



Lea Hill Elementary
Established 1965

Student Handbook

2016-17

Our Mission

Lea Hill exists to ensure individual academic success.

Our Vision

Lea Hill is a learning team of staff, students, parents, and community that is driven by individual student achievement.

Our Values

- *Accept no limits on the learning potential of any child.*
 - *Meet the individual learning needs of each child.*
 - *Create serious classroom learning environments.*
- *Treat students, parents, and colleagues with courtesy and respect.*
 - *Hold students, parents and each other to the highest standards of performance.*
 - *Collaborate regularly with colleagues to seek and implement more effective strategies for helping each child to achieve his or her academic potential.*

Dear Lea Hill Parents & Guardians,

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

Sincerely,

Ed Herda, Principal

Lea Hill Elementary School Student Handbook 2016-17

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Examples of Positive Recognition at Lea Hill:

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

- Academic recognition (grade 5 – Presidential Academic Fitness)
- P.R.I.D.E. assemblies with special invitations for the parents
- PTA incentives such as Student of the Month lunch (pizza with the principal)
- Specific verbal praise given to students during the school day
- Individual classroom recognition programs and rewards
- Positive phone calls, e-mails, letters from staff
- Bonus recesses for special goals
- Accelerated Reader incentives
- Attendance Recognition
- Auburn Noon Lions Club – Students of the Month (fifth grade)
- Mustang Milers awards
- City of Auburn Kid's Day Salute
- Classroom "Golden Horseshoe"

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

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

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

Lea Hill Elementary School

P.R.I.D.E. Traits

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

These former Lea Hill students have earned all five PRIDE letters!

Kelly Barrett	Ariana Kukors	Jennifer Wilde	Jessica McAllister	Megan Kickner
Erica Hunter	Margene Norris	Kasie Willoughby	Collin Santos	Nicole Larson
Stephanie Zeimet	Danielle Telstad	Desiree Wilson	Andrew Asher	Harman Singh
Jenny Baker	Jennifer Morton	Blake Helgerson	Maria D. Hernandez	Abigail Belden
Seasan Erickson	Melissa Forsey	Lisa Hunt	Alexandra Mojica	Marty Chandler
Starla McCranie	Walt Ray	Megan Light	Katharine Burkhauser	Katey Cook
Randi Sue Kight	Adam Robbins	Nathan Shepherd	Amanda Colella	Vanessa Hasslinger
Joe Erickson	Caleb Valdovinos	Jamie Vallee	Maiwah Huang	Savannah Klemetsen
Brandon Donat	Mackenzie Helgerson	Leah Zambruski	Joshua Upchurch	Joseph Norris
Mario Ribas	Jillian Prince	Ryan Anke	Jason Duesing	Jake Talbert
Courtney Fleming	Bryce Taylor	Sean Avery	Kaylin Hulse	Cody Tierney
Candice Lowery	Nicole Ball	James Borgens	Nichola Usher	Ruvim Arkhynchuk
Julianne Sanford	Ryan Byarlay	Whitney Fix	Sean Happenny	Paula Chiang
Jerome Tso	Kirsten Fausko	Kristen Hankbach	Karina Zhuravel	Evan Colwell
Noah Frerichs	Michelle Happenny	Kaylen Gelkemeier	Brice McCulloch	Isaac Frazier
Jordan Martin	Ariana Peak	Erin Kelly	Griffin Lamb	Elena Jones
Jordan Bolles	Laura Sahlin	Quincy Mortimer	Amy Flores	Brionna Sandoval
Steven Fels	Devon Beers	Derek Probst	Kyle Byers	Justin Stulce
Brena Holman	Kayla Fix	Brian Sahlin	Felicity Hughes	Mac Chandler
Amanda Ryan	Sean Lyon	Jamie Slaten	Hunter Arnold	Savannah Collins
Brianna Wentzel	Shana Vaughn	Brittany Wentzel	Nick Brooks	Jocelyn Heitzenroder
Jessica Spaid	Christopher Williams	Ashley Youngs	Samara Chapman	Arabella Hodges
Rebecca Jaquish	Ben Avery	Aaron Bloom	Kady Audette	Evelina Kuksyuk
Erin Deahl	Amanda Bakken	Chelsey Ironmonger	Christina Chatman	Elisabeth Olson
Tyler Worton	Travis Dietz	Amanda Kelly	Mari Colella	Esha Singh
Alex Filson	Nathan Froelich	Justin Edwards	Anastasia Finney	Emma Caillier
Stephanie Fargher	Erika Richardson	Juliann Little	Cassandra Goodwin	Joel Gomes
Jeff Anke	Erin Brewer	Elyse Rester	Emily McAllister	Caleb Hasslinger
Kevin Johnson	Chazlee Lamberson	Matthew Link	Meagan Pond	Joseph Morse
Carissa Book	Nicole Appleby	Tiffany McDonald	Sabrina Pott	Daniel Basisty
Heather Joslin	April Perigen	Yelena Pasko	Sara Acker	Sidney Meredith
Joshua Opiela	Leah Shamberg	Stephen Borgens	Samuel Elkins	Ty'Sean Newton
Trevor Frazier	Bryson Shepherd	Kailee Munson	Madison Latora-Guinn	Ivy Nguyen
Shannon Pellegrini	Nolan Ball	Megan Telstad	Morgan Souza	Cassidy Poore
Elynora Eckroth	Erin Barton	Nicole Wick	De'Metrius Thornton	Wesley Sui
Sarah Gelbach	Lynee Hall	Tessa Woods	Matthew Upchurch	Kendyl Walker
Jennifer Woods	Ashley King	Nicole Sencenbaugh	Dmitriy Arkhynchuk	Esther Andriyuk
Michael Borgens	Emily Kukors	Crystal Labarge	William Colella	Esther Baranovsky
Meghan Gelbach	Trenton Little	Jamie Byarlay	Emily Gallagher	Bethany Sui
Hayley Mortimer	Joey Sahlin	Hillary Frett	Hannah Hawley	Taylor White
Robin Serquinia	Michael Sahlin	Bryce Williams	Kamila Khashimova	
Cidney Blankenship	Scott Saiki	Sara Fiksdal	Samantha Weppler	
Kalen Halverson	Cherity Smythe	Katie Hayward	Diana Andriyuk	

Lea Hill Philosophy of Student Management

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

Responsibilities of Lea Hill Staff

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

Responsibilities of Lea Hill Parents

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

Research-Based Behavior Management Programs Practiced at Lea Hill

Second Step: Lea Hill implemented the *Second Step* program in 2013. The counselor and teachers work together to teach fun and interactive weekly *Second Step* lessons which focus on student success, socially and academically. Each grade level features developmentally appropriate ways to teach core social-emotional skills such as empathy, emotion management, self-regulation, executive function skills, Skills for Learning and problem solving. The *Second Step* program is RTI aligned on all tiers, and is based on the latest research on bullying prevention and academic achievement.

Love and Logic: Lea Hill formally introduced this program in the fall of 2006. Love and Logic is a philosophy founded by Jim Fay and Foster W. Cline, M.D., and is based on the experience of a combined total of over 75 years working with and raising kids. It provides simple and practical techniques to help teachers and parents have less stress and more fun while raising responsible kids. Love and Logic offers many useful techniques that teachers and parents can begin experimenting with immediately. Here are some examples:

- Locking-in sadness or empathy before delivering consequences
- Setting limits with enforceable statements
- Sharing control through lots of small choices
- Building relationships with the One Sentence Intervention
- Neutralizing arguing with the Brain Dead technique
- The Anticipatory Consequence

Think Time: Beginning in the 2007-2008 school year, Lea Hill and six other Auburn elementary schools partnered with the University of Washington-Tacoma, to implement the Think-Time program. Think Time helps to create a positive classroom environment whenever any student exhibits a behavior that is disruptive to the class. The technique emphasizes the seriousness of education, respectfulness of the classroom environment, and the importance of students taking responsibility for their own behavior. Think Time has two parts. The first part is designed to allow students to focus and gain self-control by asking them to either sit off to the side of the class or move to another classroom. The second part involves providing the students with feedback about their behavior and an opportunity for him or her to plan for future success in the classroom. Teachers will notify you if your child has been directed to Think Time on a frequent or ongoing basis. Additionally, we will ask for your assistance if problems persist or if a problem is unusually challenging. For more specifics regarding the Think Time process, contact your child's teacher or the principal. Additional information is also available on our school website.

Lea Hill Recess Safety Rules

Updated by Mr. Herda

1. **Follow the Lea Hill school rules against bullying:** we will not bully others, we will help students who are bullied, we will include others who are easily left out, and when we know somebody is being bullied, we will tell an adult.
2. Keep your hands to yourself at all times. No pushing, wrestling, tackling, etc.
3. Use appropriate words; if a judge calls you out—don't argue, go to the back of the line to keep the game flowing. No bad words.
4. The long grass area and the nature trail are out of bounds. If a ball should go into this area or over the fence, you must ask the playground supervisor for permission to get it.
5. No jumping off the big toy, do not stand on slide or climb up the slide.
6. No tag games on or around big toy. Running only on grassy area.
7. Do not kick balls in the play shed or against the school building.
8. Jump ropes are to be used only for jumping.
9. Stay out of mud and mud puddles.
10. When bell rings, line up immediately.

**Choosing to not follow these rules will result in a time-out on the wall.*

**Ongoing bad choices could result in lunch detention time.*

Lea Hill School Policies

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

Students bringing drugs, alcohol, tobacco, or weapons onto school property will receive severe disciplinary action.

For student safety, all adults must sign in at the office and pick up a visitor's badge. To reduce disruptions to student learning, classroom visitations are allowed by prior arrangement only.

Skateboards, in-line skates, roller shoes (heelies) are not allowed on campus. ("Heelies" are not allowed with or without the wheels.)

Only third, fourth, or fifth grade students living within the safe-walking zone may ride bicycles to school. Primary students may ride bicycles only if escorted by a parent/guardian. Students must wear helmets and have locks for their bicycles. Students are only allowed to walk their bicycles on campus.

Absolutely no toys or selling or trading of student property (toys, etc.) at Lea Hill.

Literature, drawings, music, book covers, notebooks, etc. that display or suggest profanity or pornography will be confiscated.

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

Animals may be brought to school with the permission of the teacher and Mr. Herda. They are to be brought in by the parent/guardian and may be kept at school only for the duration of the sharing period.

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

Only registered students will be allowed to attend Lea Hill. Guests may visit during lunch with the permission of the teacher and/or Mr. Herda.

Electronic devices (cell phones, laser pointers, i-Pods, video games, etc.) are discouraged at Lea Hill and will be confiscated by Mr. Herda if found.

For their own safety students must not be dropped off before 8:30 a.m. or picked up later than 3:15 p.m. We do not have before or after school supervision available. In an emergency, please have a back-up plan with a friend or neighbor in place.

Students at Lea Hill are taught the difference between small problems and big problems. All students are expected to use specific strategies for solving small problems on their own. All students are expected to report big problems to a Lea Hill staff member immediately. Students who are not sure if they should report or not, are expected to ask a Lea Hill staff member for advice. Any student who has knowledge of other students making poor choices, and chooses not to report these behaviors, will be subject to disciplinary action. Students at Lea Hill are expected to do the right thing, even when it's difficult.

For the safety of all students, please walk your child through the parking lot when dropping off or picking them up at school. Use the "curb drop-off/pick-up area" if you are unable to park your car, however, never leaves your car when in this curb area, as this is designed to keep traffic moving. Do not park in the handicapped parking spot unless you have a valid pass! Never park in the bus zone and do not drop off children in the bus zone—it is not safe, this area is for buses only.

Consequences for Inappropriate Choices

At Lea Hill consequences are meant to assist students in learning appropriate choices. The vast majority of discipline situations are taken care of at the classroom level. It has always been our school's policy to begin with the least-restrictive intervention and move along a menu of choices until the student is able to change to a more positive behavior.

Possible consequences include, but are not limited to;

- Non-verbal cues, reminders, prompts, etc.
- A visit to a Think-Time buddy classroom
- Loss of 15 minute afternoon recess
- Lunch Detention (this is during the 30 minute lunch recess)
- Loss of privileges such as field trips, assemblies, class celebrations, etc.
- After school detention (3:10 to 3:40) (Supervision for this consequence will be shared equally by all certificated staff; parents will be notified in advance.)
- In School Suspension (Assigned by the principal only; parents will be notified in advance.)
- Out of School Suspension (Assigned by the principal only; parents will be notified in advance.)

Lea Hill Student Dress Code

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

- Dress and/or appearance which constitute/present a clear danger to the student's health and/or safety, or which cause interference with work to create a classroom or school disruption/distraction, will not be permitted.
- No washable tattoos, using markers on the hands, face, etc.
- Makeup, cologne, body sprays, etc. are not allowed.
- Short shorts and cutoffs are not allowed. Shorts must be at least fingertip in length (as student is standing up straight) and hemmed.
- Tank tops (and tube tops) are permitted only if a shirt, blouse, or vest is worn under or over them.
- Bare-midriff clothing (such as a "crop top") is not permitted. T-shirts with sleeves cut off are not permitted.
- T-shirts, hats, badges, or other items of apparel which (by printed word or symbol) display or promote alcohol, drugs, tobacco, sex, nudity, violence, or gang behavior, or that disrupt student learning are prohibited
- Hats must be worn outside the building, and forward (not backwards or sideways).
- Bandanas are not allowed.
- Pants, shirts, or blouses must be free from holes or must not be cut as to be revealing (no "sagging").
- Spandex shorts or running pants are not appropriate for school.

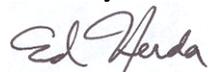
Compulsory Attendance Letter:

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

- **One unexcused absence during any month of the school year:** The school will inform you (and/or your student) of the unexcused absence (usually by telephone, but notification may also be in writing).
- **Two unexcused absences during any month of the school year:** A conference will be scheduled with you and your student to discuss the cause of the unexcused absences and find solutions to prevent further absences. The district considers student attendance a team effort. (If a regularly scheduled parent/teacher conference will occur within 30 days of the second unexcused absence, the district may schedule the required conference on that day.)
- **Five unexcused absences within a 30-day period:** The school must enter into a written truancy agreement/contract with the family, where the parent/guardian, student and school agree on the necessary steps to resolve the student's attendance problem.
- **Seven unexcused absences in a month or ten unexcused absences in a given school year:** Washington State statutes permit the following actions to be taken by a school district:
 - *The district and/or parent/guardian shall petition (Becca petition) the juvenile court to order the student to attend school.*
 - *If this court order is violated, the court will call for a Contempt Hearing. At that hearing, the court may impose sanctions on the student, which may include writing an essay, community service, work crew, electronic home monitoring and/or juvenile detention.*
 - *The court is also authorized to fine parent/guardian not more than \$25 for each day of unexcused absence from school.*

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

Sincerely,



Ed Herda,
Principal

YOU CAN PREVENT TRUANCY!

Student safety and academic progress are important to parents and educators.
Here are some tips to prevent absences:

COMMUNICATE FREQUENTLY WITH YOUR STUDENT

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

COMMUNICATE FREQUENTLY WITH YOUR SCHOOL

- Ask the school about their policy and procedures on excusing absences from school.
- Respond quickly when the school notifies you of an unexcused absence.
- Learn how you can check your student's attendance.
- Immediately address issues of concern about your student with the teacher and the counselor.