

# LAWTON ELEMENTARY SCHOOL

## Student – Parent Handbook



Creating Lifelong Learners

**Main Office/Attendance  
(206) 252-2130**

**Fax  
(206) 252-2131**

**4000 27th Avenue West Seattle, WA 98199**

**[www.lawtonelementary.org](http://www.lawtonelementary.org)**

**[info@lawtonschool.org](mailto:info@lawtonschool.org)**

## **SEATTLE PUBLIC SCHOOL DISTRICT ATTENDANCE POLICY**

The Compulsory School Attendance requires that the District file petitions with the Superior Court of King County for all students who have seven (7) or more unexcused absences in a month or ten (10) or more unexcused absences in a school year. The juvenile court will then monitor your children's attendance in school. If your child's attendance does not improve, there can be penalties for both you and your child.

The Seattle School District has procedures for dealing with truant students. On the first unexcused absence; the school is to notify parents/guardians by phone. If the student has a second unexcused absence, a conference will be made with you and the principal (and your child, as appropriate) to discuss the attendance problem. As a result of the conference, a Seattle School District Student Attendance Agreement will be developed. If you cannot attend the conference, an Agreement will be developed without your input and you will be sent a copy.

**Please inform the Office (252-2130) & the Teacher of absences or tardies**

### **Excused Absence**

**Unplanned:** When your child's personal illness or injury, or the illness, injury, or death of a family member prevents your child from attending school.

**Planned:** When you submit a request to the office at least three school days before the start of a planned absence, usually for a family trip, doctor or dentist appointment, or a religious or special event.

### **Unexcused Absence**

All other absences are considered unexcused, including student or parent oversleeping, student missing the bus, transportation problems, student needed for baby-sitting, etc. If the school determines that absences are excessive or interfering with student learning, a parent conference will be scheduled.

**When Late:** Students who are late must check in with the office to receive a pass to class. Students will be asked the reason why they are late. Excused tardies are as follows: medical appointments, late bus, planned special event with prior written note to the office. Unexcused late will be marked for any other reason. **Note: Students arriving late may disrupt the class and take the teacher's attention away from the lesson.**

If the school determines that the student has excessive tardies, a parent conference will be scheduled.

### **From the Nurse**

**When Sick:** Parents/guardians are asked to call the school before 9:00 a.m. each day that your child is not in school. For your convenience, you may leave a message on our attendance voicemail at (206) 252-2130. In addition, we would appreciate a detailed message of your child's absence as a safety check and also to keep the school informed of any contagious diseases. If we do not hear from you, we will give you a call to confirm the absence so that we know your child is safe.

**Staying Home:** If your child has been ill for the past 24 hours (suffered a fever, diarrhea or vomiting as well as any infectious diseases, bad cold, or cough), your child should stay home. Your child's temperature should be normal without the aid of a fever reducer for 24 hours before returning to school.

**Friendly Reminder:** State Law also requires that every child who is admitted to public school must provide evidence that he/she has had either the required immunizations or signed documentation of an exemption waiver. Without a proper immunization record, a child can be excluded from school. See the school nurse if you have questions or require a medical exemption.

**Medication:** The medication authorization form must be filled out completely by both the parent/guardian and the health care provider. Medication must be in its original container with a pharmacy label. For safety and Legal compliance, all medication must be given under the supervision of a district-qualified adult.

**Head Lice Policy:** Lice are not dangerous, nor do they spread disease, but they are extremely contagious and an annoyance. We recommend a No Nit (egg) policy to allow for treatment. If your child is found with nits or adult lice, you will be notified by the school nurse or office staff. A notification will also be sent to all affected classrooms as a courtesy to families.

## **Visiting Lawton and Our Classrooms**

If you are planning on visiting the school, all guests must enter through the main entrance and sign in at the office. You will be asked who you are visiting and to wear one of our guest badges. The badges must be worn and visible while on school premises AND returned upon sign out.

Though we have an "Open Door" policy, it is kindly requested that you please check with the teacher for his/her classroom visitation policy. In addition, unless a conference time is scheduled, drop-in visits before and after school is highly discouraged. These times are very important for teachers to plan for lessons throughout the day and week.

## **Picking Up Your Child Before the End of the School Day**

If you need to pick up your child early, please write a note to the teacher in the morning. When picking up your child, please go to the office first to sign the child out of school. The office will then call down to the classroom to get your child. This ensures we have an adequate idea of who is in the building in the event of an emergency.

If someone other than the parent or guardian is picking up at school, a signed note plus proper identification must be presented prior to release of any student.

## **Rules of the Road**

Please carefully read and review our school's drop-off and pick-up procedures. It is urgent that we attend to this matter as a collective whole for the sake of our children. Intervention and prevention will help us achieve this goal.

Students will be dropped off under the covered play court area and families are to arrange to meet your child there. If there is an emergency and/or you are running late, call the office right away to alert one of our staff members (206-252-2130). If you are picking your child up early, call the office ahead of time to alert the classroom teacher and check out your child in the office.

For families who drop-off and pick-up students by car, please adhere to the safety driving instructions below:

- Obey all traffic signs and signals (20 mph in all school zones)
- The parking lot is reserved first for staff and families with disabilities.
- You must park only in designated stalls (not along the West wall)
- Yellow bus zones must be clear of all traffic (during bus drop-off/pick-up)
- 26th Avenue West is commonly used as a ONE WAY during drop-off/pick-up
- Do not leave your car unattended in an undesignated parking spot.
- Do not idle your engine while waiting.
- Double-check whenever backing up (especially for our younger students)
- 27th Avenue West (in front of the school) is the bus zone and parking is NOT allowed. Please do not leave your car unattended. Please obey our Safety Patrol at all times
- 26th Avenue West (in back of school) is used for drop-off/pick-up. During these times, traffic is ONE WAY going Southbound (up the hill). Please be courteous and do not block traffic and DRIVE SLOWLY.

Your cooperation is greatly appreciated for the safety of our children.

## **House Rules and General Information**

**Homework Policy:** It is expected that students have daily practice of skills. Homework may be assigned daily, weekly, and/or by long-term assignments, including special projects. The classroom teacher will communicate homework and project expectations.

As a general school board policy, elementary students should be engaged in homework 10 minutes per grade level. In addition, we encourage daily reading for at least 20 minutes to build comprehension, vocabulary and fluency. It is the parent/guardian's responsibility to monitor the study environment and productivity of the student as well as communicating questions, comments and concerns with the classroom teacher.



**Dress Code:** Although Lawton students do not wear a uniform; we do recognize the practice of cleanliness. Students may not wear clothing or hats that are disruptive nor has inappropriate language or advertising. Students are expected to dress in a manner that is safe and appropriate to the weather and class activities (such as P.E.) Clothing should not be revealing. It is expected that students do not wear hats while in the classroom. Students should wear non-slippery shoes. In addition, the following articles are **NOT** allowed:

- Short shorts or mini-skirts
- Crop or Halter tops (spaghetti straps)
- Saggy pants
- Flip flops or any kind of open-toed shoe/sandal.
- Heely's or any other kind of wheeled-type of shoes

Please follow all classroom rules as outlined by your child's teacher.

**Cell phones/pagers:** Cell phones will be used for emergency purposes only. The phone must be on the silent or vibration setting and concealed. If the device disrupts the class or is openly displayed (playing with phone, taking pictures, text messaging), the phone will be confiscated and returned directly to the parent or guardian.

**Toys and Personal Belongings:** Leave items at home, which may cause a distraction from learning at school. Toys from home will not be allowed at school. If the following articles are found at school, they will be confiscated and returned directly to the parent or guardian. These include but are not exclusive to:

- Pokemon cards or any other similar type of playing/trading cards
- Tomagatchi's or any other similar type of digital pet
- Video games of any kind or brand
- Stuffed animals
- Action figures/dolls and accessories/Bakugan
- Cosmetics and other body paint including temporary tattoos
- Lego products and the like
- Toy cars

Sports Equipment must be pre-approved by a staff member. It must also have your child's name clearly marked on the item.

**Exceptions to the rule:** Toys and personal belongings may be brought to school to be solely used in the classroom (i.e. sharing.) While transporting the toys, they must remain in a backpack or other closed bag. However, this policy will vary from teacher to teacher.

### **Assembly Behavior**

- Good assembly behavior begins before the assembly, in the classroom where students are organized in an orderly group. It is important that each student understand the expectations for acceptable behavior before becoming part of the audience.
- Teachers will accompany the class, as a group, quickly and quietly, to the assembly.
- Classes will sit together with the teacher. Quiet conversation is allowed while the lunchroom or gym fills.
- All talking ends when a fellow student, a staff member, or a performer calls for their attention.
- Applause or other appropriate displays of appreciation for the performers is welcomed.
- At the conclusion of the program, students should remain seated and wait for directions from the teacher.

### **Hallway Expectations**

- Walk quietly
- Stay in your line
- Keep your hands to yourself
- Respect student work posted on hallway and classroom walls



## Lawton Playground Rules:

Play safely:

- Take Turns
- Leave woodchips on the ground
- Only go DOWN the slide
- Do not hang upside down on the glider
- Be safe

Ask others to play--Don't say "You Can't Play"

No going outside the playground boundaries without permission

No tag or dodge ball

Do not kick balls in the covered area or over the fence

Do not jump off of the equipment

Do not push anyone off of the equipment

No equipment in the Big Toy area

Do not play on the playground without an adult supervisor

All 4<sup>th</sup> and 5<sup>th</sup> grade students are to stay on the playground during recess.

When the bell rings, walk to meet your teacher at the main entrance.

Possible Consequences:

Removal from game or equipment

Time out on the wall or bench

Report to office for fighting

## LUNCHROOM

**Food and Drink:** Students can eat and drink in the lunchroom only. Food is not to be taken out in the hallway or to the classrooms - unless under teacher supervision.

1. Teachers will walk students to the lunchroom to ensure students are walking and behaving appropriately.
2. If students bring lunch from home, they need to get their lunch from their classroom basket and find a seat at their assigned class table.
3. When students buy lunch, they line up next to the stage in the lunchroom.
4. Students are to sit on their bottoms at the table at all times
5. Students are not allowed to trade food as some students have severe food allergies.
6. Lunchtime is a social time. Students show respect for each other by using **quiet voices** while in the lunchroom.
7. Students are expected to give the supervising adult their full attention when announcements are made.
8. When cleaning up, students should:
  - Clean the table and the floor area where they were seated with the provided sponge
  - Dispose of lunch remains in appropriate receptacles
  - Pour liquids into the bucket next to the recycle bins
  - Students should raise their hands to be excused
9. **WALK** in the lunchroom at all times.
10. Students must raise their hands and wait to be dismissed.
11. Lunch boxes/bags should be returned to their classroom basket. Lunch boxes should have names on them.
12. Students may proceed to recess when dismissed by the supervising adult(s).

Breakfast and hot lunches are served daily. Free or reduced price breakfasts or lunches are available for those who qualify. (A new application form must be submitted each year for free and/or reduced meals.) Our cafeteria is fully automated and each child has a PIN number. Your child will be charged for breakfast/lunch only on the day he/she buys, not when a meal is brought from home. You may prepay your child's meals with a check, cash or online through the service Paypams (information available here: [http://www.seattleschools.org/area/nutrition-svc/about\\_us/paypams\\_index.html](http://www.seattleschools.org/area/nutrition-svc/about_us/paypams_index.html)). Please make checks payable to Child Nutrition Services or CNS. Money can be taken directly to the lunchroom manager. If a child forgets or loses lunch money, he/she will receive fruits, vegetables and milk. Visit the following website for monthly menus or other services: <http://www.seattleschools.org/area/nutrition-svc/index.html>

## **Lawton's Six Keys to Success**

- 1. Active Listening**
- 2. Ask Questions**
- 3. Experiment**
- 4. Gain Knowledge**
- 5. Practice**
- 6. Master the Fundamentals**

## **CHOOSE TO WIN THE THREE R's OF GOOD CITIZENSHIP**

At Lawton we strive to create a positive and educational atmosphere for our Students to build their academic and social confidence. As a community and family, working consistently together, we can help our Students become self-managers.

Self-managers learn appropriate behavior, decision-making skills, develop listening skills, and will learn how to negotiate in constructive ways to create win-win situations. Self-managers do not resort to physical aggression.

### **Responsibility:**

- Come to school prepared, on time, and ready for the start of class.
- Help keep our classrooms, our lunchrooms, the hallways, bathrooms, and playground clean.
- Return library books and turn homework in on time.
- Work well, respect others, and participate in group and school activities.

### **Respect:**

- Talking quietly and politely to others.
- Accepting and honoring our differences in all areas: ethnic, cultural, physical, skills, and learning styles.
- Listening attentively and following directions.
- Keeping our hands to ourselves.
- Using good manners (saying please, thank you, excusing one's self, etc.)
- Are helpful, kind, and respectful of others.

### **Reliability:**

- Do the right things without being told to do them.
- Have respect for yourself and show respect towards others.
- Take pride in your school and help keep it a safe and fun place to learn.

## **MAKING CHOICES**

YOU always have a choice! You are responsible for your choices!

### **Responsible Choices**

- Saying hello to a friend or a potential friend.
- Asking someone to play even if you don't think you will like him or her
- Playing fairly
- Walking away from a problem
- Stating a problem clearly without yelling
- Asking an adult for help solving a problem
- Listening to what your friends have to say
- Listening to what an adult has to say
- Listening even when the person is not your friend
- Following the school rules
- Reminding fellow students of the school rules
- Reporting a problem to the playground supervisor
- Putting the equipment away when you are finished playing with it

### **Responsible Choices Will Result In One or More of the Following:**

Recognition from your teacher, the principal, a school staff member or an adult

## Irresponsible Choices

- Being disruptive in class, in the building, and on the playground
- Throwing things at another person
- Daring a student to do something unsafe
- Spitting, which spreads germs
- Inappropriate touching -touching a person's private parts
- Locking another person in a closed or confined space
- Stealing school property or another person's belongings
- Trying to force someone to do something against their will
- Graffiti, defacing property or clothing
- Excluding a student from a group
- Teasing or name-calling -racial or ethnic slurs -taunting
- Verbal threats of aggression against a person, property or possessions
- Fighting, pushing, pulling, kicking, or hitting
- Inflicting bodily harm against another person

### Consequences for Irresponsible Choices Will Result In One or All of the Following:

- You will have a meeting with the recess supervisor, your teacher, or the principal.
- You will be asked to apologize to the involved parties.
- You will have a loss of privileges (recess, assemblies, fieldtrips, popsicle or special class events)
- You will work out a behavior plan with the recess supervisor, your teacher, or the principal. For example, you may need to:
  - Identify the problem
  - State your plan for fixing the problem and identify a personal goal (i.e., hands and feet to self, no name calling, etc.
  - Report to recess supervisor to state your personal goal and which game you will be playing
  - Parent notification
  - Suspension/Expulsion
  - Criminal offenses will be referred to Law Enforcement for further action.

## VOLUNTEERS

Volunteers are welcome at Lawton. Anyone volunteering their time at Lawton must complete a Lawton Volunteer Data Form. The Seattle School District has insurance for anyone injured while volunteering, if the person has signed in at the Lawton office and has a completed data form on file. The Seattle School District has requested that anyone (including parents) who volunteers in the classroom or on field trips, complete a criminal disclosure form. This form asks if you have been convicted of any crimes against persons. A Washington State Patrol form must be completed. This form checks your criminal history background (violent crimes only, no parking or speeding ticket info). This is for the protection of all Lawton students. Any parent or other adult volunteer who might work alone with a student (unsupervised and/or out of the classroom) must have Washington State Patrol clearance. Contact Suzy Minto, Lawton Volunteer Coordinator, for all necessary paperwork. Ms. Minto can be reached at (206) 252-2136 or [smminto@seattleschools.org](mailto:smminto@seattleschools.org). Thank you for expressing interest in volunteering at Lawton.



## LAWTON'S EMERGENCY PROCEDURES

Any school closures, changes in the Seattle School District's normal operating hours, or changes in bus service due to weather, will be announced daily over many AM and FM radio stations. The school closure takes place only during extraordinary circumstances (e.g., bad weather). Notice of a closure will be communicated through the SSD website @ [www.seattleschools.org](http://www.seattleschools.org), local TV and radio and normally by voice mail recording to your home from the district. When school is cancelled during the day, Lawton staff will make sure all students have satisfactory transportation and supervision at home before dismissing them from school.

**It is also very important for emergency and administrative reasons; that every student maintains up-to-date information at the school office, which includes the following:**

- Parent or guardian name
- Complete and up-to-date address
- Home, work, and/or cell phone and email for both parents
- Emergency phone numbers for friends or relatives in case of an emergency
- Emergency phone numbers for a neighbor in case of an emergency
- Physician's name and number
- Medical alert information

Please notify the office immediately of address, email and phone number changes. It is also important to keep your emergency contact information updated.

The school also runs a series of practice drills throughout the year where students get to practice safety drills in case of an actual emergency.

We hope the Lawton Handbook will be a good tool for you and your student this school year. As educators and administrators, we strive to provide a safe and healthy learning environment for our students. We can achieve this goal, as a community, with families working together. Thank you and here's to another great year!

**Don't be a litterbug. Help keep Lawton School beautiful and clean**

### Lawton Elementary

4000 27th Avenue West Seattle, WA 98199

(206) 252-2130

[info@lawtonschool.org](mailto:info@lawtonschool.org)

[www.lawtonelementary.org](http://www.lawtonelementary.org)

