

# Student and Family Handbook

Terminal Park Elementary School

Updated September  
2019

1101 D St SE Auburn, WA 98002

253-931-4978

[www.auburn.wednet.edu/termpark](http://www.auburn.wednet.edu/termpark)



*Express to Success*



**Tiger Pride!**

## **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.

## **Terminal Park Elementary Vision and Mission**

Vision: Empowering successful, college-ready, lifelong learners.

Mission: Ensuring positive, personalized learning for every student, every day.

## **Tiger Expectations**

Be Safe – Be Respectful – Be Responsible – Give Your Best Learning Effort

## **Welcome to Terminal Park Elementary!**

We are a learning community dedicated to meeting the needs of each child that walks through our doors by providing high quality instruction that is based upon the specific needs of each of our students. Our professional staff has a strong understanding of how to support student learning while creating a welcoming environment that engages students and helps them feel part of a warm, supportive learning environment.

I encourage each of you to join into our community. We encourage each of you to join the PTA and volunteer for your child's classroom. I look forward to meeting each of you and excited to partner with you in making your child's time at

Terminal Park a great one.

Mike Weibel  
Principal

**SCHOOL  
SCHEDULE**

**DAILY  
SCHEDULE**

7:50 Office opens

8:15 Start time for teachers

**8:25 Breakfast served** (students eating breakfast at school, except bus riders, should arrive by 8:25 so they can eat breakfast before school starts - gym to classroom at 8:35 to finish.)

**8:35 Students enter building and go to classrooms**

**8:45 School begins/tardy bell (students should be in classrooms by 8:40!)**

	Lunch	Recess
		Teacher determined AM short recess
K and 1	11:45	12:15-12:45
4 and 5	12:15	12:45-1:15
2 and 3	12:45	1:15-1:45
		Teacher determined PM short recess

**3:15 Dismissal** (all students, unless staying for an after-school activity, should promptly board buses, walk home, or be picked-up from the Tiger Pen or Valet Pick-Up located near the gym)

3:45 End time for teachers

3:50 Office closes

**PROFESSIONAL LEARNING COMMUNITIES LATE START MONDAYS** The Auburn School District will have students start one hour later than normal on most Mondays, as noted on the district calendar. **Please make sure you are aware of which Mondays are late start. Go to the district website or stop by our office if you need this calendar.** The purpose of PLC late start is to provide the opportunity for staff to work on the examination of data, align instruction with the learning standards, and develop instructional and assessment practices to improve student learning.

**SCHOOL SCHEDULE, CALENDAR, DELAYS, AND CLOSURES** For any questions about the school schedule, calendar, delays, or closures, we ask that you seek the information from our website or the Auburn School District website (<https://www.auburn.wednet.edu>) if possible rather than calling the school or district office. For school delays and closures due to the weather, you can also find updates from the local news through internet, TV, or radio.

## **POLICIES AND PROCEDURES**

**Attendance** Good attendance is important for school success. Regular and punctual attendance is essential for satisfactory school progress. **It is important to make sure students arrive at school on time so that they are ready to learn.** Students should be in school unless they are ill. However, *exceptional* circumstances might constitute a valid absence. When absences or late arrivals are necessary, please call 253-931-4978 as soon as possible (at least before 8:45 a.m. on the day of the absence) to let the school know about the absence or late arrival. A short message giving the student's name and teacher and the date of and reason for the absence is all that is necessary. You may 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 your child's absence using an automated calling system. The verification call is for your child's protection. We appreciate your efforts to keep us informed ahead of time. Your note may provide an *excused absence*. Excused absences are for illness, injury, authorized student activities, school-sponsored activities, religious holidays, and medical and dental appointments. Multiple absences will require a doctor's note or possibly a meeting with the principal. Other excused 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.

## Arrival/Dismissal

**Arrival:** It is very important that students do not arrive at school earlier than 8:25 a.m., which is when breakfast starts and staff start supervising. The office does not provide day care services and students are not allowed to go to their classrooms until 8:35 a.m. Teachers use the time before school for planning, preparation, and communication. Please make arrangements for childcare if you must leave your child earlier than the appropriate school arrival time. Please note that this school year, there is an independent before and after daycare program using the Terminal Park building called “Right At School”. Information regarding this program can be picked up for the school office. (All the times noted in this paragraph are one hour later on PLC late start Mondays.)

## School Arrival and Morning Procedures

8:25 AM All Breakfast students enter building at SOUTH door

8:35 AM 2nd-5th Grade students not purchasing breakfast enter the building at the main doors

8:35 AM Kinder -1st Grade students not purchasing breakfast enter at furthest NORTH doors

**Late arrival:** When students arrive late, they miss important directions and instruction, which negatively affects their education; this can also be a disruption to the entire class. 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.

**Walking:** Please teach your children to stay on sidewalks and cross the street at crosswalks. This may sometimes be less convenient, but it is important to use sidewalks and crosswalks to ensure safety. Crossing guards will be outside to assist walkers before school at 8:25 a.m. and after school.

**Bicycles:** There are many busy streets around the school, so 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 who ride their bicycles to school are asked to walk them when they arrive on the school grounds. Students should lock their bicycles during school hours.

**Picking Students up Early:** 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 after signing their child out before leaving the school. Parents should wait for their child at the front office. Going to the classroom often disrupts the end of the day routine, and distracts all students from the end of the day

instruction. If it is after 3:00 p.m., please wait until school ends to get your child rather than signing your child out during the last 10 minutes of 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. If it is before 3:00 pm, the office will call your child out of their class and will meet you at the office lobby.

**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." Bus students are expected to behave well and follow rules at the bus stop and at the loading area as well. Calls to change transportation directions for students must be made before 2:30 p.m. to ensure that notification is given to the classroom teacher.

**Calendars** Auburn School District calendars are distributed to families at the beginning of each school year and to new families. Not only does this contain important school calendar dates but it also contains other important district information. They can also be found by clicking on the calendar link on the district's website homepage.

**Class Assignments** Students are placed in classrooms to create the best learning situation possible for all students. We attempt to create a classroom that has a balance between boys and girls with a full range of academic abilities. Careful consideration is given to each child's level of independence, student academic performance, learning style, behavior patterns, special needs, and compatibility of students. The principal or office staff, according to space availability, place students who register after the school year begins. We value your insights about your child's placement. Although we *do not* accept requests for specific teachers, you may provide any other information about your child that would help us in this process. Please do this in writing by June 1 for the following school year.

**End of school student pick-up** will be located in the "Tiger's Pen" in the grassy area closer to the gym/parking lot. We want to keep your children safe, we appreciate your support in this process. There is also a Valet-Pick up service available:

Valet Pick up family members will now be able to pick up students after school in our pick up area near the gym parking lot. Each family will register and receive a numbered card they will need to display in their car window as they line up and drive through the parking lot to pick up their child. Each child will have their own card with the same number as displayed in the car. When the car drives up, a staff member will find the student with the matching number from the Tiger Pen, collect the student card, and help them into your car. If your student is not yet in line when you arrive at the curb, you may be asked to circle around again.

**Counseling** Our counselor is here to serve students, parents, and staff. The counseling and guidance program is

a comprehensive developmental approach to help students. Our counselor teaches lessons in all classrooms that help students develop a positive perception of self and a greater understanding of others. 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.

**Discipline and Behavior Expectations:** The Terminal Park Elementary staff is committed to quality education for all students. All students deserve the most positive educational climate possible for academic and social growth. All students are asked to follow our Tiger Expectations: be safe, be respectful, be responsible, and give your best learning effort. In addition to these overarching school expectations, we have specific rules to guide behavior throughout each area of the school. We hold a high standard for student behavior as well as academics. Classroom teachers will review expectations at the beginning of the year and throughout the year as necessary.

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.

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 a visit to the “Mindfulness / Reset” room, request for a school/Parent conference, 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 for severe misbehavior and parents may request a meeting. Appropriate action will be taken for every offence.

We encourage you to join our staff in a cooperative and supportive effort to provide a safe school and classroom environment conducive to learning. Please feel free to call if you have any questions.

**Philosophy statement and goals of student management:** The staff at Terminal Park 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 to:

<ul style="list-style-type: none"><li>● Set clear expectations</li><li>● Foster self-directed responsibility</li><li>● Recognize and reward good behavior with emphasis on intrinsic motivation to achieve academic and behavioral success in school</li></ul>	<ul style="list-style-type: none"><li>● Teach and model appropriate behavior</li><li>● Build self-esteem</li><li>● Support students who are struggling to behave appropriately To accomplish these goals, staff will work together with parents and students to ensure that each child has a successful learning experience</li></ul>
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### **Expectations/responsibilities:**

#### **Student**

- Behave in a courteous, considerate and cooperative manner
- Learn, understand, and follow school rules and expectations: Be Safe, Respectful, Responsible, Give Best Learning Effort
- Recognize behavioral options and make appropriate choices
- Always do your best
- Seek the assistance of staff when help is needed in resolving problems
- Be a HERO: Here, Everyday, Ready to Learn, On-Time

#### **Parent**

- Show positive support and interest in your child's education
- Build a positive partnership with your child's teacher (If your child hears you complain about the teacher, your child will have a more difficult time with their own emotions and behaviors with the teacher)
- Support and reinforce the school rules and expectations for student behavior
- Work with school staff to facilitate the resolution of student behavior problems
- Read, review, and reinforce the student management program with the student
- Communicate with the school staff regarding interests and/or concerns
- Ensure the student's full day attendance and punctuality

**Staff (with all students)**

- Provide a positive and safe learning environment
- Develop rules and procedures that protect student rights and encourage responsibilities
- Identify, teach, and reinforce expected student behaviors and responsibilities
- Build a positive partnership with each family. Honor family values and culture, and explain and support school culture.
- Encourage and assist students to recognize and make positive choices regarding their behavior
- Regularly and clearly communicate with the parent or guardian regarding student behavior
- Provide the opportunity for students to achieve their potential

**School/common area expectations:** See the behavior expectation matrix at the end of this handbook.

**Recess Reset Plan:** Students shall follow all recess expectations to be respectful, responsible, and safe. If there are times when students choose to demonstrate inappropriate behaviors on the playground, the playground supervisors will administer a consistent system for behavior management:

- Reaffirm the expectation - student returns to play
- Reteach the expectation - student walks with supervisor while communicating their understanding- student returns to play
- Student stands against the wall in the “Thinking Cloud Area” for any of the following:  
to reset/to think/to fill out a reset form/to wait to speak with a supervisor or administrator
- Mindfulness Room: Dependent upon the reset form or admin referral- students learn to reset for appropriate- emotions and actions / restorative justice if necessary
- Severe infractions will result in immediate removal from playground and principal involvement The playground supervisors are responsible for handling the Recess Reset Plan, and communicating about recess information / students sent to the health room, etc with classroom teachers. Other teachers, counselor, and principal also help communicate recess issues. Designated staff will communicate with parent - teacher, counselor, behavior specialist, or administrator..

It is our desire to help students learn to make appropriate behavioral choices on the playground. We believe in recognizing and rewarding those students who follow established playground rules. In order to do this,

playground supervisors and all staff will give effort to compliment and reward students who behave well on the playground.

**Dress and Appearance** Auburn School District Policy states: “The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not:

A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives; B. Create a health or other hazard to the student's safety or to the safety of others; C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person.” We appreciate compliance with the following specific guidelines:

- Hats/hoods are not to be worn in the building unless permitted for certain school spirit days and hat fundraiser days.
- Students must wear appropriate shoes for recess and PE (flip-flops and other open-toe footwear can be a safety risk).
- Clothing should not be too revealing, such as some tank tops and short shorts. 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 usually go outside for recess. Please work with your child to select proper attire. In addition, we would like to suggest marking your child's clothing and *especially their jackets* and belongings with his/her name with a permanent pen.

**Emergency Procedures** Emergency drills are conducted monthly throughout the school year to make sure our staff and students are familiar with emergency procedures. If parents/guardians want to pick up their children during an emergency, student sign-out procedures must be followed; we appreciate everyone's cooperation, patience, and assistance during emergencies to make sure every student is accounted for and properly dismissed. This year, we will be practicing the new “Run, Hide, Fight” protocol. See the ASD website for detailed information.

**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.

**Food Services** Breakfast and lunch are served at school daily. Students who bring lunch may purchase milk. Auburn School District does not loan money for school meals; it is important that arrangements for lunch and/or breakfast be made prior to the student coming to school. It is encouraged to deposit money in your child's meal account in advance; please ensure that there is always adequate money in your child's account. Anyone who may qualify for **free/reduced-price meals** should apply; you must apply at the start of each school year. Please

visit the Child Nutrition Services website for menus, free/reduced-price meal application, or other information you need: <http://www.auburn.wednet.edu/Domain/46>. You may also call them at 253-931-4972.

**Food allergies:** Some alternate food options are available for students with allergies or other dietary restrictions. Please communicate with our health room to make sure any allergies or other dietary needs are properly documented.

**Purchasing meals:** Please pay for school meals online if possible. Checks can be written to Auburn School District or Terminal Park Elementary; please put the child's full name, and student number if possible, on the memo line. Cash is also accepted. Sack lunches are always available for field trips which span the lunch time.

### **Harassment, Intimidation, Bullying**

At Terminal Park Elementary, we strive to teach students to be safe, respectful, and responsible and give their best learning effort. Part of our behavior instruction is social-emotional curriculum, which includes bullying prevention lessons. We teach students to always be respectful and avoid all forms of bullying. We want students to appreciate diversity and never say things that could be hurtful to somebody in regard to their race, ethnicity, language, gender, religion or other differences. We want our students to know that any type of bullying or harassment is not acceptable. We appreciate your support to communicate with us about concerns and help teach your child that we should always be respectful to everyone. We care about all of our Terminal Park students and their families and want everyone to feel respected in our community.

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, counselor, and/or principal. Students may be referred to the office for investigation, disciplinary actions, and/or remedial measures.

**Health Information** Our registered nurse is at the school at least one day a week and on call the rest of the week. Our health room para educator 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 in 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. Hearing, vision, and dental screening take place at school each year.

**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. If there are any problems with covering medical bills due to injuries that occur at school, you are welcome to contact us

to seek information about potential resources.

**Homework** Involvement in your child's homework 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:

- Provide proper supplies needed to complete the assignment
- Provide a regular place and consistent time to do homework
- 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
- Encourage your child to make use of the public library and other community resources
- 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. Homework may include the following:

- Reading
- Extra practice for skills your child most needs to work on
- Unfinished school work or make-up work from absences
- Worksheets or activities that review or practice skills taught in class
- Real-world extension of concepts taught in class

• Studying for tests If you notice your child having continued difficulties with their homework or the amount assigned, please communicate with the teacher.

**Homework guidelines:** Teacher responsibilities:

- Assign an appropriate amount of homework based on the age, ability, and other needs of the student
- Communicate homework expectations clearly to students (and parents as needed)
- Ensure that students receive necessary feedback on homework 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 assignment(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

Parent responsibilities:

- Provide a comfortable, well-lit area away from distractions

- Provide encouragement and support and review the quality of work with the student

**Lost and Found** We encourage students to keep track of their belongings. We suggest using a permanent marker to write the child's name on coats and other items that could be lost. Lost items will be placed in the lost and found bins; small or expensive items may be brought to the office. Please encourage your child to check the lost and found when needed. Lost and found items will be laid out in the hallway periodically throughout the school year and then donated if not claimed.

**Money and Personal Belongings** Students should only bring money to school when needed for a specific purpose at school (meals, fundraisers, etc.). It is helpful when parents label the purpose of any money brought to school, especially by younger students. 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 should generally not bring toys or electronics to school. **The school is not responsible for personal property that your child may bring to school.**

**PTA** We encourage you to join our PTA. PTA actively supports our school, including fundraisers, volunteers, and activities. Your PTA membership is helpful even if you are currently unable to spend time attending meetings or volunteering.

**Parent-Teacher Conferences** Parent-teacher conferences will be held in November on the days noted on the district calendar. These are early-release days. 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. Your child's teacher may also initiate additional conferences.

**Parties/Celebrations** Classroom parties/celebrations are held at the discretion of the classroom teacher. If you have any concerns about parties/celebrations, please inform the teacher so an appropriate alternative can be arranged.

**Pictures** Individual and class pictures are taken each year, individual usually in the fall and class usually in the spring. Both pictures are available for purchase on the day they are taken.

**Problem Solving Procedure** There may be circumstances when students and parents have a concern about a problem at school. We want to respond to students and parents in ways that are helpful. We ask that you contact us about concerns you hear about before making judgements about what is happening at school; this can prevent misunderstandings. Generally, it is recommended that the parents take the concern to the staff member closest to the problem. 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, email, or note sent to school. Other concerns may be communicated to the office staff who can direct you to the most appropriate staff to address the concern. It is important to contact the school promptly when there is a

concern. Problems can often be resolved quickly and effectively when staff is made aware. Please don't hesitate to ask for assistance.

**Report Cards/Progress Reports** To keep parents informed about their child's progress in school, progress reports are given at conferences in November and sent home in March and June. Teachers may update parents about progress through other methods as well.

**Responsibility for School Property/Fines** 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.

**Student Council/ASB** Our school has a very active student council responsible for planning special projects and making suggestions for changes and improvement. Representatives are elected from each intermediate class. Students in fifth grade may be elected to serve as an executive board member; these elections are usually held in the spring to determine officers for the following school year.

**Student Recognition and Rewards** Recognizing and rewarding students for their efforts and achievements is important. Students' efforts are recognized and rewarded in many ways, including:

- Positive verbal reinforcement given to students each day
- Positive notes sent home
- Positive phone calls to parents or guardians
- Classroom based reward system for demonstration of academic and/or behavior success
- Awards as part of a group or class
- Recognition during school assemblies

**Student Supplies** Lists of required classroom supplies for each grade level are available on our website and in the communication rack located in the main entrance lobby.

**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, office staff, or teacher, the student may use the phone. Students should make arrangements for after school social activities prior to coming to school.

**Cell phones:** Cellular phones are not to be used at school by students. If students need to have a cell phone with them, it should be off, out of sight, and preferably kept in a secure place within the classroom during the school day.

**Updating Student Records** Please notify the school office of any changes of your home or work phone numbers, mailing address, email address, or emergency contacts. It is imperative for the welfare of your child

we have current and accurate information. We must be able to contact you or an emergency contact when the need arises.

**Vandalism** Help us to protect our school. If you see or suspect vandalism or any other criminal activity at the school, please call the Auburn Police Department.

**Visitors** We want visitors to feel welcome at Terminal Park while also maintaining security procedures and avoiding disruptions to learning. While school is in session, all visitors must enter at the main entrance (by the flagpole) and **check in/sign in** at the office. Please be prepared to show ID. **Visitors and family members may not walk directly to classrooms.** The office staff can assist with delivering items or messages to students. Parents/guardians are allowed to arrange visits to classrooms at an agreed upon date and time with the classroom teacher. Before your visit, communicate with the teacher at least 24 hours ahead for an appropriate time frame to visit. Be sure to first come to the office to sign in and get a visitor's badge. During the visit, remain as unobtrusive as possible. Do not try to talk with the teacher or other students during class time. Follow up may be done by conference or by a phone call. Students are not allowed to bring friends or relatives to school.

**Volunteers** We encourage parents, community citizens, high school students, and others 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: classroom or school wide. We value 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, contact the classroom teacher or the principal to share those ideas. Consider starting a club during recess time. Please contact your child's classroom teacher to volunteer in the classroom and the counselor, principal, or PTA if you wish to volunteer in the school. All volunteers must complete the required Washington State Background Check and return it to the school office and may not start volunteering until approved.

**Voter Registration** Citizens eighteen years 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 it in at the office and we will be glad to mail it for you.

**Walking To and From School** Only students living in areas without school bus service to Terminal Park 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. Students are expected to use crosswalks where crossing guards are located and cooperate with supervising staff.

**Weapons Policy** Please refer to the Auburn School District's publication 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.

**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 other school property prior to your child's last day at school.

**Yearbooks** Yearbooks are available for purchase through the Terminal Park Elementary ASB. You will be notified when sales begin.

See Tiger Behavior Expectations Below: 2 pages

## Staff Behavior Expectation Matrix

Terminal Park Elementary (updated 8/21/2015)

## Tiger Expectations:

Be Safe, Be Respectful, Be Responsible, Give Your Best Learning Effort!

Terminal Park staff teach and enforce these rules. We consistently model, recognize, praise, and reinforce good behavior and follow up on misbehavior by reteaching, requiring practice, assigning consequences, and communicating with parents and each other. (This applies to supervising staff as well as staff just passing by. It is assumed that these expectations have been taught clearly to each student; if not, that should occur before responding with discipline.)

Area/Setting	Be Safe	Be Respectful	Be Responsible	Staff Expectations and Possible Consequences
All Areas	<ul style="list-style-type: none"> <li>Always walk (except for some playground and gym activities)</li> <li>Keep to self</li> <li>Report problems to adults (not tattling)</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate voice level</li> <li>Use kind words</li> <li>Follow dress code</li> <li>Help others</li> <li>Encourage good behavior</li> </ul>	<ul style="list-style-type: none"> <li>Pay attention</li> <li>Follow directions promptly</li> <li>Keep school clean</li> <li>Stay in proper areas and off rails/fences</li> <li>Solve problems</li> </ul>	<p>General sequence (depends on student and situation):</p> <ol style="list-style-type: none"> <li>Praise students in the area for following the expectations.</li> <li>Remind: "What is the rule about _____?"</li> <li>Provide choices: "Feel free to (expectation) or (alternate acceptable option)."</li> <li>Warn: "Would you like to follow that rule now or practice during _____?" (Make the warning a choice not threat.)</li> <li>Assign consequence with empathy: "I'm sorry you chose to break that rule again and will have to (consequence)."</li> <li>Teach: Follow up with explaining, modeling, practicing, etc. for students who haven't learned/mastered the expectations.</li> </ol>
Arrival (Voice level 1-2)	<ul style="list-style-type: none"> <li>Walk on sidewalks and crosswalks</li> <li>Walk bikes on school grounds</li> <li>Stand in line calmly</li> </ul>	<ul style="list-style-type: none"> <li>Listen to crossing guards and staff</li> <li>Go to breakfast line or a main entrance line calmly</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time (breakfast at 8:20; arrive before 8:40!)</li> <li>If absent, call office or bring note</li> </ul>	<ul style="list-style-type: none"> <li>Arrive at supervision area on time (8:20 or 8:30).</li> <li>Greet all students warmly.</li> <li>Direct or walk students to the appropriate area.</li> </ul> <p>Possible consequences:</p> <ul style="list-style-type: none"> <li>Going back and walking</li> <li>Standing in a designated area</li> </ul>
Hallway (Voice level 0)	<ul style="list-style-type: none"> <li>Walk on right side</li> <li>Use right-side door</li> <li>Stay in single-file line facing forward</li> <li>Stop at doors/turns</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands/feet off walls and displays</li> <li>Open doors for others if needed</li> <li>Stay in your space</li> </ul>	<ul style="list-style-type: none"> <li>Have an appropriate purpose</li> <li>Bring a pass or be with an adult</li> <li>Keep the pace</li> </ul>	<ul style="list-style-type: none"> <li>Stand in the doorway to greet students and monitor hallway and classroom as the day starts or during transitions.</li> <li>Check for passes.</li> <li>From 8:40-3:10, send visitors to the office to sign in and get a visitor's badge.</li> </ul> <p>Possible consequences:</p> <ul style="list-style-type: none"> <li>Going back to get a pass</li> <li>Going back and walking</li> </ul>
Breakfast/ Lunch (Voice level 1-2; voice level 0 in line)	<ul style="list-style-type: none"> <li>Make healthy choices</li> <li>Eat your own food</li> <li>Stay in seat until dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Use best manners</li> <li>Be patient in line (whisper if needed)</li> <li>Raise hand to get out of seat</li> </ul>	<ul style="list-style-type: none"> <li>Eat before talking</li> <li>Pick up all trash and dump it carefully (check the floor)</li> <li>Clean desks/tables</li> </ul>	<ul style="list-style-type: none"> <li>Breakfast: Monitor line and students eating in gym.</li> <li>Lunch: Walk with class all the way through the line.</li> <li>Lunch: Partner with colleague to have staff monitor students waiting in the hallway.</li> </ul> <p>Possible consequences:</p> <ul style="list-style-type: none"> <li>Going to the end of the line</li> <li>Helping the kitchen staff for part of lunch/recess time</li> </ul>

Area/Setting	Be Safe	Be Respectful	Be Responsible	Staff Expectations and Possible Consequences
Playground (Voice level 3-4)	<ul style="list-style-type: none"> <li>Follow rules on toys</li> <li>Keep balls and jump ropes under control</li> <li>Swing hockey sticks below knees</li> <li>Walk on pavement</li> <li>Run carefully</li> </ul>	<ul style="list-style-type: none"> <li>Follow rules for games</li> <li>Invite others to play</li> <li>Take turns</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Help solve problems and report when needed</li> <li>Return equipment when done</li> <li>Line up quickly when the bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Circulate regularly to see all areas of the playground (focus on high problem and safety risk areas).</li> <li>Proactively intervene with escalating problems.</li> <li>Quickly redirect small issues; keep eyes on the playground.</li> </ul> <p>Possible consequences:</p> <ul style="list-style-type: none"> <li>Standing against a wall for 5, 10, or 15 minutes (depending on age and situation) for a timeout</li> <li>Choosing a different activity</li> <li>Staying separate from student(s)</li> </ul>
Indoor Recess (Voice level 1-2)	<ul style="list-style-type: none"> <li>Stay seated and use materials properly</li> </ul>	<ul style="list-style-type: none"> <li><i>(See playground expectations above)</i></li> </ul>	<ul style="list-style-type: none"> <li>Follow class rules</li> <li>Clean up</li> </ul>	<p><i>(See staff expectations and possible consequences for playground and apply/modify for the classroom setting.)</i></p>
Bathroom (Voice level 0-1)	<ul style="list-style-type: none"> <li>Wash hands (keep soap and water in the sink)</li> </ul>	<ul style="list-style-type: none"> <li>Maintain privacy</li> <li>Flush the toilet</li> <li>Leave no trace</li> </ul>	<ul style="list-style-type: none"> <li>Be quick (2-3 minutes)</li> <li>Put trash in garbage</li> </ul>	<ul style="list-style-type: none"> <li>Give students a pass and have them sign out and in (or keep track of the time on your own).</li> <li>Check about what is going on if it sounds like there's a problem.</li> </ul> <p>Possible consequences:</p> <ul style="list-style-type: none"> <li>Having bathroom privilege restrictions</li> <li>Cleaning up the bathroom</li> </ul>
Assembly (Voice level 0)	<ul style="list-style-type: none"> <li>Enter/exit in line</li> <li>Stay with class</li> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated facing forward</li> <li>Applaud and cheer appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Listen quietly and actively</li> <li>Ignore friends who want to talk</li> </ul>	<ul style="list-style-type: none"> <li>Review assembly expectations before assembly.</li> <li>Leave the classroom in time to be seated on time.</li> <li>Have a plan for students who are disruptive.</li> </ul> <p>Possible consequences:</p> <ul style="list-style-type: none"> <li>Sitting by teacher</li> <li>Writing an apology to the presenter during recess</li> </ul>
Emergencies/ Evacuation (Voice level 0)	<ul style="list-style-type: none"> <li>Stay in class line</li> <li>Be alert</li> </ul>	<ul style="list-style-type: none"> <li>Be serious, not silly</li> </ul>	<ul style="list-style-type: none"> <li>Tell an adult if help is needed</li> </ul>	<ul style="list-style-type: none"> <li>Review emergency procedures and expectations before drills.</li> </ul> <p>Possible consequences:</p> <ul style="list-style-type: none"> <li>Practicing emergency procedures during recess</li> </ul>
Dismissal (Voice level 1-2)	<ul style="list-style-type: none"> <li>Stay in class line</li> <li>Walk on sidewalks and crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>Listen to crossing guards and staff</li> </ul>	<ul style="list-style-type: none"> <li>Know where to go</li> <li>Walk to bus, ride, or home promptly</li> </ul>	<ul style="list-style-type: none"> <li>Walk class in a single file line from the building all the way through the bus zone.</li> <li>Watch students get on correct bus or connect with parents.</li> </ul> <p>Possible consequences:</p> <ul style="list-style-type: none"> <li>Going back and walking</li> </ul>
Home	<ul style="list-style-type: none"> <li>Make healthy eating choices</li> <li>Get enough sleep</li> </ul>	<ul style="list-style-type: none"> <li>Be kind and helpful to family and friends</li> </ul>	<ul style="list-style-type: none"> <li>Do homework</li> <li>Wake up and leave for school on time</li> </ul>	<ul style="list-style-type: none"> <li>Ask students about life outside of school.</li> <li>Communicate with parents.</li> <li>Proactively build positive relationships.</li> </ul>

Voice Levels: 0=Voices Off, 1=Whisper, 2=Conversation, 3=Classroom, 4=Playground

Attention: Eyes watching. (Point to the corner of your eye.) Ears listening. (Cup your ear with your hand.) Voice silent. (Put your finger to your lips.) Body still. (Hug your torso with both arms.)

(Some possible consequences for specific areas are listed above; see discipline flow chart for generic consequences that can be used in any area.)