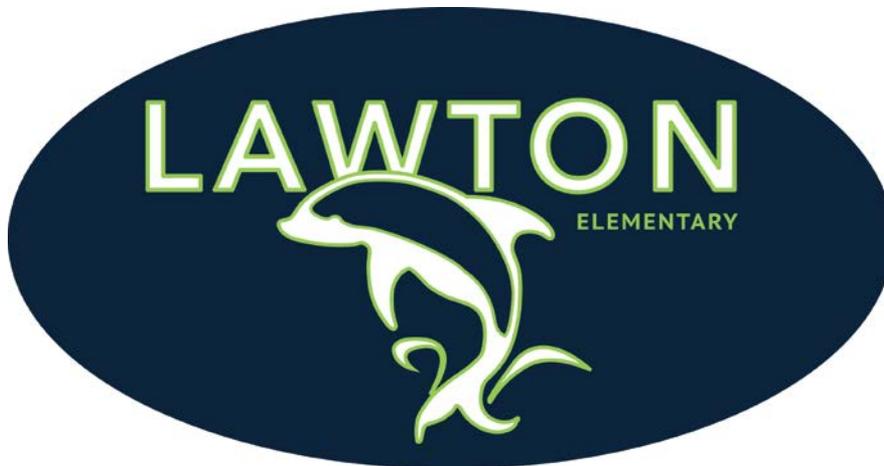


**LAWTON ELEMENTARY SCHOOL**  
*Creating Lifelong Learners*

**Family Handbook**



Principal, Dorian Manza: [dcmanza@seattleschools.org](mailto:dcmanza@seattleschools.org)

Attendance: (206) 252-2139

Main Office: (206) 252-2130

Fax: (206) 252-2131

4000 27th Avenue West Seattle, WA 98199

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

**Parents:** Please review and discuss the expectations in this handbook with your children. The Lawton CARES student pledge is located on the last page for students to sign. Please keep a copy at home and bring the other into school.

We hope the Lawton Handbook will be a good tool for you and your student this school year.

### **LAWTON ELEMENTARY MISSION**

*We prepare students to be respectful and responsive to others; curious, creative and confident contributors to our society.*

As a staff, we strive to fulfill the mission of the school guided by these core beliefs:

- We believe school should be engaging to all students.
- We believe all will learn and grow through quality instruction, practice, sharing and reflection.
- We believe children will develop confidence to meet challenges and to take risks in a respectful, accepting and secure learning environment.
- We believe in the education of the whole child through academic rigor, artistic expression, physical education, music, technology, sustainability education and service learning.
- We believe in the value of community; we work in partnership with our families to provide an education that connects the classroom to the outside world.
- We believe the Lawton community benefits when all individuals contribute their unique passions and interests.

### **VISITING LAWTON AND OUR CLASSROOMS**

We welcome visitors at Lawton. We are happy to have parents and community members see our learning community in action.

If you are planning to visit the school, it is requested that you please check with the teacher for his/her classroom visitation policy. Unless a conference time is scheduled, drop-in visits before and after school are discouraged as these times are important for teacher planning.

All parents and guests must enter through the main entrance and sign in at the office. You will be asked who you are visiting and to wear a visitor or volunteer lanyard.

Lanyards must be worn and visible while on school premises.



Remember to sign out and return your badge when leaving the school.

### **VOLUNTEERS**

Volunteers are welcome at Lawton.

Anyone (including parents) who volunteers in the classroom or on field trips must complete a criminal disclosure form.

This form checks your criminal history background (violent crimes only, no parking or speeding ticket info).

Contact the school office for all necessary paperwork.

### **ATTENDANCE**

**Please inform the office (call 252-2139 or email [attendance@lawtonelementary.org](mailto:attendance@lawtonelementary.org)) & the teacher of absences or tardies.**

### **EXCUSED ABSENCE**

Some unplanned absences are excused: a child's personal illness or injury, or the illness, injury, or death of a family member prevents your child from attending school.

Other planned absences that will be excused include doctor and dentist appointments and religious holidays. If your child will be absent for a reason other than these listed and you believe it should be excused, please submit a request to the office at least three school days before the start of a planned absence. These absences, per board policy, require principal approval to be excused.

## **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 arrive after 8:40 must check in with the office to receive a pass to class, and students will be asked the reason why they are late. Excused tardies are as follows: medical appointments and late buses. 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

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.

## **PICKING UP YOUR CHILD BEFORE THE END OF THE SCHOOL DAY**

If a child must be picked up before the end of the school day, please send a note to the teacher. Please come to the office to sign the student out. The office will then call down to the classroom to get your child.

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

## **PICK UP AND DROP OFF**

As a green school we encourage students to walk or ride the bus to and from school. To ensure the safety of all students and access for school buses, please note and abide by the following:

- When walking, all students must stay on the sidewalk or in crosswalks
- Obey all traffic signs and laws (20 mph in all school zones)
- The parking lot is reserved first for staff and families with disabilities
- Yellow bus zones must be clear of cars
- On 27<sup>th</sup> Ave W, the turn-around is a bus only zone—**this area is NOT for parking, idling or drop-off**
- 26<sup>th</sup> Ave W & W Elmore are designated drop-off/pick-up zones as well as on 27<sup>th</sup> in front of the school entrance. Please do not leave cars unattended during school pick-up and drop-off times.
- Please obey the Safety Patrol at all times

Before school, students should report to the school play area and wait for the bell. The play area has adult supervision beginning at 8:20 a.m. Parents are welcome in the play yard, but please say good-byes there as the hallways are crowded when all grades are walking to class. Likewise in the afternoon, please pickup your child at the play yard.

## **BUS CHANGE**

Temporary changes in bus routines are allowed if parents/guardians send a note with the child to the school office on the day the change is requested. Please include the following information:

- Student's name and room number.
- Number of your child's regular bus route and stop.
- The change you are requesting
- The day(s) the change should be in effect

The office will then issue a green card for your child to give to the bus driver informing them of the change.

## **SCHOOL MEALS**

Breakfast and hot lunches are served daily. Free or reduced fee breakfasts and lunches are available for those who qualify. A new application form must be submitted each year for free/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. 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. Milk/juice can also be bought separately for 50 cents.

Visit Nutrition Services (or School Meals) at <http://www.seattleschools.org/> for monthly menus, information about online payment, forms, eligibility for Free or Reduced Meals, and other services.

## **STUDENT HEALTH**

**When Sick:** Parents/guardians are asked to call or email the school office before 8:45 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.

**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. 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. If your child has head lice it is recommended that they be free of nits (eggs) before returning to school.

**Immunizations:** State law 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.

## **SCHOOL POLICIES**

**Homework Policy:** Homework is intended to help students with organizational skills, reinforce new learning, finish incomplete class work, and build responsibility to complete and return work independently. Classroom homework policies and routines will be shared with families at the beginning of the school year.

The completion of homework is monitored but is not used for formal assessment. Teachers use it to inform their instruction.

Reading (independently or with a partner) for at least 20 minutes a night is an expectation for all our students.

The amount of time spent on HW beyond reading, should increase as students advance through the grades by about 10 minutes per

grade. (i.e., 10 minutes at Kindergarten and 1st grade, 20 minutes in 2nd grade, 30 minutes in 3rd grade). If HW takes more than this time per night please let the teacher know so they can adjust it, however homework will not be individualized.

**STUDENT DRESS:** Students are expected to dress in a manner that is respectful, modest, and appropriate to the weather and class activities (such as P.E.). Students may not wear clothing that is disruptive or contains inappropriate language or advertising. Clothing should not be revealing. It is expected that students **do not wear hats at school** other than for warmth during winter weather. Students should wear non-slippery shoes. In addition, the following articles are **NOT** allowed:

- Short shorts or mini-skirts (shorts should extend beyond the hanging fingertips)
- Crop or Halter tops (spaghetti straps)
- Saggy pants
- Flip flops
- Heely's or any other kind of wheeled-type of shoes

**CELL PHONES:** Cell phones can be used before and after school only. The phone must be turned off and in backpacks during the day. If the device is openly displayed (playing with phone, taking pictures, text messaging), the phone may be confiscated and returned directly to the parent or guardian.

**TOYS AND PERSONAL BELONGINGS:** Leave toys and items at home which may cause a distraction from learning at school. The following items do not belong at school:

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

Items such as these that are brought to school will be confiscated and returned to the parent.

Sports equipment must be pre-approved by a staff member, have your child's name clearly marked on it, and be available for other students to use during group play periods.

**EXCEPTIONS TO THE RULE:** Teachers may allow personal belongings or toys to be brought to school for sharing or other classroom activities. While transporting the toys, they must remain in a backpack or other closed bag.

### **ANTI-BULLYING POLICY**

**Everyone at Lawton Elementary School is committed to making our school a safe, caring place for all students. We will treat each other with respect and we will refuse to tolerate bullying in any form at our school. We define *bullying as follows:*** Bullying is unfair and one-sided behavior. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose. It is consistently repeated.

Examples of bullying include:

- 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 race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Leaving someone out on purpose or trying to get other kids not to play with someone.

Students at our school should do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.

- Refuse to watch, laugh, or join in when someone is bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Staff at our school will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the Second Steps in grades K-2 and Steps to Respect program to students in grades 3-5.
- Respond quickly and sensitively to bullying reports.
- Take seriously parents' concern about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences to any student who retaliates against a student who reports bullying.

### **STUDENT BEHAVIOR EXPECTATIONS**

The expectations that we have of students are summarized in the Lawton CARES pledge. We ask students at Lawton to:

**C**ome ready to learn

**A**ct with Compassion

**R**espect adults, each other, and property

**E**xpect the best of yourself

**S**tay safe

Our learning community is strongest when we are respectful to people and property, safe, and each contributing our best to learn and help others

learn. Each classroom has expectations/rules that are also based on respect, safety and learning. In addition these are some of the specific behavior expectations we have where students from different classes come together:

### **HALLWAY EXPECTATIONS:**

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

### **PLAYGROUND EXPECTATIONS:**

- Students may only play on the playground when supervised by an adult
- All students are to stay on the playground during recess
- Take turns
- Leave woodchips on the ground
- Only go DOWN the slide
- Be safe by making responsible choices
- Kicking balls in the covered play-court or over the fence is not allowed.
- For safety reasons, do not jump or push others off of equipment or hang upside down on the glider
- Tag or Chase games are not allowed unless organized by an adult.
- Use equipment appropriately and safely.
- When the bell rings, students are to stop all play, help return equipment, and line up for their teachers.

### **ASSEMBLY EXPECTATIONS:**

Positive 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:

- Classes will move 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 with “Show 5”.
- 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

### **LUNCHROOM EXPECTATIONS:**

**FOOD AND DRINK:** Students may eat in the lunchroom only. Food is not to be taken into the hallway or to the classrooms - unless under teacher supervision.

1. Students are to sit at their assigned table during the lunch period unless lunchroom supervisors pick a day of free seating.
2. Students **ARE NOT** allowed to trade food.
3. Students may socialize using quiet voices while in the lunchroom.
4. When cleaning up, students should:
  - Clean their table and the floor area with the provided sponge
  - Dispose of waste in correct bins
  - Pour liquids into the bucket next to the recycle bins
  - Return to seat
5. Lunch boxes/bags should be returned to their classroom basket.
6. Students **WALK** to recess when dismissed by the supervising adult(s).

### **BUS CONDUCT:**

- Ride your assigned bus and leave the bus at your assigned stop unless you have a bus pass
- Stay seated until exiting the bus.
- Obey the bus driver in a courteous manner.
- Avoid loud behavior, teasing, eating, name calling, and throwing objects on/off the bus.
- Do not put arms or head out of the window.



### **IRRESPONSIBLE BUS BEHAVIOR:**

If children cause an unsafe or disrespectful bus ride, the driver will write up the problem. The principal will investigate and administer a consequence (e.g. loss of recesses, letter of apology) and notify you by phone. If the unsafe behavior persists additional disciplinary measures will be taken by the school administration.

### **DISCIPLINE:**

The goals of our discipline system are to maintain an environment conducive to learning, promote positive social behaviors, and develop in students an internal locus of control (they are in control of their own behaviors, actions, and choices).

### **CONSEQUENCES FOR IRRESPONSIBLE CHOICES COULD RESULT IN:**

- A meeting with the recess supervisor, your teacher, or the principal
- A loss of privileges (recess, assemblies, fieldtrips, popsicle or special class or school events)
- A behavior plan with the recess supervisor, your teacher, or the principal
- Parent notification
- Suspension/Expulsion

Criminal offenses will be referred to Law Enforcement for further action

### **EXAMPLES OF IRRESPONSIBLE CHOICES INCLUDE:**

- Being disruptive in class, in the building and on the playground
- Throwing things at another person
- Daring a student to do something unsafe
- Spitting
- Inappropriate touching
- 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, ethnic or gender slurs -taunting
- Verbal threats of aggression against a person, property or possessions
- Fighting, pushing, pulling, kicking, or hitting
- Inflicting bodily harm against another person
- Bullying--hurting, frightening or tyrannizing someone who is smaller or weaker

The school also runs a series of practice safety drills throughout the year to prepare for an actual emergency.

### **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.

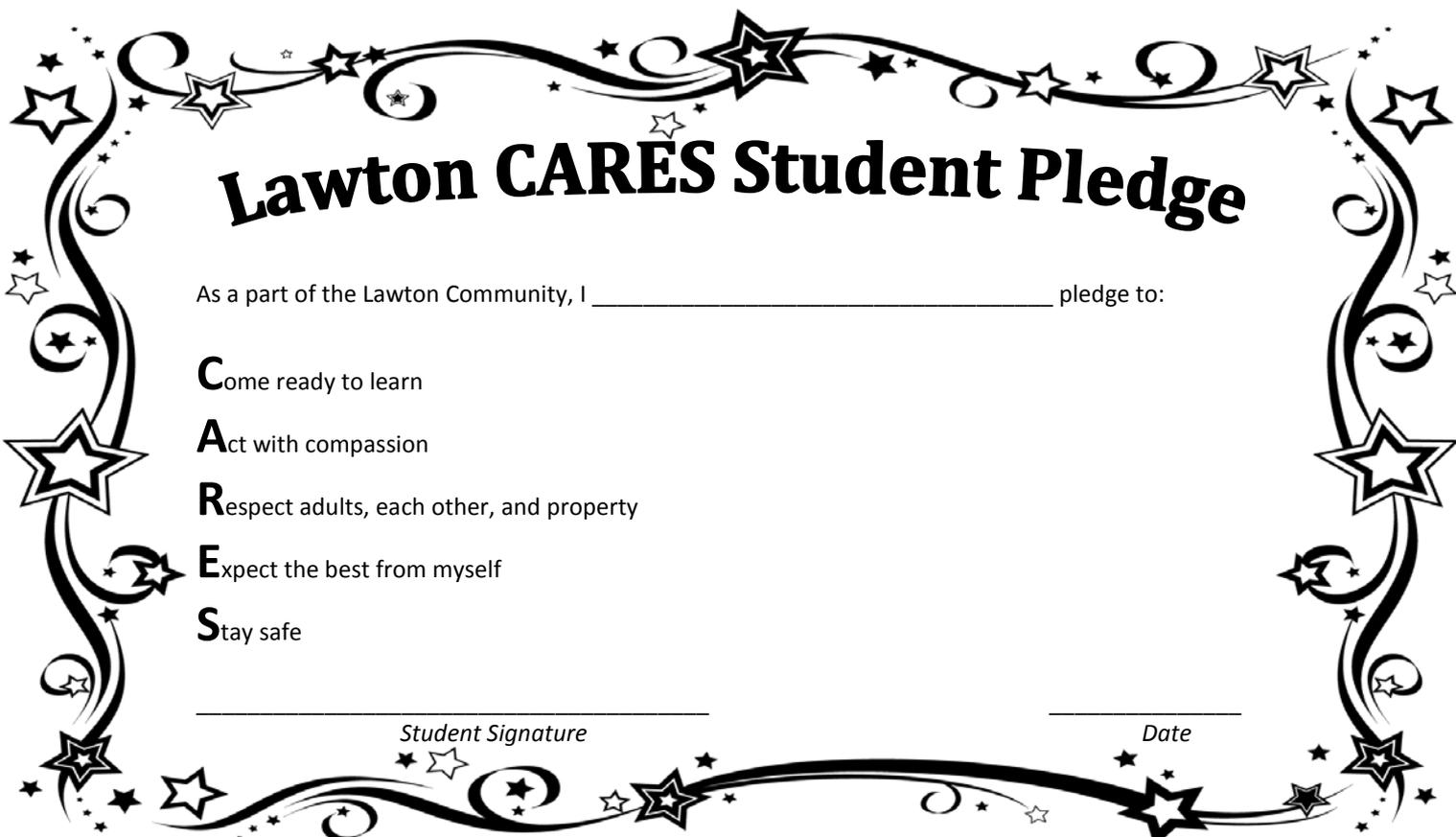
The school closure takes place only during extraordinary circumstances (e.g., bad weather). Notice of a closure will be communicated through the SSD website @ [www.seattleschools.org](http://www.seattleschools.org), local TV and radio, on the school answering machine and normally by voice mail recording 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.



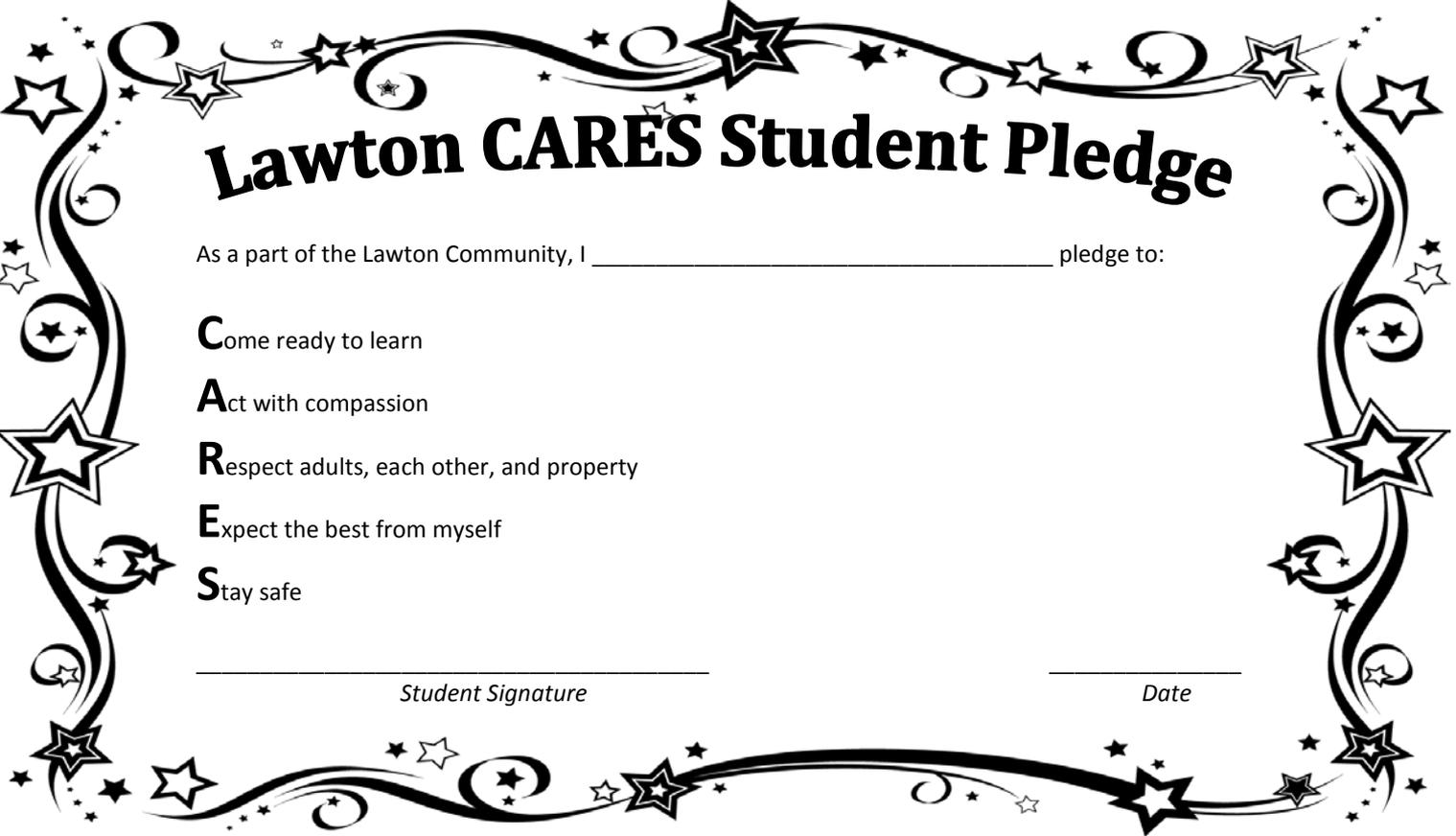
# Lawton CARES Student Pledge

As a part of the Lawton Community, I \_\_\_\_\_ pledge to:

- C**ome ready to learn
- A**ct with compassion
- R**espect adults, each other, and property
- E**xpect the best from myself
- S**tay safe

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*



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\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Please fill out the Lawton CARES pledge. Keep one copy at home and return the other copy to your teacher.**