

# Student and Family Handbook

Terminal Park Elementary School

Updated November 2016

1101 D St SE Auburn, WA 98002

253-931-4978

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



*Express to Success*



**Tiger Pride!**



## **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.

## **Terminal Park Elementary Vision and Mission**

Vision: Empowering successful, college-ready, lifelong learners.

Mission: Ensuring positive, personalized learning for every student, every day.

## **Tiger Expectations**

Be Safe – Be Respectful – Be Responsible – Give Your Best Learning Effort

## **Welcome!**

Welcome to another exciting and challenging year of school. We strive to continually improving school safety and student achievement. This Student and Family Handbook provides you and your child with important information that will help everyone have a quality experience at Terminal Park. Parents and guardians are very important members of our school community. We encourage families to participate fully in helping make your child's school experience positive and meaningful. As we work together, students will be empowered to learn and reach their full potential.

We look forward to sharing many enjoyable and rewarding moments with you during this school year. All aboard the *Express to Success!* Go Tigers!

If you have any questions after reading this handbook, please do not hesitate to contact us.

*Tom Dudley*

Principal

## SCHOOL SCHEDULE

### DAILY SCHEDULE

7:45	Office opens
8:10	Start time for teachers
<b>8:20</b>	<b>Breakfast served</b> (students eating breakfast at school, except bus riders, should arrive at 8:20 so they can eat breakfast before school starts)
<b>8:30</b>	<b>Students enter building and go to classrooms</b>
<b>8:40</b>	<b>School begins/tardy bell (students should be in classrooms by 8:40!)</b>
10:40-10:55	Recess (grades 3-5)
11:40-12:10	Lunch (grades K and 2)
12:10-12:40	Lunch (grades 1 and 3); recess (grades K and 2)
12:40-1:10	Lunch (grades 4-5); recess (grades 1 and 3)
1:10-1:40	Recess (grades 4-5)
2:10-2:25	Recess (grades K-2)
<b>3:10</b>	<b>Dismissal</b> (all students, unless staying for an after-school activity, should promptly board buses, walk home, or be picked-up)
3:40	End time for teachers
3:45	Office closes

### PROFESSIONAL LEARNING COMMUNITIES LATE START MONDAYS

The Auburn School District will have students start one hour later than normal on most Mondays, as noted on the district calendar. **Please make sure you are aware of which Mondays are late start. Go to the district website or stop by our office if you need this calendar.** The purpose of PLC late start is to provide the opportunity for staff to work on the examination of data, align instruction with the learning standards, and develop instructional and assessment practices to improve student learning.

### SCHOOL DELAYS AND CLOSURES

For school delays and closures due to the weather, please view local TV channels, listen to local radio stations, or visit [www.schoolreport.org](http://www.schoolreport.org) for the information. Broadcasts usually begin around 6:00 a.m. 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 the information in this manner, the office and transportation department is freed from countless inquiries.

## POLICIES AND PROCEDURES

### Attendance

Good attendance is important for school success. Regular and punctual attendance is essential for satisfactory school progress. Students should be in school unless they are ill. However, exceptional circumstances might constitute a valid absence. When absences or late arrival are necessary, please call 253-931-4978 as soon as possible (at least before 9:30 a.m. on the day of the absence) to let the school know about the absence or late arrival. A short message giving the student's name and teacher and the date of and reason for the absence is all that is necessary.

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. If we do not receive a morning call, we will attempt to reach you to verify your child's absence using an automated calling system. 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 excused 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 at all possible, as they do interrupt the learning process.

### Arrival/Dismissal

**Arrival: It is very important that students do not arrive at school earlier than 8:20 a.m., which is when breakfast starts and staff start supervising.** The office does not provide day care services and students are not allowed to go to their classrooms until 8:30 a.m. Teachers use the time before school for planning, preparation, and communication. Please make arrangements for childcare if you must leave your child earlier than the appropriate school arrival time. **It is also important to make sure students arrive at school on time so that they are ready to learn. Students coming to school for breakfast should arrive promptly at 8:20 a.m. to have time to eat before class starts, and students not eating breakfast at school should arrive by 8:35 a.m. at the latest so they can be to class by 8:40 a.m.** (All the times noted in this paragraph are one hour later on PLC late start Mondays.)

**Walking:** Please teach your children to stay on sidewalks and cross the street at crosswalks. This may sometimes be less convenient, but it is important to use sidewalks and crosswalks to ensure safety. Crossing guards will be outside to assist walkers before school at 8:20 a.m. and after school.

**Bicycles:** There are many busy streets around the school, so we ask that students in grades kindergarten through second 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 three through five may ride their bicycles to school as long as they wear a helmet. Students who ride

their bicycles to school are asked to walk them when they arrive on the school grounds. Students should lock their bicycles during school hours.

**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 the office is contacted by you to verify your permission. 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. 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 are to be picked up immediately following dismissal at 3:10 p.m. There is not after-school daycare service at the building.**

**Late arrival:** When students arrive late, they miss important directions and instruction, which negatively affects their education; this can also be a disruption to the entire class. 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 would be appreciated.

**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." Bus students are expected to behave well and follow rules at the bus stop and at the loading area as well. 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. Calls to change transportation directions for students must be made before 2:30 p.m. to ensure that notification is given to the classroom teacher.

### **Calendars**

Auburn School District calendars are distributed to families at the beginning of each school year and to new families. Not only does this contain important school calendar dates but it also contains other important district information. They can also be found by click on the calendar link on the district's website homepage.

### **Classroom Assignment**

Students are placed in classrooms to create the best learning situation possible for all students. We attempt to create a classroom that has a balance between boys and girls with a full range of academic abilities. Careful consideration is given to each child's level of independence, student academic performance, learning style, behavior patterns, special needs, and compatibility of students. The principal or office staff, according to space availability, place students who register after the school year begins. Whatever the final placement, we are confident that your child will receive a quality education at Terminal

Park Elementary. We value your insights about your child's placement. Although we do not accept requests for specific teachers, you may provide any other information about your child that would help us in this process. Please do this in writing by June 1 for the following school year.

### **Counseling**

Our counselor is here to serve students, parents, and staff. The counseling and guidance program is a comprehensive developmental approach to help students. Our counselor teaches lessons in all classrooms that help students develop a positive perception of self and a greater understanding of others. 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.

### **Discipline and Behavior Expectations**

Terminal Park Elementary staff is committed to quality education for all students. All students deserve the most positive educational climate possible for academic and social growth. All students are asked to follow our Tiger Expectations: be safe, be respectful, be responsible, and give your best learning effort. In addition to these overarching school expectations, we have specific rules to guide behavior throughout each area of the school. We hold a high standard for student behavior as well as academics. Classroom teachers will review expectations at the beginning of the year and throughout the year as necessary.

Each classroom has a set of well-defined rules designed to promote safe, nurturing, and orderly classroom environments that are conducive to learning. To create such an environment, we teach, encourage, coach, and reinforce appropriate behavior to help students follow the classroom rules.

Students may be referred to the office for not following class, school, or district rules, regulations, or policies. Serious or repeated misconduct may result in an in-school suspension, suspension from school, or expulsion. Please refer to the Auburn School District's publication of "Student Rights, Responsibilities, and Regulations." Parents will be notified if their child is referred to the office and parents may request an informal conference with the principal. Appropriate action will be taken for every offence.

We encourage you to join our staff in a cooperative and supportive effort to provide a safe school and classroom environment conducive to learning. Please feel free to call if you have any questions.

**Philosophy statement and goals of student management:** The staff at Terminal Park Elementary believes that discipline is a learning experience. Every student has the right to attend a school which 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 to:

- Set clear expectations
- Teach and model appropriate behavior
- Foster self-directed responsibility
- Build self-esteem
- Recognize and reward good behavior with emphasis on intrinsic motivation to achieve academic and behavioral success in school
- Support students who are struggling to behave appropriately

To accomplish these goals, staff will work together with parents and students to ensure that each child has a successful learning experience.

### **Expectations/responsibilities:**

#### **Student**

- Behave in a courteous and considerate manner and cooperate with others
- Learn, understand, and follow school rules and expectations
- Recognize behavioral options and make appropriate choices
- Always do your best
- Seek the assistance of staff when help is needed in resolving problems
- Attend class and arrive on time

#### **Parent**

- Show positive support and interest in your child's education
- Support and reinforce the school rules and expectations for student behavior
- Work with school staff to facilitate the resolution of student behavior problems
- Read, review, and reinforce the student management program with the student
- Communicate with the school staff regarding interests and/or concerns
- Ensure the student's full day attendance and punctuality

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

- Provide a positive and safe learning environment
- Develop rules and procedures that protect student rights and encourage responsibilities
- Identify, teach, and reinforce expected student behaviors and responsibilities
- Encourage and assist students to recognize and make positive choices regarding their behavior

- Regularly and clearly communicate with the parent or guardian regarding student behavior
- Provide the opportunity for students to achieve their potential

### **School/common area expectations:**

#### **Building**

To make Terminal Park 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

#### **Assembly**

To show respect to the presenter and to be able to enjoy the program:

1. Leave the classroom cooperatively to arrive at the assembly on time
2. Go to the assembly with empty hands and pockets
3. Enter the gym quietly in a single straight line
4. Sit still and face forward
5. Keep hands and feet to self
6. Respond when the signal is given to begin the assembly
7. Remain seated until dismissed by the person in charge
8. Clapping is the only acceptable form of showing pleasure or appreciation
9. Restrooms and drinks should be taken care of before the assembly
10. Classes will sit in an assigned area and use assigned doors to enter and exit
11. Inappropriate assembly behavior may result in exclusion from the current and/or next assembly

#### **Hallway**

To ensure safety and a quiet environment for learning:

1. Always walk (if students run, they will be asked to “go back and walk” by all staff members)
2. Move through the hallway in class lines or lunch lines silently
3. Walk directly to the destination
4. Have a pass unless accompanied by an adult
5. Students without passes, or who are not moving directly to their destination, will be questioned by staff members

#### **Bus**

To ensure safety and a smooth ride:

1. Teachers will lead students to the buses
2. Students are to walk on the sidewalk
3. In the morning, students walk from the bus directly to their designated area
4. Students are expected to follow directions from the bus driver
5. Students are to follow bus safety rules

## **Lunch**

To ensure efficient and prompt services:

1. School meals will be provided for students who forget their lunch or lose their money (if students have a negative lunch account balance, they will only be given an emergency lunch; the office and school personnel do not have funds for loaning lunch money)
2. Students need to wash hands before eating
3. Teachers are to lead students to lunch and remain with their group
4. While in the lunch line, students are to maintain hallway expectations
5. Students need to memorize their lunch number and be able to type it quickly
6. Students will be courteous when handing money to the lunch person
7. All students are expected to say "please" and "thank you" to the lunch servers
8. Lunches are to be eaten in classrooms and designated areas only (not while walking in the hall)

## **Playground/recess**

To ensure safety and promote fun:

1. Use equipment properly and do not bring equipment or toys from home
2. Play in designated areas only
3. Do not throw harmful objects
4. Food items are to be eaten only in the building unless supervised by a teacher
5. Be courteous, respectful, and a good sport
6. No violence/fighting; do not retaliate; get an adult to help
7. Use these steps to resolve conflicts: talk, walk, or ask
8. Line up immediately when the bell rings, not before
9. No spitting
10. Students will walk on all hard surfaces (cement/blacktop areas)
11. Students will be involved in an organized game or activity or will be playing on playground equipment
12. There will be no tag, chasing, or contact games
13. Students will not be permitted to leave the playground without pass
14. Rules and expectations will be consistent for all recesses

**Recess discipline plan:** At recess there are times when students choose to demonstrate inappropriate behaviors on the playground. When rule 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
- Stand against wall until signaled to leave
- Loss of recess time in Study Room
- Severe infractions will result in immediate removal from playground and principal involvement

The playground supervisors are responsible for handling problems, assigning appropriate

consequences, and communicating about recess information with other staff as needed. Teachers, counselor, and principal also help address recess issues.

It is our desire to help students learn to make appropriate behavioral choices on the playground. We believe in recognizing and rewarding those students who follow established playground rules. In order to do this, playground supervisors and all staff will give effort to compliment and reward students who behave well on the playground.

### **Rules for equipment use:**

#### **Climbing bars**

1. Keep at least one hand on the bars at all times
2. Hold bars with thumb locked around the bar to meet opposing fingers
3. Climb down from bars, do not jump off
4. Do not use when outside temperature is freezing or below

#### **Horizontal and arched ladders**

1. Only one person on the apparatus at a time
2. Travel in the same direction
3. Hold bars with thumb locked around the bar to meet opposing fingers
4. Do not stand or sit on the top ladder
5. Do not hang by legs
6. Do not use when outside temperature is freezing or below

#### **Horizontal bars**

1. Only one person on the bars at a time
2. Keep at least one hand on the bars at all times
3. Hold bars with thumb locked around the bar to meet opposing fingers
4. Do not use when outside temperature is freezing or below

#### **Horizontal bar with hanging rings**

1. Only one person on the apparatus at a time
2. Travel in the same direction
3. Hold bars with thumb locked around the bar to meet opposing fingers
4. Do not stand or sit on the top bar
5. Do not crawl through rings
6. Do not hang by legs
7. Do not use when outside temperature is freezing or below

#### **Fire poles**

1. Only one person on the apparatus at a time
2. Slide down the poles, do not jump
3. Do not use when outside temperature is freezing or below

#### **Slides**

1. Only one person on the slide at a time
2. Slide down feet first, sitting on bottom
3. Do not stand or walk on slide

### **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. To this end, temporary hair coloring is not allowed unless prior approval is granted by the principal for certain school spirit days. Students who chose to come to school with colored hair will be asked to wash the color out before returning to class. Parents may be contacted to assist students in complying with this policy. Students should dress appropriately for the activities in which they are expected to participate in. Flip Flop shoes are not appropriate for school except on certain spirit days. 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 covered 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 his/her name with a permanent pen.

### **District Dress Code Guidelines**

- Spandex clothing is permitted only in P.E. class.
- Bare midriff clothing is not permitted.
- Tank tops and tube tops are not permitted unless a shirt, blouse or vest is worn with them.
- Shorts must be at least fingertip in length and hemmed.
- T-shirts, hats, badges, or other items of apparel which, by printed word, symbol, or display promote alcohol, drug, tobacco, sex, nudity, violence, or gang behavior or that disrupt the educational climate are prohibited.
- Hats are not to be worn in the building and must be removed before entering the building.
- 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.

### **Emergency Procedures**

Fire, earthquake, and lockdown drills are practiced regularly throughout the school year to ensure the safety of your children. If parents/guardians want to pick up their children during an emergency, student sign-out procedures must be followed; we appreciate everyone's cooperation, patience, and assistance during emergencies to make sure every student is accounted for and properly dismissed.

### **Field Trips**

Students may take educational field trips during the year. Teachers accompany 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.

### **Food Services**

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. Hot lunches are served daily and milk is available for students who bring

their lunch. Students qualifying for free/reduced lunch qualify for free breakfast. A printed breakfast/lunch menu is distributed to students at the beginning of each month. A link to the menu is available on the school website. If you any questions or concerns you may call Child Nutrition Services at 253-931-4972. You may also find answers to your questions on their website: <http://www.auburn.wednet.edu/Domain/46>

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, he/she will be notified either by a note or a stamp that will remind you that lunch money is needed! 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 school Food Service representative to take to your child's physician. Please return the form to the school nurse.

**Financial assistance:** Any student may obtain free and reduced-price school meals at any time during the school year, whose family income fall within the guidelines set by the U.S. Department of Agriculture. 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. You are encouraged to apply for free or reduced-price school meals online, but paper forms are available in the office. This application should be completed promptly to be approved for the current school year. If you received free or reduced-price school meals last school year, you must reapply for this school year. Only one application is needed per family. The district may randomly verify incomes throughout 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. Checks – Please make out to Auburn School District or Terminal Park 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. Sack Lunches – Sack lunches are always available for field trips which span the lunch time. Students on free or reduced lunch can receive a sack lunch at no cost. Students or parents should notify their teacher three days in advance.

### **Harassment, Intimidation, Bullying**

At Terminal Park Elementary, we strive to teach students to be safe, respectful, and

responsible and give their best learning effort. Part of our behavior instruction is social-emotional curriculum, which includes bullying prevention lessons. We teach students to always be respectful and avoid all forms of bullying. We want students to appreciate diversity and never say things that could be hurtful to somebody in regard to their race, ethnicity, language, gender, religion or other differences. We want our students to know that any type of bullying or harassment is not acceptable. We appreciate your support to communicate with us about concerns and help teach your child that we should always be respectful toward everyone. We care about all of our Terminal Park students and their families and want everyone to feel respected in our community.

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 also available in the communication rack in the main entrance lobby. 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, counselor, and/or principal. Students may be referred to the office for investigation, findings, disciplinary actions and/or remedial measures.

### **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 health room. The medication needs to be in 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 for nearsightedness
- Hearing screening for hearing loss
- Dental screening for possible cavities

**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 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. A student accident health insurance plan is an excellent idea for those students with no other insurance, as the plan provides help when injuries happen. The student health care plan covers illness as well as injury, 24 hours a day.

### **Homework**

Homework is an important aspect of a student's education. It promotes student achievement, reinforces classroom instruction, and builds strong independent study and

work habits. Being involved in your child's work can provide a link between home and school. It 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

The average length of homework time varies from grade level to grade level, and from student to student. Homework may include the following:

- Unfinished school work
- Make-up work from absences
- Studying for tests
- Practicing math facts
- Reading
- Worksheets or activities that review or practice skills taught in class
- Extension of a learned skill into the "real world"

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

### **Homework guidelines:**

#### Teacher responsibilities:

- Assess homework in terms of the age, health, ability, interest, and general needs of the child
- Communicate homework expectations to students
- Assign, monitor, correct, and return student work in a timely manner
- Assign work to be done at home that does not require the use of reference materials not readily available in most homes, school libraries, or public libraries
- Confer with parents regarding homework concerns

#### Student responsibilities:

- Understand the homework assignment(s) before leaving school
- Take home all materials necessary to complete the assignment
- Schedule adequate time for homework that is compatible with family or after school activities
- Complete and returning homework on time

#### Parent responsibilities:

- Provide a comfortable, well-lit area away from distractions
- Provide encouragement and support and review the quality of work with the student

### **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 in the hall leading out to the playground. 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, electronic games, iPods, mp3 players, cell phones, 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 and attend meetings. 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.

### **Parent/Teacher Conferences**

Parent/teacher conferences will be held in November on the days noted on the district calendar. These are early release days. (Watch for fliers to be sent home for exact time of dismissal.) 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 additional conferences.

### **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 religious beliefs be sure to inform the teacher so an appropriate alternative can be arranged.

### **Pictures**

Individual pictures are taken in the fall. A classroom picture is taken in the spring. Both pictures are available for purchase on the day they are taken.

### **Problem Solving Procedure**

There may be circumstances when parents 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 parents know how to get the concern shared, the problem resolved, or the question answered. Terminal Park's professional staff wants to respond to students and parents in ways that are helpful. For parents to assist the school program 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 the parents 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, email, or note sent to school. The teacher will then contact parents.

Other concerns may be directed to the principal. This is also the person to contact if parents and teachers are unable to solve a problem. Above all, it is important to contact the school promptly when there is a concern. We want to assist children and parents. Difficulties can often be resolved quickly and effectively when staff is made aware of concerns. Please don't hesitate to ask for assistance.

### **Report Cards/Progress Reports**

To keep parents informed about their child's progress in school, report cards are given at conference time in November, in March, and the end of the school year. Additionally, teachers will update parents periodically through progress reports and through Family Access.

### **Responsibility for School Property/Fines**

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

### **Student Council**

Our school has a very active student council responsible for planning special projects and making suggestions for changes and improvement. Representatives are elected from each class in the fall. Students in fifth grade may be elected to serve as an executive board member; these elections are held in the spring. You will hear more about student council shortly after school begins.

### **Student Recognition and Rewards**

Recognizing and rewarding students for their efforts and achievements is a valuable opportunity for the school community. Parents may be invited to assemblies that involve recognizing their children. Students' efforts are recognized and rewarded through such means as:

- Positive verbal reinforcement given to students each day

- Positive notes sent home
- Positive phone calls to parents or guardians
- Classroom based reward system for demonstration of academic and/or behavior success
- Awards as part of a group or class
- Recognition during school assemblies or in the school newsletter

### **Student Supplies**

Lists of required classroom supplies for each grade level are available on our website and in the communication rack located in the main entrance lobby.

### **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, office staff, or teacher, the student may use the phone. Students should make arrangements for after school social activities prior to coming to school.

**Cell phones:** Cellular phones are not to be used at school by students. If students need to have a cell phone with them, it should be off and out of sight during the school day.

### **Updating Student Records**

Please notify the school office of any changes of your home or work phone numbers, mailing address, email address, or emergency contacts. 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.

### **Vandalism**

Help us to protect our school. If you see or suspect vandalism or any other criminal activity at the school, please call the Auburn Police Department.

### **Visitors**

We want visitors to feel welcome at Terminal Park while also maintaining security procedures and avoiding disruptions to learning. While school is in session, all visitors must enter at the main entrance (by the flagpole) and check in at the office. Please be prepared to show ID. Visitors may not walk directly to classrooms. The office staff can assist with delivering items or messages to students. Parents/guardians are allowed to arrange visits to classrooms. Before your visit, notify the teacher at least a day ahead for an appropriate time frame to visit. Be sure to first come to the office to sign in and get a visitor's badge. 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.

### **Volunteers**

We encourage parents, community citizens, high school students and other 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. We need your input. 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 made 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 if you wish to volunteer in the school.

To get a start at volunteering your services and time in the classroom, to attend field trips, and to serve students in all capacities, please request and complete the required Washington State Background Check and return it to the school office. Volunteers are under the direct supervision of the classroom teacher.

### **Voter Registration**

Citizens eighteen years 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 it in at the office and we will be glad to mail it for you.

### **Walking To and From School**

Only students living in areas without school bus service to Terminal Park 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 are expected to use crosswalks where the safety patrol is located and cooperate with the safety patrol members and obey staff who is supervising.

### **Weapons Policy**

Please refer to the Auburn School District's publication 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.

### **Withdrawal 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.

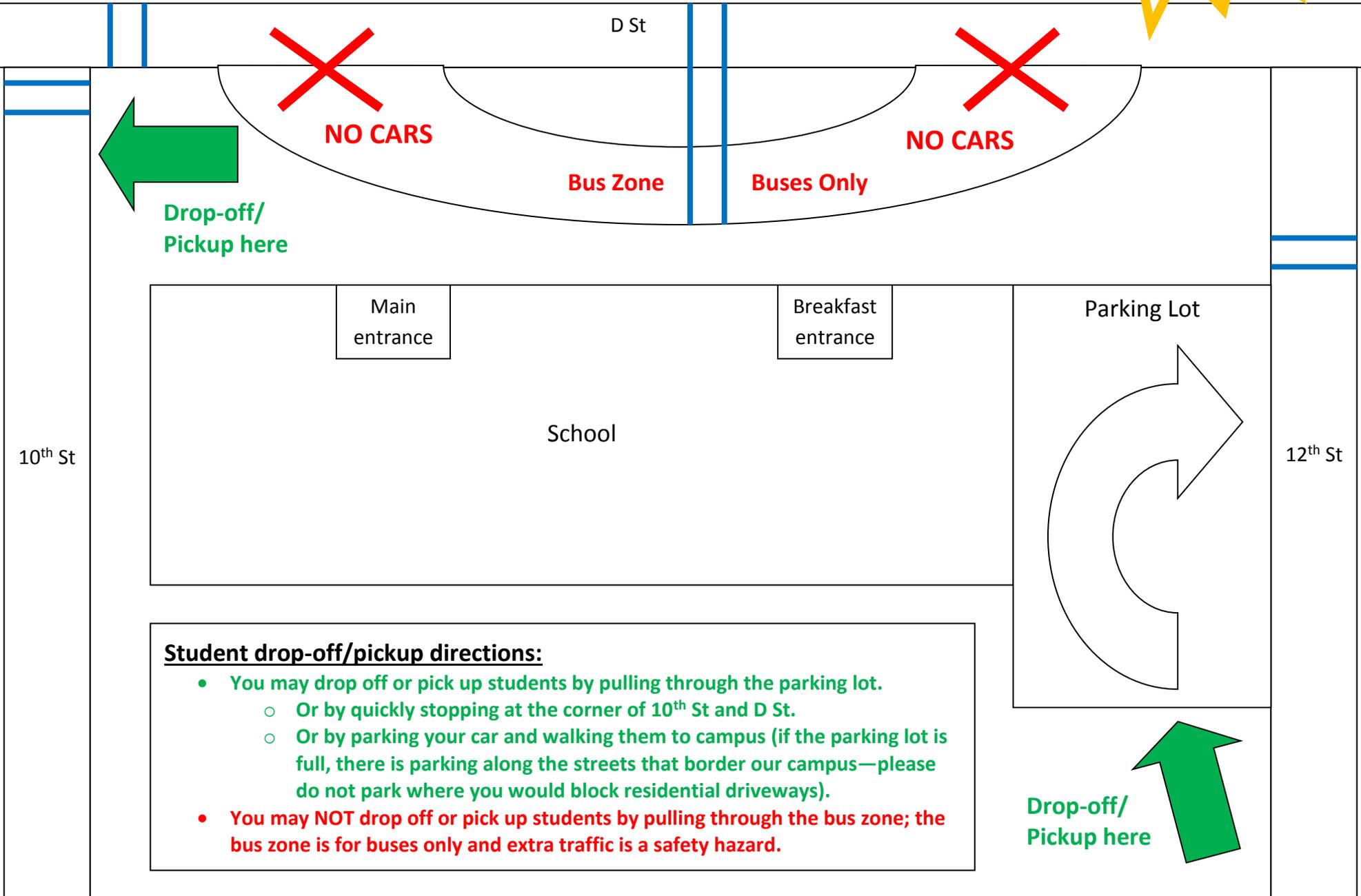
### **Yearbooks**

Yearbooks are available for purchase through the Terminal Park Elementary ASB. Information about price and when yearbooks can be purchased is communicated.

# Student Drop-off/Pickup Procedures

Terminal Park Elementary School

Please use  
crosswalks!



## Student drop-off/pickup directions:

- You may drop off or pick up students by pulling through the parking lot.
  - Or by quickly stopping at the corner of 10<sup>th</sup> St and D St.
  - Or by parking your car and walking them to campus (if the parking lot is full, there is parking along the streets that border our campus—please do not park where you would block residential driveways).
- You may NOT drop off or pick up students by pulling through the bus zone; the bus zone is for buses only and extra traffic is a safety hazard.

Drop-off/  
Pickup here