

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 2009-2010 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>

**Family Access**

Families can view class schedules, grade information, attendance and other student information by going to: <http://family.auburn.wa-k12.net>. You can also link to it from the Auburn School district home page [www.auburn.wednet.edu](http://www.auburn.wednet.edu).

**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.

Weather related web-sites: [www.auburn.wednet.edu](http://www.auburn.wednet.edu) and [www.schoolreport.org](http://www.schoolreport.org)

**2009-2010 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.

Send a written excuse explaining the reason for the absence or late arrival upon the child's return including 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 your 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:**

#### **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 an admittance pass. Parental assistance of helping their child to get to school on time is appreciated.

#### **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. Students are not allowed to wait in the office or their classroom until their class starts. Teachers use this time before school for planning. So please, make arrangements for childcare if you must leave your child before school begins.

#### **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.

#### **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.

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.

#### **Bicycles, Skateboards & Scooters**

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.

#### **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.

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.

## 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 encourage 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 offence.

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.

### 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.

### **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.

### **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.
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)

### **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.

### **Library: Lunch/Recess (3<sup>rd</sup>-5<sup>th</sup> 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.

### **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 undercover 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 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.

### **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.

### **Child Nutrition**

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.

#### **Meal Pricing 2009-2010 (no change from 08-09)**

Milk only = **\$.50**

Evening (non-school lunch) BBQ = **\$3.50 pp**

#### **Elementary Breakfast**

Students who qualify for free meals = **no charge**

Students who qualify for reduced price meals = **no charge**

Students who do not apply or do not qualify for free or reduced price meals = **\$1.00**

Adults / non-enrolled students / guests = **\$1.75**

#### **Elementary Lunch**

Students who qualify for free meals = **no charge**

K - 3 Students who qualify for reduced price meals = **no charge**

Students who do not apply or do not qualify for free or reduced price meals = **\$2.25**

Adults / non-enrolled students / guests = **\$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 2009-2010***" 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 2009-2010 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.

### **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 student's 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](http://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 cheese 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.

### **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 call 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 18, 19 & 20. 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 are scheduled for September 24. 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 Lunch
- 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 and 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 Recess Games**

For specific rules for games and equipment use at recess please visit our web site.  
[www.auburn.wednet.edu](http://www.auburn.wednet.edu)

## **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 identifies 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.