

Lakeland Hills Elementary

Student Handbook



Wildcats

Lakeland Hills Elementary
1020 Evergreen Way SE
Auburn, WA 98092
Phone: (253) 876-7711

Lakeland Hills Standards Based Grading Model

Academic Scale	
4	Exceeds Standard at this time: Student demonstrates in-depth inferences and applications that go beyond the grade level expectation.
3	Meets Standard at this time: (Expected Outcome) Student consistently demonstrates grade level skills and knowledge.
2	Approaching Standard at this time: Student is making progress toward meeting the grade level expectations. Lacks ability to consistently apply the concept or skill.
1	Below Standard at this time: Student is making minimal or no progress toward meeting grade level expectations or evidence is lacking to demonstrate proficiency.
Study Skills Scale	
	CO — Consistently
	O — Often
	S — Sometimes
	R — Rarely
	NE — Not Evaluated at this time
	() - Based on Modifications

Philosophy of Student Management

It is our belief that in an effective school environment with pro-active teachers and supportive parents, children can learn to identify behavioral options and make appropriate choices. Students benefit best from their educational program when they are expected to assume responsibility for themselves and their actions. Both parents and the school staff must work together to assist the student in learning to assume these responsibilities. To ensure success in this partnership the following responsibilities are outlined.

School-Wide Expectations

The foundation of our discipline plan is based on respect for others and accepting responsibility for our actions. The goal of Lakeland Hills Elementary is to provide learning opportunities in which each individual child can succeed. In this environment, each child will develop a positive self-concept which should be reflected in their relationships with others. In order to maintain a positive learning environment at Lakeland Hills, we will follow this discipline policy.

We Believe . . .

People who are honored, valued, and respected will learn to honor, value and respect others. When students are responsible for their own learning and behavior, they will be successful. Staff, teachers, and parents need to help children be accountable and responsible for their learning at home and school.

Positive Recognition

At Lakeland Hills Elementary, we strongly believe that students deserve recognition for achieving high academic and behavioral standards. We have several recognition programs designed to honor students for doing their best in school. Behavior recognized and rewarded is very likely to become routine and students demonstrating positive behavior deserve to be recognized!

Responsibilities of Students

1. Respect themselves

- Ask for help when needed.
- Take pride in your accomplishments.
- Report bullying problems that occur on the bus or at school to a Lakeland Hills staff member.

2. Respect each other

- Stand up for and support other members of Lakeland Hills.
- Use polite behavior and language.
- Call others only by their name.
- Help others feel safe and comfortable in school.
- Keep hands, feet, and objects to yourself.

3. Respect Lakeland Hills Elementary

- Take care of the school and its property.
- Take pride in keeping the school grounds clean.

4. Be responsible, independent workers

- Strive to do your best work.
- Come to school prepared with appropriate books and materials.
- Complete and return all homework when assigned.
- After returning from being absent, complete all necessary assignments.

5. Observe playground boundaries and school safety rules

- **I follow instructions given by teachers.**
- **I respect others and their belongings.**
I respect others and their things.
I keep my hands and feet to myself.
I speak politely to others.
I stay away from classrooms during recess.
I respect others property.
- **I practice safety and make good choices**
I will stay out of water, sand and mud.
I will stop what I am doing when the bell rings and line up immediately.

- Do not bring any food or drink into the gym without prior approval..
- If crowded, students will offer seats to adults and volunteer to sit quietly on the floor.
- Players will leave books, musical instruments, coats, etc., where their coach designates. They will be allowed to return to the rooms after the game to get the above mentioned items.
- Be courteous to all officials — they are volunteering their time for the good of the kids.

Concert Expectations

Musical events at our school are an exciting opportunity for students to show their hard work and skills. Please follow the guidelines below to help all involved to succeed in their performances.

- Select a place to sit and remain seated until the concert is over. Use restrooms before or after performances. In the case of *extreme emergencies*, students may ask their teacher or chaperone for permission.
- Leave cell phones at home or turn them off during the performance.
- Remain seated during performances, unless you are performing.
- Do not bring any food, drink, candy or gum into the performance area.
- Clapping is the appropriate way to show your appreciation for a musical performance. Yelling and whistling, etc. are appropriate for sports events, but not for concerts. Please refrain from yelling out individual student names as it is distracting to all.
- Remain quiet during performances. Comments can be made quietly and respectfully between songs while clapping, but not during performances.
- Teach and model appropriate concert expectations to those people around you who may not be aware of them.
- Be respectful at all times.

School Visitors

All non-district staff must sign in at the office upon arrival. All visitors must wear a visitor badge when on campus. Thank-you.

Animals

Animals may be brought to school for “sharing” purposes only if it has been prearranged with the child’s teacher. They are to be brought in by the parent and may be kept at school only for the duration of the sharing period.

Medication at School

Prior to students taking any medication at school, it is necessary to provide the school nurse with the “Authorization for Administration of Medication at School” form which is available in the office. All medication must be left in the original container with the prescription label attached for the student. The label must include the student’s name, name of medication, dosage, and the name of the prescribing medical practitioner. At the elementary school, all medication will be stored in the health room for safekeeping and distribution. ***This also includes over-the-counter medications (cough drops, aspirin, etc.). Please Remember: NO MEDICATION CAN BE ADMINISTERED BY SCHOOL STAFF TO A STUDENT WITHOUT A DOCTOR’S PERMISSION, NOT EVEN A COUGH DROP.**

Good Spectator Code

To ensure the enjoyment of both spectators and participants at school events, we have developed a “Good Spectator Code.” We hope you will support us by using the behaviors listed below:

- Upon entering the gym, select a place to sit and remain seated until the event is over.
- Encourage and support all competitors by cheering (register disagreement by remaining silent, with no booing, please)
- Demonstrate good sportsmanship when an opponent is shooting a free throw by remaining silent until the shot is completed.
- Be friendly and helpful to all visitors.
- Protect our building by not chewing gum.

- I will leave rocks, sticks and other dangerous objects alone.
- I will play no tackle games.
- I will leave sawdust on the ground.
- I will take turns on the equipment.
- I will have no food on the playground.
- I will play with only school equipment, not toys from home (except baseball mitts and jump ropes).
- I will only kick soccer balls.

- **When in doubt: I will ask an adult**

6. Obey school policies

- Follow all school rules and policies.
- Learn and follow classroom rules and procedures

LAKELAND HILLS ELEMENTARY IS A LEARNING COMMUNITY BASED ON RESPECT. BEHAVIOR OR ACTIONS THAT INTERFERE WITH THE GROWTH AND SAFETY OF OTHERS WILL NOT BE TOLERATED.

Responsibilities of Staff

- Develop rules and procedures that protect student rights and encourage responsibilities.
- Identify, teach, and maintain expected student behaviors and responsibilities with positive reinforcement.
- Regularly and clearly communicate with the parent or guardian regarding student behavior.
- Work closely with the parent or guardian to assist the student in resolving student behavior problems.

Responsibilities of Parents

- Ensure the students’ regular on time attendance.
- 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.
- Work with school staff to facilitate the resolution of student behavior problems.
- Read and review the student handbook with your child(ren).

LAKELAND HILLS ELEMENTARY AND AUBURN SCHOOL DISTRICT POLICIES

Students are responsible to know their rights, responsibilities, and regulations in the brochure and in this handbook and abide by them. Please refer to the brochure distributed by the Auburn School District for detailed information about many of the topics listed in this document.

Student Regulations

Weapons and Dangerous Instruments

It is unlawful for students to carry, exhibit or display any firearm, knife (including pocket knives and squirt guns), or any other weapon or facsimile of such, or any dangerous instrument or fireworks (including smoke bombs) of any kind capable of producing bodily harm. Penalties will include emergency suspension and a police contact.

Language

Profane or vulgar language or gestures will not be tolerated. In addition, students may not use any language which makes offensive references about a person's physical appearance or racial heritage. Students may not make comments of a sexual nature about a person's appearance, gender, or conduct. Clothing of any kind that promotes or demonstrates the use of alcohol, tobacco, or drugs or that suggests inappropriate language or behaviors may not be worn at school. Literature, drawings, music, book covers, notebooks, etc. that display or suggest profanity, pornography, or gang graffiti will be confiscated.

Alcohol/Tobacco/Drugs

Use or possession of alcohol, tobacco, illegal drugs or paraphernalia leading to their use is not permitted on school property or at school-sponsored activities or events. Possession will result in suspension from school and possible referral to a law enforcement agency.

Defiance Toward Adults

Any child using disrespectful language or acts defiantly towards an adult will be sent to the office and assigned immediate disciplinary consequences. Parents will be contacted and suspension may be assigned.

Transportation Safety and Expectations

Bus Expectations

Riding the bus is a privilege and students are expected to conform to the levels of behavior established to ensure the safety and comfort of the students.

- Follow the directions of the driver.
- Remain seated, and speak quietly.
- Only ride the bus they are assigned.
- Get off at the assigned bus stop only.

Students must ride their regularly assigned bus at all times and get on/off at their assigned stop unless written permission has been granted by the principal or his designee.

Bike Safety

Students in any grade may ride their bike to school if they are responsible and follow the guidelines below:

- Bike riders **MUST** wear a helmet or they will not be allowed to take their bike from campus.
- Walk bikes on school property at all times.
- Store and lock bikes in the bike stands. The school is not responsible for lost or stolen bikes.

Crosswalk Safety

- Show respect to patrol members when crossing street.
- Cross in crosswalks only.
- Do not cross between busses in the bus zone.
- Parents should wait in front of the school to pick up their student(s).

Please notify both the office and the teacher if your child's transportation arrangements have changed.

Parent Involvement

There are many opportunities for parent involvement. Anyone that would like to volunteer at the school should contact their child's teacher. If a volunteer does not have a child at school they can contact the office and we will schedule them for their volunteer service. We also have an outstanding PTA which parents are encouraged to join. The PTA provides many essential services to Lakeland Hills. Look for more information about Lakeland Hills PTA!

Dress Code

The Lakeland Hills Elementary dress code is below for all students. Please ensure that your child is appropriately dressed for school.

- Short shorts, skirts, and cutoffs are not allowed. The hem of the shorts or skirt must fall below the fingertips when the student's arms are down along the sides of the body.
- Bare midriff clothing is not permitted.
- Tank tops and tube tops are not permitted unless a shirt, blouse, or vest is worn over them.
- Shoes must be worn at all times for health and safety reasons. "Skate shoes" and Flip-flops are not allowed. Sandals with a strap over the top of the foot as well as around the heel may be allowed depending on the style. See principal for ?'s.
- T-shirts, hats, badges, or other items of apparel which (by printed word or symbol) display or promote alcohol, drugs, tobacco, sex, nudity, violence, gang behavior, or that disrupt the educational climate are prohibited.
- Hats and bandanas are not to be worn in the building and must be removed before entering the building.
- Permanent "colorful" hair dyes (blue/purple/pink/green/etc.) are not allowed.
- Pants, shirts, or blouses must be free from holes and must not be cut as to be revealing.
- 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.
- Spandex ,and similar type clothing that is very tight to the body, are not appropriate for school, unless it is worn under another part of clothing.

The first offense for inappropriate clothing is a reminder; second offense is a call home to the parents to take the child home to change clothes.

Electronic Devices

Electronic devices may not be on or used on campus unless prior permission is given by their teacher. Students must store electronic devices in a backpack and assume the risk of being lost or damaged if brought on campus.

Student Rights

Fighting

All students will be protected from fights. Fighting and "play fighting" is never allowed and may result in immediate suspension. Fighting (provoked or unprovoked) will result in the following:

1st offense: Parent contact and student will be sent home from school immediately.

2nd offense: Parent conference and 1-day suspension

3rd offense: Parent conference, 2-5 day suspension and possible conference with the police.

Harassment/Intimidation/Bullying

All students are protected from harassment, intimidation and bullying on the basis of race, sex, religion, national origin, and disability. Harassment or bullying of any type may result in recess detention or suspension depending on the severity of the offense and the number of previous offenses. Racial slurs will not be tolerated.

Examples of inappropriate behaviors which will be considered sexual harassment include: using derogatory sexual terms for a person, inappropriately touching another person, or making sexually suggestive remarks, gestures, or jokes.

School-Wide Consequences

Every effort is given to students to demonstrate their understanding and compliance with the rules at school. The staff employs a large number of positive incentives and encouragement to help students to be successful. Occasionally there is a need to correct inappropriate behavior with consequences. In the event that consequences are needed, Lakeland Hills Elementary has developed a school-wide program of consequences for inappropriate behavior over five levels. Most situations are taken care of at the classroom level. Each teacher will provide parents with a copy of the classroom discipline plan at the beginning of the year to be reviewed by parents and students. Reminders are given in an effort to allow students to correct their behavior. If a student chooses to disregard school policies and expectations, the following process will be used to assist the student:

- **Level 1**
If a school rule is violated, the student will be given a reminder of school rules and procedures by a staff member.
- **Level 2**
If a second rule violation occurs the student will go to an assigned room for Think Time, complete the Think Time form and discuss how to solve the problem with the referring teacher prior to returning back to class. Think Time is supposed to be a 5-12 minute intervention depending on the grade level.
- **Level 3**
If a third violation of the school rules occurs, the student will lose lunch recess and report to the Study Room. The Study Room slip will be sent home and require a parent signature.
- **Level 4**
If a fourth violation occurs, a phone call will be made to the parents by the teacher or staff member.
- **Level 5**
If a fifth violation occurs, the student will be issued After School Detention. A parent/ principal / staff conference may be scheduled to help improve student behavior. Parents will be notified **PRIOR** to the detention time by the assigning adult. Transportation home will be the responsibility of the parent.
- **Severe Clause:**
Behaviors that are severe in nature may result in more immediate discipline consequences: loss of recess, behavioral contracts, Friday Night School, in-school or out of school suspension.
- **Consequence Continuum:**
Warning
Think Time
Loss of part of recess
Study Room (15 or 30 minutes @ lunch recess)
After School Detention (3:10-4pm)
Friday Night School (3:10-6:00pm)
Suspension
Expulsion

Attendance

Washington State Compulsory Attendance Law (BECCA Law) and the Auburn School District policy require parents/guardians to ensure students attend school every day. Regular school attendance is essential for students' success in school.

Arrival & Departure Time

Students should plan to arrive **NO EARLIER** than 8:20am -- ten minutes before the school starting time. Prior to that time, no supervision is available for students. School is out at 3:10pm. Students should be picked up by 3:15pm as there is no after school care for children unless they are in a supervised PTA or school sponsored activity. Siblings of students in an approved activity may not stay unless they are also involved in the approved after school activity.

Excused Absences

Students demonstrating perfect or excellent attendance are recognized for their consistent efforts. Excused absences include injury or illness; authorized student activities; school sponsored activities; religious holidays; doctor and dental appointments; and absences prearranged with the principal.

1. **Absent** -- If a child is absent, parents are asked to call the school office at 253-876-7711 by 9:30am (earlier if possible). The office will call home if no call from a parent is received.
2. **Tardy** -- Children arriving late are required to bring a note signed by a parent and must go to the school office to sign in.
3. **Early departure** -- Parents should send a note to the teacher that day so that preparations can be made. At the time of the child's departure parents must sign the child out in the office. If the office manager does not know you by sight, she will ask for picture identification. She will then call your child to the office to meet you. Only those listed on your child's records will be permitted to remove your child unless the office is able to contact you to verify your permission.

Unexcused Absences or Tardies

If a child is absent from school without parental permission, or leaves school grounds without permission from the office, or has excessive absences, a parent conference will be scheduled and the student will receive disciplinary consequences. *These consequences could range from loss of recess to after school detention.* If parents allow students to miss school repeatedly, thereby jeopardizing the child's right to an education, a BECCA petition may be filed.