



Willow Crest Student Handbook 2024-2025

This book belongs to: _____

The year I graduate high school (ready for college) is: _____

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.

Dear Students,

Welcome to Willow Crest Elementary! At Willow Crest we believe in doing what is best for kids! This is our commitment to you, and we will do whatever it takes for you to be successful in school. Each and every one of you has very special academic and social gifts which you use daily as you work hard in all subject areas. They are also seen in the way you display character by focusing on the Four Bs described in this handbook.

As you read through this handbook, you will learn about the expectations we have for all students at Willow Crest Elementary. We know that you are capable of being a great student and promise that you will be successful if you remember these two words, No Excuses. We are proud of you and look forward to supporting your learning and celebrating your successes throughout the 2024-2025 school year.

Sincerely,

Mr. Holloman, Principal

Ms. Stowell, Assistant Principal



Willow Crest Code of Conduct

At Willow Crest, we take student safety and good student behavior very seriously. We only have a few rules, but these rules apply anytime students are on campus, traveling to and from school, or on a school-sponsored field trip or activity. School staff members, students, and parents all share responsibility for good student behavior. The school has the responsibility to clearly communicate and enforce student behavior in a fair, consistent, and supportive manner. Parents have the responsibility to reinforce the expectations of the school and to help their children become responsible citizens. Students have the responsibility to follow the code of conduct and to make good choices.

Our Code of Conduct

All students will be asked to follow the Willow Crest Code of Conduct. The students will be asked to sign a poster hanging in the class committing to the Willow Crest Code of Conduct.

I will be **respectful**.

I will be **responsible**.

I will be **safe**.

I will be **empathetic**.

Willow Crest Dress Code

All students will wear school appropriate clothing with positive messages. Students and staff are encouraged to wear college colors or gear on Wednesdays and school spirit wear or school colors on Fridays.

Things to Keep at Home

1. Personal items. These include, but are not limited to:

- Any toys, including items such as trading cards
- Electronic devices, such as Ipods, airpods, tablets, handheld video games
- Sports equipment, such as footballs, basketballs, tennis balls, or soccer balls
- Anything with wheels (skates, skateboards, scooters, and heely shoes)

2. Weapons, or simulated weapons, may NEVER be brought to school. These include, but are not limited to, squirt guns, air powered guns, knives, pocket knives, explosives, and all other dangerous objects.

Phones

Cell phones are not necessary at school. If a parent chooses to send their student to school with a phone, they are responsible for it. Phones must be turned off and put away during the school day, including before school and/or during extended day programs.

Food

Due to many food allergies, you may not share food or snacks. Food may only be shared when supervised by a staff member for class parties and/or birthdays. If food is brought for a class party, then food must be store bought with ingredients listed.

Crosswalk and Parking Lot

Students walking to and from school must use the school crosswalk and stay on the sidewalks surrounding the parking lot. Students should follow safe walking routes. Students 2nd grade and younger must be picked up by an adult if not walking with older siblings.

Willow Crest Expectations

WILLOW CREST EXPECTATIONS

BE RESPECTFUL

BE RESPONSIBLE



BE SAFE

BE EMPATHETIC

The 4 Bs

Be Respectful - Treat others the way they want to be treated

Treat others how they want to be treated
Be understanding of differences
Use good manners and school appropriate language
Be considerate of the feelings of others
Deal peacefully with anger, insults and disagreements
Don't hurt, take advantage, blame carelessly, or leave others out on purpose
Call people only by their names

Be Responsible - Do what is right, even when no one is looking

Do what you are supposed to do
Always do your best
Use self-control, think before you act
Be accountable and consider the effects of your choices
Build a strong work ethic, practice self-discipline
Persevere: keep on trying!
Be on time and prepared to learn

Be Safe - Choose what is best for myself and others around me

Obey laws and follow rules
Keep your hands and body to yourself
Run on the playground only
Respect school staff
Use Kelso's Choices when resolving a conflict
Treat school property with respect
Don't threaten, hit or hurt anyone
Follow the no touch rule
Show kindness and patience while others are learning

Be Empathetic - Understand what someone else is feeling

Be kind
Treat others how they want to be treated
Have patience
Be compassionate and show you care
Include others
Be helpful
Try to understand how someone else is feeling

Positive Reinforcement and Recognition:

- Praise- Daily
- Positive Notes Home- Random
- Hoo-rays
- Individual Classroom Reinforcement

Trait of the Month Awards

Teachers will give monthly Trait of the Month Awards to students exemplifying the character trait Willow Crest is focusing on that month. Students will know the trait ahead of time and can be working to show that trait. The awards will be presented at the monthly assembly.

Self-Managers

Students in grades 1-5 who are following the 4 Bs can be nominated by their teacher to become a Self-Manager. Self-Managers can attend a monthly party held here at school as well as have extra responsibilities in their classroom!

Soaring Owls

Staff members can recognize students who are really going above and beyond the 4 Bs by having them go to the office and sign the Principal's book after giving them a Soaring Owl. Students who get to sign the book also have their names read in the morning announcements, get to take home a written form to show their family, and will be entered into a monthly drawing to do something special with Mr. Holloman or Mr. Dudley.

Willow Crest Behavior Management Plan

I am responsible for everything I think, say, do, and feel.

Code of Conduct:

I will be respectful.

I will be responsible.

I will be safe.

I will be empathetic.

Be Respectful: Treat others the way they want to be treated

Be Responsible: Do what is right, even when no one is looking

Be Safe: Choose what is best for myself and others around me

Be Empathetic: Understand what someone else is feeling

Path to Success

If you need help remembering and following the Willow Crest 4Bs, these are the consequences:

1st Step: **Whoops! I need a little reminder.**

Teacher will remind you of the 4 Bs and remind you of expected behavior. Teacher will give a warning that your behavior is unexpected and that it is stopping you or others from learning. Teacher will remind you of the 4Bs of our school.

2nd Step: **Try Something Different**

Teacher will help you move location, remove the distraction, give space, or another teacher intervention. They may ask, "What can I do to help you, is there anything I need to know that is going on?"

3rd Step: **Turn Around Time**

Teacher will ask you to fill out a **Turn Around Time** to support you in following the 4 Bs. This will support you in being ready to return to learning. This will be in your classroom in a spot that best supports your reset. Turn around times may lead to a call to family.

4th Step: **Outside Support Needed**

There will be a call office for Principal, AP, Counselor, or Whole Child Specialist. This might include support coming into the classroom, time in the office and/or a phone call to parents by office.

Consequences

Any Willow Crest staff member may choose to issue a natural or logical consequence in any situation where it would be appropriate. Violations will be referred to the office for further disciplinary actions. If parents or guardians have any questions they may contact the classroom teacher or the Willow Crest office.

Consequences for Misconduct

Consequences for Misconduct are used to record disciplinary instances when students violate the Willow Crest 4 B's. A phone call from the office or a copy of the Misconduct Form will be sent home for the parent to sign and return to school the following day.

First Consequence for Misconduct – Student referred to the office, call home, discussion with teacher, and possible loss of recess or other appropriate consequence.

Second Consequence for Misconduct – Student referred to the office, call home, teacher conference to discuss behavior interventions, disciplinary action.

Third Consequence for Misconduct – Student referred to the office, disciplinary action, individual student behavior contract, parent teacher conference.

Turn Around Time (Form 1)

Name _____

Date _____

1. What was I supposed to be doing?

Follow directions



Follow hallway rules



Keep my body to myself



Be kind to others



2. Which of the 4 Bs do I need to work on?

- Respectful
- Responsible
- Safe
- Empathetic

3. How do I feel?



4. How did I make others feel?



Turn Around Time (Form 2)

Name _____

Date _____

1. What was I supposed to be doing?

- following directions
- following hallway expectations
- be where I was supposed to be
- keeping my body to myself
- respecting other people's spaces and belongings
- using kind words
- Other: _____

2. Which of the 4 Bs do I need to work on?

___ I can be Respectful

___ I can be Safe

___ I can be Responsible

___ I can be Empathetic

3. How do I feel? 😊 😐 😞 😡 🤔

4. How did I make others feel? 😊 😐 😞 😡

5. How can I solve the problem? (words or pictures or oral response w/teacher)

- I understand what I need to change to follow the 4Bs and I'm ready to try again.
- I don't understand what I need to change. I need help from an adult.

Restorative
Conversation

Willow Crest Academic Expectations

At Willow Crest Elementary we have high expectations for all students and believe if students work hard they will be successful. In addition, we would like to provide all students at Willow Crest with the academic and social skills necessary to be successful in middle school and high school, and be prepared to go to college.

Academic Honesty

Students are expected to demonstrate acts of honesty at all times. Teachers and staff members will support and enforce all district rules of academic honesty and provide a learning environment that does not tolerate dishonesty. Any student who violates these rules will be subject to disciplinary action.

Attendance

It is important to be on time and attend school every day. If you are not able to attend school you should remind your parents to call the office. In addition, you should also speak to your teacher to find out what work you missed when you were gone. When you miss school you miss out!

Take 5

Expect your family to take 5 minutes every day to discuss your day at school! Use the following questions to support this conversation.

1. What did you learn today?
2. Why is learning that important?
3. How will you know that you have learned it?
4. Tell me a "good thing" about your day.

We have read and discussed this student handbook and will support and honor the plan throughout the year.



Student Signature: _____

Parent Signature: _____

Date: _____