

CHINOOK ELEMENTARY

Parent/Student Handbook



EAGLES

‘Soaring to success....’

School Mascot: Eagles

School Colors: Blue & Orange

Chinook Mission:

Chinook students, families and staff ensure all students will learn and grow in a safe and positive environment.

Welcome to Chinook Elementary School.

Please read this packet and discuss it carefully with your child.

The staff at Chinook Elementary is dedicated to providing a positive learning environment in which all students are able to work, play, and learn. We want every child to be successful. Rules have been established to ensure safety of all students.

Please feel free to contact us at any time.

**Jennifer Davidson
Principal
(253) 931-4980**

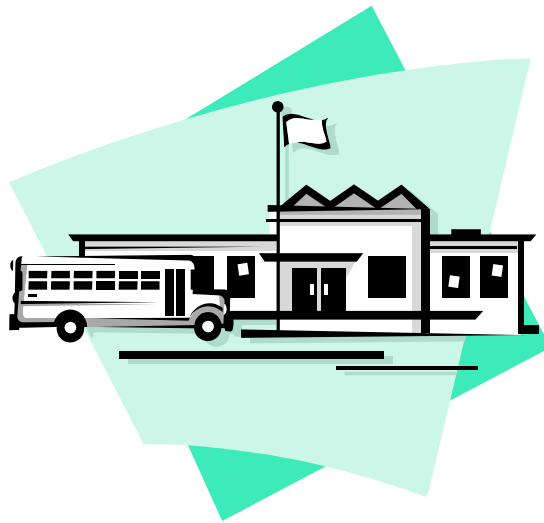
Chinook Elementary
3502 Auburn Way S
Auburn, WA 98092

CHINOOK ELEMENTARY DAILY SCHEDULE

OFFICE HOURS:
7:40 a.m. – 4:10 p.m.

	PRESCHOOL
AM Class	9:10-11:48
PM Class	1:03-3:40

	GRADES K-5
Arrival	9:10
Dismissal	3:40



**At Chinook all students must
follow the four school rules,
generally known as the 4 B's.**

BE RESPECTFUL

Examples include: Following teachers' instructions, following classroom and playground rules, and following Think Time procedures.

BE RESPONSIBLE

Examples include: Working your hardest while at school, leaving toys at home, and not chewing gum at school.

BE KIND

Examples include: Using school-appropriate language and treating others with respect.

BE SAFE

Examples include: No fighting (hitting, kicking, pushing), no bullying, keeping hands, feet, and objects to yourself and walking on school grounds.

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.

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.

Philosophy Statement/Goals of Student Management

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

Our goals are:

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

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

Expectations/Responsibilities

Student

1. Behave in a courteous and considerate manner and cooperate with others.
2. Learn, understand, and follow school rules and expectations.
3. Recognize behavioral options and make appropriate choices.

4. Always do your best.
5. Seek the assistance of staff when help is needed in resolving problems.
6. Attend class and arrive on time.

Parent

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

Staff (with all students)

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

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.

Web Site Information

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

ARRIVAL AND DEPARTURE TIME

Students should plan to arrive NO EARLIER than 8:55 a.m. (15 minutes before the school starting time). Prior to that time, no supervision is available for students. School is out at 3:40 p.m. Students that are picked up at the end of the day need to be picked up promptly.

ATTENDANCE EXPECTATIONS

Regular attendance is crucial to a student's success at school. Students will be held accountable for their attendance. All unexcused absences are subject to administrative intervention. A student will be officially excused for the following: illness, professional appointment, family emergency, or a pre-arranged absence. Oversleeping and missing the bus are not excusable absences or tardies.

Tardies: It is extremely important that all students be in their class at the beginning of each day. Being punctual is an important contributor to learning as well as a necessary job skill. Students that miss even 10 minutes a day in class are missing crucial instruction. Students who arrive after 9:10 a.m. must go to the office for a tardy slip.

Early Dismissal: Staying until the end of the school day is also extremely important. This is often when homework or other important papers are given to students, or discussion of the following day's events takes place. Please schedule appointments after 3:40 p.m., if possible.

Missing school does matter. Please help your child succeed at school by sending him/her to school every day. Only keep your child home if he/she has a high fever, is throwing up, or has been directed by a doctor to stay home.

Please call the office at (253) 931-4980 before 9:30 a.m., if you child will be absent or you may e-mail dvwright@auburn.wednet.edu and lwilkinson@auburn.wednet.edu with this information.

BAND AND ORCHESTRA

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

BICYCLE/SKATEBOARD POLICIES

Due to hazardous conditions of roads in the Chinook area, bicycles are only allowed for students who are not in the bussing area. Students who ride their bike to school must wear a helmet and theft-proof bike lock. It is against school policy for skateboards to be taken onto school property. Therefore, bicycles and skateboards are not allowed at school.

BUS TRANSPORTATION

To prevent bus overloading, district regulations state that students may only ride buses that are assigned to them to and from school. 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 cannot 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. Articles that are lost on buses are usually kept by the bus drivers for a period of time and then turned in to the lost and found at the bus garage. Please remember that bus passes for students to ride another bus other than their regularly assigned bus should be for emergencies only. Passes for other reasons are not allowed by the transportation department as it can overload certain buses. We understand that last minute changes are occasionally necessary. **We ask that in this situation that you call the school before 3:00 to allow time for the arrangements to be communicated to the office, the teacher, and the student.**

CELL PHONES

Students who bring cell phones to school are reminded that they are to remain in their backpack during the school hours. **Cell phones are not allowed out in class or at recess.** A parent will be asked to pick up any cell phones that are used in class or at recess.

CLASSROOM VISITATIONS

Classroom visitations by parents, guardians, and grandparents are welcome during school hours. The following guidelines are suggested:

- 1) select a day not too close to a school program or holiday
- 2) please stop by the office, sign in, and get a visitor's pass to wear while you are on campus
- 3) schedule an appointment by contacting your child's school and checking with the teacher in advance
- 4) remain as unobtrusive as possible and refrain from talking to the teacher during class time (if you desire to converse, please arrange a conference after students have been dismissed)
- 5) avoid visiting during the last few minutes of the day

COMMUNICATION WITH CHINOOK STAFF

We always welcome your telephone calls and are very happy to help you in whatever we can. Many times communicating by e-mail is the most efficient. You can quickly get in touch with us by e-mail. Generally our e-mail address is the first letter of our first name + our last name + @auburn.wednet.edu
If you need assistance in finding an e-mail address for one of our staff, please feel free to contact Lisa Wilkinson lwilkinson@auburn.wednet.edu.

DAY CARE CENTERS

You may obtain a list of day care centers located within the Chinook Elementary attendance area. Information is available on the school district web site, www.auburn.wednet.edu.

Discipline

The Chinook professional staff is committed to an excellent education for all students. All students deserve the most positive educational climate possible for academic and social growth. The school has a set of guidelines we are all expected to follow.

Each classroom has a set of well-defined rules designed to promote safe, nurturing, and orderly classroom environments that are conducive to learning. To create such an environment, we teach, encourage, coach, and reinforce appropriate behavior to help students follow the classroom rules.

At Chinook our discipline program includes a technique called “Think Time” to create a positive classroom climate when any student exhibits a behavior that disrupts the classroom environment. The technique emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. “Think Time” has two parts. The first part is designed to allow students to focus and gain self-control by asking them to temporarily go to another classroom. The second part is designed to provide the student feedback about their behavior and an opportunity to plan for future success in the classroom.

Parents will be notified by the classroom teacher when their child has been directed to “Think Time” three or more times within the week. Additionally, your assistance would be appreciated if problems persist or if a problem is unusually challenging. “If a child has four or more “Think Times” in a week they will be referred to the office.

Students may be referred to the office for not following class, school or district rules, regulations or policies. Serious or repeated misconduct may result in an in-school suspension, suspension from school, or expulsion. Please refer to the Auburn School District’s publication of “Student Rights, Responsibilities, and Regulations”. Parents will be notified if their child is referred to the office and parents may request an informal conference with the principal. Appropriate action will be taken for every offence.

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

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

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

DRESS CODE

The Chinook Elementary dress code guidelines for students can be found below. While these regulations may seem unnecessary for some of our younger students, the rules must apply to all. Please help us by ensuring that your student is appropriately dressed for school.

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 SCHOOL CLOSURE INFORMATION

You may obtain up-to-the-minute school closure and emergency information for the Auburn School District at www.schoolreport.org. Auburn School District uses this site to post emergency announcements, such as school closures and delays. You can subscribe to receive emergency messages via e-mail or text message. To sign up for e-mail or text messages go to www.schoolreport.org. Click on My School Report and follow the simple instructions. To subscribe to text messages, you will need to contact your cell phone carrier to identify the e-mail address for your phone. If you are unable to access the internet, you can always view the local television stations for updated delay and closure information. Broadcasts usually begin around 6:00 a.m. to give current changes in our school’s schedule.

Food Services

Auburn School District Mealtime Service does not loan money for school lunches, it is important that arrangements for lunch and/or breakfast be made prior to the student coming to school. Hot lunches are served daily and milk is available for students bring their lunch. Menus are available at the school district website.

Breakfast (all schools)

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

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

Students who do not apply or do not qualify for free or reduced price meals = **\$1.50**

Adults / non-enrolled students / guests = **\$2.25**

Lunch (Elementary)

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

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

4th – 5th grade students who qualify for reduced price meals = **\$.40**

Students who do not apply or do not qualify for free or reduced price meals = **\$2.75**

Adults / non-enrolled students / guests = **\$4.00**

Elementary Lunch Entrée Only (a la carte) = **\$2.75 (There will be a slight increase in 2018-2019)**

Milk only = **\$.50**

If you any questions or concerns you may call Child Nutrition Services at 253-931-4972.

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.

Food Allergies

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

Financial Assistance

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

Applications for free or reduced meals are available online. If you were on free or reduced last school year, you **must** reapply by completing a new form for this school year. One form is needed per family. The district will randomly be verifying incomes through the year.

Purchasing Prepaid Meals

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

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

Harassment, Intimidation and Bullying

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

HEALTH ROOM INFORMATION

Each fall parents are asked to let the school know of any health problems with their children. Please keep us informed about changes in health or activity limitations as they occur. At Chinook, we have a nurse on site one day per week. We also have a health-tech on site for a portion of each day. **Please provide up to date emergency information – telephone numbers and designated emergency contact people to be contacted when you cannot be reached.** Vision screenings for nearsightedness and hearing screening for hearing loss takes place at school each fall. Parents are advised of all deviations from normal. These are screening services only and do not take place of regular examinations performed by your eye specialist or family physician. Our registered nurse is at the school at least one and half days a week, and on calls the rest of the week. Our health room technician is here daily. If your child must take medication at school an “Authorization for Medication” form needs to be completed by yourself and your child’s physician. This form is available through the health room. The medication needs to be the original pharmacy container and must contain the child’s name. Medication may not be sent to school with the child or on the bus.

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

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

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.

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.

Chinook'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

LOST AND FOUND

Lost and found drawers are located in the Chinook office. Please feel free to check them at any time.

MONEY AND VALUABLES

Because of the danger of loss, students are requested not to bring more money to school than is needed during the school day. Valuable jewelry, phones, video games, i-pods, and toys should be left at home rather than being brought to school. The school is not responsible for loss or damage to personal items.

PARENT/TEACHER CONFERENCES

In November, conferences are scheduled with parents for the purpose of reporting student progress. At the request of either the teacher or the parent, additional conferences may also be scheduled. We encourage ongoing communication throughout the year between our parents and teachers.

PROBLEM SOLVING PROCEDURE

There may be circumstances when parents have a problem or concern about their student's progress in school or a question about a school procedure. In such cases, it is helpful if parents know how to get the concern shared, the problem resolved, or the question answered. 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.

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.

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 GPA requirement, display responsibility and leadership to be selected.

STUDENT COUNCIL (ASB)

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.

SCHOOL TELEPHONES

Since school telephones are constantly in use for business purposes, telephone use by students must be limited. Students will not be permitted to call home to get permission to visit friends, stay after school for events, or other activities. Students are expected to make these arrangements before leaving home in the morning.

STUDENT PICTURES

Each fall, arrangements are made with a photographer to take individual pictures of our students for student records. As a service to parents, these pictures may be purchased on a prepaid basis. Classroom group pictures are taken later in the year and may also be purchased on a prepaid basis.

TREATS

Please remember that district policy states that home baked goods are not to be brought to school for class parties. **All treats must be store bought.** Thank you for your cooperation. Also, when bringing treats, sometimes individual items work best (i.e. fruit roll-ups, cookies, cupcakes, etc.).

VOLUNTEERING AT CHINOOK

You are welcome to volunteer in the building for your child's teacher(s) or the office. If interested, you will need to fill out as Washington State Patrol background check form. The form is available in our office and must be filled out every two years. If you have submitted a form for another group or agency outside of our school district, you will need to fill out a new form. The Washington State background check helps ensure that we keep our children safe when having non-staff working in our building.

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.

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.

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 acceptable
 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.
 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 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 Supervisor
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.

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.

Think Time Recess Procedure

1. Leave to room quietly, without talking, when directed to Think Time by any staff member.
2. Carry the Think Time pass.
3. Walk directly to the assigned room.
4. Stand silently in the classroom entrance, visible to the teacher, until are signaled to enter the room to the Think Time desk.
5. Explain your behavior to the teacher that caused a Think Time. Time will be given to you to think if needed.
6. Complete the Think Time form and wait for the teacher to return.
7. If the form is complete, the teacher will excuse you to walk directly back to class/recess with the pass and form.
8. Stand quietly until you are signaled to return to recess. The teacher/recess supervisor will discuss with you the information on the form. If accurate you will be welcome back to the classroom/recess. If not accurate, you will be returned to Think Time.
9. Once welcomed back to class/recess, follow the plan.

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 TOYS

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)

NONDISCRIMINATION STATEMENT

Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; the use of a trained dog guide or service animal; and provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding compliance procedures may be directed to:

Daman Hunter at (253) 931-4932, Title IX Officer and Section 504, ADA, and Civil Rights Compliance Coordinator.