem solving methods) to resolve conflicts:
8. Gum chewing is not allowed at school.
9. Line up immediately when the bell rings, not before. Follow "stop & walk" rule.
10. No spitting.
11. Walk out to recess.
12. Running is permitted on the fields and sawdust areas.
13. Tag permitted on the grass.
14. Students will walk on all hard surface (blacktop and concrete) unless in an organized game.
15. Students will be involved in an organized game or activity or will be playing on playground equipment.
16. Students will not be permitted to leave the playground without pass.
17. No gymnastics.
18. Rules and expectations will be consistent for all recesses.
19. At the end of recess, students are to stop playing and walk in, "Stop and Walk" to designated class line.
20. See a recess supervisor for help if needed.

Recess Discipline Plan

At recess there are times when students choose to demonstrate inappropriate behaviors on the playground. When rule infractions occur, the playground supervisors will administer a consistent system of consequences. The following consequences are subject to student behavior, and will be used at the supervisor's discretion.

- Verbal warning
- Time out against wall until signaled back for brief conference
- Loss of recess time.
- Recess write-up
- Severe infractions will result in: Immediate removal from playground and principal involvement.

It is our desire to help students learn to make appropriate behavioral choices on the playground. We believe in rewarding those students who follow established playground rules. In order to do this, we have set up the following positive rewards for use by the playground supervisor:

1. Positive verbal reinforcement
2. Positive comments to the child's teacher

The playground supervisor is responsible for handling problems, recording infractions as they occur, handing out appropriate consequences, and passing on all new recess information to appropriate staff members.

Specific Rules for Equipment Use:

Balance Beams:

- Only one person on the beam at a time
- Travel in the same direction
- Do not use when slippery.

Glider:

- Only one person at a time
- Hang on with both hands
- Push off from tire to other side and back
- Get off so the next person can take a turn.

Fire Poles:

- Only one person on the apparatus at a time
- Slide down the poles, do not jump

Horizontal Bar with Hanging Rings:

- Only one person on the apparatus at a time.

- Travel in the same direction
- Hold bars with thumb locked around the bar to meet opposing fingers
- Do not stand or sit on the top bar
- Do not crawl through rings

Monkey Bars:

- Only one person on the apparatus at time.
- Travel in the same direction
- Hold bars with thumb locked around the bar to meet opposing fingers
- Do not stand or sit on the top ladder.
- Do not hang by legs.

Orange Rings on Chains:

- Only one person on the rings at time
- Do not swing on rings
- Do not throw rings
- Do not hang by legs

Slides

- Only one person on the slide at time
- Slide down feet first – sitting on bottom
- Do not stand or walk on slide

Spider Bars:

- Keep at least one hand on the bars at all times
- Hold bars with thumb locked around the bar to meet opposing fingers
- Climb down from bars, do not jump off.

Tire Swings:

- No more than three persons on the swing at a time
- Hang on with both hands
- Count to 60 then get off so the next person can take a turn.

**NOTE: Do not use metal play equipment when outside temperature is freezing or below.

Specific Rules for Games:

Basketball –half- court rules

- Teams are to be picked fairly, no more than 5 players to a team.
- Games starts with one team taking the ball out of bounds at half court.
- Everyone must play man-to-man defense. No zone defense is allowed.
- There will be no “three in the key” called.
- The ball is considered out-of-bounds and is awarded to the opposing team at the spot where it went out when the:
 - a) Offensive team re-crosses the mid-court line.
 - b) Ball touches the wall.
 - c) Ball goes outside the play shed.

- d) Ball and/or a player goes outside the white line.
- When a basket is made, the defensive team is awarded the ball at half court. There will be **no** “make it, take it”
- When the defense team gains control of the ball (take away, foul, rebound, all out of bounds), they must bring it back to mid-court **before** shooting a basket.
- Traveling and double dribbling will be enforced.
- When a foul is committed, the opposing team (team not committing the foul) is awarded the ball at mid-court.
- Fouls:
 - a) Pushing, grabbing, tripping any opposing player.
 - b) Using inappropriate language.
 - c) Slapping or touching an opposing player when trying to take the ball away.

Box Hockey:

- Two players may play at one time.
- The opponents stand on opposite sides of the box (not on the ends of the box.)
- Object of the game is to knock the puck through the hole at the end of the box at the player’s left.
- To play place the puck in the center of the middle section of the hockey box. The players tap the sticks to the floor and then together of the puck.
- The player who knocks the puck through the hole of the cross piece and out the hole in the end of the piece in his/her direction wins the game. The winner stays for 3 wins and then rotates out.
- Loss of turn.
 - a) Blocking a hole with hockey stick for more than 5 seconds.
 - b) Flipping the puck out of the box times.
 - c) Stepping in or on the edge of the box.
 - d) Hands are below label on stick
- Restart play with one tap:
 - a) Puck goes over divider.
 - b) Flip out first or second time.
- Special calls:
 - a) Regular, singles, and chicken wings (stick turned so end of blade is used) may be used.
 - b) Chicken legs (playing with handle instead of blade) is not allowed.

Climbing Wall

The wall is designed for climbing without:

- Shoving, pushing, pulling, and grabbing, etc, other climbers.
- No physical contact with other climbers is allowed.
- No standing or sitting on top of the wall.
- No jumping off from the wall.

Flag Football

- Games
 - a) Each team will choose teams fairly.
 - b) The entire flag must be showing. Shirts must be tucked in.
 - c) All games will be played during noon recess.
 - d) Each player must wear 2 flags, one on each side of the body.
 - e) Flags must be pulled off down a runner.
- Points
 - a) Touchdown – 7 points
 - b) Safety – 2 points
- Kick-offs
 - a) Every game starts with “red” team kicking off.
 - b) The scoring team will kick off after a touchdown is made.
 - c) All kick-offs will take place at mid-field by throwing the ball.
 - d) There must be a different thrower for every kick.
 - e) The scoring team will kick off after a touchdown in made.
 - f) There will be no “on-side” kicks.
- Downs
 - a) The offense has 3 downs to move the ball 10 yards.
 - b) On 4th down, the offense can either “go for a first down or they may “punt” the ball.
 - c) If they “go for it” and fail, the defense gets the ball at that spot on the field.
- Punts
 - a) Punts can be taken on 4th down.
 - b) Punts must be called beforehand.
 - c) No fake punts are allowed.
 - d) Punts must be throws.
 - e) There must be a different punter /thrower every time.
- Offense
 - a) Each play starts with a hike or center snap
 - b) Everyone must line behind the ball until it is snapped.
 - c) The quarterback may hand the ball off to a running back or throw it to a receiver.
 - d) All throws or passes must be made from behind the “line of scrimmage”.
 - e) The running back may either run with the ball or throw it.
- Blocking

- a) Players may block to protect the quarterback or block for a runner.
- b) Hands must be together
- b) No swinging of arms or elbows.
- c) Move in front of the opponent by moving the feet.
- d) Must contact your opposing player above the waist, below the neck.
- Defense
 - a) All players must line up on the other side of the ball.
 - b) You may rush the quarterback only after counting “5 alligators” out loud.
- Fumbles
 - a) A ball which is fumbled will belong to the first team which touches it. So, there is no need to dive after a fumbled ball.
- 5 Yard Penalty
 - a) The following penalties will result in 5 yards or larger steps marked off against that team.
 - 1) Accidental tripping, holding, sliding or pushing
 - 2) Pass interference
 - 3) Off-sides or rushing the passer before “5 alligators”.
 - 4) Throwing or passing beyond the “line of scrimmage”
 - 5) Delaying the game for any reason.
- 5 Yard Penalty and Removal From the Game
 - a) The following penalties will result in 5 yards marked off against the team and an automatic removal from the game.
 - b) Poor sportsmanship. Pushing, shoving, tackling, rough play or swearing.

Funnel Ball

To begin, the ball is tossed up. 1 player per square.

- Player 1 begins the game.
- Individual or teams keep score.
- 1 point for each ball that lands in their area.
- Team play squares 1 and 3, 2 and 4.
- Play to 15 points and to rotate.
- Winning team stays in, up to 3 wins.

Hop Scotch

- Begin by standing at “start”, toss a bean bag into space 1.
- Hop into #1 on one foot, hop into 2 and 3; landing with left foot in 2 and right foot in 3 at the same time. Hop into 4 with the same foot used in 1, hops into 5 and 6 as into 2 and 3, hop into 7 with one foot, hop into 8 and 9 with both feet at once as in 2 and 3, hop into 10 with one foot.
- Hop around in #10 and begin the return trip with two feet at once in 9 and 8, one foot in 7, two feet in 6 and 5, one foot in 4, two feet in 2 and 3.
- While standing in 2 and 3, he picks up the puck from #1. Then hop into 1 on one foot and ends his journey by hopping across the line to where he started.
- If successful, the person tosses the puck into #2 space and repeats the game. He/She continues the game, tossing into each space in turn. When a foul is committed they lose their turn and the next person gets a turn. The first player begins his next turn at the point where he last missed.
- The person who first completes the entire routine including tossing the puck into #10 is the winner.
- It is a foul if the child
 - a) Steps on a line
 - b) Tosses the puck into the wrong space. A puck which lands on a line is a foul.
 - c) Hops more than once in any space except #10 where extra hops are permitted.
 - d) Touches a hand or the other foot to the ground except where the where the rules permit. (The same foot must be used for all single space hops).

Four Square

- Server serves to any of the other squares by letting the ball bounce and serving with an underhand bat of the open hand.
- Players always have to bat the ball underhanded with one or both hands.
- Ball cannot be caught or carried in any way for a return; it must be batted underhanded. The volleying is continuous until a player faults.
- If a player faults, he/she goes to the end of the line, and players move up.
- Faults:
 - 1) Ball not bounced before it is volleyed.
 - 2) Liners
 - 3) Out of bounds ball is fault against person hitting it out of bounds.
 - 4) If a ball hits a player, the fault is on the player hit.

- 5) Illegal hit of ball, e.g. overhand hit.
- 6) Catching or carrying on a return volley.

Kickball

- Teams are to be picked fairly.
- New players should join the team that has the least number of players.
- There will be no all time outfielders.
- Use only the school's equipment provided for kickball (4 bases, yellow playground ball).
- The kicking team must remain lined up in kicking order behind the backstop. If a player moves inside the kicker's box before his/her turn to kick, the player gets an automatic out for his/her turn.
- Students are not to climb on the backstop or stick their fingers through the wire mesh.
- The person who is next in line to kick when 3 outs are made will become the next kicker when their team is up to kick. They will also become the next pitcher unless that person has already pitched. Then next inline pitches.
- The pitcher needs to stand on the pitcher mount at all times.
- When coming in to kick, each team must remain in their original kicking order with those who have not yet kicked in the front of the line. The pitcher should be the first kicker when his/her team is up again.
- It is the student's responsible to know who they kick after.
- After the ball is kicked, the kicker runs to first base (just as in softball). No substitute runners!
- A team may have more than one runner on a base at a time. There may be up to 4 runners on a base at a time.
- Three outs and the other team is up to kick. If the kicking team kicks completely through the kicking order, the other team is up to kick.
- A player is out by:
 - a) Catching a fly ball.
 - b) Tagging the base with ball in hand before the runner gets there.
 - c) Throwing the ball to the pitcher before the runner(s) reach base. (A team can make more than one out this way!)
- All fielders must stand behind the pitcher until the ball is kicked.
- No Sliding – No Stealing – No Leading Off – No Bunting.

- Final decisions on all rules will be made by playground supervisor on duty.
- All players showing poor sportsmanship or who continue to question the calls, will be banned from playing.

The game is over at the end of recess. There will be no continuation of the same game next recess.

Pickleball

- Four players per court
- To Serve
 - a) Server serves underhand with or without a bounce from their court to opposite court.
 - b) The ball must bounce in opposite court.
 - c) Two serves allowed if first is not good.
 - d) Serving team serves the whole game, but must take turns serving.
- Points
 - a) A point is awarded to the team not committing an out. An out is any of the following:
 - 1) Hitting the ball out of bounds
 - 2) Hitting the ball into the next
 - 3) More than one hit or bounce per set.
 - 4) Not hitting the ball.
- Winning
 - a) Team to get 3 points first wins.
 - b) Winning team stays and serves
 - c) Three wins Retire
- Other Things to Remember
 - a) Always wear the wrist string.
 - b) Say the score when serving...your own team's score first.
 - c) Next two players in line is the next team. No cuts.
 - d) No changing teams once play has begun.
 - e) Lines are good and the ball is still in play.
 - f) Hand the paddles to the next players. Do not drop or throw it.
 - g) If the ball goes on the roof, play it over for the day.

Soccer Rules

- Students are responsible for organizing their own teams fairly. Students may not switch teams or directions during the game.
- The playing field will be marked by orange cones or lines. Students are responsible for setting up the field at the beginning of recess.
- One team starts the game with a kick-off in the center of the field. The kicking team must stand behind the kicker, until the ball is kicked. The opposing team must stand 5 feet away.
- A kick-off will be taken after every goal. The team not scoring a goal will kick-off. Teams

must change kickers every time a kick-off occurs.

- If the ball goes out of bounds, the ball is awarded to the team it didn't touch when it went out. The players closest to the ball should throw with two hands above the head onto the field.
- If the ball goes out of bounds behind the goal, the goalie kicks it back into play (punt or place-kick)

Tetherball

- The game begins with one player standing in each playing zone.
- The server puts the ball in play by throwing it in the air and hitting it in the direction of his/her choice.
- The opposing player must not strike the ball on the first swing around the pole.
- On the second swing around the pole, his/her objective is to hit the ball back in the opposite direction.
- As the ball is hit back and forth each player tries to hit the balls so that the attached rope winds complete around the pole in the direction he/she has been hitting the ball. The game is won by the player who succeeds in doing this or when the opponent forfeits the game by making any of the following fouls:
 - a) Hitting the ball with any part of the body other than the hands or forearms.
 - b) Catching or holding the ball during play.
 - c) Touching the pole.
 - d) Hitting the rope with the forearms or hands.
 - e) Playing the ball while outside of the play zone
 - f) Stepping on or across a neutral zone line.
 - g) Throwing the ball.
- The ball must be struck each time it is touched. It cannot be caught, lifted, or thrown in any manner.

Wall Ball

- The game begins when one player serves by hitting the ball with a part of his/her hand.
- The ball must first hit the ground before hits the wall.
- The second player comes into play and hits the ball to the wall before the ball bounces on the ground twice.
- The possession of the ball is then alternated.
- Players may use one or two hands to hit the ball.
- Servers may use any part of the hand.
- Any player may get out on a serve.
- The winner serves the next game.
- Player is out when:
 - a) Ball bounces twice before or after hitting wall.
 - b) Holding, throwing, or carrying the ball.
 - c) The ball must be hit.
 - d) Double taps or bubbling.
 - e) Pocket-the ball hits the wall and ground at the same time.
 - f) Skids/Water falls-the ball must hit the ground at least 1 foot away from the wall.
 - g) Tree-Tops-the ball hits the ceiling or roof ledge.
 - h) Babies-the ball hits the wall below opponents knees.
 - i) Out-of-bounds on *wall*-If the ball hit the wall "inside" the boundary lines and then hits "outside" the lines.
 - j) Out of bounds on *ground* – Inside the play shed, if the ball hits the ground behind the yellow line, the player that hits the ball out is out. Lines are considered "inbounds" and should be played on. Outside the play shed there are no boundary lines.
 - k) Ball missed the wall.
 - l) Ball does not hit the ground before it hits the wall.
- If a foul is called, play must stop immediately
- After 3 wins, winner rotates out.

NINE CHARACTERISTICS OF HIGH PERFORMING SCHOOLS

1. **Clear and Shared Focus** Everybody knows where they are going and why. The focus is on achieving a shared vision, and all understand their role in achieving the vision. The focus and vision are developed from common beliefs and values, creating a consistent direction for all involved.

2. **High Standards and Expectations for all Students** Teachers and staff believe that all students can learn and meet high standards. While recognizing that some students must overcome significant barriers, these obstacles are not seen as insurmountable. Students are offered an ambitious and rigorous course of study.

3. **Effective School Leadership** Effective instructional and administrative leadership is required to implement change process. Effective leaders are proactive and seek help that is needed. They also nurture an instructional program and school culture conducive to learning and professional growth. Effective leaders can have different styles and roles – teachers and other staff, including those in district office, often have a leadership role.

4. **High Levels of Collaboration and Communication** There is strong teamwork among teachers across all grades and with other staff. Everybody is involved and connected to each other, including parents and members of the community, to identify problems and work on solutions.

5. **Curriculum, Instruction and Assessment Aligned with Standards** The planned and actual curriculum are aligned with the Essential Academic Learning Requirements (EALRs) and more specific grade level expectations GLE's. Research-based teaching strategies and materials are used. Staff understands the role of classroom and state assessment, what the assessments measure, and how student work is evaluated.

6. **Frequent Monitoring of Learning and Teaching** A steady cycle of different assessment identify students who need help. More support and instructional time is provided, either during the school day or outside normal school hours, to students who need more help.

Teaching is adjusted based on frequent monitoring of student progress and needs. Assessment results are used to focus and improve instructional programs.

7. **Focused Professional Development** A strong emphasis is placed on training staff in areas of most need. Feedback from learning and teaching focuses extensive and ongoing professional development. The support is also aligned with the school or district vision and objectives.

8. **Supportive Learning Environment** The school has a safe, civil, healthy and intellectually stimulating learning environment. Students feel respected and connected with the staff and are engaged in learning. Instruction is personalized and small learning environments increase student contact with teachers.

9. **High Levels of Family and Community Involvement** There is a sense that all have a responsibility to educate students, not just the teachers and staff in school. Families, businesses, social service agencies, and community colleges/universities all play a vital role in this effort.