

**LAURELHURST FAMILY HANDBOOK**  
**2009-2010**

**Laurelhurst Elementary School  
4530 46<sup>th</sup> Avenue NE  
Seattle, WA 98105**

**Phone: (206) 252-5400  
[www.seattleschools.org/schools/laurelhurst](http://www.seattleschools.org/schools/laurelhurst)**

# Table of Contents

<b>I. <u>Quick Reference</u></b>	<b><u>Page</u></b>
School Address and Website.....	4
Helpful Phone Numbers.....	4
Staff Contact Information .....	5
Calendar .....	6-7
<b>II. <u>General Information</u></b>	
School Mission Statement .....	8
Student Rights and Responsibilities .....	8
Daily Schedules .....	8
Attendance Procedures .....	9-10
Student Arrival and Tardy Procedure	
Daily Attendance	
Excused or Unexcused Absences	
Early Dismissal Days	
Picking Up Your Child Before School Is Dismissed	
Play Dates	
Student Standards of Behavior.....	10
Volunteers & Visitors.....	10
Communication .....	10-11
Monday Bear Essentials Weekly Bulletin	
How to Turn in Flyers	
Online Newsletters Option	
School Website	
PTA Information	
School Messenger (Automated Phone Caller)	
Parent Conferences.....	11
Emergency Preparedness Plan .....	11-12
Transportation and Pedestrian Safety ....	12-13
Parking, Pick-Up and Drop-Off	
Safety Patrol	
Bus Transportation	
Bike Policy	
Baked Goods Policy .....	13
Lunch Program .....	14
Green Schools Network.....	14
Nursing Services.....	15
School Psychologist.....	15
School Counselor .....	15
Anti-Bullying Program .....	15
Dress Code.....	15
Lost and Found.....	16
Telephone Use .....	16
Toys & Personal Property.....	16
Toy Weapons & Weapons .....	16
Child Care and Before and After .....	16

### **III. Curriculum and Academic Achievement**

Academic Assessment and Student Progress Reports .....	17
Homework.....	17-18
Academic Programs .....	18-20
Reading Programs.....	18
Writing Programs .....	18
Mathematical Thinking/Problem Solving.	19
Science .....	19
Library & Computer Lab.....	19
ALO Program.....	19-20
Physical Education .....	20
Instrumental Music.....	20
Special Education Resource Room.....	20

### **IV. School Support Groups**

PTA.....	21-22
Friends of Laurelhurst.....	22
School Foundation	

### **V. PTA-Supported Programs**

Multi-Arts.....	22
Family Math Night.....	23
Literacy Night.....	23
Science Enrichment and Science Fair....	23
Birthday Books .....	23
Safe and Active Routes to School .....	23
Nutrition Advisory Committee .....	23
Flu Immunization Clinics.....	24
Fifth Grade Camp.....	24
School Directory.....	24
Family Handbook.....	24
School Photos .....	24
Yearbook .....	24
Before and After School Programs.....	24

### **VI. LASER Child Care and Before and After School Programs**

Laser On-Site Child Care.....	25-26
Laser Leaps (Before and After School Enrichment Programs)	

### **VII. PTA Board of Directors and Committee Chairpersons**

PTA Roster.....	26-28
-----------------	-------

# I. Quick Reference

## **Laurelhurst Elementary**

4530 46<sup>th</sup> Avenue NE  
Seattle, WA 98105  
[www.seattleschools.org/schools/laurelhurst](http://www.seattleschools.org/schools/laurelhurst)

## **Helpful Phone Numbers**

### **Laurelhurst Elementary**      Area Code (206)

Laurelhurst School Attendance..... 252-5404  
Laurelhurst Elementary Office ..... 252-5400  
Laurelhurst Community Center..... 684-7529  
Laurelhurst Gym ..... 684-7531  
LASER ..... 525-9160  
Laurelhurst School Fax..... 252-5401

### **Seattle School Distric**      Area Code (206)

Advanced Learning Office (Highly Capable) 252-0130  
School Board Office ..... 252-0040  
School District Information ..... 252-0000  
Special Education ..... 252-0055  
Superintendent's Office ..... 252-0100  
Transportation..... 252-0900  
Bilingual Services ..... 252-7750  
Enrollment Services..... 252-0760

## School Staff Contact Information

		<u>Phone</u>	<u>Room</u>	<u>Email</u>
All emails are: @seattleschools.org				
Principal.....	Kathy Jolly.....	252-5400.....	Main Office	kmjolly
Admin. Assistant.....	Susan Lundh.....	252-5402.....	Main Office	smlundh
Office Assistant.....	Lynne Hubbard.....	252-5400.....	Main Office	lhubbard
Kindergarten (Half-Day).....	Jen Anderson.....	252-5408.....	1	jjanderson
Kindergarten (All-Day).....	Lisa Beneson.....	252-5413.....	6	ljbeneson
Grade 1.....	Bethany Lara.....	252-5414.....	7	balara
Grade 1.....	Laura Tutt.....	252-5412.....	5	ljtutt
Grade 1.....	Dena Bonn.....	252-5410.....	3	dcbonn
Grade 1.....	Kelly Snow.....	252-5411.....	4	
Grade 2.....	Kathy Blair.....	252-5415.....	8	klblair
Grade 2.....	Ellen Kyono.....	252-5430.....	Portable 1	erkyono
Grade 2.....	Lynne Carroll.....	252-5409.....	2	lecarroll
Grade 3.....	Debby Halperin.....	252-5422.....	14	drhalperin
Grade 3.....	Kathryn Hethcote.....	252-5418.....	11	kgethcote
	Janine Knappe.....	252-5418.....	11	jmknappe
Grade 3.....	Bryce Anderson.....	252-5417.....	10	boanderson
Grade 4.....	Sue Backenstose.....	252-5426.....	19	sabackenstose
Grade 4.....	Greg Pittman.....	252-5431.....	Portable 2	gpittman
Grade 4.....	Mirjana Reams.....	252-5425.....	18	mireams
Grade 5.....	Vicky Jambor.....	252-5416.....	9	vijambor
Grade 5.....	Grace Dublin.....	252-5419.....	12	ggdublin
Grade 5.....	Patrick Howard.....	252-5421.....	13	pwhoward
Librarian.....	Tom Brown.....	252-5424.....	Library	tjbrown
PE Specialist.....	Brent Roberts.....	252-5427.....	Gym	bloberts
Computer Specialist.....	Peter Klein.....	252-5423.....	15	paklein
Vocal Music.....	Amanda Soto.....	252-5400.....	Stage	
Instrumental Music.....	Steve Haeck.....	252-5400.....	Stage	swhaeck
Reading Specialist (LAP).....	Sheila Bazzi.....	252-5420.....	12 ½	smbazzi
Resource Room (a.m.).....	Karen Warner.....	252-5432.....	Portable 3	krwarner
Resource Room (p.m.).....	Donna Guise.....	252-5432.....	Portable 3	dlguise
Nurse.....	TBD.....	252-5407.....	Nurse's Office	
Psychologist.....	TBD.....	252-5400.....	15 ½	
Counselor.....	Angie Wood.....	252-5400.....	15 ½/Portable	aawood
Speech Specialist.....	Linda Bernhardt.....	252-5435.....	15 ½/Port. 3	lebernhardt
OT/PT.....	Linda Pye.....	252-5400.....	Various	lspye
Lunchroom Manager.....	Corry Becker.....	252-5406.....	Kitchen	ccbecker
Custodian (Day).....	Gary Jablinske.....	252-5428.....	Custodial Office	gajablinske
Custodian (Night).....	Vu Ho.....	252-5428.....	Custodial Office	
LASER.....	Sequoia Hartman.....	525-9160.....	LASER Director	laserinfo@comcast.net
	Liz Grant.....	525-9160.....	LASER Kindergarten	
	Melinda Brown.....	525-9160.....	LASER Kindergarten	

## 2009-2010 School Calendar

### September

- 8..... Welcome New Student Night 6:15-7:30 p.m.
- 9..... First Day of School – First Bell Rings at 9:10 a.m.  
NOTE! Playground Supervision begins at 8:55 a.m. daily  
Welcome Coffee Hour 9:15 a.m. - Gymnasium  
Welcome Back to School Assembly 10:00 a.m.- Cafeteria
- 12..... Grounds Clean Up, 8 a.m. - noon
- 14-25 ..... Sally Foster Wrap Fundraiser
- 15..... Curriculum Night
- 17..... School Photo Day: Individual & Class Pictures
- 17..... PTA Board Meeting, 7 p.m. - Library
- 23-25 ..... 5<sup>th</sup> Grade Camp (Camp Orkila on Orcas Island)
- 30..... 1:25 EARLY DISMISSAL, Staff Professional Development**

### October

- 1-30..... Walk to School Month (Oct 8 - International Walk to School Day)
- 1..... Family Math Night, 7-8 p.m. - Cafeteria
- 9..... NO SCHOOL, Staff Professional Development Day**
- 5-23 ..... School Shirt Sales
- 12..... Golf Tournament at Sand Point Country Club, for Playground
- 13..... PTA All School Event - 6-8 P.M.
- 22..... Picture Retake Day from 9:15 – 11:30 a.m. (PM only Kindergartners note this)
- 23..... School Shirt Sale Ends
- 28..... 1:25 EARLY DISMISSAL, Staff Professional Development**
- 30..... Halloween Parade at 2:15 pm followed by Class Parties
- 30..... Kids Karnival, 5-8 p.m. - Laurelhurst Gym

### November

- 2-20..... Wreath Sale
- 3..... Election Day - Vote!
- 3 & 5 ..... Influenza Vaccination Clinic, 3:30 – 6:00 p.m. - Cafeteria
- 5..... Family Math Night, 7-8 p.m. – Cafeteria
- 10..... PTA Board Meeting, 7 p.m., Library
- 11..... NO SCHOOL, Veterans' Day Holiday**
- 20..... Wreath Sale Ends
- 23-25..... NO SCHOOL, Parent-Teacher Conferences By Appt. - All Parents Participate**
- 26-27 ..... NO SCHOOL, Thanksgiving Break**

### December

- 3..... Family Math Night & Math Game Sale, 6-8 p.m. - Cafeteria
- 18..... 2:25 EARLY DISMISSAL for Winter Break**
- 21-Jan.1 ..... NO SCHOOL, Winter Break**

**January 2009**

- 4..... School Resumes
- 7..... Family Math Night, 7-8 p.m. - Cafeteria
- 12..... PTA Board Meeting, 7 p.m. - Library
- 18..... NO SCHOOL, Martin Luther King Day Holiday**
- 23..... Grounds Clean Up, 8 a.m. - noon
- 25-28 ..... Scholastic Book Fair
- 27..... Family Literacy Night
- 29..... NO SCHOOL, Day Between Semesters \*Potential Snow Make-Up Day**

**February**

- 3..... 1:25 EARLY DISMISSAL, Staff Professional Development**
- 4..... Family Math Night, 7-8 p.m. - Cafeteria
- 9..... PTA Board Meeting, 7 p.m. - Library
- 15-19 ..... NO SCHOOL, President's Day & Mid-Winter Break**

**March**

- 3..... 1:25 EARLY DISMISSAL, Staff Professional Development**
- 4..... Family Math Night, 7-8 p.m. – Cafeteria
- 13..... School Auction, UW HUB Ballroom
- 16..... PTA Board Meeting, 7 p.m. – Library
- 19..... NO SCHOOL, Professional Development Day \*Potential Snow Make-Up Day**
- 24 ..... Aki Kurose Science Fair – Gymnasium
- 29-Apr 2..... NO SCHOOL, Spring Break**

**April**

- 8..... Family Math Night, 7-8 p.m. - Cafeteria
- 13..... PTA Board Meeting, 7 p.m. - Library
- 21..... Secretary/Administrative Professional's Day

**May**

- 3-28..... Bike to School Month
- 3-7..... Staff Appreciation Week
- 11..... PTA All School Multi-Cultural Dinner/Budget Vote, 6 p.m. - Cafeteria
- 13..... PTA Board Meeting, 7 p.m. – Library
- 17-20 ..... MSP Testing (replaces WASL as new state standardized test)
- 19..... 1:25 EARLY DISMISSAL, Staff Professional Development**
- 22 ..... Grounds Clean Up, 8 a.m. - noon
- 31..... NO SCHOOL, Memorial Day Holiday**

**June**

- 8..... PTA Board Meeting/Celebration, 7 p.m.
- 11..... Ice Cream Social, 5-8 p.m., Playground
- 15..... New Kindergarten Families Welcome Picnic, 6 – 7 p.m.
- 16..... Fifth Grade Graduation 6:30-8:00 p.m.
- 21..... Volunteer Tea, 8:30 – 9:00 a.m. - Library

- 21..... Field Day, Laurelhurst Park
- 22..... Awards Assembly, 9:30 a.m. - Cafeteria
- 22..... **Last Day of School – 2:25 EARLY DISMISSAL** (tentative, possible snow make-up)

## II. General Information

### **Our Vision:**

At Laurelhurst School we believe in educating the whole child. Our aim is to create an inviting school community that supports each child’s innate passion for learning. Our goal is to foster the development of responsible, effective, compassionate individuals who develop a strong sense of environmental stewardship and appreciate communities and cultures different from their own.

### **Our Mission:**

The teachers at Laurelhurst are facilitators of learning, posing questions that elicit creative and critical thinking, and nurturing in their students a life-long love of learning. By engaging with each student as an individual and validating and building on their strengths, we work to create community within the classroom, the school, and the larger community, while promoting independence, confidence and responsibility.

### **Our Motto:**

Learn to love to learn.

### **Student Rights and Responsibilities**

1. I have the **right** to be valued, respected, and accepted in this school.  
I have the **responsibility** to be considerate and tolerant of others.
  
2. I have the **right** to express my feelings, opinions, and ideas.  
I have the **responsibility** to use quality language to show respect, and to listen to others’ ideas.
  
3. I have the **right** to learn and study in a quiet, productive environment.  
I have the **responsibility** to work independently or in cooperation with others and do the best I can.
  
4. I have the **right** to be safe while traveling to and from school during the school day.  
I have the **responsibility** to be careful and to use self control.
  
5. I have the **right** to use school supplies and equipment and my personal property.  
I have the **responsibility** to use the supplies, equipment, and property correctly.

### **Daily Schedules**

- 9:10..... Entry Bell
- 9:15..... Class Begins/ Tardy Bell
- 10:45-11:00 ..... Morning Recess - Grades K-5
- 11:45-12:25 ..... Intermediate Lunch / Recess- Grades 3-5
- 11:50-12:50 ..... Kindergarten Lunch/Recess – All Day Kindergarten and LASER
- 12:05-12:55 ..... Primary Lunch / Recess - Grades 1-2
- 2:00-2:10 ..... Afternoon Recess - Grades K-3
- 3:25..... Dismissal

### **Kindergarten Schedule**

9:15-11:50 ..... A.M. Kindergarten  
12:50-3:25 ..... P.M. Kindergarten  
9:15-3:25 ..... All-Day Kindergarten

2 Hr. Early release day 9:15-10:50 AM Kindergarten  
2 Hr. Early release day 11:50-1:25 PM Kindergarten  
1 Hr. Early Release AM K follows regular schedule

**School Office Hours:** The School Office is open from 7:30 a.m. to 4:00 p.m. weekdays, except for school holidays.

## **Attendance Procedures**

### **Student Arrival and Tardy Procedure**

Students should not arrive at school prior to 8:55 a.m. because staff is not on duty to supervise the playground. Please remain outside until the entry bell rings at 9:10 a.m. unless your child is attending a specific program or eats breakfast at school. If it is raining, the rainy day recess bell will ring to admit children to their classrooms.

Students that arrive after the 9:15 bell must go to the office to get a late slip before going to class. If your student will arrive late due to an appointment, please send a note or email (copy both teacher and office) at least one day beforehand, or at a minimum, please call our attendance line at 252-5404.

### **Daily Attendance**

Please call the attendance voice mail at 252-5404 before 9:30 a.m. each morning when your child will be late or absent. Leave a detailed voice mail message, making sure to clearly state the student's name, classroom and the reason for the absence or unplanned late arrival. If the office does not hear from a child's parent or guardian, staff will call to confirm the absence and the child's safety. Absences are unexcused unless a parent or guardian has contacted the school office or the office has contacted them directly. If in doubt, send a written note for the attendance office with your child when he/she returns to school.

### **Excused...or Unexcused Absences?**

The Seattle School District's definitions of excused and unexcused absences are highlighted below. These definitions are in alignment with the No Child Left Behind policy: Frequent absences and late arrival at school compromise our ability to educate the child, potentially putting the student at risk of not passing standardized testing and/or possible retention. Please pay particular attention to the dates for the WASL and DRA testing in the spring, as it is necessary to have every student attend school during this testing window.

#### **Excused Absence:**

- An **unavoidable absence** due to your child's personal illness or injury, or the injury, illness, or death of a family member.
- A **planned absence**, usually for a medical appointment or religious event. The school must be notified about these absences in advance. A planned absence for a family trip or special event may also be excused, if the principal is notified at least 3 days in advance; this however, is at administration's discretion on a case-by-case basis, and simply notifying the school does not guarantee that the absences will be excused.

#### **Unexcused Absence:**

- All other absences are unexcused, including those due to student/parent oversleeping, student missing bus, transportation problems, student needed for babysitting, student job requirements, etc.

#### **Late Arrival:**

- When an unexcused late arrival causes a student to miss one or more core subjects, the student will be counted as absent for that day.

### **School Dismissal**

Students are dismissed at 3:25 p.m. There are several early release dates throughout the year for staff professional development, winter break, and the last day of school. Please review the school calendar regularly. Updates and announcements are published in the Monday Bear Essentials Bulletin. Students may not be left at school unsupervised after dismissal. Parents must be responsible in planning ahead for their child's pick up/safety.

### **Early Dismissal Days**

On 2-hour early dismissal days the Half Day Kindergarten schedule changes to the following: AM Kindergarten 9:15 – 10:50 a.m. and PM Kindergarten 11:50 – 1:25 pm.

School will dismiss one hour early (2:25) on the day before winter break, and on the last student day of school in June.

### **Picking Up Your Child Before School is Dismissed**

If a child needs to leave before 3:25 p.m., parents must come to the office to sign out and pick up their children. You may not pick up your children at their classrooms. The school office will call the classroom(s) to have your student(s) sent down to the office. If your child will be leaving early, please send a detailed, signed note to school at least one day ahead.

School district policy H55.01 states a child can only be released to a parent or guardian if the school has written authorization. If you need to make special arrangements to have someone pick up your child, please contact the school office for assistance.

### **Play Dates**

Play dates must be prearranged. Students must have a detailed, signed note from their parent or guardian. The note should be handed in to the teacher first thing in the morning. The note is then sent by the teacher to the office. Please also note if the child will be riding a school bus with their friend so the office can prepare a green card (temporary bus pass required by bus driver) before lunch. Students are not allowed to use the telephone at school to arrange play dates.

## **Student Standards of Behavior**

At Laurelhurst we are striving to create a safe and respectful learning environment. Laurelhurst School is our community. The members of our community include students, parents, professional and paraprofessional staff, custodians, as well as volunteers and tutors. As a community, all members are responsible to work together to make the school a safe and peaceful place for everyone. Our building-wide expectations focus on respect for staff and students with appropriate regard for the safety of school personnel, students, and property. Each classroom will work together to create the expectations necessary for the successful operation of their own classroom.

For more specifics, please review our policies and procedures for student behavior located on our website, [www.seattleschools.org/schools/laurelhurst](http://www.seattleschools.org/schools/laurelhurst).

## **Volunteer/Visitor Policy**

**All volunteers and visitors are required to sign in at the office each time they come to school.** If you plan to volunteer in the classroom or chaperone on field trips, you must be registered through Project Watch in the office. At the time you register, you will be provided with "Best Practices for Volunteers" paperwork, and shown the process for quick sign in/sign out and badges to identify yourself as a volunteer. This is essential to the safety of everyone in our school.

## **Communication**

**"Bear Essentials" Monday School Bulletin & Monday Kid-Mail (Weekly)**

Every Monday the school office sends a newsletter giving parents a week at a glance calendar, and the latest school and district information. Families have the option of either receiving the newsletter by email (our goal is 100% email), or having a hard copy sent home with their youngest child. Weekly bulletins are posted on the school website at [www.seattleschools.org/schools/laurelhurst](http://www.seattleschools.org/schools/laurelhurst). To submit information for the weekly bulletin, please email it to [lr\\_schoolnews@seattleschools.org](mailto:lr_schoolnews@seattleschools.org) **by Thursday at midnight** prior to the Monday bulletin in which you wish it to appear.

### **Flyers and Brochures for Distribution**

If you have flyers for distribution, they need to be approved for distribution by the office prior to distribution for content or by the SPS District Communications Dept., if not PTA generated. PTA flyers must be pre-approved before copying and distribution. Check with the office if in doubt and for the current distribution number required. Once approved, adequate copies must be delivered to the office by the Wednesday at 4:00 p.m., prior to the desired Monday Kid-Mail distribution date. Please plan ahead.

### **Online News**

Help the school save money and resources by signing up to receive your weekly bulletin by e-mail. Look for the sign-up form in your child's First Day Packet or online on our school website. Last year 85% of our families received their news via e-mail. The email distribution list is also used for communicating emergent news and sometimes notification of lunch account balances. This is the most reliable and timely method of communication that we have available.

### **School Website**

Our website, [www.seattleschools.org/schools/laurelhurst](http://www.seattleschools.org/schools/laurelhurst), is an excellent source of information about the school and its programs. Our weekly bulletins will always be available online for your convenience.

### **PTA Bulletin Board and PTA Website**

The PTA bulletin board is located outside the office on the first floor of the school and posts the school calendar, minutes from PTA board and all-school meetings, volunteer information and more. Please take a few minutes each week to see what is happening. Additional information about PTA sponsored events and our PTA can be found by following the PTA link on our school website.

### **School Messenger (Automated phone caller)**

This automated phone caller will be used by either the school district or our school for emergencies, such as snow closures, or to announce special events happening here at Laurelhurst. Please make sure that all of your student/parent contact information is correct by letting the office know if there are any changes during the school year. You will receive a Student Verification Form in the First Day Packet that will allow you to make changes, which we then enter into the database.

## **Parent Conferences**

We will have three full days of conferences November 23-25. Students will not be attending school on these days. Please make travel plans for after the conference dates so that you will be able to meet with your classroom teacher and other specialists during this time. This is an important time for you to meet with your child's teachers and learn about the expectations, procedures, and grade level curriculum for your child.

## **Laurelhurst Emergency Preparedness Plan**

At Laurelhurst, our first priority is to make school a safe place for all children and staff. If an emergency occurs, the children will be taken to a safe area of the school. This emergency could be anything from a broken water pipe to a disastrous fire or earthquake. In the event of such a crisis, your children might be under our care for as long as several days.

A check-in/check-out point will be established, and will be clearly marked. **The indoor checkpoint is the**

**main office. The outdoor checkpoint is on the south playground.** All students will be kept at the school until they can be released to the school bus or to their parents or another designated person.

(continued)

In case of an emergency, please keep the following in mind:

- **Parents need to go to a check point when coming to get a child.** There are formal release procedures to assure that we can confirm the safety of every child.
- **Do NOT go directly to get your child as this has been found to create confusion.** Your children will be brought to the reunion “gate” when you come for them. The reunion “gate” inside is located in the main office. The reunion “gate” outside is located on the south playground.
- **Do NOT call the school to inquire about your child.** Telephone lines need to be open so that school personnel can communicate with District and Emergency services.

We have a building safety committee that functions continuously throughout the school year to develop safety and emergency policies, and to ensure that proper safety procedures are observed in the event of a crisis or natural disaster. We have water and food supplies for up to 72 hours. Staff members have been trained in search and rescue within the building and have planned for establishment of food, shelter, and first aid stations. We frequently have safety drills here at school so that students are prepared to react calmly in case of a real emergency.

## **Transportation and Pedestrian Safety**

### **Parking, Pick-Up and Drop-Off**

To avoid congestion, encourage safe and legal parking, and still offer choices at drop off and pick up time, the following options are available:

**1. Park and walk:** There is plenty of parking a block away from the school in all directions. This is a great option, particularly for parents who want to escort their child to the classroom. The north playground is a great place to meet other parents and find out what is happening at the school. Take a few extra minutes to park your car on a block away from the school, walk in and drop off or pick up your child on the playground.

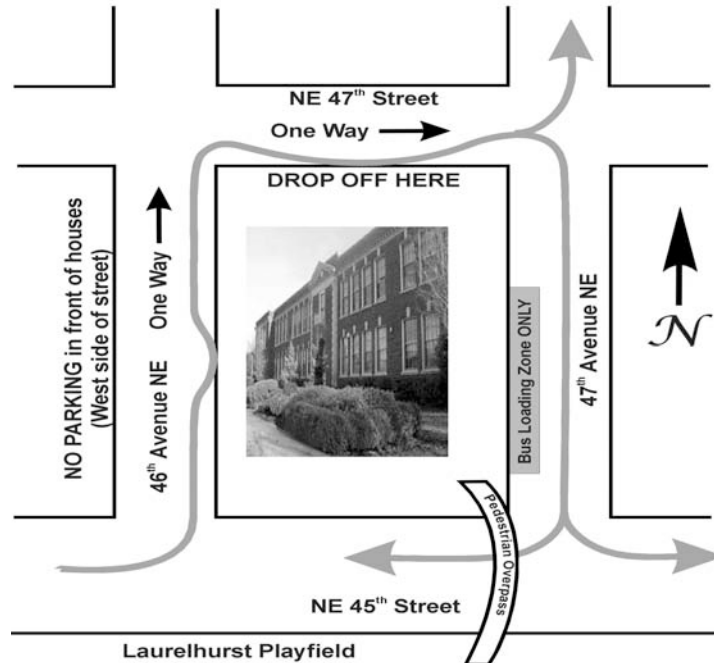
**2. Parking Around the School:** Please observe the following procedures at drop off and pick up times.

- Do not park, drop off or pick up in bus loading zones, located on the east side of the school on 47<sup>th</sup> Ave NE.
- The north end of the school (NE 47<sup>th</sup> Street) is a designated drop off and pick up ONLY area. Drive onto this street heading east, and stop no more than 3 minutes, just long enough to allow your child to get out of your car on the passenger/school side. At pick up time, do not park on NE 47<sup>th</sup> Street unless your child is waiting for you at the sidewalk. **Stop, but do not leave your car unattended on this street during drop off and pick up times.** This street is open for parking between 9:30 a.m. and 3 p.m.
- **You may quickly offload, but do not park in front of the school entry on 46<sup>th</sup> Avenue NE.** This truck load zone can be used in the morning (if it is not being used as a loading dock at the time) for parents to drop off their children without parking. Please queue up and wait to safely pull into the loading zone and drop off your child at the curb. Depart as quickly as possible so that the next car can move forward into the loading zone. Always have your child exit the car on the passenger/school side.
- A limited number of parking spaces are available on the school perimeter on 47<sup>th</sup> Ave. NE, 46<sup>th</sup> Ave. NE, and NE 45<sup>th</sup> St. Please do not park too close to the curb corners at intersections and **make sure that you are not blocking any neighbors' driveways.**

**With the high volume of vehicles, the rule of thumb is to circle the Laurelhurst School block CLOCKWISE ONLY.** When even one vehicle is traveling the other direction, the entire flow is impacted, especially on NE 47<sup>th</sup> (north of the little kids' playground) as it is so narrow.

(Continued)

Please follow the one-way traffic pattern outlined in the diagram below when dropping off or picking up your child.



### Safety Patrol

Safety Patrol is provided by fifth grade students before and after school at the four street corners adjacent to the school. Please stress to your children the importance of crossing only at crosswalks and obeying the student patrol guard. Parents, please set a good example by using the crosswalks yourself. Do not stop or park your car within 15 feet from the crosswalks, as the children on patrol have difficulty seeing and judging when it is safe to cross. All children who walk to school and live south of the school must use the overpass.

### Bus Transportation

Students, living more than one mile from the school, will be provided bus transportation as determined by Seattle School District guidelines. Students not riding their assigned bus on a specific day must bring a note from their parents. Students with play dates involving a school bus ride must bring a note from their parents permitting them to ride the school bus with their friend, so that the office can prepare a "green card" (temporary bus pass) allowing the friend to board the bus.

### Bike Policy

Students in grades 3-5 are allowed to ride bikes to and from school. Students in grades K-2 are not allowed to ride bikes to and from school unless accompanied by an adult. Please lock your bicycles. Students should not bring roller blades, scooters and skate boards to school, unless the PE teacher requests them for certain units of study. Our Safe and Active Routes program promotes safe walking and riding of bicycles to and from school. This PTA sponsored committee will feature several special events throughout the school year including a Bicycle Safety Fair in the spring.

### Baked Goods Policy

The King County Health Department requires that all food sold or served in public functions be store bought or made in a permit facility. Additionally, we have students with severe, life threatening food allergies. Classroom celebrations and treats must only use store bought foods, with all ingredients on labels, in adherence to this policy. The proper labeling of ingredients insures that we do not put students at risk that have life threatening reactions to certain common ingredients in treats such as nuts or dairy. Always pre-arrange any treats with the classroom teacher before bringing to classrooms.

## **Lunch Program**

### **About the Program**

Meals are prepared on site by our Lunchroom Manager.

- Hot lunches are \$2.25. Milk is available a la carte for 50 cents. Breakfast is \$1.25.
- Prepaid lunches are available. Students are each assigned a special number (PIN) to enter into the lunchroom computer each time they buy. To prepay lunches, please make out a check payable to "Child Nutrition Services" or "CNS". Checks can be written for any desired amount. If students eat school lunches daily, plan on \$11.25/week or about \$45.00 for an average month. You can also pre-pay for school meals at [www.PayPAMS.com](http://www.PayPAMS.com).
- Please keep lunch accounts flush. The best time to inquire about your account with our lunchroom manager is between 8 and 9 a.m. or after lunch from 1-1:30 p.m. Please call the lunchroom directly at 252-5406.
- Lunches cannot be purchased on credit. Any student who borrows and does not repay will not be permitted to borrow again until the debt is paid.

### **Free Meals**

Each year the Child Nutrition Services dept. distributes application forms to all families in the mail in August. Additional forms are available from the office. All applications are to be mailed directly downtown to the CNS office and the information is kept confidential. Applications are due right away so that students can begin to receive their meals. Students who were on free or reduced lunch when school ended last spring are entitled to free lunch until October. After that any student without an approved form must pay full price for lunch or receive a substitute meal for up to three days.

### **Students Who Do Not Have Lunch Money Or Who Are Not Approved For Free/Reduced Lunch**

If a student does not have money for lunch, they can receive a substitute meal for up to three days. Students need to be instructed to ask for a substitute meal if they do not have money. Every child needs to eat lunch every day. If you receive a call from the school that your child's lunch account is out of funds, make it a priority to get money into their account the very next school day. This can be a source of unnecessary stress for students during the busy lunch hour.

## **Laurelhurst Elementary School and the Green Schools Network**

Beginning in 2006, Laurelhurst joined a leading edge group of schools committed to reducing their impact on the environment. Toward this goal, Laurelhurst Elementary School is now recycling all food waste created on a daily basis in the lunchroom. This amounts to hundreds of pounds of waste every week. The food goes into a special dumpster and is sold by contract to Cedar Groves Company. They in turn use it to make compost. Your children get to practice recycling at school, and see on a daily basis how they can help make a difference. All fifth grade students are responsible for training the rest of the school and for managing our composite project.

You can support this groundbreaking project by:

- using recyclable containers in your child's lunch
- using a recyclable lunch box
- encouraging your child to bring home uneaten food so you can make adjustments in portions



## **Nursing Services**

Our school nurse will be here one to two days a week. She provides the following services:

- Handling injuries and emergencies
- Health screening for vision and hearing
- Scoliosis Screening (all fifth grade students will be screened for scoliosis in the spring. A letter will be sent home to parents explaining the procedure)
- Handling health concerns. If your child has food allergies, bee sting allergies, asthma, other medical conditions, etc., please contact the nurse. It is important to have a plan on file for how those conditions should be handled

When the nurse is not at the school, office staff and parent volunteers handle injuries and emergencies. Please remember that all medications should be taken at home. This includes over-the-counter medicines and those scheduled to be taken three times a day. If your child takes medication regularly and must take it at school, you will need to complete a special form available from the office and obtain a doctor's signature. No medication, whether prescription or over-the-counter, will be administered without a completed, form signed by both parent and physician. Do not send any medication, including Tylenol, Advil, cough drops, etc. to school with your child. It must be brought to the office, in its original packaging or prescription bottle. There are no exceptions. Please talk to the school nurse or office staff regarding this procedure. If your child has serious health problems, please call the school office for assistance.

## **School Psychologist**

A district assigned psychologist is assigned to our school one day a week. The psychologist consults with staff and parents on a variety of academic, social, emotional and behavioral issues. The psychologist is also responsible for the formal testing of students referred for special education eligibility.

## **School Counselor**

Our school counselor will be on staff two – three days a week. She will work with whole classrooms, small groups, and individual students. The counseling program will provide support for students and families so that everyone has a successful school year.

## **Anti-Bullying Program**

Children learn best when they feel safe, cared for, and respected. In our continuing effort to create a safe and positive learning environment, we use Second Step curriculum in grades K-2, which targets positive social skills that will prevent bullying in later years. Grades 3-5 use the Steps to Respect curriculum, which supports the prevention of bullying and promoting responsible, respectful student behavior.

Laurelhurst has developed an anti-bullying policy and specific procedures for responding to bullying reports. Staff members know how to respond effectively to bullying problems. Selected staff is trained to provide more extensive help for students involved in bullying. Your child will be bringing home a copy of our Standards of Behavior, including our anti-bullying policies, during the first full week of school. Please take the time to review these policies with your child.

## **Dress Code**

Students should arrive at school dressed appropriately for the day. School is the child's place of business and pride in appearance has a direct bearing on schoolwork and behavior. Flip-flops and shoes with wheels are not permitted at school. These are not safe and appropriate footwear for PE, recess, and walking up and down our stairs every day. During warm weather, short shorts, undershirts, tank tops, halter-tops and cropped tops that show stomachs are NOT permitted. Students should wear appropriate shoes for PE days. Caps and hats should be taken off when in the building. Please mark names in all removable clothing.

## **Lost and Found**

The Lost and Found is located in the cabinet by the school patrol lockers. The lockers are located on the south end of the first floor hallway. There are several racks where the clothing hangs once the cupboards fill up. Please check the cabinet and the hanging rack by the adjacent doors periodically if your child is missing clothing or other personal items. Lunch boxes and clothing are also often left in the school lunchroom. Please regularly peruse these areas when you visit school. Clearly mark personal articles such as hats, coats, sweaters, sweat shirts (especially Laurelhurst School shirts!), backpacks and lunch boxes to help facilitate return to the rightful owner. Unfortunately most goes unclaimed and is donated to charity several times a year.

## **Telephone Use**

Students are not to use the telephone at school except in emergency situations. Please plan ahead with scheduling and communication with your child. **Make sure that your child is aware each day of any after school classes, after school routing changes, and especially on early release days make sure they know that you are aware of the early release.** Send notes to their teacher of any changes, as written permission is required. Try not to call the school to make last minute changes to their routing, unless it is an emergency. Ask your child to always leave a voice mail message if he or she calls you. Parents, please do not call the school office if our phone number shows up on your caller ID. We will always leave a message if we need you to call.

**Cell phones are discouraged at school** as they may be lost or stolen (for which the school is not responsible) and present a distraction. If they are brought to school, they must remain out of sight during school hours. During state testing any cell phones must be left with the teacher or the office during school hours – no exceptions.

## **Toys, Personal Property, Candy and Gum**

Please remember that the school cannot assume responsibility for personal property of staff, parents, or students. Toys of any kind, personal sports equipment, radios, tape players, excess money, etc., should not be brought to school. Candy and gum should be kept at home so that students can remain focused on their studies while at school.

## **Toy Weapons and Weapons**

Toy weapons or weapons of any kind are not allowed at school. This is a district-wide policy.

## **Child Care and Before and After School Enrichment Programs (LASER)**

Laurelhurst After School Enrichment Rooms (LASER) is a licensed, insured, non-profit organization which provides a before and after school child care for children in grades K-5, extended-day kindergarten, and enrichment programs (LASER Leaps). LASER is located in portables on the Laurelhurst Elementary School north playground. During the summer and other vacation periods, LASER operates an all-day program for children ages 5-12. LASER is a separate organization not operated or governed by Laurelhurst Elementary School or the Seattle School District. For detailed information about LASER and their various enrichment programs, please refer to section VI in the handbook.

For more information about the LASER enrollment policies and tuition, please visit their website at [www.laserchildcare.com](http://www.laserchildcare.com) or contact the Program Director, at 525-9160.

# III. Curriculum and Academic Achievement

## Academic Assessment and Student Progress Reports

Laurelhurst teachers use a variety of measurements to monitor student academic progress. To create a holistic picture of students' academic abilities, teachers gather portfolios of daily work, written assignments that require students to explain their thinking, reading, math and writing assessments and rigorous state-wide standards tests. The staff uses these measurements to adapt the curriculum and ensure academic growth.

The Seattle School District has developed specific and detailed academic standards for all grades. Student academic achievement is reported three times a year, using a standards- based student progress report. Parent-teacher conferences are held in the fall. At the conference, the Student Progress Report is explained in detail along with any other information pertinent to the child's success at Laurelhurst. Teachers and specialists are also available for individual conferences throughout the school year in order to promote academic success for each child.

The following standardized tests are used by the school and district to evaluate student performance:

- 2nd Grade: Direct Reading Assessment (DRA)                      Fall and Spring
- 3<sup>rd</sup> Grade: State MSP Reading and Math                              May 17-20
- 4<sup>th</sup> Grade: State MSP Reading, Math, and Writing                      May 17-20
- 5<sup>th</sup> Grade: State MSP Reading, Math, and Science                      May 17-20

(Please make every effort to avoid travel plans during the state testing period. All students in grades 3-5 will take the MSP (Measurement of Student Progress) which is replacing the WASL. Scheduling make-up sessions becomes very difficult and affects the entire building, as we need to rearrange many different schedules to accommodate the make-ups. Thank you in advance for your cooperation.)

## Homework

The Seattle School District has adopted the following homework guidelines.

### **Why do we have homework?**

- It is the policy of the Seattle School District that homework is required for all students.
- Homework is a worthwhile use of time outside regular school hours to practice, maintain, complete, make-up, or enrich classroom activities.
- It is also meant to help develop independent study habits and appreciation for the value of learning.

### **How much time is to be spent on homework?**

Grade K ..... 10 minutes per day  
Grade 1 ..... 20 minutes per day  
Grade 2 ..... 30 minutes per day  
Grade 3 ..... 40 minutes per day  
Grade 4 ..... 50 minutes per day  
Grade 5 ..... 60 minutes per day

These are approximate times. Individual children may spend more or less time depending on their study skills and learning rate. If your child is consistently spending much more time than the minutes indicated, please contact your child's classroom teacher.

### **What are the teacher's homework responsibilities?**

- Expectations regarding homework will be communicated to parents.
- Routine and new assignments will be avoided over weekends, holidays, or vacation periods.

### **What are the student's responsibilities?**

- Understand the homework assignments before leaving school.
- Take home all materials necessary to complete the assignments.
- Do homework assignments as carefully and as neatly as in-school work.
- Complete and return homework on time.
- Budget time for long-term projects.

### **What are the parents' responsibilities for homework?**

- Show an interest in what the child is learning.
- Discuss homework assignments with the child.
- Provide an appropriate time and place for study
- Provide necessary assistance and a positive, supportive attitude.
- After the child has started on his/her homework; check back in a few minutes for progress.
- Check for completion and praise child for his/her effort.
- Promptly communicate any concern or questions regarding homework to the child's teacher.

## **Academic Programs**

### **Reading**

Laurelhurst has a comprehensive reading program that ensures all students not only learn how to read but also comprehend what they are reading. Teachers use a variety of reading materials and teaching strategies to ensure students develop strong reading skills, including:

Houghton Mifflin – Reading Adoption for Grades K-2  
Pegasus – Reading Adoption for Grades 3-5  
Junior Great Books  
Guided Reading Groups  
Literature Circles  
Reader's Workshop

### **Reading Support**

Laurelhurst has several programs for students who need help toward being able to read at grade level.

#### **Sound Partners Tutoring**

Sound Partners is a one-on-one tutoring program emphasizing phonics and decoding skills. Students in grades K-2 may qualify to receive this type of instruction. In kindergarten and first grade, the focus is on learning letter names and sounds and reading smoothly. The second grade program continues to help students with fluency, decoding and comprehension.

#### **LAP (Learning Assistance Program)**

LAP is small group reading instruction for grades 1-5, provided by our reading specialist. This program teaches reading skills through guided reading, writing in response to reading, word work, and test preparation. Children work on materials that are similar to those used for classroom instruction. The LAP Program and the Sound Partners Program complement each other. Laurelhurst's reading specialist is partially funded by the PTA this year.

### **Writing**

Laurelhurst focuses on the state standards in writing, specifically targeting forms of writing that are difficult for students. Teachers provide instruction and practice in expository forms of writing integrated meaningfully into units of study. In science, for example, students write in their notebook to record observations, make hypotheses, support hypotheses with data and evidence, draw conclusions, compare and contrast, etc. Students are expected to clearly and concisely explain their thinking in writing on a variety of topics. Primary grades teach writing through Writer's Workshop following the Units of Study curriculum.

## **Mathematical Thinking and Problem Solving**

Laurelhurst has a comprehensive math program that helps students master the basics and develop excellent problem solving skills. Students learn to construct math concepts through a variety of hands-on experiences. These experiences give the students a strong foundation for developing critical problem solving skills and strategies. Students are expected to be able to explain the logic behind how they have solved a problem. Classroom teachers use Everyday Math and other supplemental mathematical curriculum.

### **Math Support**

Extra math support is provided by math tutors. Each grade level has three math tutors assigned to work with students that have been identified as needing additional support. The tutors will work closely with the classroom teacher so that their support is aligned with the math curriculum. These math tutors are funded by our PTA. Pipeline Tutors from the University of Washington and parent volunteers also provide additional support for individual students.

## **Science**

Laurelhurst is creating a new generation of budding scientists. A hands-on science program developed by the National Science Foundation has been implemented very successfully. The curriculum helps students develop sophisticated scientific inquiry skills used by scientists:

- Interpreting data and graphs
- Making inferences, including evidence
- Comparing and contrasting
- Explaining sequences and cause and effect
- Making persuasive arguments, including evidence
- Explaining conceptual understanding, including supporting details and evidence

## **Library and Computer Lab**

Our librarian and technology specialist collaborate to create a strong technology and resource program for grades K-5. Students use technology in the computer lab and library throughout the school year to enhance and build upon curricula already in place in the classroom. All classes are scheduled for both Library Class and the Computer Lab at least once a week. Teachers often schedule additional times so that students can do special independent or class projects using technology.

## **Advanced Learning Opportunity Enrichment Program**

Laurelhurst has been certified as an Advanced Learning Opportunity School based on the many meaningful learning experiences offered by all of the school staff, which stimulates creativity and critical thinking while providing a firm foundation in the basics. We have high expectations for all our students and know that each will be challenged by the rigor and depth of our curricula.

Some of the many strategies and opportunities that the Laurelhurst staff provides to give advanced learners complex, ambiguous, provocative, and/or personally or emotionally challenging context to grapple with include:

- **Integrated & Multidisciplinary Learning**- For example, a Story Path Unit pulls together reading, writing, social studies, communication and art utilizing a local story teller, artist in residence, and a technology rich presentation process for the community.
- **Rigorous Curricula** - Including Problem Solver, Junior Great Books, Story Path, and National Science Foundation Science Units
- **Tiered Assignments** - Instruction is structured to support and challenge students at their individual learning levels.

- **Higher Level Questioning** - Used by staff and students, across the content areas. Students are encouraged to answer and create higher-level questions including evaluation, prediction, and inferential questions. Students are also encouraged to create extension lessons to present to their classmates.
- **Flexible Grouping** - The classroom teachers and specialists work together to find creative models for working with students in different, small groups. These groups are fluid and can change based on interests or abilities.
- **Technology Integration** - Teachers work closely with both our Technology and Librarian Specialists to truly integrate technology into the curricula. Computers are more than just word processors and encyclopedias at Laurelhurst. They are problem solvers, research stations, presentation tools, art “palettes” and more.

## **Physical Education**

The focus of Laurelhurst’s P.E. program is to teach children the importance of being physically fit and ways in which to incorporate fitness into their daily life. The program is fun, active, and skill-oriented. Kindergartners go to P.E. once a week. Grades 1-5 go to P.E. twice a week. Along with the regular program, some Laurelhurst students participate in high level skill performance teams. Practices for these teams are during lunch recess. The PTA provides support of the P.E. program through the purchase of equipment and materials along with contributions towards maintenance and repair costs. Our P.E. teacher can often use the assistance of parent volunteers. If you are interested in volunteering, please call 252-5427.

## **Instrumental Music**

Elementary Instrumental Music is offered to students in grade four and five. Classes meet once a week during the regular school day. The parents furnish instruments and music books. Loaner instruments are available for students on the free lunch program. The instrumental music program is funded by parent voluntary contributions, matching PTA funds, and district funds.

## **Special Education Resource Room**

Do you think that your child may have a disability that affects his or her learning? If so, the first step is to talk to your child’s teacher. Your teacher will refer the request to Laurelhurst’s Student Intervention Team (SIT). This is a team of staff members who will review the request and make a recommendation as to whether your child should be tested for special education. Parents are encouraged to attend the SIT meeting. If testing is recommended, the school psychologist will conduct the testing.

Eligibility is determined in accordance with state and federal guidelines. A child may qualify for special education services as Learning Disabled, Health Impaired, Developmentally Delayed, Autism, or Behavioral Disability.

Once a child qualifies for special education, the parents meet with the Resource Room teacher to develop an Individual Education Plan (IEP) to set goals and objectives that will help the child reach grade level expectations. The IEP outlines programs, methods, and techniques to be used towards improving overall school performance. Each IEP is unique to the student and area of need. Areas of specially designed instruction may include some or all of the following categories: reading, written expression, math, and social skills.

The Resource Room program provides small group instruction for students based on their unique strengths and weaknesses. Resource Room staff work closely with classroom and other support staff to ensure that students receive appropriate instruction and accommodations.

# IV. School Support Groups

## Parent Teacher Association – PTA

### How the PTA is Organized

The goal of the PTA is to promote the welfare of children in school, at home and in the community. There is a local, state and national PTA.

The **National PTA** is the largest volunteer child advocacy organization in the United States that encourages parent and public involvement in the public schools of this nation. It supports and

speaks on behalf of children in school before governmental bodies and other organizations that make decisions affecting children.

The **Washington State PTA** is dedicated to improving the educational opportunities and quality of life for all children by helping communities within the state establish local PTAs. PTA provides opportunities for parents, teachers, students, and all residents to be involved in the education of the children in our community. It is a visible child advocate in local, regional and state government and offers scholarships and grants.

The **Laurelhurst PTA** is an association of parents and teachers dedicated to ensuring that our children receive a quality education. The PTA is governed by an elected Board of Directors made up of parent volunteers and staff representatives. The PTA Board works closely with the school principal and staff to ensure that the needs of our school community are being met.

The PTA Board generally meets on the second Tuesday of each month at 7 p.m. in the school library. Meetings are open to all parents, guardians and staff. The PTA also holds three All-School PTA meetings during the year. These meetings are designed to inform and unite our parent base. Please make a point to attend the All-School PTA Meetings.

Nominations for PTA board positions are made in April through a Nominating Committee. The new board is approved at the All School PTA Meeting in May.

### PTA Fundraising

The PTA raises funds throughout the school year using a variety of fundraisers. Fundraisers may include the Sally Foster fund wrap, sweat shirt or t-shirt sales, Kids Carnival, wreath sales, the book fair, scrip sales, and the Ice Cream Social. Our biggest fundraiser of the year is our Adult Auction, held each spring. The PTA Board determines how best to use these funds by consulting with the school principal, teachers, and parents, and with reference to the school's Continuous School Improvement Plan. The budgeting process takes place in the spring for the following school year. Parent input about budget priorities is always welcome.

### How You Can Get Involved

First, become a member of the Laurelhurst PTA. As a member of the Laurelhurst PTA, you have access to great resources provided by the Washington State and National PTA on parenting, helping students with homework, preparing for parent-teacher conferences, and a variety of other topics related to children and youth. Membership in the PTA is \$10 per parent, guardian or teacher. Look for PTA membership forms and envelopes in kid mail and on the table in front of the school office.

There are many additional ways to get involved at Laurelhurst, from working in your child's classroom, to

helping out at a booth during the Kids Karnival or Ice Cream Social, to serving as a room parent, to adopting a tree on the school grounds, to helping out with the school auction. Volunteering is not mandatory, but it is a great way to help the school, your child and meet other parents! Here are some ways to learn about volunteer opportunities:

- Attend the Welcome Coffee Hour on the first day of school
- Look at the list of PTA committees located at the back of this handbook, and contact listed committee chairs about helping out on committees that look interesting to you
- Watch for information about volunteer opportunities in the PTA Notes
- Contact your child's assigned room parent or the Room Parent Coordinator
- Talk to your child's teacher about helping out in the classroom
- Talk to our PTA Co-Presidents

## **Friends of Laurelhurst School Foundation**

The Foundation is a group of parents, Laurelhurst alums and neighbors who support Laurelhurst Elementary School and want to promote the positive image and reputation of public schools in Seattle. It was established five years ago and has two main goals: to (1) promote the positive image of Seattle Public Schools, and (2) raise funds to support Laurelhurst Elementary School's current needs and build an Endowment Fund to support future generations at Laurelhurst.

## **V. PTA-Supported Programs**

In addition to funding our reading specialist, Sound Partners tutors, and math tutors, the Laurelhurst PTA financially supports a variety of enrichment programs and specialty services for our school. Many of these services and programs would not be possible without the financial and volunteer support of PTA members including parents, staff, friends and the community. The PTA offers scholarships to students and families to ensure access to the educational experiences and activities offered at Laurelhurst Elementary.

### **Multi-Arts**

The arts are alive at Laurelhurst Elementary! The school's extensive multi-arts program is possible because of financial support from and the volunteer network of the Laurelhurst PTA.

#### **Visual Art**

Our artist-in-residence program allows us to feature individual artists during the school year at every grade level.

#### **Music Education**

The school is fortunate to have a UW Ph.D. candidate bringing music curriculum to students in grades K–5. The program includes listening, singing, expressive speaking, moving and playing instruments to help students learn and understand the elements of music beginning with rhythm. Each class in grades K-5 has music once per week.

#### **Instrumental Music**

Elementary Instrumental Music is offered to students in grades four and five. Classes meet once a week during the regular school day. The parents furnish instruments and music books. Loaner instruments are available for students on free or reduced price lunch. Instrumental music is partially funded by the school district, the PTA, and voluntary parent contributions.

### **Assemblies**

The PTA sponsors 2-3 assemblies each year to provide students with additional exposure to the arts and sciences. Past assemblies have included groups from Northwest Folklife Festival, Seattle Symphony, Science Adventures, and 5<sup>th</sup> Avenue Theater. Please read the weekly bulletin for announcements of dates and times. Parents are encouraged to attend these entertaining and educational performances.

### **Family Math Night**

Enjoy a fun-filled evening of playing games and family bonding while developing your child's math skills. One evening a month, the cafeteria is transformed into a play room with games and activities designed for children (and parents) of all ages. Each game helps the child develop skills that improve their math abilities, all while they are having fun! Everyone is welcome. Look for information about upcoming math nights in the school newsletter.

### **Literacy Night**

Literacy night is an evening of literacy based games and activities for students. While parents browse at the Annual Scholastic Book Fair their children increase their reading skills through play! Kids earn tickets by completing activities, which qualify them to win books, posters and other book fair goodies.

### **Science Enrichment and Aki Kurose Science Fair**

Science Enrichment activities are planned throughout the school year to enrich the science program at Laurelhurst. The Aki Kurose Science Fair is an annual non-competitive event held each spring. It gives students an opportunity to do a science project at home and present it at the fair. It is a special evening for families to explore science together at Laurelhurst. Information on how students and parents can participate will be available in early spring.

### **Birthday Books for the Laurelhurst Library**

The Birthday Books program was started in 1993 as a way to build Laurelhurst's library collection. Each year students and their parents are invited to dedicate a Birthday Book to the library in celebration of their student's birthday. A special Birthday Book nameplate is placed in the library book, and a card is sent to the student thanking him or her for the gift. Forms are available all year long on the PTA table outside the school office.

### **Safe and Active Routes to School**

Laurelhurst works to improve the health and safety of its families and its school environment by promoting walking and cycling to school. This program educates families about pedestrian and bike safety, helps to create a safe environment around the school for walking and bicycling, and sponsors events throughout the year to encourage active transportation choices. International Walk to School Day is October 8<sup>th</sup>, and we'll be celebrating Walktober all month long at Laurelhurst, so look for information on those events by mid-September!

### **Nutrition Advisory Committee**

Recognizing the connection between healthy eating and optimal learning, the Seattle School District has adopted nutrition policies to positively influence the quality, variety and appeal of the food offered in the school meal programs. Key endeavors of the LNAC include supporting positive nutritional changes to the cafeteria menu by working with the District Office of Child Nutrition; providing a quarterly newsletter and other educational tools for parents, children and staff; and helping the school staff implement policies and guidelines in the cafeteria and classroom.

## **Flu Immunization Clinic**

A flu immunization clinic will be offered for families in the fall. Dates and times for the clinic will be posted on the Weekly Bear Essentials Newsletter. This clinic is sponsored by the PTA Health Advisory Committee. A detailed packet that explains the clinic with registration information will be sent home to families. Scholarships are available.

## **Fifth Grade Outdoor Education Camp**

Every September Laurelhurst fifth grade students and their teachers participate in a three-day outdoor education camp at Camp Orkila on Orcas Island. Students learn about watersheds, salmon, food chains and habitats. Camp instructors lead the students through team building, cooperative, and leadership activities. This is a wonderful experience in developing community for staff, parent volunteers, and our fifth grade students

## **School Directory**

The PTA sponsors a school directory each fall listing contact information for each child, organized by classroom. A Directory Registration Form is included in your child's first day packet of school information. A separate form must be completed for each child, every year, before your family information can be listed in the school directory. Please check carefully for due dates for your contact information, so that your family can be listed in our school directory. If you do not have a form you may pick one up in the school office. For two household families the directory will list both households as long as the information for both is provided on the form. Each family will receive one directory via kid mail, hopefully around the middle of October. Additional copies may be purchased in the office.

## **Family Handbook**

All incoming Kindergarten families and new families will receive a hard-copy of our Family Handbook each fall. For returning families, the Family Handbook can be accessed at our school website at: [www.seattleschools.org/schools/laurelhurst](http://www.seattleschools.org/schools/laurelhurst) . If you would like a hard-copy, additional copies can be purchased in the office.

## **School Photos**

Each year, the PTA coordinates individual and class pictures for all students attending Laurelhurst. Students will bring home a picture order envelope listing the prices of the different packages. Retakes of individual pictures are taken approximately six weeks later.

## **Yearbook**

In the spring, the PTA helps produce a yearbook, complete with the school pictures of each Laurelhurst student and wonderful candid photos. The yearbook is a special way to memorialize your student's school year. Parents must complete a form for each student, giving permission to include that student's picture in the yearbook. Watch for these permission forms and order forms in the spring.

## **Before and After School Programs**

Before and After school programs are offered throughout the school year for students enrolled in Laurelhurst. These are fee based programs with limited scholarships available. The PTA is co-sponsoring these programs with LASER for the 09-10 school year. To learn more about these programs , please consult the LASER section of this handbook and the LASER website.



## VI. LASER PROGRAMS (Laurelhurst After School Enrichment Rooms)

### **Before and After School Childcare**

Laurelhurst After School Enrichment Rooms (est. 1984) is an onsite licensed, insured, non-profit before/after school childcare program with hours from 7:00-9:15 am and 3:15-6:15pm. LASER provides care for three different age groups: Turbo Troops (K - 1st), Rad Rascals (2nd - 3rd), and Super Swarm (4th - 6th). Every day consists of snack, homework time, enrichment activities, group games, and after 5:30pm is free time. Other enrichment programs which are a part of LASER include our 4-H Club and Campfire program which both have an environmental education aspect. LASER also has an Extended Kindergarten Program and Summer/school vacation periods Day Camp. LASER is a separate organization not operated or governed by Laurelhurst Elementary School or the Seattle School District. More information is available at [www.laserchildcare.com](http://www.laserchildcare.com)

### **LASER LEAPS Enrichment Classes**

LASER also hosts fee based enrichment classes both before and after school at Laurelhurst Elementary School and co-sponsored with the PTA. These programs will be available for three different sign-up periods, one each during the fall, winter, and spring of the school year. Packets are available at the school office or at LASER with class information, fees, and sign-up deadlines. Please check specific program information because it may indicate additional requirements prior to enrollment. Limited scholarships will be available for these programs. If classes do not fill with Laurelhurst students by the deadlines, spaces will become available to others. A participation agreement and registration payment (check made out to LASER or credit card) must be submitted prior to enrolling in any before and after school enrichment class. Special classes will also be available for early dismissal days and will be advertised a few weeks in advance for registration.

- **World Languages**

LASER hosts before school language classes in Spanish, French, Italian, and Chinese with instruction done by **The Purple School**. The instructors from The Purple School use a variety of enjoyable activities such as games, songs and stories to teach vocabulary. These classes are available to students in grades 1-5 at both beginner and intermediate levels.

- **Chess Club**

Beginning, intermediate, and advanced classes are hosted after school by LASER with instruction done by **Chess4Life**. These classes are available for students in grades 1-5. The school year will consist of learning the strategies behind the game of chess and working toward competing in local chess tournaments, but most of all it's about having fun.

- **Drama**

LASER hosts after school theater performance classes with instruction done by **Studio East**. Classes will be available for three different age groups, K-1st, 2nd-3rd, and 4th-5th grades. The fun of dramatic play will result in a performance offered for viewing by parents, friends, and other family members at the end of each session.

- **Laurelhurst Children's Choir**  
Choir is offered for students in grades 1st-5th after school through LASER by the Laurelhurst Elementary School's Vocal Music Teacher. The joy of singing will result in an end of session performance for parents, friends, and other family members to enjoy.
- **Piano Lessons**  
LASER hosts **Music Lessons On Wheels** for students K-5th. Enjoy piano lessons and music instruction in Laurelhurst Elementary at a fraction of the cost for private lessons. Parents, friends, and other family members can enjoy an end of session piano recital featuring the skills each student has learned.
- **Art Class**  
LASER hosts **Art Wizards**, an art class for grades 1st-5th that shows students the best ways to use chalk and oil pastel, watercolor, colored pencils and markers. Wonderful art will be brought home for everyone to enjoy.
- **Early Dismissal**  
Early release Wednesdays will provide the opportunity for LASER to host specific enrichment classes such as imaginary art and performance through **Moon Paper Tent** or sports clinics (basketball, tennis, lacrosse, etc...). Information will be made available as each early dismissal day approaches.
- **Other Enrichment Classes**  
More enrichment classes not available in the fall may begin with sign-ups during LASER's winter or spring sessions, such as **Classic Books Club** and **Go Club**. Watch for more information on future classes as each session deadline approaches.

## **VII. PTA Board of Directors and Committee Chairpersons**

The following roster represents the various PTA Board of Directors and Committee Chairs. For updated contact information, please check the school directory or visit the Laurelhurst PTA website.

<b>PTA BOARD OF DIRECTORS AND COMMITTEE CHAIRPERSONS 2009-10</b>
------------------------------------------------------------------

2009-10 Position/Chair

<b>BOARD OF DIRECTORS</b>
---------------------------

<b>Co-Presidents</b>	Stephanie Neffner	<a href="mailto:s.neffner@comcast.net">s.neffner@comcast.net</a>	522-0224
	Marcy Brighton	<a href="mailto:brighton@gte.net">brighton@gte.net</a>	528-2882
<b>Secretary</b>	Vicki Lai	<a href="mailto:vicki-lai@hotmail.com">vicki-lai@hotmail.com</a>	524-7882
<b>Treasurers</b>	Allison Rider	<a href="mailto:rider.allison@gmail.com">rider.allison@gmail.com</a>	517-5052
	Heika Hibbert	<a href="mailto:heika_hibbert@yahoo.com">heika_hibbert@yahoo.com</a>	409-1912
<b>VPs Building and Grounds</b>	Scott Fallis	<a href="mailto:scottfallis@hotmail.com">scottfallis@hotmail.com</a>	985-0044
	BJ Moore	<a href="mailto:brendan.moore@att.com">brendan.moore@att.com</a>	527-8022
<b>VP School Services</b>	Kim Sahlin	<a href="mailto:kimsahlin@hotmail.com">kimsahlin@hotmail.com</a>	517-5230
<b>VPs Supportive Education</b>	Susan Moore	<a href="mailto:seamoore@comcast.net">seamoore@comcast.net</a>	268-0646
	Julia Diefendorf	<a href="mailto:jpdiefendorf@comcast.net">jpdiefendorf@comcast.net</a>	522-1844
<b>VPs Ways and Means</b>	Kristen De Pew	<a href="mailto:kristendepew@comcast.net">kristendepew@comcast.net</a>	985-4164
	Abby Baker	<a href="mailto:kuhlbaker@gmail.com">kuhlbaker@gmail.com</a>	522-2721
<b>Room Parent Coordinator</b>	Judy Varlamos	<a href="mailto:jvarlamos@msn.com">jvarlamos@msn.com</a>	523-6701
<b>School Board Liaison</b>	Bruce Taylor	<a href="mailto:bruce@fantasyindex.com">bruce@fantasyindex.com</a>	522-6683
<b>Legislative Liaison</b>	Kristy Skogerboe	<a href="mailto:skogerbo@seattleu.edu">skogerbo@seattleu.edu</a>	527-8269
<b>Foundation Liaison</b>	Jeri Smith	<a href="mailto:jerismith1@windermere.com">jerismith1@windermere.com</a>	527-7036
<b>Staff Representatives</b>	Jen Anderson	<a href="mailto:jjanderson@seattleschools.org">jjanderson@seattleschools.org</a>	252-5408

Grace Dublin	<a href="mailto:ggdublin@seattleschools.org">ggdublin@seattleschools.org</a>	252-5419
Peter Klein	<a href="mailto:paklein@seattleschools.org">paklein@seattleschools.org</a>	252-5423

**COMMITTEE CHAIRPERSONS**

**School Services VP: Kim Sahlin**

<b>Financial Review Committee</b>	Terri Maupin	<a href="mailto:terrim@bluenile.com">terrim@bluenile.com</a>	367-8434
<b>Class Photos</b>	Jennifer Avellino	<a href="mailto:javellino1@comcast.net">javellino1@comcast.net</a>	527-6242
	Catherine Holland	<a href="mailto:pnholland@comcast.net">pnholland@comcast.net</a>	729-7639
<b>5th Grade Year-End Coordinator</b>	Kay Rawlings	<a href="mailto:rawsee1@comcast.net">rawsee1@comcast.net</a>	729-5942
	Charlotte Wayte	<a href="mailto:charlotte@limelightpartners.com">charlotte@limelightpartners.com</a>	523-5811
<b>First Week Packets</b>	Bridget Lundquist	<a href="mailto:blundquist@comcast.net">blundquist@comcast.net</a>	525-9215
<b>Health Advisory Committee</b>	Eliot Brenowitz	<a href="mailto:eliotb@u.washington.edu">eliotb@u.washington.edu</a>	527-5605
<b>Hospitality/Staff Appreciation</b>	Kristin Mirick	<a href="mailto:mirick@comcast.net">mirick@comcast.net</a>	525-5018
	Stephanie Joss	<a href="mailto:seattlejoss@comcast.net">seattlejoss@comcast.net</a>	522-9859
<b>Nutrition Advisory Committee</b>	Elise Hart	<a href="mailto:elisemhart@yahoo.com">elisemhart@yahoo.com</a>	522-2928
<b>Open House Tours</b>	Tia Cantrell	<a href="mailto:rtcantrell@comcast.net">rtcantrell@comcast.net</a>	524-4240
	Katie Watts	<a href="mailto:akwatts@comcast.net">akwatts@comcast.net</a>	675-0085
<b>Parent Handbook</b>	Jaimee Mader	<a href="mailto:portermader@yahoo.com">portermader@yahoo.com</a>	525-4577
<b>PTA Event Coordinator</b>	Jen Anderson	<a href="mailto:jjanderson@seattleschools.org">jjanderson@seattleschools.org</a>	252-5408
	Sherene Ottosen	<a href="mailto:sherenechan@hotmail.com">sherenechan@hotmail.com</a>	789-5780
<b>PTA Membership</b>	Jody Cain	<a href="mailto:littlejodycain@hotmail.com">littlejodycain@hotmail.com</a>	729-7853
<b>School Directory</b>	Shannon Vanderberg	<a href="mailto:rvanderberg@msn.com">rvanderberg@msn.com</a>	985-1122
<b>Web Content Editor</b>	Mark Nagle	<a href="mailto:nagle@alum.calberkeley.org">nagle@alum.calberkeley.org</a>	529-9296
<b>Welcome Coffee Hour</b>	Kaylene Anderson	<a href="mailto:kaylenea@comcast.net">kaylenea@comcast.net</a>	524-3627
	Liz Hoffman	<a href="mailto:5tigers@comcast.net">5tigers@comcast.net</a>	522-3266
<b>Yearbook</b>	Gina Domiguez	<a href="mailto:Ginad77@hotmail.com">Ginad77@hotmail.com</a>	440-0617
	Reine Dijulio	<a href="mailto:reinedj@comcast.net">reinedj@comcast.net</a>	527-2484

**Supportive Ed VP: Susan Moore Julia Diefendorf**

<b>Assemblies</b>	Sally Taft-Johnson	<a href="mailto:stafft@comcast.net">stafft@comcast.net</a>	528-7777
<b>Birthday Books</b>	Brooks Romano	<a href="mailto:romano.seattle@comcast.net">romano.seattle@comcast.net</a>	522-7109
<b>Chess Club Coordinator</b>	Maria Hernandez	<a href="mailto:marialh@u.washington.edu">marialh@u.washington.edu</a>	380-5624
<b>Choir Coordinator</b>	Pam Goddard	<a href="mailto:family@dukeelectric.net">family@dukeelectric.net</a>	526-1092
<b>Classic Books</b>	Ellen Aagaard	<a href="mailto:ellaag@yahoo.com">ellaag@yahoo.com</a>	527-9302
<b>Drama Coordinator</b>	Ngair Taylor	<a href="mailto:Ngair@aol.com">Ngair@aol.com</a>	522-6683
<b>Instrumental Music Coordinator</b>	Nicole McAlpine	<a href="mailto:mmcalpine@comcast.net">mmcalpine@comcast.net</a>	527-6602
<b>Literacy Night Coordinator</b>	Mary Timberlake	<a href="mailto:marytimberlake@comcast.net">marytimberlake@comcast.net</a>	526-0380
	Minori Watanabe	<a href="mailto:minoriw@comcast.net">minoriw@comcast.net</a>	729-0913
<b>Math Night Coordinator</b>	Lih Lin	<a href="mailto:lylin@u.washington.edu">lylin@u.washington.edu</a>	525-1246
	Jean Callahan	<a href="mailto:jean.callahan@comcast.net">jean.callahan@comcast.net</a>	523-1915
<b>Science Fair</b>	Pam Goddard	<a href="mailto:family@dukeelectric.net">family@dukeelectric.net</a>	526-1092
	Arlene Murray	<a href="mailto:tomdotkom@comcast.net">tomdotkom@comcast.net</a>	522-7922
	Andy James	<a href="mailto:chichi_andy@yahoo.com">chichi_andy@yahoo.com</a>	985-4216
<b>World Languages</b>	Susan Moore	<a href="mailto:seamoore@comcast.net">seamoore@comcast.net</a>	268-0646

**Ways and Means VP: Kristen De Pew Abby Baker**

<b>Adult Auction</b>	Jean Bryant	<a href="mailto:jeanmbryant@msn.com">jeanmbryant@msn.com</a>	729-5416
	Molly Black	<a href="mailto:mollyblack@comcast.net">mollyblack@comcast.net</a>	985-6928
<b>Book Fair</b>	Anna Carter	<a href="mailto:carterm@u.washington.edu">carterm@u.washington.edu</a>	522-3452
	Grace Price	<a href="mailto:price370@yahoo.com">price370@yahoo.com</a>	524-0212
	Evy Flynn	<a href="mailto:flynnevy@aol.com">flynnevy@aol.com</a>	524-4537
<b>Escrip</b>	Catherine Holland	<a href="mailto:pnholland@comcast.net">pnholland@comcast.net</a>	729-7639
<b>Fund Wrap</b>	Mayumi Handelman	<a href="mailto:mayumih@gmail.com">mayumih@gmail.com</a>	525-0262
<b>Grant Writing General</b>	Jim Tarte	<a href="mailto:jimtarte@comcast.net">jimtarte@comcast.net</a>	342-1832
	Shobuz Ikbal	<a href="mailto:shobuz.ikbal@gmail.com">shobuz.ikbal@gmail.com</a>	524-4866
<b>Holiday Wreath Sale</b>	Jan Nakahara	<a href="mailto:jnakahara@comcast.net">jnakahara@comcast.net</a>	525-4241
	Tina Ragen	<a href="mailto:tultra@msn.com">tultra@msn.com</a>	522-2261
<b>Ice Cream Social</b>	Barbie Hawkins	<a href="mailto:Jim.Barbie@clearwire.net">Jim.Barbie@clearwire.net</a>	523-1226
	Erin Rosenthal	<a href="mailto:erin_roenthal@msn.com">erin_roenthal@msn.com</a>	675-8656
<b>Kids' Karnival</b>	Laura Greenberg	<a href="mailto:greenberg_laura@hotmail.com">greenberg_laura@hotmail.com</a>	525-5586
	Tisha Patt	<a href="mailto:tishapatt@comcast.net">tishapatt@comcast.net</a>	729-7918
	Laura Powers	<a href="mailto:powers1614@msn.com">powers1614@msn.com</a>	523-1614
<b>Shirt Sales</b>	Lisa Van Arsdel	<a href="mailto:lavanarsdel@msn.com">lavanarsdel@msn.com</a>	524-5318
	Stefany Dybeck	<a href="mailto:dybeckhouse@comcast.net">dybeckhouse@comcast.net</a>	547-2085
	Catty Colee	<a href="mailto:c.colee@comcast.net">c.colee@comcast.net</a>	729-1207
<b>Script</b>	Wendy Rogerson	<a href="mailto:wprogerson@comcast.net">wprogerson@comcast.net</a>	523-7658
	Catty Colee	<a href="mailto:c.colee@comcast.net">c.colee@comcast.net</a>	729-1207

<b>Building and Grounds</b>	<b>Scott Fallis</b>	<b>BJ Moore</b>
-----------------------------	---------------------	-----------------

<b>Adopt-A-Tree Program</b>	Caroline McKallor	<a href="mailto:cmckallor@fhcrc.org">cmckallor@fhcrc.org</a>	522-6957
<b>Parking and School Safety</b>	<b>OPEN</b>		
<b>Safe &amp; Active Routes to School</b>	Ellen Aagaard	<a href="mailto:ellaag@yahoo.com">ellaag@yahoo.com</a>	527-9302

## Thank you and Have a Great Year!

Thank you for taking time to read all of this information. We hope that this guide will help answer some of your questions, inform you about Laurelhurst's many wonderful programs, and assist you in planning your calendar for the school year. Remember to utilize all the resources available at Laurelhurst and do not hesitate to call us. We love to talk about Laurelhurst and are always looking for ways to improve the school.