



Lea Hill Elementary
Established 1965

Student Handbook

2024-2025

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.

Dear Lea Hill Families,

The following handbook is a descriptive guide of the Lea Hill student management system. Please read it carefully with your child. If you have any questions, comments, concerns, or ideas, feel free to contact us. This handbook is given to every student who enrolls at Lea Hill and is also available on our website. We look forward to serving you and your child, Go Mustangs!

Sincerely,
Ed Herda, Principal
Tanya Madsen, Assistant Principal

Lea Hill Elementary School Student Handbook 2024-2025

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Examples of Positive Recognition at Lea Hill:

A philosophy and program of recognizing and rewarding positive choices is an integral part of Lea Hill's student management plan.

- P.R.I.D.E. tickets (Positive Attitude, Respect, Integrity, Dependability, Effort)
- Academic recognition
- Mustang of the Month with prizes and a certificate read in class
- Specific verbal praise given to students during the school day
- Individual classroom recognition programs and rewards
- Positive phone calls, e-mails, and postcards from staff
- Bonus recesses for special goals
- Attendance Recognition
- Auburn Noon Lions Club – Students of the Month (fifth grade)
- City of Auburn Kid's Day Salute

Examples of Problem-Solving Strategies Taught and Practiced Regularly at Lea Hill:

Kelso's Choices (for small problems that students are expected to solve on their own)

- Talk it out
- Share and take turns
- Ignore it
- Walk away
- Tell them to stop
- Apologize
- Make a deal
- Wait and cool off
- Go to another game

Lea Hill Elementary School

P.R.I.D.E. Traits

- P** POSITIVE ATTITUDE: Always looks for the best in what goes on around them!
- R** RESPECTFUL: Polite and courteous to others; sensitive to other people's feelings; extends friendship to all.
- I** INTEGRITY: Always tries to do the right thing!
- D** DEPENDABILITY: We can count on you!
- E** EFFORT: Tries to do their best!

Lea Hill students can receive daily PRIDE tickets from any staff member for demonstrating the above traits.

Lea Hill Philosophy of Student Management

It is our belief that students can learn to identify behavioral options and make appropriate choices. Students learn when they are expected to assume responsibility for themselves and their choices. Both parents and the Lea Hill staff must work together to assist the student in learning these responsibilities. To ensure success in this partnership the following responsibilities are outlined:

Responsibilities of Lea Hill Staff

- Recognize a need for balance in the rights and needs of individual students and groups in the educational setting.
- Develop rules and procedures that protect student rights and encourage responsibilities.
- Identify, teach, and reinforce expected student behaviors and responsibilities.
- Encourage and assist students in recognizing and making positive choices regarding their behavior.
- Regularly and clearly communicate with the parent or guardian regarding student behavior.
- Work **in partnership** with the parent or guardian to assist the student in resolution of behavior problems.

Responsibilities of Lea Hill Parents

- Ensure the students' regular attendance (drop off and pick up on time please).
- Encourage a positive attitude toward the school, its programs and activities.
- Support and reinforce the school rules and expectations for student behavior.
- Communicate with the school staff regarding student behavior problems and possible contributing factors, solutions, etc.
- Read and review the Student Handbook with your child.
- Check student backpacks daily, review paperwork with your child.
- Monitor, encourage, and guide student homework, do not do it for them.

Student Discipline at Lea Hill

Second Step: Lea Hill implemented the Second Step program in 2013. The counselor and teachers work together to teach fun and interactive weekly Second Step lessons during Tuesday morning class meetings. The lessons focus on student success, socially and academically. Each grade level features developmentally appropriate ways to teach core social-emotional skills such as empathy, emotion management, self-regulation, executive function skills, skills for learning and problem solving.

School Rules: ***Be respectful, be responsible, be safe.*** Each Lea Hill classroom will develop their own specific rules based upon these three foundational school rules. Individual teachers may add additional expectations. All classroom expectations are approved by the principal or assistant principal. Your child's teacher will communicate their classroom expectations to you in a timely manner.

Recess-Reset: This takes place during some or all of lunch recess and is supervised by the principal or assistant principal. Classroom teachers can refer students for 10, 20, or 30 minutes depending on patterns of behavior in the classroom. Administrators can assign portions of Recess-Reset for inappropriate recess behavior. A teacher or administrator will follow up with you through a phone call. Recess-Reset is designed as a deterrent for inappropriate behavior. It is a quiet self-reflection time. If time allows, administrators will debrief with individual students to problem-solve better choices.

After-School Detention: Must be pre-arranged between the parents, teacher, and school administrators.

In-School or Out-of-School Suspensions: Only at the discretion of the principal or assistant principal. Last resort only.

Lea Hill Recess Safety Rules

Be respectful, be responsible, be safe

*For example –

- ❖ Use Kelso's Choices to solve small problems
- ❖ Thank-you for keeping your hands and feet to yourself
- ❖ Thank-you for staying within the cone boundaries
- ❖ Thank-you for following the judged decision while playing your game (four-square, wall-ball, etc.)
- ❖ Thank-you for playing safe and appropriate games (not chase/tag, Flyers-Up, etc.)
- ❖ Thank-you for walking quickly & safely to line up when the bell rings
- ❖ Thank-you for using an appropriate words and voice at recess
- ❖ Thank-you for keeping our school clean by staying out of the puddles, mud, and dirt
- ❖ You are welcome to use the restroom once an adult lets you in the building
- ❖ Thank-you for leaving snacks or liquids in your classroom
- ❖ Thank-you for leaving personal toys at home (Pokémon cards, basketballs, etc.)
- ❖ Thank-you for being responsible for your classroom recess equipment

Lea Hill School Policies

To help ensure an environment that is safe and conducive to student learning, the following school policies are in effect at Lea Hill Elementary School -

Cell phones and personal electronic devices are not allowed out in class, at recess or during lunch. Students who bring these items to school are reminded they must remain in their backpack (stored in their locker) or placed in the teacher provided bin (which will be secured for the day) and turned off during school hours. The school is not responsible for loss or damage to personal items. Students using cell phones or electronic devices on school grounds and during school hours will have their device(s) confiscated by staff. First offense the staff member will return the cell phone or electronic device at the end of the day. Second offense, the staff member will turn the device into the office. A parent will be asked to pick up any cell phones or electronic devices that are used by a student during school hours. Parents can partner with Lea Hill by reminding their children of the importance of Digital Citizenship. *Digital Citizenship: a person who develops the skills and knowledge to effectively use the Internet and other digital technology, especially to participate responsibly in social, civic and educational activities.*

Students bringing drugs, alcohol, tobacco, or weapons onto school property will receive appropriate consequences.

For student safety, all adults must sign in at the office and pick up a visitor's badge. If you wish to volunteer in your child's classroom please contact the teacher to set up days and time. **Volunteers** are required to fill out a background check and have approval prior to volunteering. Background checks need to be completed yearly.

Skateboards, in-line skates, roller shoes (heellies) are not allowed on campus.

Only students living within the **safe-walking** zone may ride bicycles to school. We recommend primary students ride bicycles only if escorted by a parent/guardian. We recommend that students wear helmets and have locks for their bicycles. Students are only allowed to walk their bicycles on campus.

Absolutely **no toys** or selling or trading of student property (toys, cards, etc.).

Profane/vulgar language and/or gestures will result in appropriate consequences.

For student safety, please do not bring pets on campus for student drop off or pickup. (Registered Service animals are OK.)

For their own safety students may not be **dropped off before 8:30 a.m.** and **picked up at 3:15 p.m.** (unless they are registered in our YMCA Daycare program). In an emergency, please have a back-up plan with a friend or neighbor in place and listed as an emergency contact in our system.

For the safety of all students, please walk your child through the parking lot when dropping off or picking them up at school. Use the designated drop-off/pick-up area if you are unable to park your car. Do not park in the handicapped parking spot unless you have a valid handicapped parking permit. Never park or drop off in the bus zone.

Food/Beverages- Breakfast/Lunches are provided for ALL students at no cost if they choose to take that option. If sending home lunch/snacks please be mindful of healthy, nutritious foods and drinks. We ask for no sodas, energy drinks, bright colored beverages be brought to school. Water, milk, juices are very appropriate to send with your child.

Lea Hill Student Dress Code

The following guidelines have been developed to help define appropriate attire at Lea Hill. These rules apply to all students at Lea Hill. School administrators reserve the authority to determine what is disruptive to student learning at Lea Hill. Please help us by ensuring that your child is appropriately dressed for learning. Thank-you for your support!

- Dress and/or appearance which constitute/present a clear danger to the student's health and/or safety, or which cause classroom or school disruption, will not be permitted.
- No washable tattoos, using markers on the hands, face, etc.
- Makeup, cologne, body sprays, etc. are not allowed.
- Short shorts are not allowed. Shorts must be at least fingertip in length (as student is standing up straight) and hemmed.
- Camisoles (and tube tops) are permitted only if a shirt, blouse, or vest is worn under or over them.
- Tank-tops must be two finger widths wide on the shoulders.
- T-shirts, hats, badges, or other items of apparel which (by printed word or symbol) display or promote alcohol, drugs, tobacco, sex, nudity, violence, or gang behavior, or that disrupt student learning are prohibited
- Hats, hoods, head coverings, etc. are ok at Lea Hill provided they are appropriate and not a distraction to learning.

Compulsory Attendance Letter:

Washington State compulsory attendance law (RCW 28A.225) and Auburn School District policy require parents/guardians to ensure students between the ages of six (eight years of age if the student has not yet attended public schools) and seventeen attend school *every day that school is in session*. The following outlines procedures followed by the Auburn School District:

One unexcused absence during any month of the school year: The school will inform you (and/or your student) of the unexcused absence (usually by telephone, but notification may also be in writing).

Two unexcused absences during any month of the school year: A conference will be scheduled with you and your student to discuss the cause of the unexcused absences and find solutions to prevent further absences. The district considers student attendance a team effort. (If a regularly scheduled parent/teacher conference will occur within 30 days of the second unexcused absence, the district may schedule the required conference on that day.)

Five unexcused absences within a 30-day period: The school must enter into a written truancy agreement/contract with the family, where the parent/guardian, student and school agree on the necessary steps to resolve the student's attendance problem.

Seven unexcused absences in a month or ten unexcused absences in a given school year: Washington State statutes permit the following actions to be taken by a school district:

- *The district and/or parent/guardian shall petition (Becca petition) the juvenile court to order the student to attend school.*
- *If this court order is violated, the court will call for a Contempt Hearing. At that hearing, the court may impose sanctions on the student, which may include writing an essay, community service, work crew, electronic home monitoring and/or juvenile detention.*
- *The court is also authorized to fine parent/guardian not more than \$25 for each day of unexcused absence from school.*

Legislative changes in the compulsory attendance law regulate the manner in which school districts work with parents/guardians regarding students' unexcused absences. The school district's general rules, procedures and regulations related to student attendance remain unchanged. Please feel free to contact me if you have questions.

Sincerely,



Ed Herda,
Principal

Working together we can ensure excellent school attendance!

Please communicate the following frequently with your student –

- Talk about family expectations regarding school attendance.
- Discuss family expectations for earning a high school diploma.
- Praise positive behaviors and achievements in school.
- Look for attitudes from your youth that indicate unhappiness with school or fear of attending school. Listen to what they say and ask questions.

Please communicate the following frequently with our office -

- Ask us about our policy and procedures regarding excusing absences.
- Please respond quickly when the school notifies you of an unexcused absence.
- Learn how you can check your student's attendance, we can help you!
- Immediately address issues of concern about your student with the school.