

Student and Family Handbook

Terminal Park Elementary School

Updated September 2017

1101 D St SE Auburn, WA 98002

253-931-4978

www.auburn.wednet.edu/termpark



Express to Success



Tiger Pride!



Auburn School District Mission

In a safe environment, all students will achieve high standards of learning in order to become ethically responsible decision makers and lifelong learners.

Terminal Park Elementary Vision and Mission

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

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

Tiger Expectations

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

Welcome!

Welcome to another exciting and challenging year of school. We strive to continually improving school safety and student achievement. This Student and Family Handbook provides you and your child with important information that will help everyone have a quality experience at Terminal Park. Parents and guardians are very important members of our school community. We encourage families to participate fully in helping make your child's school experience positive and meaningful. As we work together, students will be empowered to learn and reach their full potential.

We look forward to sharing many enjoyable and rewarding moments with you during this school year. All aboard the *Express to Success!* Go Tigers!

If you have any questions after reading this handbook, please do not hesitate to contact us.

Tom Dudley

Principal

SCHOOL SCHEDULE

DAILY SCHEDULE

7:45	Office opens
8:10	Start time for teachers
8:20	Breakfast served (students eating breakfast at school, except bus riders, should arrive at 8:20 so they can eat breakfast before school starts)
8:30	Students enter building and go to classrooms
8:40	School begins/tardy bell (students should be in classrooms by 8:40!)
10:40-10:55	Recess (grades 3-5)
10:55-11:25	Recess (grades K and 2)
11:25-11:55	Recess (grades 1 and 3); lunch (grades K and 2)
11:55-12:25	Recess (grades 4-5); lunch (grades 1 and 3)
12:25-12:55	Lunch (grades 4-5)
2:10-2:25	Recess (grades K-2)
3:10	Dismissal (all students, unless staying for an after-school activity, should promptly board buses, walk home, or be picked-up)
3:40	End time for teachers
3:45	Office closes

PROFESSIONAL LEARNING COMMUNITIES LATE START MONDAYS

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

SCHOOL SCHEDULE, CALENDAR, DELAYS, AND CLOSURES

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

POLICIES AND PROCEDURES

Attendance

Good attendance is important for school success. Regular and punctual attendance is essential for satisfactory school progress. Students should be in school unless they are ill. However, exceptional circumstances might constitute a valid absence. When absences or late arrival are necessary, please call 253-931-4978 as soon as possible (at least before 9:30 a.m. on the day of the absence) to let the school know about the absence or late arrival. A short message giving the student's name and teacher and the date of and reason for the absence is all that is necessary. You may send a written excuse explaining the reason for the absence or late arrival upon the child's return including the dates involved. The note should be given to the child's teacher; he/she will send the note to the office for our records. If we do not receive a morning call, we will attempt to reach you to verify your child's absence using an automated calling system. The verification call is for your child's protection. We appreciate your efforts to keep us informed ahead of time. Your note 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 excused absences might include: special non-school activities or absences prearranged at the discretion of the principal. It is important to schedule medical and dental appointments outside the school day if at all possible, as they do interrupt the learning process.

Arrival/Dismissal

Arrival: It is very important that students do not arrive at school earlier than 8:20 a.m., which is when breakfast starts and staff start supervising. The office does not provide day care services and students are not allowed to go to their classrooms until 8:30 a.m. Teachers use the time before school for planning, preparation, and communication. Please make arrangements for childcare if you must leave your child earlier than the appropriate school arrival time. **It is also important to make sure students arrive at school on time so that they are ready to learn. Students coming to school for breakfast should arrive promptly at 8:20 a.m. (unless bus arrives later), and students not eating breakfast at school should arrive by 8:35 a.m. at the latest so they can be to class by 8:40 a.m.** (All the times noted in this paragraph are one hour later on PLC late start Mondays.)

Walking: Please teach your children to stay on sidewalks and cross the street at crosswalks. This may sometimes be less convenient, but it is important to use sidewalks and crosswalks to ensure safety. Crossing guards will be outside to assist walkers before school at 8:20 a.m. and after school.

Bicycles: There are many busy streets around the school, so we ask that students in grades kindergarten through second not ride bicycles to school. It is a law in King County that requires all bicycle riders to wear a safety helmet. Students in grades three through five may ride their bicycles to school as long as they wear a helmet. Students who ride their bicycles to school are asked to walk them when they arrive on the school grounds.

Students should lock their bicycles during school hours.

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. If it is after 3:00 p.m., please wait until school ends to get your child rather than signing your child out during the last 10 minutes of school. Siblings, relatives, or friends who are not listed as your child's emergency contact or day care provider will not be permitted to remove your child unless the office is contacted by you to verify your permission. We may also ask for photo identification to ensure the safety of your child. 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 are to be picked up immediately following dismissal at 3:10 p.m. There is not after-school daycare service at the building.**

Late arrival: When students arrive late, they miss important directions and instruction, which negatively affects their education; this can also be a disruption to the entire class. Students who arrive late must first report to the office for an admittance pass. Parental assistance of helping their child to get to school on time is appreciated.

Bus transportation: Auburn School District transportation department provides bus transportation and students are to follow the bus riding rules prepared by the State Superintendent of Public Instruction and the Washington State Patrol. These are located in the pamphlet, "Student Rights, Responsibilities and Regulations." Bus students are expected to behave well and follow rules at the bus stop and at the loading area as well. Calls to change transportation directions for students must be made before 2:30 p.m. to ensure that notification is given to the classroom teacher.

Calendars

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

Class Assignments

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

Counseling

Our counselor is here to serve students, parents, and staff. The counseling and guidance program is a comprehensive developmental approach to help students. Our counselor teaches lessons in all classrooms that help students develop a positive perception of self and a greater understanding of others. Personal growth skills taught may include personal safety, abuse prevention, respect, understanding intimidation, harassment and bullying, conflict resolution, and getting along with others. The overall goal is to promote academic skills and personal growth. Students who think they would like assistance may ask to meet with the counselor by asking their teacher, placing a note in the counselor mailbox located in the main hallway, or asking directly. Parents may call the school counselor to arrange for an appointment.

Discipline and Behavior Expectations

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

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

Students may be referred to the office for not following class, school, or district rules, regulations, or policies. Serious or repeated misconduct may result in 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 for severe misbehavior and parents may request a meeting. Appropriate action will be taken for every offence.

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

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

Our goals are to:

- Set clear expectations

- Teach and model appropriate behavior
- Foster self-directed responsibility
- Build self-esteem
- Recognize and reward good behavior with emphasis on intrinsic motivation to achieve academic and behavioral success in school
- Support students who are struggling to behave appropriately

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

Expectations/responsibilities:

Student

- Behave in a courteous and considerate manner and cooperate with others
- Learn, understand, and follow school rules and expectations
- Recognize behavioral options and make appropriate choices
- Always do your best
- Seek the assistance of staff when help is needed in resolving problems
- Attend class and arrive on time

Parent

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

Staff (with all students)

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

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

Recess discipline plan: At recess there are times when students choose to demonstrate inappropriate behaviors on the playground. When rule infractions occur, the playground supervisors will administer a consistent system of consequences. The following consequences are subject to student behavior and will be used at the supervisor's discretion:

- Verbal warning
- Stand against wall until signaled to leave
- Loss of recess time in Study Room
- Severe infractions will result in immediate removal from playground and principal involvement

The playground supervisors are responsible for handling problems, assigning appropriate consequences, and communicating about recess information with other staff as needed. Teachers, counselor, and principal also help address recess issues.

It is our desire to help students learn to make appropriate behavioral choices on the playground. We believe in recognizing and rewarding those students who follow established playground rules. In order to do this, playground supervisors and all staff will give effort to compliment and reward students who behave well on the playground.

Dress and Appearance

Auburn School District Policy states: "The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming does not: A. Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives; B. Create a health or other hazard to the student's safety or to the safety of others; C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or D. Imply gang membership or affiliation by written communication, marks, drawing, painting, design or emblem upon any school or personal property or one's person." We appreciate compliance with the following specific guidelines:

- Hats/hoods are not to be worn in the building unless permitted for certain school spirit days and hat fundraiser days.
- Temporary hair coloring is not allowed unless permitted for certain school spirit days.
- Students must wear appropriate shoes for recess and PE (flip-flops and other open-toe footwear can be a safety risk).
- Clothing should not be too revealing, such as some tank tops and short shorts.

Appropriate cold weather clothing and rain gear helps with the child's comfort going to and from school as well as at recess time. Even on rainy days, children will usually go outside for recess. Please work with your child to select proper attire. In addition, we would like to suggest marking your child's clothing and belongings with his/her name with a permanent pen.

Emergency Procedures

Emergency drills are conducted monthly throughout the school year to make sure our staff and students are familiar with emergency procedures. If parents/guardians want to pick up their children during an emergency, student sign-out procedures must be followed; we appreciate everyone's cooperation, patience, and assistance during emergencies to make sure every student is accounted for and properly dismissed.

Field Trips

Students may take educational field trips during the year. Teachers accompany all trips and will ask for parent volunteers who wish to participate. Parent permission forms are required before students are allowed to leave the school for field trips.

Food Services

Breakfast and lunch are served at school daily. Students who bring lunch may purchase milk. Auburn School District does not loan money for school meals; it is important that arrangements for lunch and/or breakfast be made prior to the student coming to school. It is encouraged to deposit money in your child's meal account in advance; please ensure that there is always adequate money in your child's account. Anyone who may qualify for **free/reduced-price meals** should apply; you must apply at the start of each school year. Please visit the Child Nutrition Services website for menus, free/reduced-price meal application, or other information you need: <http://www.auburn.wednet.edu/Domain/46>. You may also call them at 253-931-4972.

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

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

Harassment, Intimidation, Bullying

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

The law under RCW 28A.300.285, the Common School Laws of the State of Washington, stipulates that Harassment, Intimidation, and Bullying it is illegal in schools. The Auburn

School District's policy and procedure for harassment, intimidation and bullying are outlined in a district pamphlet. These will be distributed to each home and are also available in the communication rack in the main entrance lobby. Students who believe they or others have been subjected to harassment, intimidation and/or bullying should bring this to the immediate attention of a staff member, counselor, and/or principal. Students may be referred to the office for investigation, disciplinary actions, and/or remedial measures.

Health Information

Our registered nurse is at the school at least one day a week and on call the rest of the week. Our health room para educator is here daily. If your child must take **medication** at school, an "Authorization for Medication" form needs to be completed by yourself and your child's physician. This form is available through the health room. The medication needs to be in the original pharmacy container and must contain the child's name. Medication may not be sent to school with the child or on the bus. Hearing, vision, and dental screening take place at school each year.

Insurance: The Auburn School District does not provide medical insurance coverage for school accidents. This means parents are responsible for medical bills if a student is hurt during school activities. If there are any problems with covering medical bills due to injuries that occur at school, you are welcome to contact us to seek information about potential resources.

Homework

Involvement in your child's homework can provide a link between home and school. It will help you be more aware of your child's progress and what is happening at school. A few ways in which you may help your child are suggested below:

- Provide proper supplies needed to complete the assignment
- Provide a regular place and consistent time to do homework
- Make a commitment to set aside some time each day to give you child your undivided attention so he or she may share the day's experiences and other school information
- Encourage your child to make use of the public library and other community resources
- Check on the progress of long-term assignments

The average length of homework time varies from grade level to grade level, and from student to student. Homework may include the following:

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

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

Homework guidelines:

Teacher responsibilities:

- Assign an appropriate amount of homework based on the age, ability, and other needs of the student
- Communicate homework expectations clearly to students (and parents as needed)
- Ensure that students receive necessary feedback on homework in a timely manner
- Assign work to be done at home that does not require the use of reference materials not readily available in most homes, school libraries, or public libraries
- Confer with parents regarding homework concerns

Student responsibilities:

- Understand the homework assignment(s) before leaving school
- Take home all materials necessary to complete the assignment
- Schedule adequate time for homework that is compatible with family or after school activities
- Complete and return homework on time

Parent responsibilities:

- Provide a comfortable, well-lit area away from distractions
- Provide encouragement and support and review the quality of work with the student

Lost and Found

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

Money and Personal Belongings

Students should only bring money to school when needed for a specific purpose at school (meals, fundraisers, etc.). It is helpful when parents label the purpose of any money brought to school, especially by younger students. Please use checks for larger dollar amounts such as book orders, prepaid lunch, fundraising, etc. It is recommended that valuable property be left at home. Students should generally not bring toys or electronics to school. **The school is not responsible for personal property that your child may bring to school.**

PTA

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

Parent-Teacher Conferences

Parent-teacher conferences will be held in November on the days noted on the district calendar. These are early-release days. This is a very important time to establish good

communication with your child's teacher. Conference appointments are not limited to once a year. You are encouraged to make an appointment to see your child's teacher whenever you feel there is a need. Your child's teacher may also initiate additional conferences.

Parties/Celebrations

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

Pictures

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

Problem Solving Procedure

There may be circumstances when students and parents have a concern about a problem at school. We want to respond to students and parents in ways that are helpful. We ask that you contact us about concerns you hear about before making judgements about what is happening at school; this can prevent misunderstandings. Generally, it is recommended that the parents take the concern to the staff member closest to the problem. In cases of academic progress, the child's attitudes about school, assignments, class activities, classroom discipline, etc., the teacher is the first person to contact. This can be accomplished by a phone call, email, or note sent to school. Other concerns may be communicated to the office staff who can direct you to the most appropriate staff to address the concern. It is important to contact the school promptly when there is a concern. Problems can often be resolved quickly and effectively when staff is made aware. Please don't hesitate to ask for assistance.

Report Cards/Progress Reports

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

Responsibility for School Property/Fines

Students are expected to take responsibility for the care of textbooks, library books, and other school property entrusted to them. Students are subject to fines for damage or loss. Report cards may be held until all outstanding fines are paid.

Student Council/ASB

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

Student Recognition and Rewards

Recognizing and rewarding students for their efforts and achievements is important.

Students' efforts are recognized and rewarded in many ways, including:

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

Student Supplies

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

Telephone Use

The school telephones are to be used only for school business. In case of an emergency or for reasons granted by the principal, office staff, or teacher, the student may use the phone. Students should make arrangements for after school social activities prior to coming to school.

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

Updating Student Records

Please notify the school office of any changes of your home or work phone numbers, mailing address, email address, or emergency contacts. It is imperative for the welfare of your child we have current and accurate information. We must be able to contact you or an emergency contact when the need arises.

Vandalism

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

Visitors

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

Volunteers

We encourage parents, community citizens, high school students, and others to assist teachers or other staff members by becoming volunteers. Your talents and skills are needed, not only to tutor students, but to enrich their experiences as well. Volunteer your time for any idea you have. 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 classroom and the counselor, principal, or PTA if you wish to volunteer in the school. All volunteers must complete the required Washington State Background Check and return it to the school office and may not start volunteering until approved.

Voter Registration

Citizens eighteen years and older are eligible to vote in primary and general elections. Voter registration forms are available in each Auburn School and at the local library. Complete your form and turn it in at the office and we will be glad to mail it for you.

Walking To and From School

Only students living in areas without school bus service to Terminal Park are permitted to walk to and from school. Walkers are expected to know and use safe walking routes. Students should walk in pairs or in groups for safety. Students are expected to use crosswalks where crossing guards are located and cooperate with supervising staff.

Weapons Policy

Please refer to the Auburn School District's publication of "Student Rights, Responsibilities, and Regulations." Severe consequences will result for students violating the policy: [ASD3240.15: Weapons and Dangerous Instruments](#) – Use, possession, or transmission of any weapons or object that could reasonably be considered a weapon by any student on school property or at a school-sponsored activity, event, or function is prohibited.

Withdrawal from School

If you should decide to move from the district or to another school within the Auburn area, please notify the school office that you are withdrawing your child before leaving. Not only does this aid us in record keeping, but it also allows us to give you the information you will need to enroll your child in the next school. Please be sure to check with your child and return all library books and other school property prior to your child's last day at school.

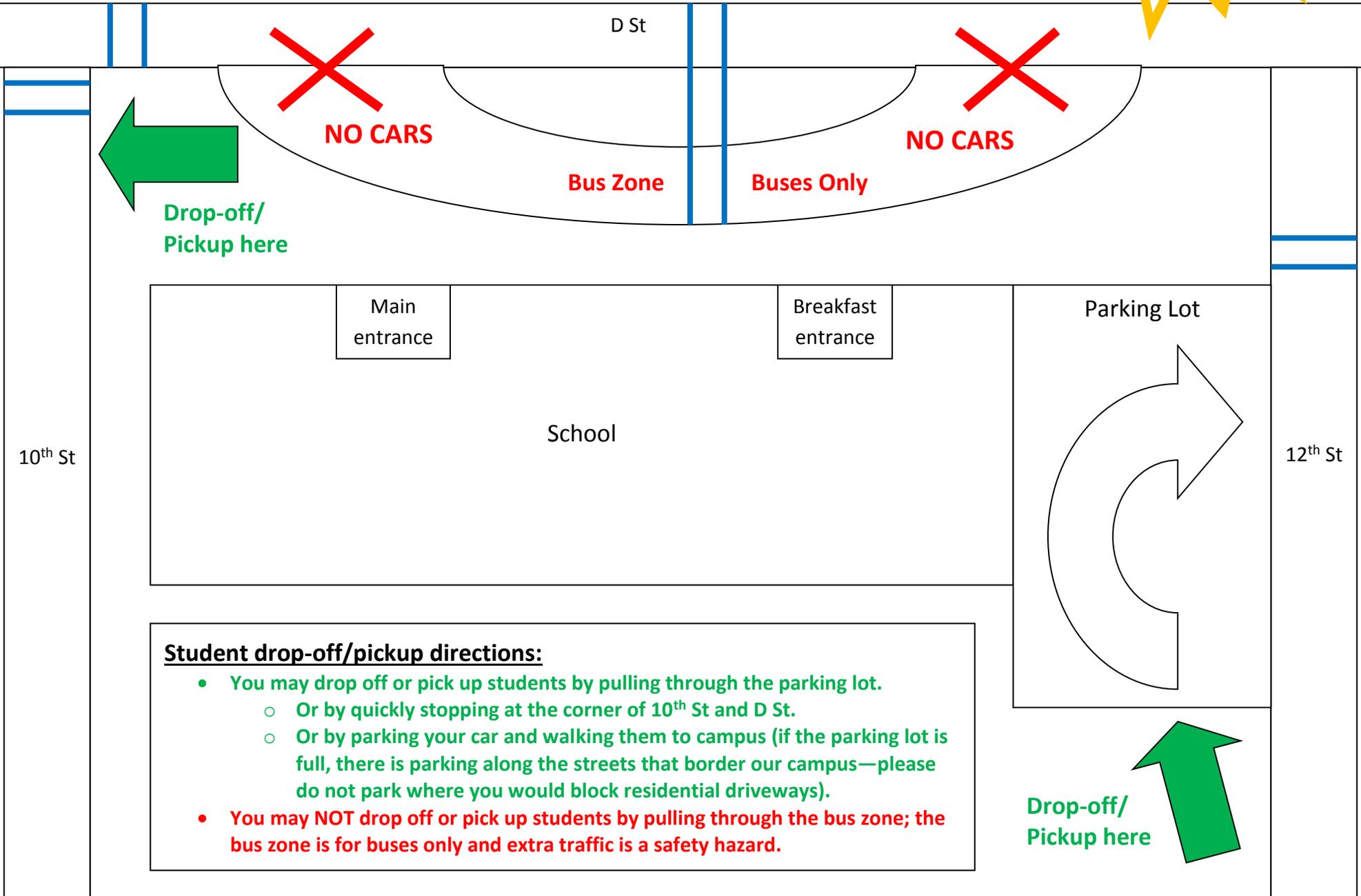
Yearbooks

Yearbooks are available for purchase through the Terminal Park Elementary ASB. Information about price and when yearbooks can be purchased is communicated.

Student Drop-off/Pickup Procedures

Terminal Park Elementary School

Please use
crosswalks!



Student drop-off/pickup directions:

- You may drop off or pick up students by pulling through the parking lot.
 - Or by quickly stopping at the corner of 10th St and D St.
 - Or by parking your car and walking them to campus (if the parking lot is full, there is parking along the streets that border our campus—please do not park where you would block residential driveways).
- You may NOT drop off or pick up students by pulling through the bus zone; the bus zone is for buses only and extra traffic is a safety hazard.