

Parent & Student Handbook



2026 - 2027

Nondiscrimination Statement Auburn School District complies with all federal rules and regulations and does not illegally discriminate on the basis of age; gender; race; color; creed; religion; national origin (including language); sex; sexual orientation including gender expression or identity; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; the use of a trained dog guide or service animal; and provides equal access to the Boy Scouts and other designated youth groups.

Washington Elementary Mission Statement:

WE are becoming leaders and learners.

WE believe in ourselves and each other.

WE belong.

Washington Elementary

20 E Street NE

Auburn, WA 98002

Office: 253-931-4988

Office Hours: 8:00 AM - 4:00 PM

Dr. Jalene Finley, Principal

Diana Musial, Assistant Principal



The Auburn School District's *Student Rights, Responsibilities and Regulations* Handbook can be found on the district's website [here](#).

Dear Washington Students and Families,

Welcome to Washington Elementary! This is a truly special community, and we are thrilled to have you with us. Every single day, our dedicated staff comes to school with a clear purpose: to support your continuous learning, guide your growth in reading, writing, and mathematics, and help you build strong connections within our school community.

To make the most of every learning opportunity, **daily attendance is essential**. Every day you are here matters. We are eager to greet you each morning, and every student is always welcome at Washington Elementary.

As Washington Explorers, we guide our daily interactions through our three R's: being **Respectful, Responsible, and Ready**. We hold a shared commitment to doing whatever it takes to help you succeed. Every student possesses unique gifts, and through consistent attendance and hard work across all subjects, you will strengthen those gifts and build a foundation for lifelong learning—preparing you for whatever future path you choose, whether that means attending a college, university, or technical school, serving in the military, starting your own business, stepping into civic leadership, or making a meaningful impact in your community.

As you review this handbook, you will learn more about the expectations that help our school run smoothly. With continuous effort, daily attendance, and a commitment to learning and growing, we know you will achieve great things. We are proud to partner with our families, and we look forward to welcoming you every day and celebrating your progress throughout the 2026-2027 school year!

Best regards,

Dr. Jalene Finley, Principal

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AUBURN SCHOOL DISTRICT | 2026-2027 CALENDAR

Key

First/Last Day of School	PLC 1 hr. LateStartMondays
No School – All Grades	Late Start 1hr.Mondays (Ind Det)
District Closed	Snow MakeUpDay(s) if needed
E Elementary (Elem)	Late Start orEarlyDismissal
S Secondary (HS MS)	

September (16days)

- 7 Labor Day
- 8 Cert Staff Ind. Day
- 9 First Day of School

AUG/SEPTEMBER 2026						
S	M	T	W	Th	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October (22 days)

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November (E-17 days / S-18 days)

- 3-5 Middle School Conferences (3 hr late start MS only)
- 11 Veterans Day
- 16# Elementary Grading Day (noschool elementary)
- 17-20 Elem Conferences (3 hr early dismissal Elem only)
- 20 High School Conferences (3hr. early release HS only)
- 23-24 High School Conferences (3hr late start HS only)
- 25 Early Release (all grades)
- 26-27 Thanksgiving Holiday

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16#	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December (14 days)

- 21 Begin Winter Break
- 24-25 Christmas Eve/Day Holiday
- 28 261 Non-Workday (except 12 Mo. PSEA)
- 31 New Year's Eve Holiday

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January (E-19 days / S-18 days)

- 1 New Year's Day Holiday
- 4 Return from Winter Break
- 18 Martin Luther King Day
- 25# Secondary Grading Day (no school secondary)

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25#	26	27	28	29	30
31						

FEBRUARY 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February (15 days)

- 15 Presidents' Day
- 16-19 Mid-Winter Break

MARCH 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March (23 days)

APRIL 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April (17days)

- 5-9 Spring Break

MAY 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May (20 days)

- 31 Memorial Day

JUNE 2027

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June(17 days)

- 12 High School Graduation
- 18 Juneteenth (observed)
- 24 Last Day of School (early dismissal)
- 25 Snow MakeUpDay (if needed)
- 28 Snow MakeUpDay (if needed)

JULY 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July – No School

- 5 Independence Day (observed)

Washington Elementary Daily Schedule

Monday

Students may arrive and line up in their class line at 9:30 AM.

Start time: 9:45 AM

Dismissal: 3:15 PM

Tuesday - Friday

Students may arrive and line up in their class line at 8:30 AM.

Start time: 8:45 AM

Dismissal: 3:15 PM

Washington Elementary Code of Conduct

At Washington Elementary, we take student safety and good student behavior very seriously. We only have a few rules, but these rules apply anytime students are on campus, in a school associated virtual environment, traveling to and from school, or on a school-sponsored field trip or activity. School staff members, students, and parents all share responsibility for good student behavior. The school is responsible for clearly communicating and enforcing behavior in a fair, consistent, and supportive manner. Parents have the responsibility to reinforce the school's expectations and help their children become responsible citizens. Students are responsible for following the code of conduct and making good choices.

Our Code of Conduct

All students will be asked to follow the Washington Code of Conduct.

At Washington Elementary we are

Respectful

Responsible

Ready

Each classroom will generate a social contract developing the 3 R's in greater detail with their teachers. Students will be asked to sign their social contract, which will hang in the class and commit them to the Washington Code of Conduct.

Awards & Positive Recognition

- Quarterly Awards
 - 3 R's, Citizenship and Most Improved
- Bravo Tickets
 - Office will choose weekly prize winners
 - Classroom teachers will also draw weekly prize winners
- Golden Compass
 - Class reward and may be earned when recognized by other staff members.
 - Compass Rewards can be redeemed for various tiered classroom events.

Washington Elementary Behavior Expectations

Code of Conduct:

I am Respectful.

I am Responsible.

I am Ready.

I will follow my classroom social contract.

Teachers utilize many strategies and positive redirection to support positive student behavior and engagement in learning.

Positive Reinforcement:

- Praise
- Positive Notes Home
- Weekly Recognition
- Trimester Recognition
- Bravo Tickets- school wide reward system
- Golden Compass reward
- Incentives for Attendance

Any Washington staff member may choose to issue a natural or logical consequence in any situation where it would be appropriate. Behavior violations will be referred to the office for further disciplinary actions. Teachers can also offer incentives for students who are meeting expectations. If parents or guardians have any questions they may contact the classroom teacher or the Washington office.

Things to Keep at Home

1. Personal items. These include, but are not limited to any toys, including items such as trading/Pokemon cards. Electronic devices, such as iPods, phones, and handheld video games. Sports equipment, such as footballs, basketballs, tennis balls, or soccer balls. Anything with wheels (skates, skateboards, scooters) and any jewelry or items that are valuable or sentimental.

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

Cell Phones

Students who choose to bring cell phones or other PEDs to school will need to keep them silenced and stored (e.g. in the student's backpack, locker) for the duration of the school day. Bathrooms and locker rooms are always cell-phone-free.



Food

Due to many food allergies, you may not share food or snacks. Food may only be shared when supervised by a staff member and store bought for class parties and/or birthdays. Candy, gum, snacks, and beverages are not allowed at recess.

Crosswalk and Parking Lot

Students walking to and from school must use the school crosswalk and stay on the sidewalks surrounding the parking lot. Students should follow safe walking routes. If not walking with older siblings, students in TK-second grade must be picked up by an adult. Please use designated parking spaces in front of the school and public street parking. Please be alert when driving through our pick/drop off area as it is a narrow space. Thank you for helping us look out for the safety of our students and making the best of the limited parking space available.

Washington Elementary Academic Expectations

At Washington Elementary, every adult has high expectations for each student and provides them with the support and opportunities needed for a successful and joyous school experience. Students are engaged in high-yield instructional strategies and actively participate in their learning. We value our partnership with families and the community, and together, we will prepare our students for the future they choose.

Academic Honesty

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

School Engagement at Home

Make it a daily habit for you and your family to spend five minutes catching up on your day at school! It's a great way to stay connected and share what's going on in your life. Use the following questions to support your conversation.

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

Parent and Family Engagement

Washington Elementary Parent Teacher Organization (PTO)

The PTO provides a way to be engaged with your child's learning and be involved with the school. The PTO organizes volunteers to support a variety of school programs, activities, and special events. Many parents volunteer their time on committees through PTO. Please contact our PTO President Mindy Kristek, with any inquiries. Washington Elementary encourages you to join and participate in its many family friendly activities. A membership drive will be held in the Fall and membership information is available in the school office throughout the school year. For more information please contact our PTO president, Mindy at Washingtonpto408@gmail.com

Attendance Expectations

ATTEND TODAY, ACHIEVE TOMORROW



It is important to be on time and attend school every day. Every moment matters. If students will be absent, please call the office to let us know. In addition, reach out to the classroom teacher to find out what work students missed while gone. When you miss school, you miss out!

DID YOU KNOW?

- Starting in kindergarten, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) increases the chance that your student will not read or master math at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher has to slow down learning to help children catch up.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By being present at school, your child learns valuable social skills and has the opportunity to develop meaningful relationships with other students and school staff.
- Absences can be a sign that a student is losing interest in school, struggling with school work, dealing with a bully or facing some other potentially serious difficulty.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

WHAT WE NEED FROM YOU

We miss your students when they are gone and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact the office at (253)931-4988.

OUR PROMISE TO YOU

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you or your student face challenges in getting to school regularly or on time. We promise to track attendance daily, to notice when your student is missing from class, communicate with you to understand why they were absent, and to identify barriers and supports available to overcome challenges you may face in helping your student attend school.

SCHOOL POLICIES AND STATE LAWS

We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.

- 3 unexcused absences in 1 month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance.
- 5 excused absences in any month, or 10 or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.
- 7 unexcused absences in any month or 15 unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. If your student continues to be truant you may need to go to court.

At Washington Elementary, we have established the following rules on attendance that will help you ensure your student is attending regularly. Students absent without a valid parent excuse will be counted as truant. Auburn School District Policy 3122 identifies valid excuses for absences and clarifies the school principal's authority to determine if an absence meets the district's criteria.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Find out what day school starts and make sure your child has the required immunizations.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.

Harassment, Intimidation & Bullying

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

Auburn School District Policy

The district is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted; a verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability); or other distinguishing characteristics, when an act:

- **Physically harms a student or damages the student's property; or**
- **Has the effect of substantially interfering with a student's education; or**
- **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.**

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

Emergency Information

Weather and School Closures or Late Starts

In the event of an emergency conditions such as snow, earthquake, power failure etc. resulting in a change in school schedule please listen to the following radio stations, or go to the Auburn School District website for updated information:

- Television: KOMO Channel 4, KING Channel 5, KIRO Channel 7, KSTW Channel 11
- AM Radio: KIRO 710, KNWX 770, KOMO 1000
- Auburn School District website - <https://www.auburn.wednet.edu/>
- Flash Alert - <https://www.flashalert.net/id/AuburnSD>
- The ASD Facebook page will also provide updates

Field Trips, Visitors, & Volunteers

Field Trips

Field trips are taken as a regular part of our educational program. Parents/Guardians are required to complete their student's permission form and have up-to-date emergency information on file before he/she leaves for a field trip. Teachers often seek parent/guardian volunteers to chaperone on field trips.

Volunteers/Chaperones

The staff at Washington Elementary values parent/guardian and community involvement in our school programs and appreciate the gift of time and talents that they have to offer our students. In order to ensure student safety, it is required that anyone wishing to work with students or be on campus, (including chaperoning student field trips and classroom helpers) complete the Auburn School District volunteer application form online and obtain clearance prior to a volunteer volunteering on-site. Volunteer registrations are available on the ASD website at <https://auburnvolunteers.hrmplus.net/>

Once applicants have been approved, they may contact the Principal who will confer with classroom teacher to discuss specific volunteer opportunities.

Similarly, for Parents and guardians to be considered as field trip chaperones. They need to have a completed volunteer clearance on file in the district office. Keep in mind this process takes weeks to be completed. **Please do not wait until the day or two before the field trip to complete your volunteer form online**, as it may not be processed in time for you to participate.

Visitors

Washington Elementary parents/guardians are more than welcome to visit their child's classroom. We require that parents/guardians contact their child's teacher at least a week in advance of their visit to confirm the day and schedule a time.

For the protection and safety of students and staff, **ALL VISITORS**, including parents/guardians are required to check in at the school office and wear a visitors badge at all times. This includes parents/guardians coming to eat lunch with their child.

Late Arrival & Early Pick-Up

- **Late Arrivals:** If your student arrives after the school day begins, please walk them into the main office to sign them in. This ensures your child enters the building safely and receives a pass to class.
- **Early Pick-Ups:** If you need to pick up your student early, please complete the sign-out process in the office **before the last 30 minutes of the school day**.

The final 30 minutes of the day are incredibly busy as classrooms wrap up lessons and prepare for dismissal. Planning ahead prevents last-minute communication delays, avoids end-of-day confusion, and ensures every child arrives home safely. Thank you for your support and cooperation!

Please sign and return the next page to your child's teacher

After reading the student/parent handbook please fill out the information below and return to your student's teacher.

Student's Name: _____

Teacher's Name: _____

Guardian's Printed Name: _____

Guardian's Signature: _____

Student Name: _____ Grade: _____

School: Washington Elementary

Your signature below indicates that you have read and understand the attendance policies and procedures of the Auburn School District.

_____ Date _____

