

Family Handbook
Lafayette Elementary School
2023-2024



2645 California Ave. S.W.

Seattle, WA 98116

(206) 252-9500 (206) 252-9501 (Fax)

<http://lafayettees.seattleschools.org/>

Welcome to Lafayette Elementary!

Lafayette Elementary is an excellent school where we encourage all students to do their best and discover their interests. Lafayette is a continuum school which means we offer programs from preschool through the 5th grade for all types of learners.

Our school mascot is the Lafayette Leopard. We expect all Lafayette Leopard Learners to follow our three expectations.

Show Respect

Make Good Decisions

Solve Problems

All Leopard Learners are taught self-regulation strategies through **RULER / Second Step** and strategies from **PBIS** (positive behavior interventions and supports). Both are taught by our teachers and counselor. These three expectations help all students to focus on learning in a welcoming, calm environment.

We have a wonderful, active PTA who volunteer in many ways across the school. Please contact them at lafayette.pta.seattle@gmail.com to get involved.

Please feel free to stop by the office if you have any questions or concerns. Our hours are Monday-Friday from 7:00am-3:00pm.

Sincerely,

Cindy Chaput
Principal

This handbook of general information and policies should answer most of your questions. Please contact the school if you need more specific information about programs and activities at Lafayette Elementary School. This handbook is current for the 2023-2024 school year and may be amended by School Administration at any time.

Lafayette has a proud tradition of academic excellence and community pride. With the help and support of parents and community members, we will maintain that tradition.

Mission

Lafayette Elementary is committed to the equitable education and the social growth of all.

Vision

The Lafayette Community is dedicated to providing an inclusive, welcoming environment for learners to be their best selves.

Leaders

Equitable

Opportunities

Partnerships

Academics and Arts

Respectfulness

Diversity

Social Responsibility

We welcome ALL races & ethnicities, ALL religions, ALL countries of origin, ALL gender identities, ALL orientations, ALL abilities, ALL languages. EVERYONE. We stand with you. You are SAFE here.

Goals

Our goals are to increase academic achievement; maintain a healthy, safe, and secure learning environment; and to meet the diverse student/parent needs. Specific goals outlined in our continuous school improvement plan (CSIP) are as follows:

85% of 3rd through 5th graders will meet standard as measured by the SBA, ELA, and math assessments as of spring 2024.

Students of color (non-white) at Lafayette Elementary will increase proficiency in English Language Arts as measured by the SBA by decreasing the achievement gap by 30% in Spring 2024.

85% of the fifth-grade students will meet standard as measured by the SBA in the area of Math. Progress monitoring tools will include enVision math assessments and CenterPoint assessments. 85% of the students will respond favorably in the area of belonging and healthy community.

Colors

Our school colors are black and yellow (A.K.A. Leopard Print)

Mascot

Our school mascot is the Leopard.

Office Hours/Contact Information

Our office hours are 7:00am-3:00pm. Our address is 2645 California Ave SW, Seattle WA. 98116. The phone number at Lafayette is (206) 252-9500. Attendance is (206) 252-9502.

Lafayette Elementary School
Staff Directory
2023-2024

Principal	Cynthia Chaput
Assistant Principal	Thomas Baisden
Administrative Secretary	Kathy Johnson
Office Assistant	Selina Jackson
Custodial Engineer	Quang Tran
Lunchroom Manager	Tinh Oliva
Nurse	Shellee Boyd
Focus K-5	Kathryn Sowers
Preschool	Christina (Bia) Mercado
Resource	Karianne Bolma
Extended Resource	Lindsey Mikell
Kindergarten	Sarah Benson
Kindergarten	
Kindergarten	Jessica Peterson
Kindergarten	Monica Smith
First Grade	Anna Anderson
First Grade	Brooke Jones
First Grade	Miwa Takahashi
First Grade	Katie Weinmann
Second Grade	Brenda Hatley
Second Grade	Marie LeBaron
Second Grade	Sheila McBeth
Second Grade	Holly Rice
Third Grade	Regina Baletto-Ferguson
Third Grade	Sarah Dillard
Third Grade	Erika Guerette
Third Grade	Caleigh Whitney
Fourth Grade	Lisa Duke
Fourth Grade	Greg Schroeder
Fourth Grade	John Shaw
Fifth Grade	Michael Marks
Fifth Grade	Fredrick Ngobi
Fine Art Specialist	Nicole Bajaj
Librarian	Linda Nakagawa
Music Specialist	Sam Payne
Instrumental Music	Jeong Chi
P.E. Specialist	Shawn Cudney
ELL Teacher	Traci Hogrefe
Counselor	Kenna Hart
Occupational Therapist	Karen Stanton
Occupational Therapist	Dorinda Howland
Physical Therapist	Kristi Carter

Psychologist
Speech
Speech
Garden/Science
Sped. IA
Sped. IA
Sped. IA
Sped. IA
Sped. IA
Sped. IA
Sped. IA
Sped. IA
Sped. IA

Astrid Peterson
Brianna Allen
Maneesha Sivalingam
Alden Alvarado
Rhonda Gonzales
Alvin Johnson
Tanya La Guardia
Matilda Nicholas
Ekaterina Peshkova
Workalemahu Shewaye
Margit Sorenson
Amy Taylor
Rosa Webber

Daily Schedule

Time	Activity
7:50am	First Bell
7:55am	Start Time for All Classes
9:00am	Recess Grades 2 nd & 5 th
9:15am	Recess Grades K & 1 st
10:45am	Recess Grades K & 1 st
11:00am	Lunch Grades K & 1 st
11:20am	Recess Grades 2 nd & 3 rd
11:35am	Lunch Grades 2 nd & 3 rd
11:50am	Recess Grades 4 th & 5 th
12:05pm	Lunch Grades 4 th & 5 th
1:30pm	Recess Grades 3 rd & 4 th

Early Release Wednesdays is at 1:10pm

Before School

Supervision for students begin at **7:40am**. Students should not arrive before then. Students should remain on the lower playground until the first bell rings and wait on their classroom number for teachers to lead them into the building from the playground, put their things in their locker and be ready to begin by 7:55am. **Building hallways are to be clear of students and parents until the first bell rings, so that teachers can prepare and plan for the school day. No waiting in the school lobby area, before or after school.**

Lafayette Elementary School Entrance Procedures

Regular Morning Entrance Procedures:

We will be using 4 entrances to the school to maximize student safety when entering the building.

- Rooms 14, 15, 16, 17, 18, 19, 20 will enter through the North Hallway Doors.
- Rooms 4, 6, 8, 9, 10, 11, 12, 13 will enter through the Double doors across from the Movement Room.
- Rooms 21, 22, 23, 24, 25, 26 will enter through the West Wing Doors.
- Rooms 1 and 2 will enter through the Front Doors.

Students who come for breakfast will come in through the Garden Doors and enter the cafeteria. When done eating they will go out through the Garden Doors to the playground.

Recess:

When exiting the building for lunch recess, all students will use their assigned doors to leave the building.

When exiting and entering for a pm recess, all students will use their assigned doors.

Dismissal Procedures:

All students will be escorted out of the building by their teacher and dismissed on the playground at 2:25pm every day except Wednesdays, Wednesday dismissal time is at 1:10pm.

- Students will not be dismissed to the lobby of the school.
- Students accessing Enrichment Programs will report to the Covered Play Court.
- Students accessing Hiawatha will report to the Auditorium/Lunchroom.

Rainy Day Arrival / Recess Procedures:

At arrival students will enter the school at first bell and wait outside their classroom door.

At recess students stay in their classrooms.

Emergency Information:

In case of emergency, each student is required to have the following on file at the school office:

- Parent/Guardian named (s).
- Complete and current address.
- Home phone and parent/guardian work phone, cell phone and emails.
- Emergency phone number of a friend or relative.
- Physician's name and phone number.
- Medical alert information.
- Names/phone numbers of other adults authorized to pick up your child in an emergency.

This is crucial for your child (ren)'s safety!

Telephone Protocols

If you need to get an ***emergency*** message to your student during the school day, we are happy to promptly deliver that message to your student. We do not, as a matter of policy and respect for the classroom environment, put through calls from parents to students in the classroom.

The office telephone is a business phone and will be used by students only in an emergency. Student should make personal arrangements, such as requesting permission to go to another child's home ***before*** arriving at school.

Change of Information

It is very important for emergency and administrative reasons, that every student maintains current address record at the school office. Please notify the school immediately if you have a change of address and/or phone number during the school year. Please update on the Source as well.

Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism (& tardiness) creates a genuine hardship for a student and the classroom. If your child has been ill during the night, he/she/they should be kept home the next day. When a child has been ill with a fever, he/she/they should have a normal temperature for 24 hours before returning to school. ***Please do not send your child to school with a serious cold.***

The following circumstances are recognized excuses for school absence:

- | | |
|---------------------|------------------------|
| 1) Personal illness | 3) Death in the family |
| 2) Family illness | 4) Religious holiday |

Vacation days, when school is in session, are no longer excused.

Please call the school attendance secretary at 206-252-9502 between 7:00am and 8:00am if your student will be absent or email sajackson@seattleschools.org lafayette.attendance@seattleschools.org

If you don't call or email, the Office Assistant will call home to assure the safety of your student. Help us by calling the school if your student will be absent.

State law requires a written excuse or phone call upon your students return to school. If we do not hear from you and do not receive a note, the absence is considered "unexcused". The truancy law requires unexcused absences to be recorded and a plan to be developed between families and the school.

Lafayette Elementary School

Student Behavior Expectations

Show Respect Make Good Decisions Solve Problems

At Lafayette Elementary, the safety and security of students is a top priority. We strive to create a caring environment in our classrooms, on our playground and on our busses. The staff works hard to provide students with positive and proactive strategies, encouraging student to be positive and inclusive in our school community. Our positive strategies include:

- Our behavior expectations: **Show Respect, Make Good Decisions, Solve Problems**
- It is expected that students will always keep their hands and feet to themselves
- A sense of pride, belonging, and school spirit promoted school-wide
- Opportunities for student leadership
- Individual and school-wide student recognition by staff
- Classroom celebrations
- Awards for Academic Achievement and Citizenship

Our proactive strategies include:

- Classroom and school expectations taught, practiced, and retaught
- Presentations on problem solving techniques
- Presentations of playground rules
- Daily and weekly student recognition using Leopard Tickets

Adult Visitors Vs Adult Volunteers

Adult visitors are one-time visitors to school who may only interact with their child. An example would include a parent attending a writing celebration during school hours. Adult volunteers have completed the volunteer paperwork (see below) and may chaperone field trips, volunteer for Field Day, volunteer in the classroom, joining their child for lunch or recess, etc.

Adult Visitors

Visitors are defined as anyone who has not completed all the paperwork necessary to be a volunteer. Parent visitors may only interact with their child. Visitors are not allowed to have contact with a child other than their own unless a teacher is present and closely supervising. Visitors in the school on a regular basis will be asked to complete all the volunteer paperwork so that a background check is completed.

Parents are always welcome to come onto the blacktop before school and at the end of the school day. There are numbers on the blacktop that match the student's classroom number. The teacher will come out by 7:55am with their name sign and stand by their number. This will also take place at the end of the day at 2:25pm. All visitors must ring the doorbell at the front of the school to interact with the front office staff and to state your business with the school. Students will be called down from their classroom if being picked up.

All adult visitors/volunteers will be required to use the adult bathrooms in the office area or in the north end of the building. Adult visitors/volunteers may not enter the student restrooms.

Volunteers may interact with students under the direction of staff. Volunteers over the age of 16 must complete the following requirements before interacting with students: The direct link to the SPS site is <https://www.seattleschools.org/departments/volunteer/> Parents without computers at home are welcome to come to the office. We will provide you with a computer to do the necessary paperwork. Approved volunteers are now approved for two years upon completion of all paperwork.

Volunteer guidelines for Lafayette Elementary:

1. Sign in and wear a volunteer's badge when you are in the school building or on the playground. Always enter through the entrance on California Ave.
2. No weapons of any kind are permitted on school grounds. This includes pen knives, mace, pocketknives, and firearms - even if you have a permit to carry the weapon.
3. Respect the students and staff. If the teacher has students present, please allow the teacher to be fully present with students. Teachers are unable to discuss issues/concerns with parents when students are present. Please schedule a time to speak to the teacher when students are not present.
4. All adult volunteers need to use the adult restrooms at the north wing or the bathroom in the staff lounge office area. **ADULTS ARE NEVER TO ENTER STUDENT RESTROOMS.** If you have a pre-K student, please use the adult restrooms.
5. Cell phones should be neither seen nor heard. Please turn your phone off or set it to silent while in the building and do not use it in locations where you could be observed by students.
6. All field trip chaperones must complete all volunteer paperwork.
7. If you are unsure or uncomfortable about any student's behavior, consult with a staff member. No adults should have any contact with children other than their own child unless a teacher has asked for him/her to do so.
8. Maintain the privacy of students. Don't discuss academic or discipline issues that you may have observed while volunteering in the school.
9. Finally, thank you for volunteering. Thank you, thank you, thank you.

Anti-Bullying Policy

Lafayette Elementary is committed to making our school a safe and caring place for all students. The Lafayette Elementary definition of bullying is as follows:

Bullying is unfair and one-sided. It happens when someone repeatedly hurts, frightens, threatens, or leaves someone out on purpose.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's physical characteristics, or making fun of someone due to their skill in a game
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose or trying to get other kids not to play with someone
- Using the internet/technology to harass another person

To prevent bullying, students at Lafayette Elementary are expected to:

- Treat each other respectfully
- Refuse to let others be bullied
- Refuse to bully others
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

Teachers and staff at Lafayette Elementary will do the following:

- Supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Investigate reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for retaliation against students who report bullying
- Teach the children who are "bystanders" how to step in if they witness bullying
- Work closely with the children who bully others to teach them other ways to exert their leadership and power in a positive direction
- Ask for parental support in hopes that you will work with us to help all the children

We expect parents to:

- Report bullying behavior to the classroom teacher, counselor, or principal
- Not confront/talk to alleged bully themselves but rather refer the issue to a staff member

Harassment:

Malicious and intentional intimidation, unwelcome conduct or harassing another person because of that person's race, color, sex, sexual orientation, ancestry, or national origin is strictly prohibited. Any such acts will be dealt with according to School District Policies.

Attendance Policy

As school attendance is legally required for children, the following guidelines are set for the 2023-2024 school year. Excused absences include when students are ill, at a medical or therapy appointment, have a family emergency that requires an absence, or any event that cannot be rescheduled. Once in a lifetime trip that cannot be rearranged (college graduations) are also excused. Family vacations on school days are unexcused. Children missing school for vacation trips will be marked "vacation unexcused."

Students arriving to their classrooms after 7:55 am are marked tardy. Medically related reasons or family emergencies are excused. Any student who arrives at 7:55 or later will need to check in at the front office and get a slip in order to be admitted into class. Late students will only be allowed to enter school from the front doors on California Ave.

Math is often the most challenging area to make up when a child is absent. If a child takes a trip/vacation or has unexcused absences during the school year, the parent will need to make sure that the student completes all the math work during the absence. This will ensure that the student is 'on the same page' when they return to school.

Reporting an Absence - Please call the office at 206-252-9502 and report that your child will not be attending school due to illness or medical appointment. We are legally required to contact parents regarding all absences. All unreported absences are marked as unexcused until we hear from the parent. The school has a message machine so absences can be left during all hours. If you email the teachers that information ahead of time, please also send that attendance information to Ms. Jackson and lafayette.attendance@seattleschools.org

Children with fevers should be kept home until 24 hours after the fever has broken. Children should also remain home for 24 after vomiting or having diarrhea.

Birthdays

Birthday invitations are not to be passed out at school unless all students in the classroom receive the invitation. Please use the PTA family directory for student mailing information.

Bus Expectations

Following this paragraph, you will find expectations of students who ride the bus to/from Lafayette Elementary. Please go over the bus expectations with your child. They are important to follow because they involve the safety and well-being of your child and others.

In the event your child receives a bus conduct notice (write-up) for violating bus expectations, these are the procedures which will be followed:

First Notice – The student will talk with an administrator about the incident. Bus expectations will be discussed. The citation will be sent home.

Second Notice – The student will talk with an administrator about the incident. The citation will be sent home.

Third Notice – The student will talk with an administrator about the incident. The parent/guardian will be contacted. The student will be suspended from the bus for 1 day.

Fourth Notice- The student will be suspended from the bus for 1 to 5 days.

Fighting – Students engaging in fighting on the bus will automatically be suspended from the bus for 1 to 5 days.

If the student engages in exceptional misconduct, the child will be suspended/removed from the bus.

Bus Loading Area

The area behind the school along the playground and in front on California Ave is restricted for special education buses (and district and delivery vehicles) between 7:00 am and 5:00 pm on school days. Please do not park there or drop off students.

Cell Phones

We recognize that many students carry cell phones to communicate with parents to/from school. Students are not allowed to use cell phones on school property. If a student has an emergency call to make, he/she must first obtain permission from an adult to use a phone. The first time an adult takes away a cell phone, the phone goes to the office and the child picks it up from the principal at the end of the day. When this happens a second time, the principal keeps the cell phone until the parent can collect it. The school is not responsible for any lost or stolen cell phones or other electronic items. Should a cell phone or electronic device go missing, the administrator will only investigate if a child was “strong armed”, and the device was taken that way. Lost, missing, or presumed stolen electronics will not be investigated.

Chain of Communication

The classroom teacher is the first point of contact for all parental concerns unless it is an immediate safety or health concern. This includes any concerns parents have about classroom dynamics and academic/social-emotional/behavioral needs of your child. Talking first with the teacher promotes a healthy working relationship between parents and teachers. Ms. Chaput/Mr. Baisden become involved only when the issue cannot be resolved with the teacher. (The only exceptions to this would be immediate health or safety needs of a child.) Please note that Ms. Chaput/Mr. Baisden are not allowed to hold any employee related performance concerns as confidential. All concerns brought to their attention must and will be discussed with the employees.

Counselor

Our School Counselor, Ms. Hart, provides social-emotional support to assist learning and development by providing classroom lessons, group sessions, and individual appointments. Referrals are made by teachers and staff, or students may request meetings through their teacher or at the front office. Parents are welcomed to call or email to request consultations.

Dress Code

SPS has a dress code that can found on the SPS website. Please send students to school in athletic shoes and socks daily due to the amount of physical movement students will have each day.

Email

All staff members have district email addresses. Staff will make every effort to return emails within 48 hours. Teachers will not check email during instructional hours. For timely needs, always contact Ms. Jackson or Ms. Johnson in the main office.

One important reminder is that teachers are not able to check email during student hours. Please make sure your child knows his/her afternoon transportation plans before coming to school. Teachers are not responsible for reminding students about their afternoon plans. One suggestion is to have a laminated

schedule attached by a zip tie to your child's backpack with the weekly afternoon schedule for pickup or bus service. Notify the office by 12:30 pm of any last minute or emergency transportation changes.

Emergency Building Lock-Down

Lafayette Elementary's building lock-down plan assists in maintaining order and safety within the school building. In the event if there is an intruder or event that requires a lockdown to maintain safety, Students and adults are expected to go to a pre-designated safe area, remain quiet and try not to be seen from windows and the street. In a lock-down, parents and visitors will not be allowed to enter the building. "**Lock-down**" means all inner and outer doors are locked, including classroom doors. No one may come in or out. "**Shelter in Place**" means that the outer doors are locked but staff and students may move within the building. Parents are sent email notification after each lock-down drill.

Emergency Drills

Fire drills, earthquake drills, and lock down drills are also practiced during the school year. Escape routes are posted in each instructional space in the building.

Lafayette Leopard Lookout

The *Lafayette Leopard Lookout* is our monthly electronic newsletter that is posted on the Lafayette website and sent out through SchoolMessenger the first week of the month. All-important school information is contained in this newsletter. Hard copies are provided for families without email addresses.

Field Trips

Several times throughout the school year, your child's teacher may take their class on field trips. Field Trip Permission Forms will be sent home for parent/guardian's signature and will indicate any fees needed for each field trip. **Please pay through School Pay.**

If the field Trip Permission Form isn't returned to school, your child will remain at school that day. If your child is unable to attend a field trip, they will be placed into another classroom until their class returns.

If you plan to chaperone a field trip, a background check must be completed prior to the day of the field trip. In a perfect world, volunteer paperwork will be completed by September 30th. Only parents/legal guardians are asked to chaperone. Other family members may be allowed to chaperone, only if the teacher is not able to get enough parent chaperones and that person has completed the volunteer paperwork.

If you plan to drive on a field trip or chaperone, you must complete the volunteer approval process and complete a field trip chaperone form that the teacher will provide.

Gum, Candy, and Pop

Students are not allowed to bring gum, candy, or pop to school. This policy helps to keep our school equipment and carpets clean, and your child healthy. Your desire to provide a small single-serving candy snack in your child's lunch is acceptable, but we encourage you to send healthy snacks rather than candy.

Hats

Hats are not to be worn inside the building.

Homework

All students are encouraged to read with an adult and/or independently every night. Grades 1-5 will have independent reading and minimal math homework (that wasn't finished during the school day or if the child needs extra practice to meet the standards) to reinforce skills. If your student struggles to complete the assigned math homework, please don't allow them to spend any more than 30 minutes trying to complete the work. Please communicate the difficulty to the teacher and the teacher will address this.

Research indicates that extra homework has minimal if any impact on student achievement. Students need their evening time for unstructured play, dinnertime conversations with their family, and an opportunity to engage in extra-curricular activities of their choice. We don't consider nightly reading as homework. Successful people read each day of their lives. Please build in nightly reading time for your student. The staff would also ask that you follow your pediatrician's recommendation for sleep. Most elementary students are recommended to sleep 10-11 hours each night.

Library

Students will have a scheduled half hour class each week in the library. During class time, students will receive a short lesson in the library relating to information skills and the use of the library. This might include a book talk or a read aloud. Students will be given time to check out books during this period.

- We want to encourage students to read at least 20-30 minutes per night.
- Students may keep their books out for two weeks. Parents/Guardians will be sent reminders of overdue library books by email. Families without email will receive hard copy notices. Our library's policy is that a lost book be paid for in full. A notice for the cost to replace the item will be sent home. Please feel free to call or email our librarian, Ms. Nakagawa at Inakagawa@seattleschools.org if you have a problem with an overdue book.
- We are dependent on parents as volunteers in our library. Opportunities to volunteer include shelving books, assisting with book check outs during class and more! If you would like to volunteer, please email Ms. Nakagawa.

Lost and Found

The Lost and Found is in the West Wing, across from the restrooms. To reduce the amount of goods that are deposited on the lost and found racks, we ask that parents put first names and last initials on the label of all coats, sweatshirts, jackets, lunchboxes, and any other items your child is likely to leave sitting around on the playground or hallways. This helps to ensure the items are returned to the owners. Lost and found items will be donated to charity on the last day of each month. PLEASE write your child's information on every item that can be removed from their body during the school day.

Lunchroom

We are required to compost and recycle all student waste. It is helpful for students to use reusable containers for lunches from home. Students will be asked to pack out what they pack in so that students with school lunches can quickly get through the compost line.

No glass bottles are allowed in the lunchroom due to concerns over broken glass. Students should not bring pop or large bags of "junk food" to the cafeteria. Any snacks that are in the "junk food" category should be single serving size only. Due to allergy concerns, students are expected to eat their own lunch. Parents and adults are always welcome to join their children for lunch and recess. No prior notice is required. Just sign in when you enter the school and come directly to the lunchroom. Due to allergy concerns, we request that adults who join their children for lunch do not share food with any other children.

Lunchroom Expectations

- Eat only your food and clean up after yourself
- Remain seated except for getting lunch or throwing away trash
- Use an inside voice

Lunchroom Accounts

Please use the following link to add money to your students account

<https://paypams.com/OnlineApp.aspx>

Make all checks payable to CNS. Students receiving free or reduced lunch need to have their lunch forms returned within the first week to ensure continuation of this program. When all students have credit in their account, it helps the lunch line move quickly and is helpful in case a student forgets to bring their lunch from home.

Medications at school

If your student must take either prescription or non-prescription medication during school hours, a written permission slip for the school to administer the medication must be signed by the parent/guardian and doctor, and the medication kept in the nurse's office as a safeguard for all. Medication permission forms are available in the front office. Prescription and over the counter medication must be in the original container. ***STUDENTS SHOULD NEVER CARRY OR HOLD THEIR OWN MEDICATIONS DURING THE SCHOOL DAY. All medication must be checked in at the nurse's office.***

Morning Drop off/End of the Day Student Pickup

Due to our challenging location and the safety of all children, the following procedures are in place for students:

Morning drop off:

- No Lafayette students should ever arrive or be present on the park or school property before 7:40am. However, tempting to come early, it is for the safety of all students that we ask that you honor the 7:40am arrival.
- Supervision by school staff begins at 7:40am.
- Buses unload at 7:40am. Bus drivers will "hold" students on the buses if they arrive early.
- All parents/guardians within the walking zone are encouraged to have their student walk to school or join a walking school bus. Due to our unique location, private vehicles are a challenge to our space. Please use private vehicles only as a last resort.
- Please do not wait in the front of the school on California Ave. Students wait on the playground before school.
- Students who are walking to school will enter the school grounds through the playground/park at Lafayette.
- Please use designated crosswalks when crossing California Ave.
- Students waiting for the start of school between 7:40-7:50 will be encouraged to socialize with friends and not run around or engage in play. No play equipment will be brought out during this time as we could have over 500 students waiting in a very small area.
- All students remain outside until the 7:50 bell rings. Teachers need this time to prepare for the day's lessons so no children should be in the building before that first bell. When the bell rings, students enter directly into the building and walk directly to their classrooms. Grades 3-5 walk up the paths to the upper entrances.

- Kindergarten students line up outside on their classroom number on the blacktop. Kindergarten teachers will meet their students each day and walk them into the building.
- We will only have rainy day indoor reading prior to the start of school, or otherwise, if it is a torrential downpour. Students are encouraged to wear appropriate raingear with head coverings, including boots, but not umbrellas.
- Students arriving after 7:55 will need to enter through the main doors on California and check in at the office. The California doors will be locked in the morning for security reasons. All adults and children arriving to school prior to 7:55 should enter through the playfield or blacktop.
- The back gates will be locked once school begins.
- Contact Ms. Chaput or Mr. Baisden if your student has an injury that requires the uses of crutches or a wheelchair. We will develop an alternate plan for your student.
- **PLEASE STAY OUT OF THE BUS ZONE WITH YOUR PRIVATE VEHICLE UNLESS YOUR VEHICLE IS YELLOW, AT LEAST 50 FEET LONG, AND HAS 26 BENCH SEATS IN IT.**

Afternoon pickup:

- Bus students will walk to the bus loading area and remain inside the fence until the buses arrive for loading. Adult staff will be present to support bus loading. Please make sure your student has the bus number committed to memory before the first day of school.
- If your student walks home independently, please review the route with your student (many times). Walkers do not check in with an adult before heading home. Siblings will be asked to meet on the playground after school before walking home.
- Students included in a walking school bus or who will be picked up by an adult will wait in the enclosed courtyard. If you are picking up your student, please walk into the courtyard and wait on the west side, near the cafeteria. All students not picked up will be brought into the office and asked to wait there until the adult picks them up.
- Please do not park in either bus area so that buses can depart in a safe and timely manner.
- Does your student have a varying afternoon pickup or bus schedule? A suggestion is to make a laminated luggage tag to hang from their backpack. Create a weekly schedule that hangs from their backpack. This helps when students forget if they are riding the bus or being picked up.

Pets

Animals are not allowed on school grounds at any time. Please keep your pet in your car during pick up and drop off times as many children have a fear of dogs. Although public sidewalks are property of the City of Seattle, I would ask that you not have your dog on the sidewalks outside of our school. Dogs are not allowed on the playground or the playfield. For both your own legal protection as well as the safety of our students, it is best that dogs be left at home.

Picking up Your Child Early

Park in the 5-minute parking area on California Ave, come to the front door and ring the doorbell. Have picture ID ready. The office staff will communicate with you through the intercom. Give the students name and teachers name. Office staff will call down to the classroom and have your student come to the front for dismissal. To minimize the loss of instructional time, students remain in their classrooms until the parent is present at the front door for pick up.

Playground Expectations

Lafayette Playground Rules

"Playgrounds should be rich environments where children can stretch their physical, emotional, social and intellectual skills." (Hudson, Thompson, and Mack)

Although these rules certainly do not include all expectations, these are the posted playground rules:

General Rules:

1. Follow the directions of the duty person.
2. See an adult if you need first aid of any kind. The duty staff will then radio the office to alert them that a student is on the way to the office for their injury.
3. Use the equipment in a safe manner. Play safely in all areas.
4. Keep your hands and feet to yourself.
5. Use appropriate language always.
6. Show respect to your fellow students and adults.
7. Take turns.
8. Cooperate and use words to solve problems. Ask an adult for help.
9. Join your class lines quickly after the whistle blows.
10. Eat food only in the cafeteria.
11. Kick balls only as part of soccer and kickball.
12. Return equipment to the cart at the end of recess.
13. Stay off all fences.
14. Stay within boundaries.

Play Structures and Field:

1. Balls are not permitted in the Big Toy area.
2. Make lines.
3. Take turns.
4. Keep hands and feet to yourself.
5. Slides are meant for sliding down...that is why they aren't called *Climbs!*
6. Wait! Make sure the slide and pole are clear before taking your turn.
7. If a ball goes over the fence, notify an adult and stay on our side of the fence.
8. When climbing, stay inside the play structure.
9. Always make safe choices.

Play Dates

Play dates need to be arranged before students arrive to school. We do not allow students to miss class time to go to the office to call home for such arrangements.

Progress Reports

Progress reports can be seen on your Student Family Portal – The Source at the conclusion of each trimester. A formal student-led conference with your student's teacher will be scheduled in November.

Recess

Except for major downpours, we go outside for recess. Students should have proper raingear including coats and head coverings. For safety reasons, umbrellas are not allowed at recess. If your student walks

to and from school, they may bring an umbrella to school as long it is collapsible. All K-5 students have a lunch recess for 20 minutes and another afternoon recess for 15 minutes with their class. Students are not kept inside during recess if they are slow workers. Our goal is to send all students outside to all recess. Exceptions are made when a student is non-compliant, disrespectful, or harming others. Teachers may opt to keep a student inside to address such behaviors. Parents/Guardians often ask if a student can remain inside should there be a health reason. That student will be allowed to go to a buddy classroom as appropriate.

School Psychologist, Speech & Language Pathologist, Occupation & Physical Therapist

These specialists work at Lafayette part-time. They are available to assess student needs and to provide limited therapy. They also work with the Student Support Team (SIT) and share their skills and resources with staff and parents. They can be reached through the school office.

Spirit Day

Friday is our all-school spirit day. School t-shirts are worn by staff and students. Leopard Leaders will determine what themed days will occur during the school year.

Student Intervention Team (SIT)

Staff members or parents who have a concern regarding a student's academic, social, or emotional growth, may refer their concerns to the school's Student Intervention Team. This team is made up of the classroom teacher(s), the principal, the school psychologist, the counselor and other specialists. A meeting is held at school to determine what we can do to support your student. Our aim is to work together as a team inclusive of families to help all students to develop to their greatest abilities. Parents may request a Student Intervention Team meeting by contacting their student's teacher. The SST typically meets weekly.

Sunscreen

The State of Washington recently changed the laws regarding sunscreen use at schools. Students are now allowed to carry/use sunscreen without any paperwork from a physician. I have several requests so that sunscreen provides the necessary safety but doesn't become a distraction for students:

- 1) Apply sunscreen in the morning before your student comes to school. This should protect your student during the first recess time.
- 2) Sunscreen from home must be kept in their backpacks. Please secure the sunscreen in a Ziploc bag to protect the other items in the backpack from spills and leaks. Teach your student how to use the Ziploc bag as they will need to close it when finished. Please use a Sharpie and label both the sunscreen container and Ziploc bag with your student's name.
- 3) I would encourage that you send your student in short sleeve shirts. This will result in your student applying their sunscreen just on their lower arms and legs. Please teach your student how to apply the sunscreen as they will need to do so independently.
- 4) **School staff cannot help students apply the sunscreen.** Students need to practice this at home so that they understand how to apply it properly.

5) Be sure to try the sunscreen at home for a few days before sending it to school. One of our teachers tried a new type of sunscreen with her student only to have the students skin develop a painful rash.

6) Please reinforce with your student that they are not to share their sunscreen. We never know how students will react when a lotion is applied to their skin and cannot let students share their sunscreen with others.

7) Please do not send students to schools with the spray/pump type of sunscreen. Lotions will work best. The spray/pump varieties are likely to get on other students and/or become a toy. Trust me – spray/pump containers will become toys in the hands of children.

8) Sunscreen can be applied at the start of the afternoon recess. Teachers will allow students to go to their lockers and apply the sunscreen to themselves approximately 20-40 minutes prior to their afternoon recess.

9) Head covering (hats, caps, etc.) are allowed at recess time to protect their heads and faces. Teachers will remind students that head coverings remain in their lockers during inside time.

10) Try to find a sunscreen that is fragrance free. Your students' classmates will appreciate that!

Temporary Bus Cards (Yellow Cards)

Students can travel with friends and to different bus stops via a yellow card. In order to secure a yellow card for your student for a temporary ride, send a note to the office including your students name, the exact stop you would like your student to get off at, and the date the yellow card is needed. All notes/emails must be given/sent to the office staff by 10:00 am. If you send this message to the office staff via email, please call before noon to make sure that they have received your email.

Toys

Sports equipment and toys (including playing or trading cards) from home should not be brought to school. We provide all the playground equipment to students that they will need.

Weapons at School

Common sense and district policy say that students should not bring guns, play guns, pocketknives, throwing stars, laser-light pens, weapons, or any other device that might injure another person at school. The district penalty for possession of a weapon, **toy or real**, will be strictly enforced. Please have a conversation with your student as to why we don't joke about weapons or sneak toy weapons to school.