



## Ilalko Elementary

### The Ilalko Parent Teacher Association welcomes you!

The Ilalko Elementary School PTA is where adults and children have fun learning and growing together while creating and improving educational opportunities. Whether you are a parent with children attending Ilalko Elementary, a staff member who wants to connect more, or if you care about children and education, PTA is for you! Our children are our most precious resource. Take a moment to view our site (PTA link on Ilalko website) and see what opportunities await!

- Popcorn Fridays
- Talent Show
- Spirit Days
- Fund Raisers
- Science Night
- Fall Family Fun Night
- Carnival
- Accelerated Reader
- Staff appreciation
- RICH Reading
- Rebates
- Missoula Children's Theatre
- Holiday Shop
- Green Team
- Field Day
- And MORE!!

### Signatures



Please sign, detach and return the signed portion to the classroom teacher.

By signing this form, we acknowledge that the contents of the Ilalko Elementary School Parent/Student Handbook have been reviewed and accepted.

Student Name: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

Auburn School District #408

Ilalko Elementary



# Ilalko Huskies

Parent/Student Handbook

*Our Ilalko community inspires us to be life-long learners and responsible, productive citizens.*

301 Oravetz Pl SE

Auburn, Wa 98092

253-931-4748

[www.auburn.wednet.edu/ilalko](http://www.auburn.wednet.edu/ilalko)

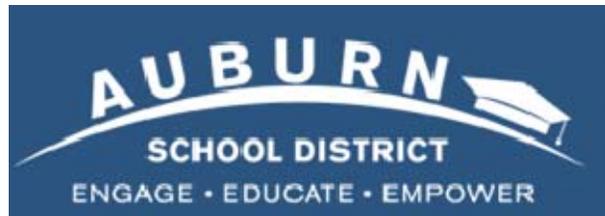


## Letter from the Principal

Dear Parents/Guardians and Students,

Ilalko Elementary’s Professional Staff members and I welcome you to another exciting and challenging school year. We commit ourselves to improving school safety, effectiveness, and improvement of student achievement. This Parent/Student Handbook is to help your child become better organized and more responsible. Parents are very important members of our school community, too. We encourage parents 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 during this 2015-16 school year. To stay even more connected, volunteer in your child’s class and make sure the school has a valid email address on file. Best wishes for a most productive year!



### **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.”



## Assemblies & School Wide Presentations

P.R.I.D.E. assemblies will take place throughout the year in an effort to continue reinforcing positive behaviors. Parents/families are welcome to attend any assembly.

These assemblies will recognize students who are models of the P.R.I.D.E. characteristics taught and practiced throughout our building. Students may also receive recognition for positive display of the Traits of the Month.

Classes will also combine all tickets into a large all school bucket for a chance to be drawn in the raffle for a prize!

**Positive Attitude**  
**Respectful**  
**Integrity**  
**Dependable**  
**Effort**

### **Audience Expectations**

- Please turn off any electronic devices.
- Remain seated until the end of the assembly or dismiss yourself quietly at the nearest exit.
- Clap to show your support and appreciation. Shouting, screaming, yelling or whistling are not appropriate.





## Discipline Policy

The foundation of our discipline plan is based on decision making and accepting responsibility for our actions. Generally, consequences are determined by the frequency and severity of the student's actions and should be appropriate to the nature of the behavior. Our student management policy is sequential in nature.

- 1) Everyone is expected to **do his or her best at all times.**
- 2) Behaviors and actions that help students grow and mature are encouraged.
- 3) Behaviors or actions that interfere with the growth and safety of others will not be tolerated. Three cumulative referrals will be dealt with promptly by the staff member and/or the principal.
- 4) Major problem behaviors will be dealt with promptly by the staff member and/or the principal.

### Positive Reinforcement & Traits of the Month

Following are some narrative descriptions of the many programs, activities and procedures that help promote the desired behaviors of Ilalko Elementary citizens.

#### Ticket Reinforcement

Staff members will randomly award tickets to students who are displaying positive behaviors in any location of the building. The tickets will be accumulated by class and deposited into a larger building bucket from which a raffle prize will be awarded at a P.R.I.D.E. assembly.

The Ilalko staff is dedicated to teaching students "Traits of the Month". These character traits are used in themed lessons by all teachers in the building and reinforced by the counselor during classroom presentations.

<u>September</u> Connecting Friendships	<u>December</u> Respect	<u>April</u> Cooperation
<u>October</u> Responsible	<u>January</u> Perseverance	<u>May</u> Self Control
<u>November</u> Compliments	<u>February</u> Compassion	<u>June</u> Positive Attitude
	<u>March</u> Trustworthy	



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# Iiako Daily Schedule 2015-2016

## OFFICE HOURS: 7:30 am - 4:00 pm

### Student School Day

### Late Start Times

All Grades.....8:40 - 3:10      All Grades.....9:40 - 3:10

7:30	Office Opens
8:20	Breakfast program begins
8:30	First AM Bell/classrooms open
8:40	School begins
10:25-10:40	AM recess (Grades 3-5)
11:20 - 11:50	Recess (Grades 1-2)
11:20-11:50	Lunch K
11:50-12:20	Recess (Grades 3/K) Lunch (Grades 1-2)
12:20-12:50	Recess (Grades 4-5) Lunch (Grade 3)
12:50-1:20	Lunch (Grades 4-5)
1:45-2:00	PM Recess (Grades K, 1, 2)
3:10	Students Dismissed
4:00	Office Closes

*During our Monday late start time, teachers meet throughout the school year to work together to target student learning needs. It provides teachers with the time and tools to learn new teaching strategies and, in turn, be better prepared to meet the individual needs of students.*

October	5, 12, 19, 26	February	1, 8, 22, 29
November	2, 9, 30	March	14, 21, 28
December	7, 14	April	4, 18, 25
January	4, 11, 25	May	2, 16, 23



# School Wide Expectations

The staff has identified goals to best achieve a safe and positive environment for the students. Each location is a common place in our building and we will promote these goals throughout the year.

Hallways	I will walk peacefully and responsibly.
Office	I can be depended upon to go to the office and wait until someone can help.
Playground	I will follow the rules and play safely and fairly. I will return equipment I use.
Lunch room	I will take the correct portions and move along respectfully.
Bus/ bus zone	I will be a safe rider.
Drop off zone	I will be a safe pedestrian. I will wait for an adult to cross the street with me.
Bathroom	I will do what I need to do and return to class quickly.
Assemblies	I will assemble quickly, quietly and respectfully.
Outside of classrooms	I will walk directly to my teacher's door quickly and safely.
Morning walking paths	I will walk outside of the building to my teacher's door.
Lockers	I will store my things or gather my things quickly and quietly.

### Responsibilities of the Staff

- **Develop rules and procedures** that protect student rights and encourage responsibility
- **Identify, teach and maintain expected student behaviors** and responsibilities with positive reinforcement
- **Communicate** with the parent or guardian regarding student behavior and academics
- **Work closely with the parent or guardian** to assist the student in promoting success.

### Responsibilities of Parents

- **Ensure students regular attendance**
- **Encourage a positive attitude** toward the school, its programs and activities
- **Support and reinforce** the school rules and expectations for behavior
- **Work with the school staff** to facilitate the resolution of student behavior problems
- Read and review the student handbook with your children.



## School Wide Expectations

Our school is committed to providing a safe and civil educational environment for all students, staff, volunteers and patrons—one that is free from harassment, intimidation and bullying. All members of our community are protected from harassment on the basis of race, sex, religion, natural origin and disability.

**Harassment** is any unwelcome and unwanted behavior that interferes with a student's privacy or makes him or her feel uncomfortable. If someone persists in a behavior even after he or she has been requested to stop, or if this behavior results in a student wanting to stay away from school, it is harassment/bullying and is **against the law**.

**Harassing or bullying behavior is the intentional written, verbal or physical act which:**

- Physically harms a person or damages their property
- Has the effect of substantially interfering with a student's education
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment, or
- Has the effect of substantially disrupting the orderly operation of the school.

**Examples of inappropriate behaviors which will be considered harassment and bullying include:**

- Using derogatory terms for a person
- Leaving others out of a game (exclusion)
- Intentionally hurting someone physically or verbally
- Spreading rumors
- Inappropriately touching another person
- Making unwanted remarks, gestures or jokes

**If a student is harassed/bullied, he/she should either:**

- 1) Tell the harasser/bully to stop. This may be difficult.
- 2) If the student feels uncomfortable or unsafe confronting the bully, he/she may tell an adult, teacher, counselor, and/or parent

If the situation is not resolved or retaliation occurs, the complaint will be forwarded to the principal for administrative action. Harassment or bullying of any time will result in consequences, depending on the severity of the offense (s).

**Complaints of harassment/bullying will be promptly investigated, and immediate action will be taken to resolve complaints.**



## Attendance Policy

Regular and punctual attendance is extremely important to your child's success in school.

### **Arrival & Departure Time**

Students should arrive no earlier than 8:20 am. Prior to that time no supervision is available for students. Students are dismissed at 3:10 and should be picked up by 3:15. Please see Transportation (p. 6).

When absences or late arrivals are necessary, please do the following:

- 1) **Parent or Guardian needs to call the office** by 9:00 am to report your child's absence from school. Please give the following information:
  - Child's full name and teacher
  - Date(s) of absence
  - Reason for absence

2) When the child returns to school, **send a note** explaining the reason for the absence or late arrival, dates involved and the parent/guardian signature.

### **Excused Absence**

Absences are excused for: illness, medical appointments, legal appointments, religious holidays, and the death of immediate family members. Please follow the attendance process outlined above.

### **Unexcused Absence**

If a child is absent from school without parental permission, leaves school groups without permission from the office, or has excessive absences, a parent conference may be scheduled. *If the parent allows a student to miss school repeatedly, thereby jeopardizing the child's right to an education, a BECCA petition may be filed.*

### **Late Arrival/Tardiness**

Please plan ahead so your child arrives at school between 8:25 and 8:35. Students who are tardy must report to the office to receive an admit slip. The student needs to bring a note of explanation for the tardiness. This assures us that you are aware of the late arrival.

### **Early Dismissal**

If your child is to be dismissed before regular time, please send a note of explanation. If necessary, we will have him/her called out of class to meet you in the office. Please sign the early dismissal book in the office before leaving. School personnel may request you to show proper identification before the student is released.

**Students should never leave school for any reason during the day without checking out through the office.**



## Transportation

### Traffic Flow

Our parking lot is large and can be very busy at various times of the day. If you frequently drive your student to school, **please pull as far forward as possible** and have your student get out of the car quickly. Please follow the signs directing traffic for student pick-up/drop-off.

Please follow the directives of school personnel supervising the parking lot. They are there for the safety of students.

To ensure the best safety for all students, please do not park in the bus zone or allow your student to cross through the bus zone. The designated drop off zone is in the front of the building.

**Please do not park along the driveway of the school, along the fire lanes, or in the bus parking.** Doing so clogs the driveway and makes it nearly impossible for our bus drivers to bring the busses into their place in the bus zone.

### Parent Drop-Off and Pick Up Zone

- Students will stay on the sidewalk behind the flag pole until an adult can cross the drop off zone with him/her.
- Parent will park in the lot if business is to be conducted in the building.
- Parent will encourage students to enter and exit the vehicle quickly and safely to allow the flow of traffic to continue.
- **Students are NOT to cross the street alone into the parking area at any time of the day! No exceptions!**

### Bus Routes

Bus route information can be found at the main office of Ilalko Elementary or may be accessed online at [http://www.auburn.wednet.edu/Transportation/FindSchool\\_Bus.html](http://www.auburn.wednet.edu/Transportation/FindSchool_Bus.html)

### Bus Behavior

The school bus driver has complete responsibility and authority while children are on the bus. Bus rules for the school district are in this packet. Bus slips will be issued to students who misbehave on the bus. The slip will go to the principal who may take one or more of the following actions: talk with the child; talk with the child and contact parent; contact the parent; remove the child from the bus for one or more days; remove the child from the bus for the remainder of the school year.

### Transportation Changes

Every child must bring a written note to school if there is a change in how or where he/she is to go after school. If your child does not have a note we will insist that he/she follow his/her normal after school procedure.



## Ilalko Elementary

### 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 make arrangements for after school social activities prior to coming to school.

### Cell Phones at School

Cell phones must be turned off and cannot be used on campus unless permission is given by a staff member. Students must turn off and store cell phones in a backpack and assume the risk of being lost or damaged.

### Release of Student Information to Other Districts

**Parents are advised that student records will be released to another school where the student has enrolled or intends to enroll.** Other districts shall be provided with records upon official request from the district, unless the student has an outstanding fee or fine. In those instances the enrolling school shall be provided with the student's academic, special placement, immunization history and discipline records within two school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school district shall be notified that the transcript is being withheld due to an outstanding fee or fine. At the time of transfer of the records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have an opportunity to challenge the contents of the records.

### Updating Student Records

Please notify the school office of any changes in your home or work phone numbers, address, or emergency contact persons. 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 is injured at school.

### Report Cards/Progress Reports

To keep parents informed about their child's progress in school, report cards are given at conference time in November, then sent home in March and the end of the school year. Grades can also be accessed online at Family Access through the school's website - [www.auburn.wednet.edu/ilalko](http://www.auburn.wednet.edu/ilalko)

### Child Custody

In cases related to child custody, the school will respond consistent with statutes, court orders and the best interest of the student. In all cases involving contentions between parents and guardians for custody, the school will maintain a position of neutrality.



## Items Not Allowed at School

Some personal items are only acceptable for academic or show and tell purposes. These items are to be kept in the locker throughout the school day until the approved time for showing. Ialko Elementary and the Auburn School District are not liable or responsible for items that are lost or stolen. These items are a distraction to the class and school operation. These items may be confiscated and will only be returned to a parent or guardian.

- Toys, Game Boys, Walkman, CD players, iPods, skateboards, scooters, mopeds, rollerblades (inline skates), or sports equipment
- Heelies (Heelies are acceptable if the wheels are removed and left at home).
- Permanent markers, white out, correction markers
- Trading cards
- Stickers, gum, candy
- Valuable jewelry, cameras, radios
- Do NOT bring more money than is needed at school
- Guns, knives, tobacco, matches, fireworks

## Dress Code

Following are the dress code guidelines for students. While these guidelines may seem unnecessary for younger students, they do apply to all:

- Spandex clothing is not permitted at school
- Bare midriff clothing is not permitted
- Tank tops and tube tops are not permitted unless a shirt, blouse or vest is worn over them. Wide strapped tank tops are acceptable but must be **wider than three adult fingers at the top of the shoulder.**
- T-shirts, hats, badges, or other items of apparel which, by printed word, symbol or artistic display, promote alcohol, drugs, tobacco, sex, nudity, violence or gang behavior, or that disrupt the educational climate are prohibited.
- **Hats are not to be worn at Ialko unless notified of a special occasion** such as a PTA sponsored "spirit day". (Stocking caps during recess are permitted during seasons with inclement weather).
- Pants, shirts or blouses must be **free from holes** and must not be cut so as to be revealing
- Dress and/or appearance which constitutes a clear and present danger to the student's health and/or safety, which causes interference with work or creates a classroom/school disruption will not be permitted.
- Short shorts and short skirts are not appropriate for school. The hem of the shorts or skirt must **fall below the fingertips** when the arms are down along the sides of the body.
- Students must wear sneakers on gym days. Inappropriate footwear may result in exclusion from P.E. activities.

**IF YOUR CHILD COMES TO SCHOOL IN INAPPROPRIATE ATTIRE - YOU WILL BE CALLED TO BRING A CHANGE OF CLOTHES.**



## 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.

These are the following health screenings that take place in the early fall each school year:

1. Vision screening for nearsightedness
2. Hearing screening for hearing loss
3. Dental screening for possible cavities
4. Scoliosis (spinal curvature) screening for fifth grade students
5. Periodic head checks for lice may occur throughout the school year

If the nature of the illness is such that the child should go home, parents will be notified. Students will not be released to anyone except parents or their designees.

## Medication at School

Washington laws require the following for administration of both prescription and over the counter medication at school:

- Written instructions from the doctor
- Written permission from the parent
- Medication in the original container

## Permission and instructions are valid for one year only.

Written instructions from the doctor must include the child's name, the name of the medication, its actions and side effect, and times and indications for administration. Forms are available in the school office. If for some reason, a doctor's signature is unavailable, parents/guardians may come to the office and administer the medication themselves. Most medication administration can be scheduled before and after school. The medication needs to be the original pharmacy container and must be labeled with your child's name. Medication may not be sent to school with the child or on the bus.

## Accidents and Illness

The health room, located in the office area, is staffed by school personnel who assist students and contact parents concerning illnesses and injuries. Necessary information must be on file in the school office in order that school personnel may contact parents during school hours, should an illness or accident occur.

## 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.



**School Meal Program**

Students may bring their lunch from home or purchase lunch and/or milk from our cafeteria. We participate with our district in the USDA National School Lunch and Breakfast programs which can entitle qualified students to receive free or reduced – price meals. Parents and guardians may also set up a pre-paid account in any amount. This can be done online. Visit our school website to access the link to Family Access.

**Breakfast**

School breakfast is served each morning, cost is \$1.50 - or no charge for those who qualify for free/reduced price meals.

**Lunch**

Lunch is served every day, cost is \$2.75  
Reduced lunch is \$0.40  
For those who qualify for free lunch, there is no charge.  
Visitor lunch is \$3.75

**Free/Reduced - Price Meal Program**

Under provisions of the National School Lunch Act, free or reduced price breakfasts and lunches are available to children of families who qualify. **A new application form MUST be submitted each school year.** (Applications can be found online or in the office).

Please complete only **ONE application per household** and list all students on that single application. If you have questions please contact the office.

**Parties & Celebrations**

Classroom parties/celebrations are held and organized by the classroom teacher and/or with the assistance of room helpers. If these traditional parties/celebrations are in conflict with your beliefs be sure to inform the teacher so an appropriate alternative can be arranged.

Our school district supports healthy eating and exercise through our Wellness Policy. This policy asks that healthy options (for example: fruit, veggies, whole wheat crackers, cheese . . .) be available when desserts or other high sugar or high fat foods are brought into school for birthday celebrations or class parties. If you have questions about our wellness policy please call our school or take a look on our district website [www.auburn.wednet.edu](http://www.auburn.wednet.edu)

**Please do not bring balloons to a classroom celebration as they not allowed on the bus after school and cause distractions from learning.** Invitations for after school parties of any sort may not be handed out at school at any time unless every child in your student’s class receives one to make everyone in the classroom community feel included.



**Parent—Teacher Communication**

Parents are urged to contact the school whenever the need arises. If you call during the school day, the office staff will leave the teacher a note/e-mail to return your call. If you wish to have a conference with your child’s teacher, please call ahead to make an appointment as our teachers’ schedules do not always allow time for drop-in conferences. E-mail is another way to communicate with school personnel.

**Volunteering in a Classroom**

Our staff highly encourages parents and guardians to volunteer in their child’s classroom. Teachers greatly appreciate the help, and it can boost a student’s educational success by showing your interest!

- **Contact your child’s teacher** to let us know that you would like to volunteer.
- You will be required to fill out a **Washington State Patrol Clearance Form** which must be processed for clearance of all volunteers. The clearance is valid for two years and is **required by law**. For your convenience, the form is included in the first day packet.

**Visiting a Classroom:**

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

**Field Trips**

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. Each participating student must have a permission form signed by the parent or guardian. Transportation is usually provided by school buses.

**Schools and the Weather**

Emergencies and weather-related problems can alter school schedules and affect bus transportation for students. You may receive an automated phone call from the Auburn School District with information about closures and late starts. You may also use the website [www.schoolreport.org](http://www.schoolreport.org) and search for any updates.

Most radio and television stations will broadcast information regarding operation of schools during inclement weather. Since conditions vary from one district to another, it is very important that you listen for mention of Auburn School District #408. Radio and television stations provide school information on a continuing basis beginning about 6 a.m.