

Student/Parent Handbook  
2018-2019



*“Home of the Thunderbirds”*

*Excellence In Action!*

Arthur Jacobsen Elementary's Professional Staff members and I welcome you to an exciting "NEW" school year. We commit ourselves to building strong relationships and academic success. 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 during the 2017-2018 school year. Best wishes for a most productive "NEW" school year!

*Eric S. Daniel*  
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."

**Arthur Jacobsen's Mission:**

The mission of A.J. Elementary is to provide a welcoming, safe, learning community committed to positive relationships and academic excellence.

**Arthur Jacobsen's Vision:**

A.J.'s vision is to collaboratively forge a powerful model of education by utilizing innovative, engaging, and effective teaching to guarantee student learning success.

**Arthur Jacobsen's Motto:**

"Excellence in Action"

To fulfill our District's 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 process focuses on these characteristics to help guide our school with improvement plans. To become a high-performing school takes a lot of hard work. We appreciate your help and support in this endeavor.

**NINE CHARACTERISTICS OF HIGH PERFORMING SCHOOLS**

- 1. Clear and Shared Focus**  
Everybody knows where they are going and why. The focus is on achieving a shared vision, and all understand their role in achieving the vision. The focus and vision are developed from common beliefs and values, creating a consistent direction for all involved.
- 2. High Standards and Expectations for all Students**  
Teachers and staff believe that all students can learn and meet high standards. While recognizing that some students must overcome significant barriers, these obstacles are not seen as insurmountable. Students are offered an ambitious and rigorous course of study.
- 3. Effective School Leadership**  
Effective instructional and administrative leadership is required to implement change process. Effective leaders are proactive and seek help that is needed. They also nurture an instructional program and school culture conducive to learning and professional growth. Effective leaders can have different styles and roles – teachers and other staff, including those in district office, often have a leadership role.
- 4. High Levels of Collaboration and Communication**  
There is strong teamwork among teachers across all grades and with other staff. Everybody is involved and connected to each other, including parents and members of the community, to identify problems and work on solutions.
- 5. Curriculum, Instruction and Assessment Aligned with Standards**  
The planned and actual curriculum are aligned with the Essential Academic Learning Requirements (EALRs) and more specific grade level expectations GLE's. Research-based teaching strategies and materials are used. Staff understands the role of classroom and state assessment, what the assessments measure, and how student work is evaluated.
- 6. Frequent Monitoring of Learning and Teaching**  
A steady cycle of different assessment identify students who need help. More support and instructional time is provided, either during the school day or outside normal school hours, to students who need more help. Teaching is adjusted based on frequent monitoring of student progress and needs. Assessment results are used to focus and improve instructional programs.

**7. Focused Professional Development**

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

**8. Supportive Learning Environment**

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

**9. High Levels of Family and Community Involvement**

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

**Arthur Jacobsen's Professional Staff:**

Kindergarten

Mrs. Hartmann  
Mrs. Kemp  
Mrs. Young  
Ms. Harm

Structured Learning Center (K-2)

Mrs. Titus  
Mrs. Holmberg, Para Educator  
Ms. Blair, Para Educator

1<sup>st</sup> Grade

Mrs. Foster  
Mrs. Huiras  
Mrs. Larson  
Mrs. McCarry

2<sup>nd</sup> Grade

Mrs. Haechler/Mrs. Skagen  
Mrs. Taylor  
Ms. Carr  
Miss Welker

Structured Learning Center (Intermediate)

Ms. May  
Mrs. Gould, Para Educator  
Mrs. Smith, Para Educator

3<sup>rd</sup> Grade

Mrs. Gardner  
Mr. Harris  
Mr. Howell

3<sup>rd</sup> /4<sup>th</sup> Combination

Miss Castro

4<sup>th</sup> Grade

Mrs. Bushaw  
Mr. Garrison  
Mrs. Manchik  
Ms. Swensrud

5<sup>th</sup> Grade

Mrs. Capponi-Glidewell  
Mr. Kemp  
Mrs. Mooney  
Ms. Mack

Librarian

Mr. Spencer  
Mrs. Nawaz, Para Educator  
Mrs. Owen, Para Educator

Elementary Learning Specialist

Mrs. Covey  
Mrs. Cox

Reading Specialist Teacher

Mrs. Nelson  
Ms. Cooper, Para Educator  
Miss Behrend, Para Educator  
Mrs. Provost, Para Educator  
Ms. White

Resource Room

Mr. Cooley  
Mrs. Grennan, Para Educator

P.E.

Mr. Navilio

English Language Learners (E.L.L)

Mrs. Elliott  
Mrs. Nagel  
Mrs. Brewer, Para Educator  
Mrs. Kaur, Para Educator

Counselor

Mr. Pierce

Instructional Specialist

Mrs. McGaughey

*Continued to next page*

Psychologist  
Ms. Chandler

Speech/Language  
Mr. Eldridge

OT-PT  
Ms. Iselin  
Mrs. Bock

Health Room  
Ms. Meyer  
TBH, Health Technician

Custodians  
Mr. Hedman, Head Custodian  
Mr. Marar, PM Custodian

Kitchen  
Ms. McMichael, Kitchen Manager  
Mrs. Lawrence, Kitchen Assistant  
Ms. Valdespino, Kitchen Assistant

Office  
Mrs. Smetheram, Office Manager  
Mrs. Kerr, Office Professional  
Mrs. Miles, Office Assistant

Principal                      Assistant Principal  
Mr. Daniel                      Ms. Best

Administrative Intern  
Mr. Pierce

### **School Daily Schedule**

8:55	Student earliest arrival time, supervision begins
9:00	Doors open for students (Teachers in room)
9:10	School Begins/Tardy Bell/Morning Fitness Grades 3-5
9:25	Morning Fitness ends
11:25-11:55	K, 1, SLC Recess
11:55-12:25	2-3 Recess, K, 1, SLC Lunch
12:25-12:55	4-5 Recess, 2-3 Lunch
12:55-1:25	4,5 Lunch
2:05-2:20	1-2 Recess
2:20-2:35	K, SLC Recess
3:40	Dismissal

### **PLC Monday Late Start Schedule**

Adjusted times are as follows:

10:10 Late Start Mondays. September 25- May 21. Bus pick up is one hour later than normal for these days.

### **Office/School Hours**

Office hours are from 8:30 – 4:00. Doors to the office will be open at 8:00 AM and will be locked at 4:30 daily, except for special events.

### **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. Please do not call the school office.

### **Web Site Information**

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

### **Band and Orchestra**

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

## **2018 - 2019 POLICIES AND PROCEDURES:**

### **ARRIVAL/DISMISSAL:**

#### **Early Arrival**

It is very important that you do not plan to drop your child off at school or let them arrive at school if they walk any earlier than fifteen minutes before their designated start time. The earliest time to be on campus is 8:55 this year, for PLC Mondays' the earliest time to drop off is 9:55. The office does not provide day care services and they are not allowed to wait in the office or their classroom until their class starts. Teachers use this time before school for planning, copying and preparing lessons, returning phone calls and getting small meetings out of the way before the school day beginnings. So please, make arrangements for childcare if you must leave your child before school begins.

Students who ride the bus to and from A.J are expected to observe good behavior and follow Auburn School District bus rules and line rules at the bus stop and loading area. Teachers will accompany students at dismissal time.

#### **Bicycles**

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

#### **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 will ask for photo identification to ensure the safety of your child. The office will call your child out of their class and will meet you at the office lobby. For safety, walkers are to go directly home after dismissal unless they are staying for a prearranged activity. At dismissal times, students must walk from classrooms to bus loading zones, crosswalks and/or to meet parents. Students must have a note from parents to vary their regular way home.

#### **Late Arrival**

When a student arrives late, not only does it affect their education, but also it usually interrupts the class and the student misses important directions and classroom instruction to get them off to a good start. Students who arrive late must first report to the office for admittance pass. Parents must accompany their child to the office or provide a note indicating reason for tardy. Parental assistance of helping their child to get to school on time would be appreciated. Students are given a half days absence if they arrive after 9:30am and if they leave before 3:40pm at the end of the day.

### **ASSEMBLIES**

All assemblies will be conducted in the gym. An all-call will be made just prior to the beginning of the assembly telling each grade level the specific time they need to start bringing their students to the gym. It is important that each teacher and their students be ready to leave their classroom immediately.

During the assembly, each teacher will sit with their class. Assembly behavioral expectations will be consistent with classroom and school expectations. Inappropriate assembly behavior will result in exclusion from current and/or next assembly. If a student will not be attending, teachers will make arrangements for that child prior to the start of the assembly.

### Content

1. All School Assemblies will relate to the Common Core Standards/and Recognition of achievement.

### Before the Assembly

1. Restrooms and drinks should be taken care of before the assembly Students are to go to the assembly with empty hands and pockets.
2. Students will enter the gym quietly in a single straight line and sit in assigned area
3. Students are to sit bottoms on the gym floor, facing forward, in a class line
4. Students are to wait quietly for all classes to arrive, preparing to give the speaker your attention

### During the Assembly

1. There will be a signal used to bring the attention of the students to the speaker/entertainer "AJ...Thunderbirds"
2. Appropriate recognition will be clapping. Whistling, shouting, screaming is not acceptable behavior.
3. Students are to keep hands and feet to themselves
4. Student disrupting the presentation will be relocated to a location in or out of the gym, depending on the degree of the problem.

### At the end of the Assembly

1. Classes will turn their attention the their teacher and be dismissed
2. Classes will have a follow-up discussion on the content of the assembly in their classrooms.

### **ATTENDANCE**

Good attendance is important for school success. Regular and punctual attendance is essential for satisfactory school progress. Students should be on time and 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 253-630-2441 before 9:30 a.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, teacher, date of the absence and the excuse for the absence is all that is necessary.
2. Send a written excuse explaining the reason for the absence or late arrival upon the child's return includes the dates involved. The note should be given to the child's teacher; he/she will send the note to the office for our records. If we do not receive a morning call, we will attempt to reach you to verify you child's absence. The verification call is for your child's protection. We appreciate 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.

For school records and reporting purposes, students who arrive late to school before 9:30 will be counted as tardy, and any time after that they will be considered absent. After 9:30 the office initiates a call to parents if the office was not previously notified. Any absences from school up to 3 hours will be considered a half-day absence, and absence more than 3 hours will be considered and recorded as a full-day absence.

An additional compulsory attendance letter from the principal will be send to parents with the school news.

### **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.

### **CELL PHONES**

Cellular phones are not to be used at school. Any use, or disruption, and they will be confiscated.

## **CLASSROOM ASSIGNMENT**

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, places students who register after the school year begins. Whatever the final placement, we are confident that your child will receive a quality education at AJ Elementary.

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.

## **COUNSELING**

Arthur Jacobsen's counselor, Mr. Pierce, is at school every day 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. 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, or asking directly. Parents may call the school counselor to arrange for an appointment.

## **ARTHUR JACOBSEN SCHOOL-WIDE POSITIVE BEHAVIOR PLAN**

**Philosophy:** The mission of AJ is to provide a welcoming, safe, learning community committed to positive relationships and academic excellence. To support the mission of our school, we are modeling our behavior plan around the philosophy of positive behavior education, positive behavior intervention support and inclusive teaching. Our behavior plan has three goals:

1. We can create an environment where children feel physically and emotionally safe in school, so that they can learn at their best. "Be Courteous, Be Safe, Be Responsible"
2. We can facilitate the development self-discipline and the skills for working and learning cooperatively with others to achieve academic success. "Be your best self."
3. We can show compassion to all students in our teaching and conferencing, and when we are determining appropriate actions to correct undesired behaviors. "You matter to me."

**School-wide Norms:** To support our work, the school has established common language to support student character development: Courteous, Safe and Responsible. This common language between students, staff and families sends a clear message to students while working through conflicts and behavioral challenges. Parents and guardians should reinforce these concepts at home by asking questions such as, "How were you courteous to others today?" or "How could you be more responsible in this situation?" Our goal is to have students internalize these concepts by reinforcing their use of these concepts. "I can be safe by...." Or "I could be more courteous next time by..."

**Fostering Positive Behavior:** To help support positive behaviors and actions, we want students to receive positive feedback in greater quantities than negative. As a school we want to focus on the positive things students are doing, instead of focusing our attention on the negative things. We want to praise student effort. Focusing on an individual's effort supports their development of a growth mindset and continuous self-improvement. School wide traditions will be a big part of this work.

**Soaring Thunderbird:** Students and adults can provide each other positive feedback through ongoing recognition for demonstrating Courteous, Safe and/or Responsible Behavior. Soaring Thunderbird Tickets will be available throughout the school, and can be used by anyone in the building.

**Lunch with the Principal:** Teachers will select a different student each week who has produced a high quality piece of work. That student will be invited down to the office for lunch with the principal. Their work will then be put on displayed in the Hallway of Excellence.

**Awesome Attendance Award:** Students who have had perfect attendance for the past month will be entered into a monthly drawing for a prize. Their names will be recognized at the monthly assembly before the drawing.

**Student of the Month:** All teachers (Classroom and Specialists) will be asked to nominate at least one student each month for this reward. The focus of the award should be on student growth, not necessarily the "best" or "most intelligent student" in the classroom.

**Challenging/ Undesired Behaviors:** To support students who are having trouble meeting expectations or demonstrate atypical behavior, we have created a system to support their growth. Consequences for students will also be relevant, realistic, and respectful to the student, situation and to those effected. Intervention plans will focus on teaching expectations and desired behaviors, reducing and hopefully eliminating, and promote self-management skills. To see more specifically the actions taken by staff at AJ, please refer to the other side of this sheet.

### **DRESS CODE 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. 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 under covered areas, they are allowed to bring their umbrellas outside. 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**

1. Spandex clothing is permitted only in P.E. class
2. Bare midriff clothing is not permitted.
3. Tank tops and tube tops are not permitted unless a shirt, blouse, vest is worn with them.
4. Shorts must be at least fingertip in length and hemmed.
5. T-shirts, hats, badges, or other items of apparel which, by printed word, symbol, or display, promote alcohol, drug tobacco, sex, nudity, violence or gang behavior or that disrupt the educational climate are prohibited.
6. Hats are not to be worn in the building and must be removed before entering the building.
7. Pants, shirts, or blouses, must be free from holes and must not be cut as to be revealing.
8. Dress and/or appearance which constitute a clear and present danger to the student's health and/or safety, or which cause interference with work or creates a classroom or school disruption, will not be permitted.

### **EMERGENCY PROCEDURES**

Fire and earthquake drills are practiced regularly throughout the school year to ensure the safety of your children. Emergency kit information will be sent home early in the school year to prepare for such emergencies.

### **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 have returned the Washington State background check. These forms are available in the office.

### **FOOD SERVICE**

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 child's lunch needs for as long as you wish. If your child'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.

Auburn School District Food 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. Please visit the District Web Page for detailed information. A breakfast/lunch menu is also available on the website.

#### **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.



ASD Families can now apply for free/reduced priced meals online through Family Access.

1. Login and select Food Service from the list on the left side of screen.
2. If you have more than one student in the ASD, where your screen says "All Students," use the drop-down arrow to select the name of one of your students.
3. Select "Applications" from the right end of the line just below your student's name.
4. Select "Add Application" and follow the instructions.
5. Review the information prior to submitting to verify all household members and all income is reported.

Applications from the 15-16 school year expire in early October. Eligible families must complete a new application to continue receiving free/reduced meals. Paper copies are available in the school office. If you do not have your Family Access login information, please contact the main office.

### **HARASSMENT, INTIMATION AND BULLING**

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 for investigation, findings, disciplinary actions and/or remedial measures.

### **HEALTH INFORMATION**

Our nurse, Ms. Meyer, 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:

1. Vision screening for nearsightedness
2. Hearing screening for hearing loss
3. Dental screening for possible cavities
4. Scoliosis (spinal curvature) screening for fifth grade students

### **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.

A.J.'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:

1. unfinished school work
2. make-up work from absences
3. studying for tests
4. practicing math facts
5. reading (20-30 recommended each night)
6. worksheets or activities that review or practice skills taught in class
7. 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:

1. assess homework in terms of the age, health, ability, interest, and general needs of the child
2. communicate homework expectations to students
3. assign, monitor, correct, and return student work in a timely manner
4. 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
5. confer with parents regarding homework concerns

Student responsibilities:

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

Parent responsibilities:

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

School District responsibilities:

1. make the homework policy available to staff and parents at the beginning of each school 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. 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 first name and the grade (\*ie. Bob – 1<sup>st</sup>). That lost coat, sweater, jacket, hat, etc will be placed in the lost and found container on the playground. If your child has lost something, please ask them to check with their teacher to get permission to go to the lost and found. Twice a year, items are put on display for parents and students to find what has been lost.

### 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.

### **NEWSLETTERS**

The "AJ School News" is sent out electronically, paperless every Friday. Friday is the day to look for this newsletter as well as look at your child's "Take Home Folder" containing school work and other information. This is designed to keep families current with school news and activities. You may also view the school newsletters on the web page along with classroom newsletters that are updated at the first of the month.

### **PEACHJAR**

The Auburn School District provides an electronic flyer communication tool called "Peachjar." Eflyers will now come to your email address you have on file with the school district. If you don't have an email address on file with your student's school(s), you can add it simply by calling the main office or you can log into your Skyward Family Access account and add it.

### **PTSA**

We encourage you to join our PTSA, attend meetings, and school events. PTSA actively supports our school's instructional program and enhances our school climate. Our PTSA has yearly fundraisers, coordinates volunteers and organizes many school activities. We look forward to your participation.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher Conferences will be held November 15, 16 and 17<sup>th</sup>. 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.

### **PARKING LOTS**

#### **Guest Parking Lot**

The Guest Parking is located directly in front of the school and office area. This main entrance is the furthest north entrance on 132<sup>nd</sup> Ave. SE located by the school reader board sign. This lot is open to all guests for parking and for parent drop off and pick up. Parking is not permitted at the curb in front of the school, as this is for parent drop off and pick up. Please park in a designated stall.

#### **Bus and Staff parking by permit only Lot.**

This lot is restricted to bus and staff parking by permit only. It is located on the south side of the school, accessible on the entrance furthest south on 132<sup>nd</sup> Ave. SE. Please do not enter this entrance.

#### **Parent Pick up area**

Parents are encouraged to allow their children to ride the busses to reduce congestion in our school parking lot. However, if you must drive your child(ren) to school, we have designed procedures that make the parking lot area a safe place for our student and families.

We have established the following procedures for student safety and parent ease. This will help keep students from running into the parking lot, pick-up driveways, darting between cars, and to avoid accidents and students being hit. This will also help prevent backups to the entrance to AJ from 132<sup>nd</sup> Avenue.

#### **Two areas have been designated for pick-up and drop-off:**

1. The top level is K-2 only. The exception is if the K-2 student has an older sibling, they load above with their younger K-2 sibling.
2. 3-5<sup>th</sup> grade loading is on the lower pick up area. Teachers will walk all 3-5<sup>th</sup> grade pick-ups to the designated pick-up area. Parents will drive through the middle parking lot lane to the 3-5<sup>th</sup> loading area. Please use caution when crossing traffic from the upper lot. Please do not block exiting traffic, and proceed to the pick-up area when clear.

#### **We ask you to follow these rules for pick-up and drop-off:**

1. Proceed to the appropriate K-2 or 3-5 loading area. Teachers will walk students to the appropriate area. Some 3-5 students will join their younger K-2 sibling in the upper lot to load in one spot. Day care vans load at the end of the K-2 area (before the 3-5 pick-up).
2. Parents must stay in their car at all times. If you feel you need to get out, we ask that you park.
3. Move your car forward along the curb as other cars move out in front of you.

4. Do not back up at any time.
5. Students are required to load from the curb side.
6. Please wait for your child(ren) to buckle up before leaving.
7. Pull forward to exit.

## **PLAYGROUND/RECESS**

The playground is designed for a variety of activities for all students at AJ to enjoy. Recess is a time for students to refresh themselves, play a game with friends and classmates, and renew their enthusiasm to have a great day at school.

### **Student Behavior Expectations**

By following these three basic rules, all students will enjoy the playground:

1. Be Courteous
2. Be Responsible
3. Be Safe

### **General Playground Rules/Expectations**

To ensure safety and promote fun:

1. Walk out to recess (supervised by the teacher), at the end of recess, "Stop and Walk" at the bell.
  2. Use equipment properly and do not bring equipment or toys from home.
  3. Running is allowed on the playfield, but not on blacktop (unless in an organized game) or around large playground toys.
  4. Do not pick up debris such as bottles, sticks, sawdust, rocks, etc. Inform playground supervisor of glass or other debris that could result in injury. These should not be thrown at any time.
  5. Students may not leave the playground at any time without a pass from the playground supervisor.
  6. Fighting, pushing, shoving, spitting, or inappropriate touching of others will not be tolerated. No fighting or play fighting. "Don't touch-get help".
  7. Activities that promote rough play such as red rover, dodge ball, tackle football, wrestling, play weapons and karate are not allowed.
  8. No gymnastics.
  9. Tag permitted on the grass. Soft touch on shoulder is the only acceptable method to tag someone.
  10. Food and drink are to be kept in the classroom.
  11. Gum chewing is not allowed at school.
  12. Be courteous and a good sport.
  13. Use Kelso Choices (or other problem solving methods) to resolve conflicts:
  14. Line up immediately when the bell rings, not before. Follow "stop & walk" rule. Students are to stop playing and walk in, "Stop and Walk" to designated class line. Students do not have permission to touch other students in line.
  15. Cutting in line is not allowed or saving places.
  16. Rules and expectations will be consistent for all recesses.
  17. See a recess supervisor for help if needed.
  18. No climbing on or over brick wall around playground perimeter.
  19. Students will not climb fencing or backstops
  20. Toys, cards, games, balls, jump ropes, equipment must not be brought to school or to the playground.
  21. Students must stay on the playground and never leave the perimeter, down the stairs, service drive, and maintenance drive or over brick wall.
  22. Students must not interfere with games in progress. Students are asked to walk around games.
- \*\*NOTE: Do not use metal play equipment when outside temperature is freezing or below.

### **General Playground Game Guidelines**

1. Rules have been established to promote participation and sportsmanship; no special rules are to be made up or invented by students.
2. For any game in which there is a line (wall ball, box hockey, tetherball, etc.), players winning three games in a row must move to the end of the line.
3. For any game that requires the judgment of a bystander to help determine a winner, the first person waiting in line is the judge. The judge has final say, and arguing with the judge will result in losing the privilege to play that game.

### Recess Equipment

1. School equipment will be stored in recess bins that will be placed on the playground before the first recess and taken indoors at the end of the last scheduled recess.
2. To check out equipment, students will line up in a single line at the playground bin at the beginning of recess.
3. It is the responsibility of the students to return the equipment to the bin when finished, or when recess ends. Students need to hold the equipment, “Stop and Walk” the equipment to the equipment bin and gently drop it in (no shots).
4. Students abusing equipment or check out procedures will lose the privilege of using school playground equipment.
5. If playground balls and other equipment get lost over the fence, students are not to leave the playground. Please notify the playground supervisor.

### See the Playground Supervisor if:

1. Another student is bullying, verbally or physically hurting you, and will not stop.
2. For a pass to use the restroom.
3. When injured and need to go to the health room.
4. Report strangers without a pass

### Emergency Call (Three blasts from Supervisor’s Whistle)

1. “Stop and Walk” to Line
2. Listen to directions

### When Recess Ends

1. Place all equipment back in the recess bin.
2. Immediately walk to your classroom area to line up.
3. Give your full attention to your teacher, show “0” voice level

### 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.

1. Verbal warning, asked to perform the expectations the correct way.
2. Think Time, against wall until signaled back for brief conference
3. Loss of recess time, removed from game, activity or area.
4. Recess write-up
5. 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.

Peer Mediators are also trained to be available to students at recess to help with small problems.

### Indoor Recess

Recess Supervisors may call Indoor Recess for severe weather. School guidelines and classroom rules apply at indoor recess. No running or physical activities are permitted.

### INDIVIDUAL PLAYGROUND GAME RULES

#### Big Toy

1. Keep your hands to yourselves at all times.
2. Chasing or playing tag on, through, or around the big toy is not allowed.
3. Slide down the slide only – no climbing on the slide.
4. Do not play with, throw, or run in the sawdust.
5. Do not jump down from high places, the walls, slides, or platforms on the big toy.

6. Climbing walls are designed for climbing without:
  - a. Shoving, pushing, pulling, and grabbing, etc each other.
  - b. No physical contact with other climbers is allowed.
  - c. No standing or sitting on top of the wall.

#### Box Hockey

1. Two players play at one time.
2. The opponents stand on opposite sides of the box (not the ends of the box).
3. The object of the game is to knock the puck through the hole at the end of the box.
4. To start, place the puck in the middle section of the hockey box. The players tap their sticks to the floor, and then their sticks before beginning play.
5. The player who knocks the puck through the hole of their opponent's end wins.
6. The winner stays for up to three games before rotating out.
7. Loss of turn.
  - a. Blocking a hole with hockey stick for more than 5 seconds.
  - b. Flipping the puck out of the box three times.
  - c. Stepping in or on the edge of the box.
  - d. Hands are below label on stick
8. Restart play with one tap.
  - a. Puck goes over divider.
  - b. Flip out first or second time.
9. Special calls:
  - a. Regular, singles, and chicken wings (stick turned so end of blade is used) may be used.
  - b. Chicken legs (playing with handle instead of blade) are not allowed.

#### Four Square

1. Four players play at a time, with square "D" always being the first square when entering the game, and "A" being the last or desired square.
2. The goal is to make it to the "A" square and stay as long as possible.
3. All the serves take place from the "A" square, with the server bouncing the ball once, and then serving the ball underhand with both hands to any square. The server must serve the ball from behind the triangle on their square.
4. During a volley, the ball must always be struck underhand with one or two hands.
5. The ball cannot be caught or carried in any way for a return.
6. A player who faults goes to the end of the line, and all players move up one square depending upon which player faults.
7. Faults include:
  - a. Ball not bounced before it is volleyed
  - b. Ball is hit out of bounds
  - c. Holding the ball or hitting it overhand
  - d. Ball hits a player(player that is hit is out)
  - e. Ball landing on a line is a fault

#### Green Ball Game

1. The game is played with two to ten players.
2. The game begins with one player throwing a small green wall ball against the wall.
3. Players try to catch the ball. If successful, a player throws the ball back against the wall. (The ball can bounce on the ground before catching).
4. The game continues until one of the following occur:
  - a. A player fumbles or drops the ball
  - b. A player misses the wall or the ball goes up/over the play shed roof.
5. When any of these exceptions occur, the player who is responsible for the mistake has to run as quickly as they can to the wall and touch it before the next player's throw of the ball hits the wall.
6. If the ball beats the fumbler/runner they are out. If the fumbler/player beats the ball throw they are safe and can continue playing the game.
7. When a player gets out they are to stand on the side, out of the game, until another student is gets out.

### Hop Scotch

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

### Pickle Ball

1. Four players play on the court at a time.
2. The court is divided into four sections, and each player stands in separate sections.
3. To serve, the player bounces the ball once, then hits it underhand over the net.
4. The server must stand behind the server line when serving, and must hit the ball past the opposing team's serving line, or the serve results in a fault/point for opposing team.
5. A point is awarded to the team not committing a fault. Faults include the following:
  - a. Serve not landing in bounds past the opposing
  - b. Team serving line
  - c. Ball is hit out of bounds (lines are in bounds)
  - d. Hitting the ball into the net
  - e. More than one hit or bounce per side
  - f. Not hitting the ball
6. Each player is responsible for guarding their quarter of the court. The player that commits the fault loses their spot on the court to the next person in line.
7. Players slamming the paddle to the ground after losing a point will lose their pickle ball privileges.'
8. The team that wins the point serves the next point.

### Tether Ball

1. The game is played with two players, each in their designated lined area at the pole.
2. The server begins the game by tossing the ball in the air and striking it with their hand/forearm the direction of their choice.
3. The game continues as each player tries to hit the ball and make it tether around the pole.
4. The game is won when a player tethers, or when their opponent commits one of the following faults:
  - a. Hits the ball with any body part other than their hand or forearm
  - b. Catches or holds the ball during play
  - c. Touches the pole
  - d. Hits the rope with hands or forearm
  - e. Throws the ball
- 5 A player can win up to three games before rotating out.

### Wall Ball

1. The game begins with one player hitting the ball with part of their hand.
2. The ball must first hit the ground before hitting the wall.
3. Players alternate hitting the ball in this manner until one of the following ends the game when the ball:
  - a. Hits the wall before hitting the ground
  - b. Bounces more than once before hitting the wall
  - c. Is held or thrown, not hit
  - d. Hits the pocket of the wall

- e. Misses the wall
  - f. Lands outside the lined boundaries of the game
4. A player can win up to three games before rotating out.

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

### TEAM SPORTS/SPECIFIC RULES

Playing team sports during recess such as basketball, soccer, kickball are allowed and encouraged providing the following guidelines are followed:

1. All students that want to participate will be given a spot on a team.
2. Teams are fair and chosen quickly.
3. Rough play will not be allowed, and will result in either player(s) losing their playing privilege, or the sport being discontinued for a specific time period.
4. No inappropriate language or immediate removal.
5. Final decisions on all rules will be made by playground supervisor on duty.
6. All players showing poor sportsmanship or who continue to question the calls, will be banned from playing.

### Basketball (Half-court only)

1. Teams are to be picked fairly, no more than 5 players to a team.
2. Games starts with one team taking the ball out of bounds at half court.
3. Everyone must play man-to-man defense. No zone defense is allowed.
4. There will be no “three in the key” called.
5. The ball is considered out-of-bounds and is awarded to the opposing team at the spot where it went out when the:
  - a. Offensive team re-crosses the mid-court line.
  - b. Ball and/or a player goes outside the white line.
6. When a basket is made, the defensive team is awarded the ball at half court. There will be **no** “make it, take it”
7. When the defense team gains control of the ball (take away, foul, rebound, all out of bounds), they must bring it back to mid-court **before** shooting a basket.
8. Traveling and double dribbling will be enforced.
9. When a foul is committed, the opposing team (team not committing the foul) is awarded the ball at mid-court.
10. Fouls:
  - a. Pushing, grabbing, tripping any opposing player.
  - b. Slapping or touching an opposing player when trying to take the ball away.

### Kickball

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



- e. No Sliding – No Stealing – No Leading Off – No Bunting.
- f. Final decisions on all rules will be made by playground supervisor on duty.
- g. All players showing poor sportsmanship or who continue to question the calls, will be banned from playing.

### Soccer

1. Students are responsible for organizing their own teams fairly. Students may not switch teams or directions during the game.
2. The playing field will be marked by orange cones or lines. Students are responsible for setting up the field at the beginning of recess.
3. One team starts the game with a kick-off in the center of the field. The kicking team must stand behind the kicker, until the ball is kicked. The opposing team must stand 5 feet away.
4. A kick-off will be taken after every goal. The team not scoring a goal will kick-off. Teams must change kickers every time a kick-off occurs.
5. If the ball goes out of bounds, the ball is awarded to the team it didn't touch when it went out. The players closest to the ball should throw with two hands above the head onto the field.
6. If the ball goes out of bounds behind the goal, the goalie kicks it back into play (punt or place-kick)

### 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 beliefs be sure to inform the teacher so an appropriate alternative can be arranged.

### PICTURES

Individual pictures are taken in the fall before the winter break. A classroom picture is taken in the spring. Both pictures are available for purchase on the day they are taken. Look for forms to be sent home.

### PROBLEM SOLVING PROCEDURES

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. Arthur Jacobsen'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 what 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 and made aware of concerns. Please don't hesitate to ask for assistance.

### REPORT CARD AND 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, midterm progress reports are sent home mid-point of each grading period.

### SAFETY

*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 walk through the hallway in class lines or lunch lines silently showing "0" voice level.
3. Students will walk directly to their destination.

4. Students must have a pass unless accompanied by an adult.
5. Teachers must supervise their classes as they go out to and return from recess.
6. Students without passes, or who are not moving directly to their destination, will be questioned by staff members and returned to class.

#### *Stairway (Inside and Outside)*

To ensure safety and a quiet environment for learning:

1. Walk quietly on the stairs
2. Stay to the right
3. One step at a time
4. Keep one hand on railing when possible

#### *Library: Lunch/Recess*

To ensure an enjoyable stay in the library:

1. Teachers may send students with passes during open block times
2. Students must carry a pass from their teacher.
3. Students may read, work, or use media for academic or personnel needs.
4. Students are to keep a quiet, work, library atmosphere during their visit
5. The library will not be used for disciplinary purposes.

#### *Bus*

To ensure safety and a smooth ride:

1. Teachers are to lead students to the buses and students will peel off as they reach their bus lines. Teachers will continue to take parent pick up students to that area.
2. Students are to walk on the sidewalk.
3. In the morning, students walk from the bus directly to their classroom line or breakfast line.
4. Students are expected to follow directions from the bus safety patrol.
5. Students are to follow bus safety rules.

#### *Lunch*

To ensure efficient and prompt services:

1. An emergency lunch (on loan from PTSA) 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. Students will not be allowed to call for forgotten lunches or money.
3. Students need to wash hands before eating.
4. A grade level teacher will lead students to lunch and remain with the group. Other teachers monitor room.
5. While in the lunch line, students are to maintain hallway expectations.
6. Students will be courteous when handing money to the lunch person or inputting their student ID number.
7. All students are expected to say "please" and "thank you" to the lunch servers.
8. Lunches are to be eaten in classrooms only.
9. Students will be expected to use proper eating manners and clean up after themselves.

### **SCHOOL DISTRICT 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 has other important district information.

### **SKATEBOARD/IN-LINE SKATING**

It is against Auburn School District rules for skateboards or rollerblades (including in-line skates) to be taken onto school property. Therefore, skateboards and rollerblades are not allowed at A J Elementary.

### **STUDENT RECOGNITION**

Students' efforts are recognized through such means as:

#### *From teachers*

1. Positive verbal reinforcement given to students each day
2. Positive notes to parents
3. Positive phone calls to parents
4. Classroom based reward system for demonstration of academic and/or behavior success

*Received as a class*

1. Special learning Celebration Activities

*From Principal*

1. Principal's Wall of Excellence (recognizing quality work)
2. Special Award Recognition
3. Perfect Attendance, each trimester and year end.
4. Student of the Month

Program Guidelines

Student of the Month

Who can earn them?

1. All students who work hard to achieve them
2. Two students will be selected by their teacher each month

How are they earned?

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

How are they recognized?

1. Students will be recognized for their achievement in the following ways:
  - a) Certificate from principal
  - b) Publicly recognizing the students.
  - c) Names mentioned in Parent Newsletter

Principal's Wall of Excellence:

Every week a student from each classroom will be selected to share their quality work with the principal. Students will eat their lunch with the Principal in the conference room, share their quality work, and then hang their quality work up on the Principal's Wall of Excellence bulletin board located in the main hallway.

Perfect Attendance:

Students who have perfect attendance, no tardies or absences for the trimester, will be recognized in the school news.

BUGS:

**Bring Up Grades**, or BUGS is a program designed to provide recognition to students in grades three through five who raise their grades to an acceptable range, and maintain or continue to raise them from one grading period to the next. Recognition includes being placed on the school's BUGS Honor Roll and presented a certificate. Auburn Kiwanis of the Valley, a sponsoring club helps support the BUGS program at AJ. The club provides awards and establishes partnerships with local community businesses to secure support for the program. In the fall the first report card establishes the baseline. Students must then improve a full letter grade during the next grading periods in the core subject areas to receive this award.

National Honor Society

The National Elementary Honor Society provides meaningful and authentic student recognition for outstanding elementary students. The new honor society at AJ is designed to recognize scholarship (*i.e.*, academic excellence) and responsibility; to engage its members from the fourth and fifth grades in service to their school and community; and to provide leadership development for our younger students. We believe membership will strengthen the learning skills and lives of those students selected, bring resources to enhance the education of all students, and reinforce the culture of achievement in our elementary schools. Students must meet the academic requirement, display responsibility and leadership to be selected.

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.

Student Supplies

Lists of classroom supplies are available for each grade level in the communication rack located in the main office, on the school's web page and will be available upon registration.

### **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

### **TEXTBOOKS AND RESPONSIBILITY OF 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.

### **UPDATE SCHOOL RECORDS**

Please notify the school office of any changes of your home or work phone numbers, address, emergency contact person or email address. 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.

### **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.

### **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 PTSA 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, please read the Arthur Jacobsen Volunteer Handbook available in the office. You will be name badge once your Washington State Background check has been returned.

### **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.

### **WALKING TO AND FROM SCHOOL**

Only students living in areas without school bus service to AJ 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.

Kindergarteners, 1<sup>st</sup> -5<sup>th</sup> who walk to school should not arrive before 8:55. Students are expected to obey the school patrol members and/or patrol supervisors. Parent volunteers or assigned Arthur Jacobsen professional staff drop off/pick up areas and school bus area.

**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.

**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.