ALPAC ELEMENTARY SCHOOL

310 Milwaukee Blvd North
Pacific, Washington 98047-1122
Phone: (253) 931-4976
http://www.auburn.wednet.edu/alpac

Student Handbook 2025-2026

Welcome to Alpac's All-Star "learning community," where we all belong! Our learning community is made up of over 600 students and over 80 staff members. All of our staff are here to support you and help you grow. We are so glad that you are part of our community!

What does it mean to be an All-Star?

RESPECTFUL RESPONSIBLE SAFE

ALPAC ELEMENTARY STAFF MISSION STATEMENT

To educate all students in a supportive and positive environment, so they reach their full potential. All adults are collaboratively working together using best practices to reach all levels of learners

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ALPAC ELEMENTARY STUDENT MISSION STATEMENT

Our Mission is to be **A**ctive **L**earners with **P**ositive attitudes, **A**chieving excellence in a **C**aring Community

STUDENT EXPECTATIONS
Keys to Success at ALPAC Elementary School

Active Learner
Be responsible, independent workers
Keep hands, feet, and objects in your space
Listen to understand
Ask for help
Follow school expectations & adult directions
Learn and follow individual classroom rules & procedures

Positive Attitude
Include others in games and play
Cooperate by following all school rules
Follow the directions of adults
Use kind words
Treat others as you would like to be treated
Smile

Achieving Excellence
Be honest and courteous
Do your best work
Be prepared for learning
Complete and return all homework
Complete class work
Use your manners
Attend school on time every day

Caring Community Member
Walk quietly & directly to and from all activities without touching the walls.
Take care of equipment and school property
Play in designated areas at recess
Follow the rules for games and activities
No rough play or appearance of rough play
Keep hands, feet and objects to yourself
Be kind to others
Do not disrupt others

ABC GUIDE to Alpac

ARRIVAL – A free breakfast (and a free lunch) is served for all students. Please go directly to the breakfast line, entering the building at the door by the gym and exiting through the front door to line up in front of your classroom. Breakfast begins serving at 9:05 am and ends at 9:20 am. Then, please line up at the exterior classroom door for your teacher to open the door at 9:15 am. We expect you to wait in line respectfully until the classroom door is opened. Late-arriving students, after 9:25 am, must report to the office for a tardy slip. If you are not in class by 9:25, you are late and will be marked tardy.

ATTENDANCE (School Board Policy 3121, p. 258*)* - **Our school goal is 95% attendance.**
Attendance is extremely important. Regular school attendance positively impacts student achievement. Being here helps your child learn, build routines, connect with their peers and teachers, and access resources. Our goal is 95+% attendance or higher for all of our students. Thank you for your help in helping them be here every day and on time, and for scheduling appointments outside the school day whenever possible. State law (RCW 28A.225.020) requires schools to intervene when students are frequently absent.

Thank you for helping your child succeed at school by sending him/her to school all day and every day.

In Washington State, state law requires that students attend school regularly. School absences may either be excused or unexcused (School Board Policy 3122). Schools must follow the BECCA Bill, which requires us to:

- notify families via telephone when their child is absent (automated phone call)
- school officials send a letter about the truancy law after two (2) unexcused absences;
- schedule a conference with families if your student has 2 unexcused absences in one month, 5 unexcused absences in any month, or 10+ excused absences in the school year;
- when a student accumulates five (5) unexcused absences in a month, or ten (10) in a semester, a BECCA petition must be filed with the juvenile court.

Please notify us before 9:45 AM by calling the office at 253.931.4976 or by e-mailing Meredith Guesman mguesman@auburn.wednet.edu when your child is absent, along with the reason for the absence.

Attendance Recognition - 95%+ attendance. We recognize students and classes for excellent attendance.



Student Behavior Expectations - Respectful Responsible Safe

Philosophy
At Alpac, we believe that teaching children how to be respectful, responsible, and safe will help them become productive members of our school community and our community at large. Every expectation falls under either being respectful, responsible, or safe. Students will be taught the expected behaviors in all of our school environments. We will recognize those that demonstrate the desired behaviors and reteach the behaviors to students who do not demonstrate respectful, responsible, and safe behaviors yet.

Goals:

- ★ Teach, model, and reteach appropriate behavior, including problem-solving and conflict-resolution skills
- ★ Teach Kelso's Choices, 9 productive ways to solve conflicts (ignore it, walk away, talk it out, tell them to stop, go to another game, make a deal, wait and cool off, apologize, share and take turns)
- ★ Set clear expectations
- ★ Foster personal responsibility
- ★ Foster self-esteem
- ★ Foster intrinsic motivation to achieve success

Classroom Expectations:

Each classroom has a set of expectations that are being explicitly taught, re-taught, and reinforced to promote a safe learning environment for all students. However, students sometimes make mistakes, fail to follow expectations and may receive a consequence. The majority of behavior concerns are handled by the classroom teacher. Occasionally, however, a student may be sent to the principal's office. Then, the parent or guardian may be notified. Student consequences are assigned in a progressive manner and listed below. In some cases, action beyond the components listed above must be taken. This may include a Behavior Contract, In-School Suspension, Short Term Suspension out of school, Long Term Suspension out of school, and/or Emergency Expulsion from school.

Harassment, Intimidation & Bullying

We strive for Alpac to be a safe and welcoming environment. Harassment, intimidation, and bullying may include persistent rude and mean comments, spreading rumors, making jokes or gestures, or making threats or physical attacks. Bullying is intentional (on purpose), ongoing (repeated again and again), and there is an imbalance of power between the bully and the victim. Being a victim of bullying can greatly disrupt a student's education.

Students can help prevent/stop bullying by:

- ★ Standing up for and helping the victim;
- ★ Blocking or stopping rumors;
- ★ Helping the victim. If you are friends with the bully, ask him/her to stop. Invite the victim to join and talk things out.
- ★ Getting others to help. Tell an adult, ask friends for help, and encourage others to help;
- ★ Reporting inappropriate social media posts to a safe adult (family or staff member).

Alpac staff take harassment, intimidation, and bullying seriously. Anti-bullying instruction is delivered in each classroom and staff members will intervene when witnessing or receiving reports of harassment, intimidation or bullying. Please help keep Alpac a safe and welcoming school by reporting bullying when you see it or hear it.

RCW 28A.300.285, the Common School Laws of the State of Washington, stipulates that Harassment, Intimidation, and Bullying is illegal in schools. The Auburn School District's policy and procedure for harassment, intimidation and bullying are outlined in a district pamphlet. 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 and/or principal. Students may be referred to the office for investigation, findings, disciplinary actions and/or remedial measures.

BREAKFAST INFORMATION - Breakfast is free and will be served daily between 9:05 AM and 9:20 AM. (PLC Mondays-19:05-10:20 AM). Please get into the breakfast line before lining up in front of the classroom. Students need to enter through the door by the gym and exit through the front doors

Bus Transportation – ASD Transportation Department provides bus transportation for students of the Auburn School District. Students are to follow the bus rules. If your area has transportation, please have your student(s) ride the bus!

Find my bus route directions at https://www.auburn.wednet.edu/Page/420
User name: guest
Password: guest
Change in Transportation Routine – We must be notified **in advance** of exceptions to a student's regular transportation routine. For safety reasons, if the school does not receive a written note from a parent/guardian, the student will be sent home per his/her usual routine.



Bicycles – Only students living in the walking area for school may ride their bike to school, provided they wear a helmet. Students must get written parental permission, meet with the Principal, and show the bike helmet. Students will park their bike in the designated areas and follow arrival procedures.

Celebrations & Treats

- ★ District policy states that **all snacks/treats must be store bought** and in their original packaging. We encourage families to consider healthy choices (ex: pre-packaged apple slices, raisins, oranges).
- ★ **Helium balloons are not allowed on campus** (distraction to learning)
- ★ Please first contact your child's teacher to find a mutually agreeable day and time for the celebration. Our preferred time is at the end of the school day.

Cell Phones and Students – Cell phones are not allowed in class, at recess, or during the school day. They are to be turned off while on campus. The school is not responsible for loss or damage of personal items, which includes cell phones or other electronic devices. If parents need to contact their student, please call the office. If students need to call their parents, they need to use the phone in the office. Cell phones that are visible during the school day may be confiscated and held in the office for parent pick up. Continued use or display of cell phones may result in school discipline.

COMMUNICATION - Open communication is important to student success. If you have a concern, please first reach out to their students' teachers for resolution.

DISMISSAL (END OF DAY) - Students will go directly from class to the bus loading area. Unless we have a written note from the parent/guardian, students are to go home following their everyday routine. Bus passes are not a last minute item. Students waiting for rides are to wait at the student loading zone area in front of the building.

Dress Code
Clothing must be school-appropriate. Appropriate school clothing helps create an environment in which students and teachers focus on learning. Dress and/or appearance that interfere with our mission will not be permitted, as it creates a disruption to the learning environment. The Administrative Team reserves the right to determine what is disruptive to student learning and will work with the student/family to resolve the issue.

Check out Procedures in the Event of an Emergency

- Parents are to report to the checkout table. They are not to pick up their children without first stopping at the checkout table.
- If students are evacuated, the checkout table will be at the Command Center by the outside gym doors.
- If students are evacuated for a short period of time and returned to the building, the checkout table will then be at the Command Center at the front of the building.
- A designated runner will go from the checkout table to the classroom area on the playground or to the classroom.
- The student will return with the runner to the checkout table to meet their parent.
- Parents will check students out by signing and showing I.D. at the checkout table when their child returns with the runner.

Head Lice - If evidence of lice is discovered while the student is at school, a parent will be notified. Students may return to school when they have been properly treated for the lice condition, and the student has passed a head check by the school nurse/health tech.

Health Screening – Vision, and hearing are done at school. Parents are advised if the results show a need for additional follow up from your physician. Screening for scoliosis (curvature of the spine) is done in fifth grade.

HOMEWORK - Education extends beyond the school day. It happens in the home and community, as well as in the classroom. Its purpose is:

1. To study, review, or practice those skills or concepts previously taught.
2. To complete assigned work not finished in class or missed due to absence.
3. To extend or transfer a skill or concept to a new situation.
4. To use skills or concepts creatively.

Homework for students who are absent for three or more days may be requested. Please provide 24+ hours of notice prior to pick up time.

Illness AT SCHOOL – Please keep your child home if s/he has a fever or has vomited less than 24 hours ago. If your child is identified at school as having an infectious illness, you will be called for pick up. If a student vomits at school, s/he needs to stay home for at least 24 hours before returning to school. The same goes for a student with a temperature.

Immunization – Washington State law requires that all students must be immunized against certain diseases. All required immunizations will be verified by office personnel.

LATE ARRIVAL – Being in class on time - no later than 9:20 - is extremely important. Punctuality helps learning and builds a necessary job skill. Students who arrive after 9:25 am must check in at the office for an admit slip before going to class, a **requirement for attendance purposes.** Excessive tardies may result in a parent conference and possible further interventions.

LUNCH INFORMATION - All meals will be provided free of charge. Students will have a cold and hot choice and will be eating in the classroom after their 30 minute recess.

Lost & Found

Our lost & found items are located near the front office. Feel free to stop by the office and sign in, so that staff can direct you to the appropriate area. To help retrieve lost items, we recommend that you mark your child's belongings with a permanent marker.

Medication – **Students may not bring medication to school, including any type of over-the-counter medicine.** We are unable to give any medication to a student at school without a written request from a parent **and** a doctor/dentist. This applies to all over-the-counter medications such as cough drops, as well as prescription medication. Inhalers are categorized as medication and will require written instruction. Medication authorization forms are available in the school office.

Money and Valuables - Because of the danger of loss, students are requested not to bring money, valuable jewelry, expensive cameras, electronic devices, and "toys" to school. **Personal items of any kind are brought to school at the student's own risk of damage or loss.**

Playground Expectations - ***respectful - responsible - safe***

1. Be courteous, use common sense, and be a good sport.
2. Listen to the playground supervisors. Tell an adult at school and home when somebody is being bullied.
3. Help students and include students who are feeling left out.
4. Follow game rules and equipment rules.
5. Use school equipment only; do not bring toys, balls, or electronic devices from home.
6. Rough play, including games that include tripping, pushing, tackling, pulling clothing, etc., are to be off campus.
7. Take turns in lines; no "cuts".
8. Play away from classroom doors.
9. Use the bathroom before going out to recess. Students re-entering the building must have a bathroom or drink pass.

Stay within playground boundaries during all recess times: blacktop, play shed, and grassy field. **Off limit areas = Don't play in these areas**

- Classroom outside doors on sidewalks.
- Any area outside of the fence or parking lot railings
- Parking Lot

Phone Numbers UPDATES – Please call our office if your phone number(s) change. For emergencies, it is important that we have accurate phone numbers to contact you.

Private Vehicles & Daycare Pick-up – If students are driven to school they must be dropped off in front of the building in the student loading zone beyond the crosswalk. **Do not stop or drop off by the classroom wings.** Students go directly to their exterior classroom door. When students are dismissed, parents may park in parking stalls and walk to the student pick up zone (FLAG POLE) to escort children to the car. ***Students will not walk through the parking lot to a waiting car without a parent present***. No private vehicles may enter the bus zone at any time.

STUDENT RECOGNITION PROGRAMS

Weekly STARRS student - Students receive STARRS tickets for demonstrating being respectful, responsible or safe. Students will turn in the slip to their classroom or the office bucket. Each class holds a

weekly drawing. Winners get to sign the principal's Star Wall and have their name announced on Monday morning announcements.

Classroom STARRS Recognition – classrooms demonstrating STARRS behavior will be recognized for being All-Stars.

STARRS Award - Every trimester each class will recognize one student for each of our behavior expectations (Respectful, Responsible, Safe). The students will be announced at an assembly and receive an award. We also hold a drawing of all our Starr slips and award those students a special prize.

Attendance Awards – Weekly and monthly awards for students with excellent attendance.

AR Celebrations/RICH Reading - Students are recognized for achieving or exceeding reading point totals

Safety Drills – Drills are carried out during the year to practice for emergencies such as fire, earthquake, intruder alert, and bus exit. These are taken seriously and done on a routine basis.

Spirit Wear **–** Students are encouraged to support community building and culture at Alpac Elementary. Below are the following days assigned to Spirit Wear at school:
Monday – Wear Alpac Gear or School Colors (Red, Black, White)
Wednesday – Wear College Gear and Support a College-Bound Culture
Thursday- Dress for success day. Wear the clothes that demonstrate the success you wish to achieve.
Friday – Wear Local Sports Teams Gear and Support Your Local Teams

School Visitors: School Safety – ALL visitors, including parents, are required to check in at the office when they come to school. You must sign in at the office and wear a visitor badge. Anyone who is not wearing a badge will be asked to return to the office and check in.

Time Schedule -

Normal Start Day		Mondays – 1 hour late start
9:25 am – 3:55 pm Grades K-5th		10:25 am – 3:55 pm Grades K-5th
9:25 am – 11:48 am AM ECE		No AM ECE
1:03 pm – 3:40 pm PM ECE		No PM ECE

**** Classroom doors open 10 minutes prior to the start of the class.**
9:15 AM & 10:15 AM

Visiting Alpac
Our office staff will be happy to greet and assist you. All visitors must sign in, receive a visitor badge, and wear it for the duration of their campus visit. Please know that our staff are working with students during the school day and will likely be unable to meet with you unannounced. Instead, please schedule a meeting with a staff member by either contacting them directly via email or calling our office at 253.931.4976.

Volunteering at Alpac
Thank you for wishing to volunteer at Alpac. We look forward to partnering with you to support our students! These are the steps for volunteering:

1. Complete an online application form and receive approval from the Auburn School District, by clicking on this link ASD Volunteer Application
2. Instructions for completing it are here.
3. Approval from the Auburn School District is required, which includes a Washington State background check.
4. Valid for one school year and must be completed each new school year. If you require assistance or have questions, please contact our Family Engagement Liaison (Mrs. Alvarez) at 253-931-4976 or ealvarez@auburn.wednet.edu. We appreciate your interest in volunteering at Pioneer, and look forward to having you partner with us to support student learning!

ALPAC ELEMENTARY SCHOOL SANCTION RANGE CHART

NOTE: The shaded areas (X) indicate a range of possible sanctions for certain misbehaviors. A less severe form of misbehavior would warrant a less severe sanction while more severe forms warrant more severe sanctions. Repeated misbehavior would warrant more severe sanctions. Misconduct infractions are accumulated over a student's educational career at Alpac Elementary School. School administrators have the discretion to depart from the sanction chart in cases involving extenuating circumstances. Special Education students are subject to recommendations of the Guidance Team and Manifestations Team.

Misconduct	Warning	Think Time	Recess Detention 15 or 30	Lunch Detention	After School Detention	In-School Suspension	Short Term Suspension (1-10 days) Out of School	Long Term Suspension (11-90 days) 5th grade only Out of School	Emergency Expulsion	Expulsion
Alteration of Records			X	X	X	X	X	X	X	X
Cheating				Must re-do work	Must re-do work	Must re-do work				
Damage or Destruction of Property			X	X	X	X	X	X	X	X
Defiance		X	X	X	X	X	X	X	X	X
Disruptive Conduct	X	X	X	X	X	X	X	X	X	X
Dress Code Violation				1st time & change item	2nd Change item	X	X			
Electronic Devices	X	X	X	X	X	X				
Extortion					X	X	X	X	X	X
Failure to Follow Requests of Staff	X	X	X	X	X	X	X	X		
False Accusations	X	X	X	X	X	X	X	X		
Falsification/Forgery			X	X	X	X	X	X	X	X
Gambling			X	X	X	X	X	X	X	X
Loitering in the presence of misconduct	X	X	X	X	X	X	X	X	X	X
Lying	X	X	X	X	X	X	X	X	X	X
Multiple Infractions					X	X	X	X	X	X
Non-compliance	X	X	X	X	X	X	X	X	X	X
Offensive Social Behavior	X	X	X	X	X	X	X	X	X	X
Plagiarism	X	X	X	X	X	X				
Poor behavior with substitute	X	X	X	X	X	X	X	X	X	X
Profanity/obscene gestures				X	X	X	X	X	X	X
Refusal to identify self	X	X	X	X	X	X	X	X	X	X
Trespassing	X	X	X	X	X	X	X	X	X	X
Truancies					1st	3rd +				
Vulgar/lewd Conduct										

EXCEPTIONAL MISCONDUCT SANCTION RANGE CHART

Alpac Elementary School recognizes and accepts the serious nature and potential harm to individual students and the significant disruption of the educational process for the following acts. Misconduct infractions are accumulated over a student's educational career at Alpac Elementary School.

Misconduct **(Law enforcement may be notified in all cases listed below)**	In-School Suspension	Short-Term Suspension (1-10 days)	Long-Term Suspension (11-90 days) (5th grade only)	Emergency Expulsion	Expulsion
Alcohol/Chemical Substances – First Offense		X	X	X	X
Second and beyond			X	X	X
Alcohol/Chemical Substances (Distribution/Selling)				X	X
Arson				X	X
Assault/Battery	X	X	X	X	X
Bullying	X	X	X	X	X
Repeated Disruptive Conduct	X	X	X	X	X
False Alarm	X	X	X	X	X
Fighting	X	X	X	X	X
Gang Behavior (as per Board Policy 5132.1)	X	X	X	X	X
Harassment	X	X	X	X	X
Multiple Infractions	X	X	X	X	X
Profanity/Obscene Gestures Directed at a Staff Member	X	X	X	X	X
Theft	X	X	X	X	X
Threats	X	X	X	X	X
Tobacco	2nd	3rd			
Weapons Including Explosives				X	X

Misconduct Cont'd…

1 Subject to decision pursuant to WAC 180-40-295

2 Subject to decision pursuant to WAC 180-40-275(2)

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Students can help prevent/stop bullying by:

- ★ Standing up for and helping the victim;
- ★ Blocking or stopping rumors;
- ★ Helping the victim. If you are friends with the bully, ask him/her to stop. Invite the victim to join and talk things out.
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attention of a staff member and/or principal. Students may be referred to the office for investigation, findings, disciplinary actions and/or remedial measures.

Description of Possible Consequences:

- **Written warning on Discipline Referral Form (WW)**: Student will be warned that behavior is bullying behavior, documented on Discipline Referral Form.
- **Think Time Form:** Student will complete a Think Time form reflecting on behavior and alternative choices.
- **Parent Communication:** The principal or school counselor will notify parent of student behavior.
- **Recess Detention:** Student will report to detention area for either 15 minute or 30 minute recess detention
- **Lunch Detention:** Student will report to office or detention room for the 30 minute lunch session.
- **After School Detention (ASD)**: student will report to the office for After School Detention from 3:40-4:15 pm. Parent is responsible for student pick up.
- **Individual Behavior Plan:** Student and Parent will work the Principal or counselor to develop a behavior plan to assist the student.
- **School Suspension (OSS):** Student will be suspended from class or from attending school for a period of time due to behavior. If out of school suspension the parent provides immediate pick up from school.

Behavior	Warning	Think Time Form	Parent Contact	15 min. Recess	30 min Recess	Lunch Detention	After School Detention	Individual Behavior Plan	Suspension
Teasing									
1st Time	X	X	X	X – 1 day	X – 1 day				
2nd Time	X	X	X	X – 1 day	X – 1 day				
3rd Time	X	X	X	X – 1 day	X – 1 day	X – 1 day	X	X	
4th Time & Beyond	X	X	X	X – 1 day	X – 1 day			X	X
Exclusion									
1st Time	X	X	X	X – 1 day	X – 1 day				
2nd Time	X	X	X	X – 2 day	X – 2 day				
3rd Time	X	X	X				X	X	
Add'l events	X	X	X					X	X
Hitting									
1st Time	X	X	X		X – 1 day				
2nd Time	X	X	X		X – 2 day				
3rd Time	X	X	X				X	X	
Add'l events	X	X	X					X	X
Severe Hitting									
1st Time	X	X	X		X – 3 day				
2nd Time	X	X	X				X	X	
3rd Time	X	X	X					X	
Add'l events	X	X	X					X	x
Threats of violence									
1st Time	X	X	X		X – 2 day				
2nd Time	X	X	X				X		
3rd Time	X	X	X					X	
Add'l events	X	X	X					X	X
Harassment									
1st Time	X	X	X		X – 2 day				
2nd Time	X	X	X				X		
3rd Time	X	X	X					X	
Add'l events	X	X	X					X	X