

## **Greetings**

Washington Elementary Professional Staff members and I welcome you to the beginning of another school year. This handbook is to help your child become well organized and more responsible. Parents/guardians are very important members of our school community. We encourage you to participate fully in helping make your child's school experience rich and meaningful. Working together will help empower students to reach their highest levels of learning.

The staff and I invite you to share in the many exciting and rewarding opportunities awaiting you this 2020-2021 school year.

Pauline Thomas  
Principal

## **Auburn School District Mission:**

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

## **Washington's Mission/Vision:**

"The Mission of Washington is to provide a safe environment where all students achieve high standards of learning and develop responsible behavior".

To fulfill our mission/vision and become a school for student success, we will focus our attention on the nine characteristics of high performing schools. Our school improvement plan focuses on these characteristics to help guide our school towards improvement. Washington places high values with emphasis with parent/guardian involvement and school safety. We appreciate your help and support in this endeavor.

## **Communications**

Washington Elementary will do our best to keep you informed of building policies, activities, calendar schedules and special classroom activities. Forms of communications will include Website, parent newsletters (building, classroom and PTA), reader board and automated phone system and Remind, Peachjar e-flyers. The monthly newsletter will be posted on the website.

## **Web Site Information**

School and district information is located on our web site at:

<http://auburn.wednet.edu/homepages/wash/default.htm>

## **Family Access**

Families can view class schedules, grade information, attendance and other student information by going to <http://family.auburn.wa-k12.net>. You can also link to it from the Auburn School district home page [www.auburn.wednet.edu](http://www.auburn.wednet.edu).

## **Snow Days/Early Dismissal and Closure**

For school delays and closures due to the weather, you will receive an **automated phone call** from the district. You can also tune into your local TV stations and listen to local radio stations for 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 information in this manner, it frees the office staff and Department of Transportation from countless inquiries.

Weather related web sites: [www.auburn.wednet.edu](http://www.auburn.wednet.edu) and [www.schoolreport.org](http://www.schoolreport.org)

## **2020-2021 POLICIES AND PROCEDURES:**

### **Attendance**

#### **School attendance tied to academic success**

Regular attendance is an important factor in a student's achievement at school and helps prepare them for the world of work. Students not in school have fewer opportunities to learn the material that enables them to succeed in their classes. Students should be in school unless they are ill. However, exceptional circumstances might constitute a valid absence. When absences or late arrival is necessary, please complete the following steps:

1. Call 253-931-4988 before 8:40 a.m. to let the school know of the absence or late arrival. Before school or after school hours, a short message may be left on the answering machine. Just leave the student's name, teacher, reason and date of the absence.
2. 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.
3. If we do not receive a morning call, you will receive an automated call. If we do not have a response from the automated call, we will attempt to reach you to verify your child's absence. The verification call is for

your child's protection. We appreciate your efforts to keep us informed ahead of time. Your note will provide an excused absence. Excused absences are for illness, injury, authorized student activities, school-sponsored activities, religious holidays, and medical and dental appointments.

Other absences might include special non-school activities or absences prearranged at the discretion of the principal. It is important to schedule medical and dental appointments outside the school day if possible, as they do interrupt the learning process.

### **Arrival/Dismissal:**

#### **Late Arrival**

When a student arrives late, not only does it affect their education, but it also interrupts the class, affects the lunch count, and the student misses important directions and classroom instruction to get them off to a good start. Students who arrive late must first report to the office for an admittance pass. Parental assistance of helping their child to get to school on time is appreciated.

#### **Early Arrival**

It is very important that you do not plan to drop your child off at school or let them arrive at school if they walk any earlier than fifteen minutes prior to their designated start time. Doors open for breakfast at 8:30. Students are not allowed to wait in the office or their classroom until their class starts. Teachers use this time before school for planning. Please arrange for childcare if you must leave your child before school begins.

#### **Dismissal**

If you find it necessary to remove your child from school before the end of the day, please send a note of explanation to your child's teacher. Parents must pick up their child in the office and sign their child out before leaving the school. Siblings, relatives or friends who are not listed as your child's emergency contact or day care provider will not be permitted to remove your child unless you contact the office to verify. 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.

### **Walking to and From School**

Only students living in areas without school bus service to Washington 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 who walk to school in grades K, 1-5 should not arrive before 8:25. These students are expected to cross the busy streets where school patrol is located. The school patrol performs a service and allows students to arrive to school safely. Students are expected to obey school patrol members and/or patrol supervisors.

For safety, walkers are to go directly home after dismissal unless they are staying for a prearranged activity. At dismissal times, students must walk from classrooms to bus loading zones, crosswalks and/or to meet parents. Students must have a note from parents to vary their regular way home.

### **Bicycles, Skateboards & Scooters**

There are many busy streets around the school. Thus, we ask that students in grades kindergarten and first 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 two through five may ride their bicycles to school as long as they wear a helmet. Students who choose to ride their bicycles are asked to walk them when they arrive on the school grounds. It is also required that students lock their bicycles during school hours. We are not responsible for lost or stolen bikes. In the Auburn School District, students are not allowed to ride scooters or skateboards to school.

### **Bus Transportation**

Auburn School District Transportation Department provides bus transportation and students are to follow the bus riding rules prepared by the State Superintendent of Public Instruction and the Washington State Patrol. These are located in the pamphlet, "Student Rights, Responsibilities and Regulations".

It is the parent's responsibility to take their child to other children's homes to play, scout meetings, birthday parties, sports practices, etc. The district buses will not be used for this type of transportation, as many of the buses are already filled to capacity. The school and the Transportation Department appreciate your cooperation in this. Many students ride the bus to Washington Elementary School. In addition, bus students are expected to observe good behavior and follow line rules at the bus stop and loading area. Teachers will accompany students at dismissal time.

## School Climate

### Counseling

The counselor, Mrs. Harvey, is at Washington everyday to serve students, parents and support staff. The counseling and guidance program is a comprehensive developmental approach to help students. The counselor teaches in all classrooms lessons that help students develop a positive perception of self and a greater understanding of others. These programs include Kelso's Choices and Steps to Respect. 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.

### School Climate

Washington Elementary staff is committed to quality education for all students. All students deserve the most positive educational climate possible for academic and social growth.

At Washington We: Treat others the way you would like to be treated. The school has a set of guidelines we are all expected to follow. They are:

***Be Respectful, Be Responsible, Be Ready***

See Washington's Positive Behavior Intervention.

### Problem Solving Procedure

There may be circumstances when parents/guardians 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 you know how to get the concern shared, the problem resolved, or the question answered. Washington's Professional Staff wants to respond to concerns in ways that are helpful. We recommend that you get all the facts before drawing final conclusions about complaints or misunderstandings that children bring home. A call to the school or persons concerned can usually prevent serious misunderstandings.

Generally, it is recommended that you 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, district email or a note sent to school. The teacher will then contact you.

Other concerns may be directed to the principals. Above all, it is important to contact the school promptly when there is a concern. Difficulties can often be resolved quickly and effectively when staff is notified and made aware of concerns. Please do not hesitate to ask for assistance.

### Philosophy Statement/Goals of Student Management

The staff at Washington Elementary believes that discipline is a learning experience. Every student has the right to attend a school that 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 families to ensure that each child has a successful learning experience.

### Expectations/Responsibilities

#### **Student**

1. Always do your best.
2. Attend school every day and arrive on time.
3. Be Respectful, Responsible, and Ready.
4. Recognize behavioral options and make appropriate choices.
5. Seek the assistance of staff when help is needed in resolving problems.

## **Families**

1. Communicate with the school staff regarding interests and concerns.
2. Ensure the student's full day attendance and punctuality.
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.

## **Staff (with all students)**

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

## **School/Common Area Expectations**

### **Building**

To make Washington an enjoyable place to be:

1. Be respectful to others.
2. Be a responsible, independent worker.
3. Follow directions of adults.
4. Respect and care for school and personal property.
5. Walking students are to arrive no earlier than 8:25.

### **Common Areas**

The building is divided into zones. This is for voice levels and actions.

1. Zone 0 = Voice Off
2. Zone 1 = Voice quiet

## **Hallway (Inside and Outside)**

To ensure safety and a quiet environment for learning:

1. For safety reasons, students are to walk on all hard surfaces both inside and outside.
2. Students are to move through the hallway in class lines or lunch lines respectfully.
3. Students will walk directly to their destination.
4. Students must have a pass unless accompanied by an adult.
5. Follow zone Voice procedures (Zone-1 quite & Zone -0 no-talking)

## **Bus**

To ensure safety and a smooth ride:

1. Students are expected to follow directions from the bus driver.
2. In the morning, students walk from the bus directly to their class lines or breakfast line.
3. Students are to follow bus safety rules.

## **Dress and Appearance**

Wearing clothing or apparel that is hazardous, destructive to school property, or which disrupts the learning process will be prohibited from school. Students are not to wear hats in the building except on designated days. Parental support and monitoring of this is appreciated. Students should dress appropriately for the activities in which they are expected to participate in. Appropriate cold weather clothing and rain gear helps with the child's comfort going to and from school as well as at recess time. Even on rainy days, children will go outside and play in the undercover areas. Please work with your child to select proper attire. In addition, we would like to suggest marking your child's clothing and belongings with a permanent pen with his/her name.

### **District Dress Code Guidelines**

- Dress and/or appearance which constitute a clear and present danger to the student's health and/or safety, or which causes interference with work or creates a classroom or school disruption will not be permitted.
- Bare midriff clothing is not permitted.
- Tank tops are not permitted unless a shirt, blouse or vest is worn with them. Tank tops need to be 3 fingers width at the shoulders to wear without a shirt.
- Shorts must be at least fingertip in length.
- T-shirts, hats, badges or other items of apparel, which by printed word, symbol of display promote alcohol, drug, tobacco, sex, are prohibited.
- Nudity, violence, or gang behavior that disrupts the educational climate are prohibited.
- Hats are not to be worn in the building and must be removed before entering the building.

### **Lunch**

To ensure efficient and prompt services:

1. While in the lunch line, students are to maintain hallway expectations.
2. Students are expected to follow classroom cleanup and recycling procedures

### **Child Nutrition**

Hot lunches are served daily and milk is available for students who bring their lunch. You may check the district web site for current prices for lunches and ala carte items for all grade levels.

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.

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 student's lunch needs for as long as you wish. If your student's account becomes low, you will be notified by an email or automated call to remind you that lunch money is needed! If the child is short of funds, an emergency lunch will be provided. Child Nutrition does not allow charging for a lunch. 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 Child Nutrition representative, to talk to your child's physician. Please return the form to the school nurse.

### **Financial Assistance**

Any student may obtain free and reduced lunches at any time during the school year, whose family's income fall within the guidelines set by the U.S. Department of Agriculture. Applications are available in the school office or you may apply online. 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.

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. You may also apply on line at: [www.auburn.wednet.edu/wash](http://www.auburn.wednet.edu/wash) Then click on "for families" and then "Child Nutrition-School Meals". The district will randomly be verifying incomes through-out the year.

### **Purchasing Prepaid Meals**

- Purchase at any time from your school's kitchen, preferably before school in the morning.
- All schools use computers to track meal accounts. We consistently and accurately tract the money you deposit with us.
- Parents may choose to place restrictions on how their child's meal account is spent, e.g. no extra beverages, no breakfast, etc.

- **Mealtime Online:** This is the gateway to your student's mealtime point of sale cafeteria account. A mealtime online account allows you to make a deposit into your student's mealtime account and view account activities. Go to the district web page [www.auburn.wednet.edu](http://www.auburn.wednet.edu). Go to Family Access and choose the meal button.
- **Checks** – Please make out to Auburn School District or Washington 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. (We are unable to give change).
- **Cash** – We encourage the exact amount, as this will help the line move more quickly.
- **Charges** – **The District Mealtime Service does not allow charges at school for any meal. Your child will receive an emergency lunch if no funds exist.**

### **Emergency Preparedness Procedures**

Emergency preparedness drills are practiced monthly throughout the school year to ensure the safety of your children.

### **Field Trips**

Students may take educational field trips during the year. Teachers will attend all trips and will ask for parent volunteers who wish to participate. Parent permission forms are required before students are allowed to leave the school for field trips. **Volunteers must complete a Washington State background check which is on line at [www.auburn.wednet.edu](http://www.auburn.wednet.edu) under the Community tab and then Volunteer in Our Schools.**

### **Band and Orchestra**

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

### **Health Information**

Our registered nurse is at the school; at least one and half days a week and on call the rest of the week. Our health room technician is here daily. If your child must take medication at school, an "Authorization for Medication" form needs to be

completed by yourself and your child's physician. This form is available through the office or 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:

- Vision screening
- Hearing screening
- Dental screening
- 4<sup>th</sup> grade maturation talk

### **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.

### **Lost and Found**

If your child has lost an item at school, have them check the lost and found. **We suggest using a permanent marker to label lunch boxes and clothing with your child's name.** That lost coat, sweater, jacket, hat, etc. will be placed in the lost and found drawers under the display case in the main hallway. If your child has lost something, please ask them to check with their teacher to get permission to go to the lost and found.

### **Money and Personal Belongings**

Students should bring money to school only for specific purposes such as milk money or for lunch. It would be appreciated if parents would label the purpose of any money brought to school by primary children. Please use checks for larger dollar amounts such as book orders, prepaid lunch, fundraising, etc.

It is recommended that valuable property be left at home. Students are not to bring sport cards, play equipment (such as balls and bats), collectibles, electronics, and other toys and games that would cause problems if lost, stolen, or destroyed at school. In some cases, teachers may give prior approval and allow specific personal belongings to be at school for "sharing" or other educational purposes. The school is not responsible for personal property that your child may bring to school. The school provides playground activities and equipment.

## **PTA**

We encourage you to join our PTA, attend meetings, and school events. PTA actively supports our school's instructional program and enhances our school climate. Our PTA has yearly fundraisers, coordinates volunteers and organizes many school activities. We look forward to your participation. Check the web site for activities and meeting times.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences will be held November 20, 21 & 22. These are early dismissal 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. If it seems necessary, your child's teacher may also initiate an additional conference.

## **Homework**

Homework is an important aspect of a student's education promoting student achievement and reinforces classroom instruction. Being involved in your child's work can provide a link between home and school. Doing so 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.

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

## **Progress Reports**

To keep parents informed about their child's progress in school. They are given at conference time in November, then sent home in March and the end of the school year.

Remember, families can view class schedules, grade information, attendance and other student information by going to <http://family.auburn.wa-k12.net>. You can also link to it from the Auburn School district home page [www.auburn.wednet.edu](http://www.auburn.wednet.edu).

## **Healthy Choice Celebrations**

**Let's Party!** As a school community, we can take advantage of classroom celebrations to serve nutritious foods that taste good and provide students with an opportunity to learn about healthy eating. Birthday parties at school, provide a unique opportunity to make healthy eating fun and exciting for children. Let's find ways to recognize our student's special day by providing healthy treats. Here are a few recommendations:

- Buttons, Badges, Stickers, Erasers
- Trail Mix (no peanuts)
- Popcorn
- Apple Slices/Caramel
- Crackers/Cheese
- Raisins or dried fruit snacks
- Whole grain Tortilla Chips & Salsa
- 100 Calorie Pack Snacks: Oreo, Chips Ahoy, Ritz Crackers. Mini Pretzels
- Gogurt
- Baked Chips
- Pretzels
- Please remember balloons are **NOT** allowed

## **Pictures**

You will be notified by Remind and student take home flyer when our picture dates are in in the fall. In addition, there will be a retake day announced if needed.

## **Safety Patrol**

Students in grades five are selected for Safety Patrol. These students assist children to get to and from school and home safely. Selections will be made at the beginning of the school year. Information will be sent home to grade five students to volunteer and participate in this important school program.

## **Student Recognition**

Students' efforts are recognized through such means as:

### ***From teachers***

- Positive verbal reinforcement given to students each day
- Positive notes to parents
- Positive phone calls to parents
- Classroom based reward system for demonstration of academic and/or behavior success  
Year-end Academic Excellence and Achievement Awards

### ***School wide***

- Daily Positive Behavior
- BRAVO Tickets
- Student of the Month Assembly
- BUG Awards for academic growth

Student of the Month Awards are selected by teacher based on our 'Word of the Month' characteristics.

### ***From Principal***

- Weekly BRAVO ticket awards
- Monthly Student Perfect Attendance
- Birthday pencils

Yearend: Perfect attendance (0 absences) and excellent attendance (3 days or less)

## **Word of the Month**

Each month students are encouraged to be responsible, respectful and ready to learn. The Explorer words are; September/Respect, October/Responsible, November/Self-Discipline, December/Compassion, January/Fairness, February/Integrity, March/Perseverance, April/Trustworthiness and Honesty, May/Citizenship.

## **Student Council**

Our school has a very active student council, which plans special projects and makes suggestions for changes and improvement. Representatives are elected from each class in the fall. Students in grades 3 through 5 may be elected to serve as an officer. Elections are held in the fall. You will hear more about student council shortly after school begins.

## **Textbooks and Responsibility for School Property**

Students are expected to take responsibility for the care of textbooks, library books, technology 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.

## **Telephone Use**

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

## **Cell Phones and Electronic Devices**

Cellular phones and electronic devices are not to be carried or used at school. If brought to school they need to be turned off and in lockers or backpacks.

## **Updating Student Records**

Please notify the school office of any changes of your home or work phone numbers, address, or emergency contact person. This accurate emergency information data is kept on each child. It is imperative for the welfare of your child that the office has current and accurate information. We must be able to contact you or an alternate person in case your child becomes ill or injured at school.

## **Withdraw 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.

## **Visiting and Assisting in Classrooms**

You are always welcome to visit your child's classroom. Before your visit, notify the teacher a day ahead for an appropriate time to visit. Be sure to stop first at the office to sign in and get a Visitor's Pass upon arrival. During the visit, remain as unobtrusive as possible. Do not try to talk with the teacher during class time. This may be done at a follow-up conference or by a phone call.

If assisting in the classroom, **a completed Washington State Background Check must be filled out and return it to the school office.**

Students are not allowed to bring friends or relatives to school.

### **Volunteers**

We encourage parents/guardians, community members and high school students 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. 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 better, come and share those ideas. Please contact your child's classroom teacher to volunteer in the class and the principal and/or the PTA volunteer coordinator if you wish to volunteer in the school. To volunteer your services and time in the classroom, to attend field trips, and to serve students in all capacities, **a completed Washington State Background Check must be completed on line at:**  
<http://www.auburn.wednet.edu/volunteer>.

### **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 available in the office. 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

### **Vandalism**

Help us to protect our school. If you see or suspect vandalism at the school, please call the Auburn Police Department at (253) 931-3080.

### **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.

### **Playground/Recess**

To ensure safety and promote fun:

1. Use equipment properly and do not bring equipment or toys from home.
2. Do not throw harmful objects (rocks, sticks, sawdust, etc.)
3. Be courteous, respectful, and a good sport.
4. No fighting. "Don't touch-get help".
5. Use Kelso Choices (or other problem solving methods) to resolve conflict.
6. Students will be involved in an organized game or activity or will be playing on playground equipment.
7. Students will not be permitted to leave the playground without pass.

See a recess supervisor for help if needed.

### **Recess Behavior Guidelines**

At recess, there are times when students choose to demonstrate inappropriate behaviors on the playground. When 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.
- Time out against wall until signaled back for brief conference.
- Loss of recess time.
- Recess write-up.
- 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. 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.

### **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.

## **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 if 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. Everyone 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 identifies 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.

## **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.