

# *Lafayette Elementary School*



## *Family Handbook 2015/2016*

*2645 California Ave. S.W.  
Seattle, WA 98116  
(206) 252-9500    (206) 252-9501 (Fax)  
<http://lafayettees.seattleschools.org/>*

#### POLICY

The Seattle School District provides Equal Educational Opportunity without regard to race, creed, color, national origin, sex, handicap/disability or sexual orientation. The Seattle School District is an Equal Opportunity, Affirmative Action employer and employs individuals without regard to race, creed, color, national origin, age, sex, marital status, handicap/disability or sexual orientation. The District complies with all applicable State and Federal laws, including but not limited to, Title VI, Title VII, Title IX of the Civil Rights Act, the American with Disabilities Act (ADA), RCW 49.60 Law Against Discrimination, Section 504 of the Rehabilitation Act, and RCW 28A.640, "Sex Equality", and covers, but is not limited to all District programs, courses, activities (including) extracurricular activities, services, access to facilities, etc... The Title IX Officer and 504 Coordinator with the overall responsibility for monitoring, auditing, and enduring compliance with this policy is:

Affirmative Action Office  
John Stanford Center for Educational Excellence  
2445 3<sup>rd</sup> Ave. S.  
Seattle, WA 98134  
(206) 252-0371

Individuals who believe they have been discriminated against in any of the District's educational or employment activities can file an internal discrimination complaint with the District's Affirmative Action Office.

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October, 2015

## Principal's Welcome Letter

Lafayette Elementary welcomes you to the 2015-2016 school year. This handbook serves to provide our families and students with important information about our school. Please review the contents with your student before school begins, then keep it accessible for future reference. If you have questions, please feel free to call the school office for clarification at 206-252-9500.

The entire Lafayette community is looking forward to a great year of academic and personal growth. We serve a population of 510 students in grades K-5 and 26 Special Education Preschool students. As a staff we have over 45 dedicated teachers, paraprofessionals, custodians, food service workers and administrative staff, all working with your child to achieve high academic and social standards, as well as personal and community responsibility.

With active parent participation, we work to make each day a positive experience for your student at Lafayette. The mission of Lafayette is to "Educate and nurture all students so they may grow toward responsible, global citizenship." Our student mantra is LEAP (Learning, Effort, Achievement, and Pride) into Lafayette.

Personal and academic growth as well as building skills in self advocacy during the elementary school years prepares your student for middle school and beyond. Our learning approach is to offer a balanced instructional program that emphasizes academic rigor while making an emotional connection with the students as they continue to develop social skills. In order to succeed, students, families, and staff must work together. We are committed to supporting the whole child and invite you to join in this effort to ensure innovation, creative thinking, intellectual curiosity, academic excellence, thoughtful change, and good citizenship.

We are glad you and your child are members of the Lafayette community and look forward to a wonderful year.

Sincerely,



Robert Gallagher  
Principal

This handbook of general information and policies should answer most of your questions. Please contact the school if you have need of more specific information about programs and activities at Lafayette Elementary School. This handbook is current for the 2015-2016 school year, but 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 is committed to educating all students, focused on academic excellence and social responsibility.

Revised Spring 2014

### **Vision**

Lafayette is a school dedicated to motivating and readying students to attain academic excellence and social responsibility in an ever-changing, ethnically diverse, technologically advancing world. This is accomplished by:

- A positive environment (caring, accepting, free of ridicule).
- School-based management (programs directed to students' needs).
- Dedicated, skilled staff.
- Strong emphasis on parental involvement.
- Strong emphasis on community involvement.

### **Goals**

Our goals are to increase academic achievement; maintain a healthy, safe and secure learning environment; and to meet diverse student/parent needs.

### **Colors**

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

### **Mascot**

Our school mascot is the leopard.

**Please:** Think "Safety First!"

- Watch for children in the parking lot, and in the streets around the school.
- Set a good example for the children.
- Keep your Emergency Contact numbers on file, and up-to-date, at all times.

**LAFAYETTE ELEMENTARY SCHOOL**  
**Directory of Staff**  
**2015-2016**

Principal.....	Robert Gallagher
Assistant Principal.....	Christine Ybarra
Administrative Secretary.....	Kathy Johnson
Office Assistant.....	Selina Jackson
Custodial Engineers.....	Christopher Lytle, Chau Huynh
Lunchroom Manager.....	Irene Oliver
Kindergarten: Room 1.....	Jessica Peterson
Kindergarten: Room 25.....	Sarah Benson
Kindergarten: Room 26.....	Miwa Takahashi
Grade 1: Room 20.....	John Shaw
Grade 1: Room 18 (Spectrum).....	Amanda Miller
Grade 1: Room 13.....	Loretta Joseph
Grade 2: Room 13.....	Carolyn Whipple
Grade 2: Room 16.....	Katie Rowlett
Grade 2: Room 8 (Spectrum).....	Lorynn Sacco
Grade 3: Room 10.....	Regina Baletto-Ferguson
Grade 3: Room 12 (Spectrum).....	Cindy Adams
Grade 3: Room 14.....	Landon Bell
Grade 4: Room 21.....	Greg Schroeder
Grade 4: Room 23 (Spectrum).....	Monica Freed
Grade 4: Room 22.....	Lauren Balcom
Grade 4: Room 24.....	Sheila McBeth
Grade 5: Room 31.....	Fredrick Ngobi
Grade 5: Room 17.....	Judy Thompson
Grade 5: Room 21 (Spectrum).....	Will Hodges
Special Education Teacher.....	Vernoica Gruber
Special Education Teacher.....	Darrin Booth
Special Education Instructional Assistant.....	Gina Durnwirth
Special Education Instructional Assistant.....	Matilda Nicholas
Counselor.....	Daneah Galloway
Reading Specialist.....	Katie Weinmann
Arts.....	Kimberly Sandler
Technology Integration.....	Matt Whittemore
Physical Education.....	Dianna Ford
Instrumental Music.....	Frank Seeberger
Librarian.....	Linda Nakagawa
Nurse.....	Mary K. Sykes
Nurse's Assistant.....	Jessica Williams
Psychologist.....	Kim Hogan
Occupational Therapist.....	Diane Honeyman
Physical Therapist.....	Brianna Barker
Speech/Language Pathologist.....	Laurie Hertzler
Special Education Preschool: Room 2.....	Anna Chandler
Preschool Instructional Assistant.....	Debbie Ahlers

**Daily Schedule**

<b>DAILY SCHEDULE</b>	
<b>9:20 am</b>	<b>Kindergarten Drop Off</b>
<b>9:25 am</b>	<b>Start Time for Kindergarten</b>
<b>9:25 am</b>	<b>First Bell Grade 1-5</b>
<b>9:30 am</b>	<b>Grades 1 -5 Start Time</b>
<b>K &amp; Grade 2</b>	
<b>11:25 am – 11:45 am</b>	<b>RECESS</b>
<b>11:45 am – 12:05 pm</b>	<b>LUNCH</b>
<b>Grades 1 &amp; 4</b>	
<b>11:55 am – 12:15 pm</b>	<b>RECESS</b>
<b>12:15 pm – 12:35 pm</b>	<b>LUNCH</b>
<b>Grades 3 &amp; 5</b>	
<b>12:30 pm – 12:50 pm</b>	<b>RECESS</b>
<b>12:50 pm – 1:10 pm</b>	<b>LUNCH</b>
<b>3:35 pm</b>	<b>Kindergarten Dismissal</b>
<b>3:40 pm</b>	<b>Grades 1-5 Dismissal</b>

**Before School**

Supervision for students begins at **9:10a.m.** Students should not arrive before then. Students should remain on the lower playground until the first bell ring. Their homeroom teacher will pick them up on playground. Please refer Lafayette Elementary School Entrance Procedures for 2015-2016 on the next page.

On cold or wet mornings, students may be in the cafeteria or gym (K-2/lunchroom and 3-5/gym), starting at **9:10a.m.** There is no supervision prior to that time. **Building hallways are to be clear of students and parents until the first bell rings, so that teachers may prepare and plan for the school day. NO WAITING IN SCHOOL LOBBY AREA, BEFORE OR AFTER SCHOOL.**

## **Lafayette Elementary School Entrance Procedures for 2015-2016**

### **Regular Morning Entrance Procedures:**

- All students will be picked up by a grade level teacher at 9:25 am on the playground.
  - All students need to line up on their room numbers on the playground once the bell has rung.
- Students are not to be in the lobby of the school, even if they are with their parents.
- We will be using 3 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 by the Movement Room.
  - Rooms 21, 22, 23, 24 will enter through the West Wing doors.
  - Portables will enter as normal to their classrooms.
- Kindergarten students enter the building as they always have in the past.
  - Rooms 25 and 26 will enter through the West Wing Doors
  - Room 1 will enter through the Garden Doors.

### **Recess**

- When exiting the building for lunch recess, all students will use their assigned doors to leave the building.
- When exiting and entering for p.m. 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 3:40 p.m. using their assigned entrance doors.
  - Students will not be dismissed to the lobby of the school.
- Kindergarten students will be escorted to the Garden Area at 3:35 pm for pickup.

### **Rainy Day Recess Procedures:**

- All students will go to their assigned areas: Gym or Lunchroom.
- All teachers will pick up their students and escort them to their classrooms at 9:25 am.
- Kindergarten teachers will pick up their students and escort them to their classrooms at 9:20 a.m.
- Students are not to be in the lobby of the school after 9:10 a.m., even if they are with their parents.



**Emergency Information**

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

1. Parent/Guardian name(s).
2. Complete and current address.
3. Home phone and parent/guardian work phone(s), cell phone(s), and emails.
4. Emergency phone number of a friend or relative.
5. Physician’s name and phone number.
6. Medical alert information.
7. 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. Students should make personal arrangements, such as requesting permission to go to another child’s home **before** arriving at school.

***Frequently Used District Phone Numbers***

Advanced Learning Services .....	252-0130
Bilingual Program.....	252-0070
Early Entrance Kindergarten.....	252-0130
Enrollment Services Information Line.....	252-0410
<b>Lafayette Elementary.....</b>	<b>252-9500</b>
School Board Office.....	252-0040
School District Information.....	252-0000
Security.....	252-0707
Superintendent’s Office.....	252-0100
<b>Transportation.....</b>	<b>252-0900</b>

**Change of Information (i.e. Address, Phone, etc...)**

It is very important for emergency and administrative reasons, that every student maintains current address records at the school office. **PLEASE NOTIFY THE SCHOOL IMMEDIATELY** if you have a **Change of address and/or phone number** during the school year, or if you wish to add or delete those adults who may or may not be authorized to pick up your child(ren).

**After School Activities**

PTA Enrichment Programs includes activities such as Science, Chinese, Spanish, Sports and Chess Clubs may be offered. Information is sent home in the Fall via School Messenger and

PTA PAWS giving specific information on what is being offered, as well as schedules and cost, if applicable.

**No transportation is provided for after school activities.**

### **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 as a whole. If your child has been ill during the night, he/she should be kept home the next day. When a child has been ill with a fever, he/she 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
- 2) Family illness
- 3) Death in the family
- 4) Religious holiday

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

***Please call the school attendance secretary at 252-9502 between 7:30a.m. and 8:50a.m. if your child will be absent. (Or email [sajackson@seattleschools.org](mailto:sajackson@seattleschools.org); [kajohnson@seattleschools.org](mailto:kajohnson@seattleschools.org) )***  
If you don't call or email, the Office Assistant will call home to assure the safety of your child. Help us by calling the school if your child will be absent. ***Please refer to the "Becca Bill" brochure provided to you in the First Day Packet.***

State law requires a written excuse or phone call upon your child's 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. If the unexcused absences exceed 10, state law requires court action. Please avoid this by calling the school or sending a note with your child.

## **LAFAYETTE ELEMENTARY SCHOOL**

### ***Student Behavior Expectations***

***"With myself and others I am Respectful, I am Responsible, and I am Safe"***

At Lafayette Elementary School, 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 students to be positive and inclusive in our school community. Our positive strategies include:

- Our behavior expectations: With myself and others I am respectful, I am responsible, I am safe
- It is expected that children will keep their hands and feet to themselves at all times
- 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 for student achievements
- Awards for academic achievement and citizenship

Our proactive strategies include:

- Classroom and school expectations taught and re-taught
- Presentations on problem solving techniques
- Virtue of the Month
- Presentations of playground rules
- Discipline procedures provide structure and continuity for learning. Recently we have been reviewing our discipline processes and procedures. We want to keep you informed regarding our discipline expectations and procedures. This document will inform you about our school-based responses to discipline. You can also find the Seattle School District-Standard for Discipline at <http://inside.seattleschools.org/area/main/departmentsandservices.xml>

Our students make respectful and responsible decisions most of the time. Good citizenship is taught and rewarded in each classroom, and students are given opportunities to take on leadership roles. When students make poor decisions that jeopardize learning or safety (physical or emotional), positive steps are taken to promote behavioral skill development. This often involves investigation, problem solving and some kind of consequence. Teachers know their students best and are primarily responsible for developing student skills and managing behaviors. Serious or repetitive offenders are referred to administration.

Serious misbehaviors (e.g., harassment and hurtful teasing, profanity, disrespect for school adults or physical aggression) of any kind require serious consequences in accordance with district procedures. We want you to be aware of our policy in regard to these more serious offenses. We observe the following procedures when dealing with misbehaviors in a progressive manner.

**1<sup>st</sup> Warning:** Student will identify problem behaviors and review behavioral expectations. The consequence will typically be problem-solving conversation or assignment and/or apologies, but can include a loss of recess, phone call home, conference with parent or guardian, and other as appropriate.

**2<sup>nd</sup> Warning:** Same problem-solving conversation or assignment used for a 1<sup>st</sup> warning. Additionally, the consequence may include a loss of two recesses, phone call home, conference with the parent or guardian, school service, or other as appropriate.

**3<sup>rd</sup> Warning or Severe Infraction:** Students will be automatically referred to the School Administration. Parents are contacted and depending on the severity of the infraction, students may be in-school suspended or suspended from school. When students are suspended, they are not allowed to attend any before or after school functions. Parents will be asked to attend a re-entry conference to plan for future success. There is a “no tolerance” policy for fighting, threats on life or property, possessions of drugs or weapons in accordance with Washington State Law and district policy.

We want to remind students to use the skills they have been taught as often as they can, but in cases where the problem is too large, students are encouraged to come to school and staff for assistance. Our goal is to ensure that Lafayette is an environment that is safe and provides

students with every opportunity to learn and grow. We welcome any comments or feedback that will help us to make Lafayette a better place for everyone.



Recognizing Bullying

- Bullying is:
  - Unfair and one-sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose.
- To recognize bullying ask:
  - Is it fair?
  - Is it one-sided?
  - Is someone using power in a hurtful way?
  - How does it feel?
- If you are still not sure, ask an adult.

The 3 R's of Bullying:

Recognize....

If you don't feel safe, Report

If you do feel safe, Refuse, then Report

***What is Expected of Me at Lafayette:***

<u>In the Building...</u>	<u>On the Playground...</u>
<ul style="list-style-type: none"> <li>● Walk in the hallways at all times</li> <li>● Please use inside voices (people are learning or working at all times)</li> <li>● Parents- MUST SIGN IN AT THE OFFICE! All Days-All Times! Must wear a badge! Please remember to sign out as well.</li> <li>● We listen to all the adults at Lafayette</li> </ul>	<ul style="list-style-type: none"> <li>● Play in supervised and designated areas only</li> <li>● Never go outside the fenced areas; tell an adult if a ball goes outside</li> <li>● Resolve all problems in a peaceful way: talk, walk or rock (rock, paper, scissors)</li> <li>● Take serious problems to the adult on duty and follow their directions</li> <li>● Check with an adult before going into the building for any reason</li> <li>● Share, take turns and be considerate</li> <li>● You can't say, "You can't play"</li> <li>● Avoid throwing any objects other than a</li> </ul>

	ball <ul style="list-style-type: none"> <li>• Stop playing and line up as soon as the bell rings</li> </ul>
<u>On and Around the Big Toy...</u> <ul style="list-style-type: none"> <li>• Walk only on and around the big toy (no running, chasing, or tag)</li> <li>• Slide <b>DOWN</b> the slides only (you may not climb up the slides)</li> <li>• Leave wood chips on the ground at all times</li> <li>• Only 3 at a time on the spinners</li> </ul>	<u>In the Lunchroom...</u> <ul style="list-style-type: none"> <li>• Walk in the lunchroom (no running)</li> <li>• Stay in the line coming in the lunchroom doors (no passing or cutting)</li> <li>• Talk quietly and only to people sitting near you</li> <li>• Remain seated (with legs under the table) while eating</li> <li>• Clear all of your own trash and wipe down your table when done eating</li> <li>• Raise your hand if you need help</li> <li>• Quietly exit the lunchroom when your classroom is excused</li> </ul>
<u>On the School Bus...</u> <ul style="list-style-type: none"> <li>• Be respectful of others and follow the driver's directions at all times</li> <li>• Remain seated</li> <li>• Use an inside voice</li> <li>• Keep hands, feet and belongings out of the aisle and to yourself inside the bus</li> <li>• Keep the bus clean: no eating</li> <li>• Get on and off the bus at your regular stop (unless you have a green card from the office)</li> <li>• Resolve problems in a peaceful way</li> <li>• Know emergency procedures</li> </ul>	<u>At the End of the School Day...</u> <ul style="list-style-type: none"> <li>• Bus riders go straight to the fence. Others find the adult you are going home with on playground, or walk home.</li> <li>• You may not play on the playground unless your parent or guardian is there to supervise</li> <li>• All parents or guardians are asked to pick up their child on the Playground.</li> </ul>

**Behavior Continued...**

**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.

**Birthdays**

In an effort to spare children's feelings at school we ask that unless you are inviting an entire class to a party, birthday invitations may not be distributed at school. It is also not appropriate to send balloons or other gifts to school, nor to decorate your child's locker. It is appropriate to send a small treat for the class to celebrate your child's birthday, as long as it is in compliance

with SPS Smart Snack Policy. Before sending anything into the classroom, please coordinate with your child's teacher.

### **Bus Assignments and Supervision**

Bus assignments are provided by the District Transportation Office for student living at least 1.5 miles from school, but within the cluster. Transportation is not provided for students living outside our cluster. For questions or problem-solving involving transportation issues, you should call 252-0900. School staff monitor bus arrivals and departures daily at our school site.

### **Bus Expectations**

Following these paragraphs you will find expectations of students who ride the bus to/from Lafayette. 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 the School Administration about the incident. Bus expectations will be discussed. The student will receive a school consequence. The citation will be sent home.

\* **Second Notice** – The student will talk with the School Administration about the incident. The citation will be sent home, and student will receive a school consequence.

\* **Third Notice** – The student will talk with the School Administration about the incident. The parent/guardian, and driver, 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** – Any child fighting on the bus will automatically be suspended from the bus for 1 to 5 days.

If the student engages in “exceptional misconduct” (See last pages of this handbook), child will be suspended from the bus.

### **Bus Expectations for Student Riders**

It is a privilege for students to ride a Seattle Public School bus, and the responsibility of both the driver and students to do everything possible to make the ride safe. The right of a student to ride a school bus is contingent upon their continuous observance of safety rules, established regulations, and acceptable behavior.

The following Rule of Conduct are to be observed by students who ride school buses:

1. Students are to ride only their assigned bus, unless the office or Principal has granted permission. Only with a written request from the Parent/Guardian will permission be granted. If a temporary change in bus stops is necessary, please include in the note the

student's name, the teacher's name or room number, the number of your child's regular bus route, the change you are requesting (e.g.: to go home with Kathy Smith on Route #000), the day or days the change is to be effective.

2. Pupils are to board the bus and leave the bus only at their assigned bus stop, unless the Principal/Office has granted permission in writing. Only with a written request from the Parent/Guardian will the Principal/Office grant permission. Any permanent changes should be made through the Transportation Office (252-0900).
3. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the Principal and/or driver.
4. Pupils must have orderly behavior at the bus stop. They should line up and enter the bus in the line. There is no need to push or cut.
5. Pupils must remain seated, facing front, when the bus is in motion.
6. Pupils may talk quietly. They are expected to use correct language; speak respectfully to each other. Name calling, verbal abuse and swearing are unacceptable.
7. Pupils should talk to the driver only if it is necessary.
8. Pupils must keep head, arms, feet and all objects inside the bus. Students are expected to respect other people's space by keeping hands and feet to themselves.
9. Pupils must keep litter inside of the bus, and dispose of it properly upon/after leaving the bus.
10. Pupils should not open windows on the bus without first getting permission from the driver.
11. Pupils must see that books and personal belongings are kept out of the aisle. Students are asked to keep the bus clean. No eating allowed, unless the driver grants permission.

### **Bus Delays**

Sometimes there are unavoidable delays in bus routes. If a bus is to arrive extremely late at school for afternoon routes, the school is notified by Transportation. If your student is overdue, or you have a concern, you may call Transportation at 252-0900.

### **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis. Every practical means is used to notify parents of an impending cancellation including radio, TV, newspaper, and a District automated call system called "School Messenger". In the event that school must be cancelled during the school day, staff will ensure that students have satisfactory transportation and supervision at home before releasing them from school.

### **Cell Phones**

If parents feel their student must have a cell phone the following rules are in place:

- Cell phones may not be used during the school day, nor within the school building. This includes before/after school. It should be stowed away in a safe place during the school day.
- Cell phones are brought at the family's own risk. The administration will not spend time investigating issues arising from student cell phones such as theft or damage.
- If staff sees a student's cell phone during the hours school is in session, the following will occur:
  - a) First offense: Student is reminded of cell phone policy, cell is confiscated, and phone is returned to the student at the end of the day.
  - b) Second offense: Staff member will turn the cell phone in to the office. The Principal will call the parent, remind them of the policy, and will return the phone only to a parent.
  - c) Third offense: The cell phone is placed in the Principal's "June Box", for the parent to retrieve on the last day of school.

### **Class Placement**

After your child has been assigned to a classroom for the following year, you may have concerns regarding the assignment. However, every family is encouraged to give their child an opportunity to work in the assigned classroom for at least 3 weeks. If concerns persist, please drop of at the office a letter that requests an appeal of placement. Please include rationale for the appeal of student placement. The appeals process involves the following:

- Completion of the appeals letter after child has been in classroom for at least 3 weeks.
- Meeting of principal with parent to give feedback regarding reasons for particular appeal.
- Meeting of the principal, teacher and parent to develop interventions to meet concerns.
- Implementation of interventions.
- Meeting of principal, teacher and parent to assess the effectiveness of interventions.
- Determination by principal as to approval/disapproval of appeals request. There is no appeal of the final decision.

### **Developmental Preschool Program**

Lafayette Elementary Developmental Preschool program- We serve children ages 3-6, who qualify for Special Education services. Our preschool program is designed to offer a continuum of services to meet individual developmental needs. The program will provide a high quality early childhood environment where activities are designed by the Special Education teacher to meet the individual needs of the students. Typically developing preschoolers from the community, who act as peer models, will also be included in the program. Developmental Preschool is held daily, Monday- Thursday and consists of an AM and PM session.

### **Dress Code and Student Grooming (Students)**

Appropriate dress is expected for reasons of respect, safety and to reduce distractions in the school setting.

- Dress and groom in good taste – neatly and appropriately. Common sense is the rule.
- Shoes should be comfortable and appropriate for physical education and playground activities. Clothing worn should not be hazardous in school activities such as physical education or art.



The following are inappropriate in a school setting:

- Flip-Flops, Flimsy sandals, slippers
- Shoes with roller skates in the soles are prohibited. (Heelies a.k.a. Wheelies)
- Short skirts or shorts (Length must be greater than the end of the child's fingertip when arms are held flat to the sides.)
- Halter or tube tops
- If a child elects to wear tight leggings, a tunic must be worn with a length greater than the end of the child's fingertip when arms are extended down to the sides.
- Loose hanging tank tops
- Bare midriffs
- Clothing with inappropriate pictures or words  
(Must be free of drug, alcohol, tobacco related, weapons or violent messages or designs)
- Sagging pants
- Clothing with undergarments showing
- Hats may be worn at the discretion of the individual teacher in the building. Next school year, 2016/2017, hats will not be allowed inside the school, except for religious reasons.

### **Electronics, Toys and Athletic Equipment**

Students need to leave all toys including action figures, cards, electronic games, CD players, IPODS, & the like at home. We cannot guarantee their security, and try as they might, students cannot guarantee that games will not become a distraction during class time. We have allowed students to bring balls to school, and will continue to do so as long as they do not present a problem. They should be clearly marked with the student's name. Hard baseballs, baseball bats and tennis balls are not allowed. All unauthorized articles will be confiscated and returned to the student at the end of the day. On the 2<sup>nd</sup> offense, the item will be returned only to a parent/guardian. For a 3<sup>rd</sup> offense, the item will be placed in the "June Box" and returned on the last day of school.

### **Email**

Lafayette has an email all-school distribution list that you may opt in to. It is an excellent way to receive the weekly bulletin and other important information. ***The email distribution list may not be used to promote a family's private offerings or promote a business or point of view. It may also not be used to promote political views.*** It is for one way all-school communication only.

### **Emergency Building Lock-Down**

Lafayette's building lock-down plan assists in maintaining order and safety within the school building. In the event of an intruder, chemical spill or some other issue that requires a lock-down to maintain safety, students and adults are expected to go to a pre-designated safe area, remain quiet and try not to be easily seen from windows and the street. In a lock-down, parents and visitors will not be allowed to enter the building.

### **Emergency Drills**

Fire drills, earthquake and lockdown drills are conducted each month. Escape routes are posted in the building.

### **Emergency Plans**

As a school, we have developed an emergency plan for Lafayette School. Each year, our School Safety Committee reviews and refines our plan. The PTA and parents help to provide emergency supplies. If students are unable to go home because of snow or other situations such as an earthquake, we want to be as prepared as possible to take good care of our children. If the building is structurally unsafe as a result of a disaster, students and staff will go onto the playground. In this event, a student pickup station will be set up on the west side of the playground (45<sup>th</sup> Ave. SW) **initially**. *Student pickup will be at Madison Middle School ultimately if the building cannot be inhabited.*

### **Field Trips**

Once per trimester, your child's teachers may take his/her 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. ***When sending checks to school, please make them payable to Lafayette Elementary School.*** If your child has not returned the Field Trip Permission Form to school, your child will not be permitted to participate on the field trip. ***Phone permissions and hand-written notes are not acceptable.*** If the field trip form is not returned, your child will be placed into another classroom until his/her class returns. Additionally, if you plan to chaperone on any field trip, and/or plan to drive on a field trip, the following documentation must be completed, ***prior to the day of the field trip.***

- Criminal Background Check Form
- Proof of Insurance (if driving)
- Proof of Valid Driver's License (if driving)
- Additional information may be required

Please check with our Volunteer Coordinator, Selina Jackson for further information.

### **Food Services**

Breakfast is served from ***9:10a.m. until 9:25a.m.*** The cost is \$1.75, for students. The cost for an adult breakfast is \$2.75. To contact the Lunch Manager please call (206) 252-9510, if you have further questions.

Students may bring lunches from home, or hot lunches are served daily for \$2.75. The cost for an adult lunch is \$4.00. There is usually a choice of two entrees. Menus can be found online at [www.seattleschools.org](http://www.seattleschools.org). Refrigeration for home-packed lunches is not available. Free lunches are available for those who have a current application on file and qualify. Applications for Free meals are sent home by Food Services at the beginning of each school year, or you may request one by calling the school office. ***A new application is required to be completed for each school year.*** (We no longer have "reduced" rates. The meals are either full price, or free, depending upon application qualification.)

You may pay for meals in advance with a check or cash. Prepaid lunches may be used as desired and do not expire from year to year. ***Please make checks payable to CNS*** (Child Nutrition Services). Money should be taken to the Lunchroom Manager before school. Students who eat school meals are given a 4-digit PIN number to memorize; this number is used to access their food service account. ***It is the parent's responsibility to keep track of how much money is in a child's account. We do not have the personnel to notify parents routinely when balances are low.***

**NOTE:** Students who had Free lunch applications on file from last year will automatically receive free or reduced lunch for the first 10 days of school only while the new application is being processed.

### **Fundraising**

The Lafayette PTA sponsors two major fundraisers each year. Funds generated from these, and smaller undertakings, throughout the year are used to support special projects for the school. These fundraisers form the basis of the annual PTA budget. Parents and staff work together to determine the most beneficial use of this funding in line with the priority goals of the school. For questions regarding fundraising, contact PTA Leadership.

### **Gum, Candy and Pop**

Generally, 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 healthful snacks rather than candy.

### **Health**

**Concerns:** Please let us know if your child has any special health concerns. (i.e. asthma, allergies, chronic conditions, etc.) so that we can respond in the best manner for your child. You can contact our Nurse through the school office at 252-9500.

**Screening:** All students are screened annually for vision and hearing. Fifth-graders are also checked for scoliosis, a curvature of the spine.

**Illness or Injury:** In case of illness or injury, a child will be cared for, temporarily, by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents/guardians will be contacted. If they are not available, 911 will be called and the child will be taken to the emergency room locally. However, unless the situation is life-threatening, the hospital will not attend to the child unless they can contact the parents/guardians. Therefore, it is **IMPERATIVE that current emergency numbers for the parents/guardians, and the name and telephone number of the student's family doctor be on file at the school.**

If there is any reason why your child cannot participate in physical education class or recess, please send a note. Your child will not be excused from physical education class or recess without a note.

**Immunizations:** The Washington State Immunization Law (28A.31.118) requires that all children be immunized to attend school, unless their parent/guardian has signed an exclusion form. If your child is not current on immunizations, he/she will be excluded until proof of immunization is shown. There must be evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, MMR (measles, mumps and rubella), Hepatitis B, and HIB.

***Life Threatening Health Concern:*** Washington State Law (SHB2834) requires that students with life-threatening health conditions meeting the following requirements notify the school ***on or before the first day of school annually.*** (i.e. severe food allergies, bee sting allergies, asthma, hemophilia, diabetes, seizure disorder, and others...) Students who require an Epi-Pen for such conditions will be excluded from school until the Epi-Pen and doctor orders are provided.

- Medical Care Provider provides written orders for medications and treatments, including ***Medications at School Authorization Form.***
- Medications in pharmacy-labeled bottles for any medications at school.
- An emergency plan from Provider and Parent/Guardian that will assist school personnel in exactly how to help your child in a life-threatening event (including accurate, current phone numbers).

***Medications at school:*** If your child must take 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. Non-prescription medication must be in original sealed container. **At no time is a student to have any kind of medication on his/her person. All meds must be checked in at the front office.** (This includes items such as cough drops.)

***Nurse:*** The nurse's office is open every day, however we only have a registered nurse on duty two days per week. School health personnel are on call, if any emergency should occur. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries and assistance in health teaching and vision screening. Please be sure to contact the nurse and the teacher if your child has an unusual health concern. The nurse's direct line is (206) 252-9507.

### **Incident Weather**

Postponement or cancellations of school due to snowy conditions will be announced on local radio and TV stations. Parents should also receive an automated message from the District in case of school closure. Parents will receive the information more quickly from the media than by telephoning the school. There are only 3 lines into the school, and it is very difficult for us to assist students and deal with phone traffic when this occurs. Please listen to the radio or TV, and leave the lines open so that we can reach you in an emergency. Please be sure your student dresses warmly in bad weather, and is prepared for whatever the conditions call for.

### **Instrumental Music**

Fourth and fifth grade students may take instrumental music lessons. Brochures and sign-up forms will be sent home by the instrumental music teacher during the first month of school.

### **Insurance**

Low cost group accident insurance is available to all school children. Participation is strictly voluntary and the option of each parent. Three types of policies may be obtained, including two medical accident policies and a dental accident plan. Information about the conditions and rates is sent home with your child at the beginning of each school year, and is also available in the front office.

### Lice

Head lice can be spread from one person to another primarily by head to head contact. If live lice or nits (eggs) are found in your household or on your child, you must treat the hair, as well as treat the environment. (Please refer to document sent home in First Day Packet.) The only cure for lice is the removal of all lice and nits from the head. Please call the school nurse at 252-9507 for further information and resources.

### Lockers

Lockers or cubbies are provided for students. Students are encouraged to bring a backpack to transport homework, library books, important papers and information to and from school. Lockers may be decorated on the inside (e.g. pictures that are taped up or pictures held up with magnets). Please do not use stickers on the inside or outside of lockers. Decorating the outside of lockers (e.g. for birthdays) is not allowed. Locks may not be used on lockers. If you have something that needs to be locked up, you may leave it in the Principal's office.

### Lost and Found

Articles found in or near the school are put in the Lost and Found located by the indoor play court. Small and/or valuable items are stored in the front office, as well as any found money. Students may check the Lost and Found for any item that is missing. **It is important that parents put labels on all children's hats, coats, gloves, lunchboxes, etc.**

### Lunchroom Rules

- Students will come in calmly from recess. They have 20 minutes to eat before being excused back to class.
- Students in grades K/1 will be assigned to specific tables by class (Grades 2-5 may sit where they wish).
- Students will be dismissed as a class when teacher picks them up.
- Students must clean off their table area prior to being dismissed.
- There is no running in the lunchroom or in the hallway leading to the playground.
- Students should put garbage in the proper container, including recycling milk cartons, and composting items.
- Students must sit on their bottoms on the benches. (It is not safe for students to sit on their feet.)
- Students are expected to wait their turn in line respectfully.
- Students may not be on the stage without direct staff supervision and permission.
- Students may not trade or share food.
- Any food not eaten from home lunches should be returned home.

### Money at School

We discourage students from bringing money to school beyond what they need for their meals or field trips. Checks are the preferred method of payment. Our Librarian holds Book Fairs, and during these times we encourage students to plan ahead and not bring more money than they need. Checks are encouraged for the Book Fair as well. **Make checks payable to: Lafayette Elementary School.**

### Newsletters

An electronic bulletin, along with important information, is published monthly. An email blast will be sent out on the weeks with no bulletin. All relevant information is available on our website: <http://lafayettees.seattleschools.org> Email does not occur until approximately October to allow time to load email addresses. You can elect to have a hard copy sent home with your child, but we encourage you to sign up for email. This is the primary source for communication between school and home. Information on how to sign up for this option will be coming home with your child in the First Day Packet. ***The deadline for newsletter announcements is 3:00 p.m. Monday, each week.***

The PTA newsletter (The Paw Print Press), containing items of interest to students and parents is distributed the fourth Wednesday of each month, and takes the place of the school bulletin for that week. The newsletter editor has a school mailbox, if you wish to submit an article or news item.

Please read the bulletins and newsletters, and check out the updated school calendar printed in the newsletters. This is a great source for planning.

### PTA

The Lafayette PTA has a strong history of active involvement in the school community. Parent education, coordination of volunteer activities, student enrichment programs, and participation in school planning are among the endeavors of the PTA. The PTA conducts monthly Board meetings, and general membership meetings. An election of PTA officers is held in the spring.

### PTA Scholarship Policy

Our PTA is committed to helping families who are experiencing financial difficulties. This policy is intended to provide clarity around scholarship monies. Generally, PTA will scholarship needy families for curriculum-related events and activities as well as field trips (curriculum-related or not) that the entire class is expected to participate in.

Examples of what PTA will scholarship:

- 1) "Required" field trips
- 2) End of year events during the school day for 5<sup>th</sup> graders (e.g. beach party, roller skating)
- 3) Yearbooks for 5<sup>th</sup> graders only, if request is made by order deadline
- 4) 4<sup>th</sup> grade camp (partial scholarship only can be funded)
- 5) One class per Enrichment Program Session

Examples of what PTA ***will not*** scholarship:

- 1) School clothing (Lafayette sweatshirts, t-shirts)
- 2) Optional field trips (e.g. 5<sup>th</sup> grade Mariner's game)
- 3) School pictures

### PTA Surveying/Budgeting

In an effort to get input from our school community, nearly every year the PTA leadership will survey teachers and parents regarding budget priorities. The following standards are in place to help guide the submission of suggestions for the PTA survey.

- 1) Survey suggestions should not be “nickel and dime” items (e.g. items under \$75). The teachers’ PTA classroom budget is intended for such items.
- 2) Parent suggestions for curricular materials, teacher professional development, and field trips will not be included in the survey unless first there is “buy-in” and approval from the staff who would be affected by the materials, professional development, or field trips. Parents can contact the Principal to secure a spot on the staff meeting agenda to present their idea to teachers. Staff meetings occur once per month.

### **Parent Involvement**

Research shows that children with involved parents/guardians tend to do better in school. Being involved means that your child has a place to do homework, and that someone is available for help when needed. It means that you are familiar with the teacher’s routines, such as the day(s) when homework is due. Please see that your child is well-rested and help your child get to school on time. Meet with your child’s teacher and read school bulletins so that you will know what is happening at school. Contact your child’s teacher to see how you might help out in the classroom. There are often opportunities to help out both during and after school hours. We count on you and look forward to your involvement, in whatever ways you are able.

### **Parent Telephone Calls**

Parents are welcome and encouraged to call the school when the need arises. However, phone calls will not be put through to the classrooms, either for the teacher or the student, unless the teacher has specifically notified the front office that they are expecting a call. Messages will be gladly taken and forwarded. Of course we will make every effort to get urgent messages to the persons intended immediately. However, if you are calling to notify your student of a change in routine for after school, **please make sure to call the front office prior to 2:30 pm, if at all possible.**

### **Parent Visitation**

Parents are welcome at Lafayette. It is essential that visitation be scheduled ahead of time (preferably 24 hours in advance) with the teacher you want to visit. **YOU MUST check in at the front office, sign in the visitor book and take a visitor’s badge, prior to going to the classroom.** If you would like to talk to teachers, please ask them when it would be convenient. We ask that you not interrupt teachers during instructional time. **Parents are welcome during lunch except during the month of September. Please note that non-school aged siblings are not allowed at recess.** At the end of the school-day, please do not wait in the front hall for your child. The office staff is still working.

### **Parent Volunteers/Room Parents**

The staff at Lafayette warmly welcomes volunteers throughout the school. We invite parents, guardians, extended family and community members to offer assistance in classrooms, programs and special functions. Volunteers may work directly with students or assist staff in preparing materials – either in school or at home. **YOU MUST sign in at the front office, and to wear a Volunteer badge, and must have completed a background check.** This assists us in accounting for everyone who enters our building.

### **Parties**

Each classroom may celebrate with a class celebration monthly. We welcome parent assistance, but please check with your child's teacher before bringing snacks to school. Parties are usually held at the end of the day. Your child's teacher will share specific information about special classroom activities with you. ***We ask that personal birthday party invitations not be distributed at school, unless the entire class is invited.***

### **Pets**

Teachers may occasionally give special permission for pets to be brought to school as part of a classroom activity or sharing time, but generally ***family pets are not to be brought onto the school grounds.***

### **Physical Education, Fine Arts, Technology and Movement**

Physical education, fine arts, and technology classes are scheduled on a weekly rotation for each classroom. Students should wear comfortable clothing and athletic shoes on physical education days. Students typically visit the library once a week to check out books.

### **Pictures**

Individual portraits and class group photos are taken once a year by a privately contracted photographer selected by the PTA. A range of packages will be offered for purchase, and the individual photos are usually available before winter break. Class pictures are taken in the spring.

### **Planning-Conference-Preparation (PCP) Time**

Each classroom teacher will have PCP time allotted in their schedule. This is often a good time during the day for teachers to talk with parents or return phone calls. Teachers usually plan ahead for PCP. They are not available for drop-in conferences, but it is very appropriate for parents to ask for scheduled conferences during this time. Check with the office (252-9500) if you would like to schedule an appointment.

### **Playground Usage**

The school playground is closed to the public during school hours, and whenever there is a school-sponsored program that utilizes the playground facilities. Younger, non-school aged siblings may not be on the playground at recess, or during the school day.

### **Promotions/Non-Promotions**

If a student is to be retained, Board Policy 2421 must be adhered to. However, the final decision regarding placement, promotion, acceleration, or retention will rest with the principal or, for students receiving special education services, with the student's individualized education plan (IEP) team. Parents and families need to be full partners from the onset in identifying areas of deficiency and the development of a plan of improvement for their child. Teachers must create student learning plans that are fully developed / revised to address ongoing concerns and that families are kept informed as plans continue to be monitored through the spring.

Promotions and non-promotions are based on evaluation of academic, physical, social and emotional growth. The reasons for considering retention are a combination of the following:

- Not meeting grade level standards



- Below average grades on report card
- Physical or social immaturity
- Frequent or long absences
- Brought to MTSS and SIT Teams

### **Recess Policies**

Weather permitting; students are given two recesses each day. Please note that we will normally have outside. Normal Seattle rain will not normally result in inside recess. Decisions to have outside recess during cold weather will depend upon the temperature, ice and wind chill factor. Shorter outside recess times may be scheduled on very cold days. **Always dress your child for outside recess.** Students will have supervised indoor free time for games and conversations with friends on days when the weather does not permit.

### **Recess Rules**

1. Use the playground equipment properly – as it was intended.
2. Students are expected to share, take turns, and be considerate of all who wish to play.
3. Play on the lower playground only. The upper paved area is designated as staff parking.
4. Use balls, jump ropes and the like outside the Big Toys. Running games must be played outside the Big Toy areas; not on the wood-chips.
5. Big Toy – Go down the slide; Stay off top of the Big Toy.
6. Play fighting or play karate is not allowed
7. Bring personal (labeled) playground equipment at your own risk, and it must also be shared. No hard balls, bats, or tennis balls from home.
8. Be safe and help others to be safe.
9. Do not throw bark, rocks, sticks or the like. Throwing any such item will result in missed recess.
10. Do not play “push-pull” and chase games.  
By chase games we mean those kind of unstructured games (girls chasing boys, etc..) that end up with scared kids, hurt kids, nervous kids. The rule about "no chase games" or "push-pull games" is not written with the intent of banning tag games. (See item #21.)
11. Do not climb on fences, poles or the building.
12. Do not play in the planted areas; do not trample on the plants.
13. Swearing or name-calling is not allowed.
14. Follow the directives of the playground supervisors.
15. Follow game and play equipment rules. Be courteous and a good sport.
16. Play away from the stairs.
17. Use restrooms appropriately. Students must ask permission to use the restroom during recess. We suggest that students use the restroom before going to the playground.
18. Respect other people’s space. **Keep your hands and feet to yourself.**
19. Be considerate of each other. Fighting, physical abuse, threats, extortion and spitting are unacceptable behaviors. Acts of physical aggression will be sent to the Principal.
17. Stop all play when the bell rings, and go quickly to the line for your class.  
**Failure to stop play when the bell rings will result in a missed recess.**
18. Students may not leave the playground to get a ball that has gone beyond the fenced area. Students should tell an adult.
19. No tackle football games.
20. No skateboarding, inline skates or scooters at recess.

21. Tag games are fine as long as they are real games (e.g. they have an objective and rules) and are not just "chase" games. Tag may not be played in the wood chip areas.
22. Younger non-school aged siblings may not be on the playground during recess, or the school day.

***Students may be kept in from recess due to behavioral issues, or so the teacher can give one-on-one academic help to a student, or to assist the student in finishing an assignment.***

### **Report Cards**

We use report cards to inform parents about the growth, progress and efforts of an individual student during a particular reporting period. The evaluation is based on a child's progress in relation to work presented at his/her grade level or program. Each child has different interests, abilities and experiences that affect his/her growth both academically and socially. We encourage parents to review the reports with this consideration in mind. We welcome the opportunity to meet with parents to work cooperatively in helping children develop to their greatest abilities. Please call 252-9500 to make an appointment if you would like a conference. Lafayette is on a trimester schedule. Report cards will be distributed three times per year.

### **Safety**

Lafayette stresses safety in walking, biking or riding a school bus to and from school. Every child should always be safety conscious, and know the location of their bus stop, or the safest route to take. Here are some safety rules:

- Cross streets at crosswalks.
- Look both ways before crossing a street.
- When walking on a roadway, walk facing traffic.
- Go directly home after school. Do not stop to play at a friend's house, unless your parents have given permission ahead of time.  
(Forgetting this rule has caused countless hours of anxiety for parents and school staff members looking for "lost" children.)
- Do not talk to strangers. Do not accept a ride with anyone unless your parents have given you permission in advance.
- Tell your parent/guardian and a grownup at school, if anyone bothers you or makes you feel uncomfortable on your way to or from school or on the playground.

Researchers tell us that parents overestimate the ability of young children to safely cross streets. ***Practice, practice, practice crossing streets.*** Parents, please DO NOT ask your child to jay walk to reach your car. ***Setting a good example is the first step to teaching your children these skills.***

**Lafayette has a Safety Committee comprised of both Staff and Parents where we continue to address and implement safety measures at our school.**

### **School Psychologist, Speech & Language Pathologist, & Physical Therapist**

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

### **School Supplies**

A list will be posted on our website before the end of the previous school year.

### **Skateboards, In-Line Skates, Scooters and the like**

Students may use their (non-motorized) scooters and in-line skates on the playground before and after school - ***but not at recess. At no time may skateboards be on our playground.*** There are signs posted noting that they are banned. Scooters must be folded and put into lockers when in the building. Scooters must be carried (not ridden or pushed) in the building. If a child uses a skateboard for transportation to school, they need to pick it up and carry it when entering school property. (Our reasoning is that skateboards have caused property damage, problems and take up a lot of staff time due to the problems they create. Scooters and in-line skates have caused no such issue, and Lafayette promotes skating in P.E. class.) ***Students must lock their bikes in the rack by the front entrance.*** Lafayette is not responsible for any bikes, scooters, or skateboards that may disappear.

### **Spectrum**

Lafayette is fortunate to have an advanced placement program called Spectrum. Spectrum is a program in which students work one year ahead of peers in the areas of math, reading, and writing. To be in the Spectrum program, students must test-in via District testing. Watch the September bulletin for Advanced Learning placement announcements. The deadline to sign up for testing is typically in October. It is the parents' responsibility to sign students up for testing. When completing the Spectrum application process, teacher recommendation letters are required. Teacher recommendation letters are confidential and will not be shared with parents. Parents should contact previous year's teacher, as the start of the year does not provide enough information to current teacher.

### **Student Council**

The student council is made up of representatives from all classrooms. It is headed by elected 5<sup>th</sup> grade officers. The council typically sponsors two community service projects per year. The council also initiates spirit days such as Wacky Hair Day, Hat Day, Pajama Day, etc.. These activities are designed to not only teach our students about the power of voting, but to promote a fun sense of spirit for our students and staff alike.

### **Multi-Tiered Student Support (MTSS)**

Staff members, or parents, who have a concern regarding a child's academic, social or emotional growth refer their concerns to the school's MTSS. This team is made up of the classroom teacher, Principal, Psychologist, Nurse, and other Specialists. A meeting is held at school to determine what we can do to better help the child. Our aim is to work together as a staff, with parents, to help the children learn and grow to their greatest abilities. Parents may also request help from the MTSS through their classroom teacher. The Student Intervention Team meets to discuss students forwarded from MTSS.. The SIT typically meets bi-weekly. SIT Referral forms can be found outside the Principal's office.

### **Tardiness**

Being on time is an important life-skill. Prompt arrival at school is important for all students. Late arrivals disrupt class and cause loss of instruction time. The tardy bell rings at

**9:25a.m.** The expectation is that *the school day begins promptly at 9:30a.m.* Students who are late must check in at the office before going to class. The School Administration will be contacting families if a student shows a pattern of tardiness that is excessive. Additionally, letters regarding tardiness issues will be sent as necessary. If tardiness persists, a conference with the Assistant Principal and an Attendance/Tardy Plan will be required.

### **Taking Your Child Out of School Early**

Whenever possible, please arrange for doctor/dentist visits during non-school hours and school breaks. Please have your child leave during recess or lunchtime so the classroom is not disturbed. Notify the teacher and office ahead of time to have your child dismissed from recess or the lunchroom as soon as you arrive to pick them up. It is very disruptive to the teacher and the entire classroom when a child is pulled out early.

### **Telephone Calls**

Students must first ask permission to use the school phone. *We ask that the school phone not be used to arrange playdates.*

### **Tutors**

Parent volunteers and volunteers from the community tutor individuals or small groups of students at Lafayette, as directed by the teacher. Additionally, the PTA funds a paid tutoring program.

### **Vandalism**

Our school and school equipment is public property. Willfully damaging or destroying this property is cause for immediate discipline. This includes graffiti. If students accidentally cause damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. We are proud of our school and want our students to be also. Please help us take good care of our equipment, materials, building and grounds. Significant vandalism will be reported to the Seattle Police Dept.

### **Volunteers**

Volunteers are encouraged and welcome at Lafayette. To volunteer you must do the following:

- \* Complete a Criminal Background Check form
- \* Complete a General Volunteer Questionnaire

These forms will help us to be able to utilize your strengths in the best position possible for the children as well as for yourself. Upon approval of these, you will be placed into a volunteer position by the Principal and a schedule will be created.

If you only wish to volunteer for specific PTA-sponsored events you must still complete a Criminal Background Check. However, you would contact the PTA Volunteer Coordinator for specific volunteer opportunities and to sign up for those you are interested in.

### **Weapons at School**

Common sense and district policy says that students should not bring guns, play guns, pocket knives, throwing stars, laser-light pens or any other device that might injure another person at school. The district penalty for possession of a weapon will be strictly enforced.

Seattle Public Schools has a Safety Hotline (252-0707). Reports of students or adults who bring weapons to school, or who otherwise make school an unsafe workplace, can be made anonymously.

**Website**

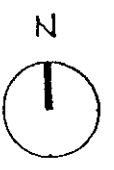
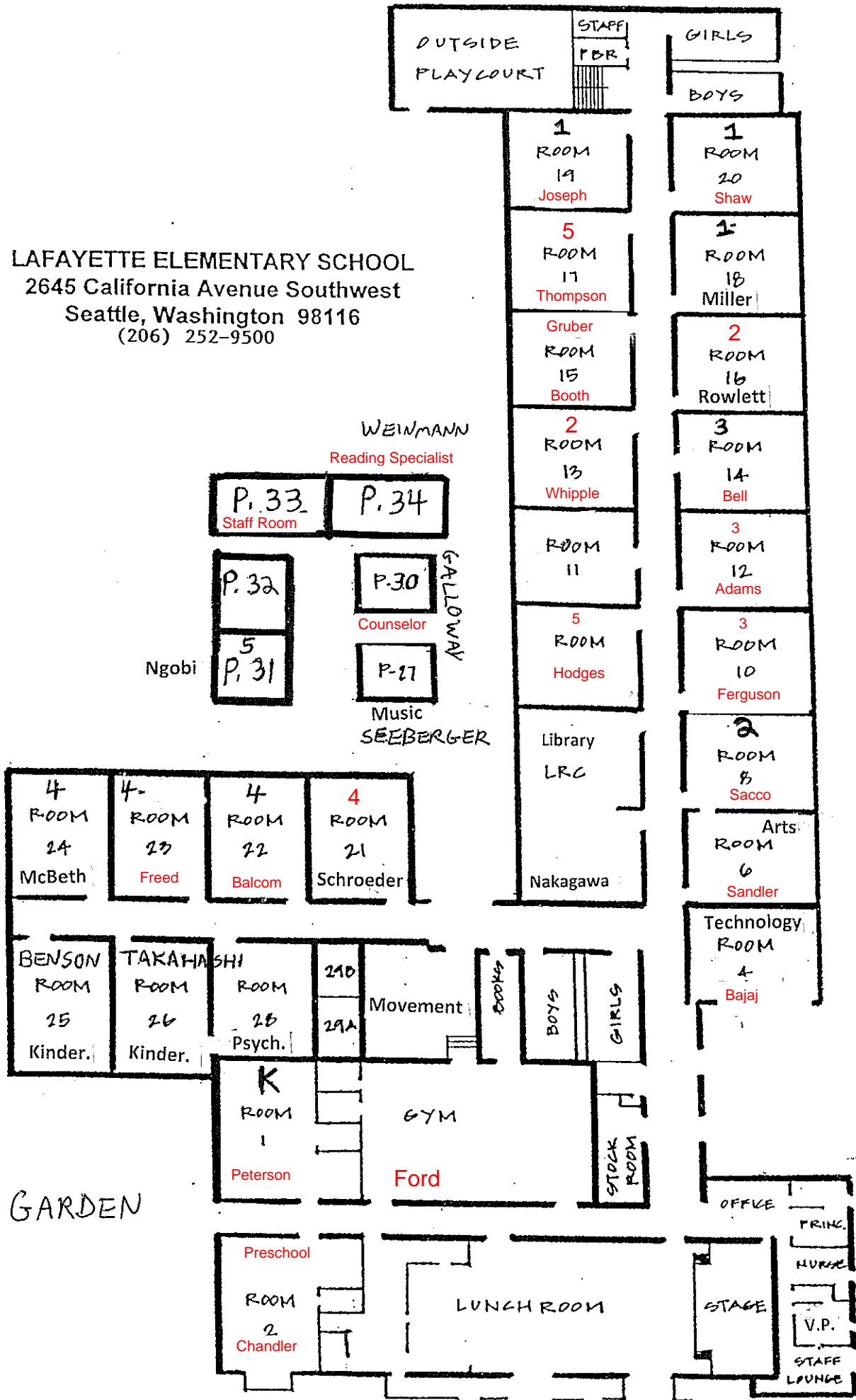
Go to <http://lafayettees.seattleschools.org> to see items such as:

- School Calendar
- School Supply List
- Staff Biographies
- Monthly Bulletin (including upcoming events)

Go to [www.seattleschools.org](http://www.seattleschools.org) to see items pertaining to the Seattle School District.

The [www.lafayettepta.com](http://www.lafayettepta.com) website will be the PTA site.

LAFAYETTE ELEMENTARY SCHOOL  
 2645 California Avenue Southwest  
 Seattle, Washington 98116  
 (206) 252-9500



## Seattle Public Schools Standard Practices for District Offenses

Standard practice is designed to teach expected behavior and encourage positive behavior and learning. Schools will routinely use data to determine effectiveness of practices to improve school climate, minimize loss of instructional time, and reduce out-of-school suspensions/expulsions. Executive Directors will collect and analyze behavioral and current disciplinary practices data from classrooms and school sites to monitor disproportionate practices in school discipline based on race, disability, and other factors. *Recommended Practices and Procedures for Student Discipline within a Positive School Climate* has been created as a reference for administrators.

Families will be engaged early in the process of prevention and intervention requiring disciplinary action to support students and establish the home-school connection in learning expected behaviors.

**The following conditions must be observed:**

1. Use school-based disciplinary actions best suited to the age and development of the student and that are appropriate to the student's challenging behavior.
2. Behavior plans in existence for students with Section number 504 plans or Special Education IEPs must be reviewed for appropriateness for the student's behavior in each instance and implemented or revisited when appropriate. If a behavior plan does not exist, the student's team must review the pattern of behavior to determine whether one should be developed.
3. If extenuating circumstances warrant, a lesser or greater discipline may be used if appropriate. Check definitions in the *Student Rights and Responsibilities* of offenses to identify exceptional situations when an appropriate discipline for a first offense may be more or less severe than the recommended sanctions below.
4. Some offenses are cross-referenced to Exceptional Misconduct. Consider whether the challenging behavior would be better described and disciplined as Exceptional Misconduct.
5. Identify only one offense per incident. If more than one offense occurred in the incident, select the primary offense. Situations should be rare where the incident can truly be said to have equally involved more than one serious offense.
6. School district procedure requires that before suspension can be used for a District Offense, there must be evidence that a school-based discipline was given for the same offense and the school has had an in-person or telephone conference with the student and his/her family regarding that prior school-based action.
7. A student may not be disciplined for a second or third offense unless the student has been disciplined for a prior violation of the same offense and the sanction was entered into the student's record.
8. Appeal of discipline imposed by a school, including school-based discipline and short-term suspensions, must be made to the principal within 3 business days of when the discipline notice is received by the student and family. Families must be verbally told about their right to appeal and must receive written documentation, preferably in the primary language the family speaks at home, whenever possible.
9. Family conference is an in-person or telephone conversation. An e-mail exchange would not be considered a conference.
10. Administrators should discuss unusual situations with their Executive Director of Schools, the Discipline Appeals Office, and/or the General Counsel's Office.

The following chart of interventions is strongly recommended to ensure consistency and continuity across the District for similar offenses. Discipline should be progressive, both in terms of the level of discipline as well as the number of days.

Offenses	High School	Middle School	Elementary
<b>D-100 Failure to Respond to Authorities</b>			
D-110 - Disruptive Conduct	1 <sup>st</sup> –Family conference & consider modifications to the student's environment. 2 <sup>nd</sup> - Family conference & create a behavior plan. 3 <sup>rd</sup> – Short-term Suspension, Family conference, & modify behavior plan	1 <sup>st</sup> –Family conference & consider modifications to the student's environment. 2 <sup>nd</sup> - Family conference & create a behavior plan. 3 <sup>rd</sup> – Short-term Suspension, Family conference & modify behavior plan	1 <sup>st</sup> –Family conference and/or letter home 2 <sup>nd</sup> –Family conference & consider modifications to the student's environment. 3 <sup>rd</sup> –Family conference & create a behavior plan; use it in the future.
D-120 - Rule-Breaking	1 <sup>st</sup> –Family conference & consider modifications to the student's environment. 2 <sup>nd</sup> - Family conference & create a behavior plan. 3 <sup>rd</sup> – Short-term Suspension, Family conference, & modify behavior plan	1 <sup>st</sup> –Family conference & consider modifications to the student's environment. 2 <sup>nd</sup> - Family conference & create a behavior plan. 3 <sup>rd</sup> – Short-term Suspension, Family conference, & modify behavior plan	1 <sup>st</sup> – Family conference and/or letter home 2 <sup>nd</sup> –Family conference & consider modifications to the student's environment. 3 <sup>rd</sup> –Family conference & create a behavior plan; use it in the future.
D-130 – Disobedience	1 <sup>st</sup> –Family conference &	1 <sup>st</sup> –Family conference &	1 <sup>st</sup> – Family conference

Approved for 2013-14

**Seattle Public Schools**  
**Standard Practices for District Offenses**

<b>Offenses</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
	consider modifications to the student's environment. 2 <sup>nd</sup> - Family conference & create a behavior plan. 3 <sup>rd</sup> - Short-term Suspension, Family conference, & modify behavior plan	consider modifications to the student's environment. 2 <sup>nd</sup> - Family conference & create a behavior plan. 3 <sup>rd</sup> - Short-term Suspension, Family conference, & modify behavior plan	and/or letter home 2 <sup>nd</sup> - Family conference & consider modifications to the student's environment. 3 <sup>rd</sup> - Family conference & create a behavior plan; use it in the future.
<b>D-200 Prohibited Conduct</b>			
D-230 – Gambling	1 <sup>st</sup> – Education provided about risks of gambling & Family contact 2 <sup>nd</sup> – Referral for further education and counseling on risks of gambling 3 <sup>rd</sup> - Short-term suspension	1 <sup>st</sup> – Education provided about risks of gambling & Family contact 2 <sup>nd</sup> – Review of education about risks of gambling & Family contact 3 <sup>rd</sup> – Referral for further education and counseling on risks of gambling	1 <sup>st</sup> – Education provided about risks of gambling & Family contact 2 <sup>nd</sup> – Review of education about risks of gambling & Family contact 3 <sup>rd</sup> – Review of education about risks of gambling & Family contact
D-240 – Misrepresentation	1 <sup>st</sup> – Family conference & teaching about expected behavior 2 <sup>nd</sup> – Family conference & school-based consequence 3 <sup>rd</sup> – Short-term suspension	1 <sup>st</sup> – Family conference & teaching about expected behavior 2 <sup>nd</sup> – Family conference & school-based consequence 3 <sup>rd</sup> – Short-term suspension	1 <sup>st</sup> – Family conference & teaching about expected behavior 2 <sup>nd</sup> – Family conference & teaching about expected behavior 3 <sup>rd</sup> – Family conference and loss of privileges at school
D-245 – Plagiarism	1 <sup>st</sup> – Re-write paper or make up test 2 <sup>nd</sup> – Lose credit for paper or test. 3 <sup>rd</sup> – Lose credit for paper or test & school based	1 <sup>st</sup> – Teach expected behavior & re-write paper or make up test. 2 <sup>nd</sup> – Lose credit for paper or test. 3 <sup>rd</sup> – Lose credit for paper or test & school based	1 <sup>st</sup> – Teach expected behavior & re-write paper or make up test. 2 <sup>nd</sup> – Re-write paper or make up test & Family conference. 3 <sup>rd</sup> – Re-write paper or make up test & Family conference.
D-250 – Using or Possessing Tobacco (Fact sheet and information about essay topics and resources are on the Discipline website)	1 <sup>st</sup> – Inform Family & provide Fact Sheet 2 <sup>nd</sup> – Family conference & 2-page essay 3 <sup>rd</sup> – Family conference & participate in cessation counseling	1 <sup>st</sup> – Inform Family & provide Fact Sheet 2 <sup>nd</sup> – Family conference & 1-page essay 3 <sup>rd</sup> – Family conference & participate in cessation counseling	1 <sup>st</sup> – Family conference & provide Fact Sheet 2 <sup>nd</sup> – Family conference 3 <sup>rd</sup> – Family conference & participate in cessation counseling
D-270 – Misuse of Computers  <i>See, E-720</i>	1 <sup>st</sup> – Remove privileges for using district computers for 10 days. 2 <sup>nd</sup> – Family conference. Remove privileges for using district computers for semester. 3 <sup>rd</sup> – Family conference. Remove privileges for using district computers for remainder of school year.	1 <sup>st</sup> – Remove privileges for using district computers for 5 days. 2 <sup>nd</sup> – Family conference. Remove privileges for using district computers for quarter. 3 <sup>rd</sup> – Family conference. Remove privileges for using district computers for semester.	1 <sup>st</sup> – Remind student about computer use agreement that was signed. 2 <sup>nd</sup> – Contact Family. Remove privileges for using district computers for quarter. 3 <sup>rd</sup> – Family conference. Remove privileges for using district computers for semester.
D-280 – Graffiti  <i>See, E-450</i>	1 <sup>st</sup> – Student is required to help remove graffiti or pay for it to be removed. 2 <sup>nd</sup> – Notify Family & student is required to help remove graffiti or pay for it to be removed.  3 <sup>rd</sup> – Short-term suspension	1 <sup>st</sup> – Student is required to help remove graffiti or pay for it to be removed. 2 <sup>nd</sup> – Notify Family & student is required to help remove graffiti or pay for it to be removed.  3 <sup>rd</sup> – Short-term suspension	1 <sup>st</sup> – Family conference. 2 <sup>nd</sup> – Family conference & student is required to help remove graffiti or pay for it to be removed.  3 <sup>rd</sup> – Family conference &



**Seattle Public Schools  
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<b>Offenses</b>	<b>High School</b>	<b>Middle School</b>	<b>Elementary</b>
	& student is required to pay for graffiti to be removed	& student is required to pay for graffiti to be removed	student is required to help remove graffiti or pay for it to be removed.
<b>D-300 Harassment</b>			
D-310 – Bullying, Intimidation, and Harassment <i>See, E-610 See, E-620</i>	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Short-term Suspension	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Short-term Suspension	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Short-term Suspension & Family conference
D-315 – Sexual Harassment <i>See, E-610</i>	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Long-term Suspension	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Long-term Suspension	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – School-based & Family conference 3 <sup>rd</sup> – Short-term Suspension & Family conference
D-320 – Inappropriate Sexual Conduct	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Long-term Suspension	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Long-term Suspension	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Short-term Suspension
D-330 – Inappropriate Touching <i>See, E-210</i>	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Long-term Suspension	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Long-term Suspension	1 <sup>st</sup> – School-based 2 <sup>nd</sup> – Short-term Suspension & Family conference 3 <sup>rd</sup> – Short-term Suspension
D-340 – Inappropriate Language <i>See, E-250 See, E-520</i>	1 <sup>st</sup> – Ensure student understands that name calling, cursing, and verbal assault are not allowed, & family conference & school-based consequence. 2 <sup>nd</sup> – Family conference & school-based consequence 3 <sup>rd</sup> – Short-term suspension	1 <sup>st</sup> – Ensure student understands that name calling, cursing, and verbal assault are not allowed & family conference & school-based consequence. 2 <sup>nd</sup> – Family conference & school-based consequence 3 <sup>rd</sup> – Short-term suspension	1 <sup>st</sup> – Teach students how to deal with their anger and that cursing at or name calling others is not allowed & family conference. 2 <sup>nd</sup> – Assess need for additional student skills training & family conference 3 <sup>rd</sup> – School-based consequence & family conference
<b>D-400 Other Offenses</b>			
D-410 – Toy Guns and Toy Weapons <i>See, E-350</i>	1 <sup>st</sup> – Hold toy until end of day & contact Family 2 <sup>nd</sup> – Short-term suspension & Family conference 3 <sup>rd</sup> – Short-term suspension & Family conference	1 <sup>st</sup> – Hold toy until end of day & contact Family 2 <sup>nd</sup> – Confiscate toy & contact Family 3 <sup>rd</sup> – Short-term suspension & Family conference	1 <sup>st</sup> – Hold toy until end of day & contact Family 2 <sup>nd</sup> – Hold toy until end of week & contact Family 3 <sup>rd</sup> – Family conference & con-fiscate toy until end of year
D-420 – False Reporting <i>See, E-910</i>	1 <sup>st</sup> – Ensure student understands what false reporting is and that lying about others is not allowed; family conference & school-based consequence 2 <sup>nd</sup> – School-based & Family conference 3 <sup>rd</sup> – School-based consequence & family conference	1 <sup>st</sup> – Ensure student understands what false reporting is and that lying about others is not allowed; family conference & school-based consequence 2 <sup>nd</sup> – School-based consequence & family conference 3 <sup>rd</sup> – School-based consequence & family conference	1 <sup>st</sup> – Ensure student understands what false reporting is and that lying about others is not allowed 2 <sup>nd</sup> – Assess need for additional student skills & Family conference 3 <sup>rd</sup> – School-based consequence & Family conference

## Seattle Public Schools Standard Discipline for Exceptional Misconduct

The following sanctions are strongly recommended to ensure consistency and continuity across the District for similar offenses. Discipline should be progressive, both in terms of the level of discipline as well as the number of days. The following conditions must be observed:

1. Identify only one offense per incident. If more than one offense occurred in the incident, select the primary offense. Situations should be rare where the incident can truly be said to have equally involved more than one serious offense.
2. If extenuating circumstances warrant, a lesser or greater discipline may be used if appropriate. Administrators should use common sense in considering extenuating and/or exceptional circumstances.
3. Parents must be told about their right to appeal and that an appeal must be initiated within three days of when the parent received notice of the misconduct.
4. Check definitions of offenses to identify exceptional situations when an appropriate discipline for a first offense may be more severe than the recommended sanctions below.
5. Some offenses are cross-referenced to District Offenses. Consider whether the misbehavior would be better described and disciplined as a District Offense.
6. Prior misbehavior must have been disciplined and the sanction entered into the computer record for an incident to be considered a second or third offense; otherwise, the current incident must be disciplined as a first offense. In most cases, to consider an incident a second or third offense, prior misbehavior must have occurred no earlier than during the school year prior to the current incident. Any offense in the E-100 Controlled Substances category or in the E-200 Violence category may be considered a prior offense when the current charge also falls within that category.
7. Administrators should discuss unusual situations with their school director, the Discipline Appeals Office, or the General Counsel's Office.
8. As a reminder, prior to corrective action, plans for students qualified under Section 504 or Special Education IEPs should be reviewed and behavior plans in existence should be implemented. If a behavior plan does not exist, the student's team must review the pattern of behavior to determine whether one should be developed.
9. Mandatory: The Safety and Security Department must be notified for violations of offenses in this section. If appropriate, Seattle Police will be notified.

Offenses	High School	Middle School	Elementary K-4
<b>E-100 Controlled Substances</b>			
E-111 Selling Illegal Drugs and Controlled Substances	1 <sup>st</sup> - Long-term suspension to end of semester or trimester <u>and</u> completion of substance abuse program (no shortened sanction.) 2 <sup>nd</sup> – Expulsion & completion of substance abuse program.	1 <sup>st</sup> - Long-term suspension to end of semester or trimester <u>and</u> completion of substance abuse program (no shortened sanction.) 2 <sup>nd</sup> – Expulsion & completion of substance abuse program.	1 <sup>st</sup> – Short-term Suspension, Parent Conference, & substance abuse assessment. 2 <sup>nd</sup> –Short-term Suspension, Parent Conference, & concurrent enrollment in substance abuse program. 3 <sup>rd</sup> –Expulsion and completion of substance abuse program
E-112 Selling Alcoholic Beverages	1 <sup>st</sup> - Long-term suspension to end of semester or trimester <u>and</u> completion of substance abuse program (no shortened sanction.) 2 <sup>nd</sup> – Expulsion & completion of substance abuse program.	1 <sup>st</sup> - Long-term suspension to end of semester or trimester <u>and</u> completion of substance abuse program (no shortened sanction.) 2 <sup>nd</sup> – Expulsion & completion of substance abuse program.	1 <sup>st</sup> – Short-term Suspension, Parent Conference, & substance abuse assessment. 2 <sup>nd</sup> –Short-term Suspension, Parent Conference, & concurrent enrollment in substance abuse program. 3 <sup>rd</sup> –Expulsion and completion of substance abuse program
E-121 Distributing Illegal Drugs and Controlled Substances	1 <sup>st</sup> – Long-term Suspension to end of semester (May reduce to 11-day LTS with substance abuse assessment & follow recommendations of assessor). 2 <sup>nd</sup> – Long-term Suspension until end of semester & completion of District- approved substance	1 <sup>st</sup> – Long-term Suspension to end of semester (May reduce to 11-day LTS with substance abuse assessment & follow recommendations of assessor). 2 <sup>nd</sup> – Long-term Suspension until end of semester & completion of District-	1 <sup>st</sup> – Short-term Suspension & Parent Conference  2 <sup>nd</sup> –Short-term Suspension, Parent Conference, substance abuse assessment, & concurrent enrollment in recommended substance abuse program.

**Seattle Public Schools**  
**Standard Discipline for Exceptional Misconduct**

Offenses	High School	Middle School	Elementary K-4
	abuse program. 3 <sup>rd</sup> – Expulsion & completion of District-approved substance abuse program.	approved substance abuse program. 3 <sup>rd</sup> – Expulsion & completion of District-approved substance abuse program.	3 <sup>rd</sup> –Expulsion and completion of recommended substance abuse program.
E-122 Distributing Alcoholic Beverages	1 <sup>st</sup> – Long-term Suspension to end of semester (May reduce to 11-day LTS with substance abuse assessment & follow recommendations of assessor). 2 <sup>nd</sup> – Long-term Suspension until end of semester & completion of District- approved substance abuse program. 3 <sup>rd</sup> – Expulsion & completion of District-approved substance abuse program.	1 <sup>st</sup> – Long-term Suspension to end of semester (May reduce to 11-day LTS with substance abuse assessment & follow recommendations of assessor). 2 <sup>nd</sup> – Long-term Suspension until end of semester & completion of District- approved substance abuse program. 3 <sup>rd</sup> – Expulsion & completion of District-approved substance abuse program.	1 <sup>st</sup> – Short-term Suspension & Parent Conference  2 <sup>nd</sup> –Short-term Suspension, Parent Conference, substance abuse assessment, & concurrent enrollment in recommended substance abuse program.  3 <sup>rd</sup> –Expulsion and completion of recommended substance abuse program.
E-131 Possessing or Using Illegal Drugs and Controlled Substances	1 <sup>st</sup> – Long-term Suspension to end of semester. (May reduce to 3-day STS with substance abuse assessment & follow recommendations of assessor). 2 <sup>nd</sup> – Long-term Suspension to end of semester (May reduce to 11-day LTS with substance abuse assessment & concurrent enrollment in recommended treatment). 3 <sup>rd</sup> – Long-term Suspension to end of semester & completion of district- approved substance abuse program before return.	1 <sup>st</sup> – Long-term Suspension to end of semester. (May reduce to 3-day STS with substance abuse assessment & follow recommendations of assessor). 2 <sup>nd</sup> – Long-term Suspension to end of semester ( May reduce to 11-day LTS with substance abuse assessment & concurrent enrollment in recommended treatment). 3 <sup>rd</sup> – Long-term Suspension to end of semester & completion of district- approved substance abuse program before return.	1 <sup>st</sup> – School-based & Parent Conference.  2 <sup>nd</sup> – Short-term Suspension, Parent Conference, & substance abuse evaluation.  3 <sup>rd</sup> – Short-term Suspension, substance abuse evaluation, & enrollment in recommended treatment.)
E-132 Possessing or Using Alcoholic Beverages	1 <sup>st</sup> – Long-term Suspension to end of semester. (May reduce to 3-day STS with substance abuse assessment & follow recommendations of assessor). 2 <sup>nd</sup> – Long-term Suspension to end of semester (May reduce to 11-day LTS with substance abuse assessment & concurrent enrollment in recommended treatment). 3 <sup>rd</sup> – Long-term Suspension to end of semester & completion of district- approved substance abuse program before return.	1 <sup>st</sup> – Long-term Suspension to end of semester. (May reduce to 3-day STS with substance abuse assessment & follow recommendations of assessor). 2 <sup>nd</sup> – Long-term Suspension to end of semester ( May reduce to 11-day LTS with substance abuse assessment & concurrent enrollment in recommended treatment). 3 <sup>rd</sup> – Long-term Suspension to end of semester & completion of district- approved substance abuse program before return.	1 <sup>st</sup> – School-based & Parent Conference.  2 <sup>nd</sup> – Short-term Suspension, Parent Conference, & substance abuse evaluation.  3 <sup>rd</sup> – Short-term Suspension, substance abuse evaluation, & enrollment in recommended treatment.)

**Seattle Public Schools**  
**Standard Discipline for Exceptional Misconduct**

Offenses	High School	Middle School	Elementary K-4
<b>E-200 Violence</b>			
E-210 Assault  <i>See, D-320</i> <i>See, D-330</i>	1 <sup>st</sup> – Long-term Suspension & concurrent enrollment in Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & completed Behavior Mod class 3 <sup>rd</sup> – Expulsion & completed Behavior Mod class	1 <sup>st</sup> – Long-term Suspension & concurrent enrollment in Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & completed Behavior Mod class 3 <sup>rd</sup> – Expulsion & completed Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion & concurrent enrollment in Behavior Mod class
E-215 Sexual Assault	1 <sup>st</sup> – Long-term Suspension & concurrent attendance at appropriate counseling* for sex offenses 2 <sup>nd</sup> – Long-term Suspension & completed appropriate counseling* for sex offenses 3 <sup>rd</sup> – Expulsion & completed appropriate counseling* for sex offenses * At parent expense	1 <sup>st</sup> – Long-term Suspension & concurrent attendance at appropriate counseling* for sex offenses 2 <sup>nd</sup> – Long-term Suspension & completed appropriate counseling* for sex offenses 3 <sup>rd</sup> – Expulsion & appropriate counseling* for sex offenses * At parent expense	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion & concurrent attendance at appropriate counseling* for sex offenses * At parent expense
E-220 – Extortion, Black-mail, Coercion	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion & concurrent enrollment in Behavior Mod class
E-230 – Arranging Fights	1 <sup>st</sup> – Long-term Suspension & completion of Behavior Mod class 2 <sup>nd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Long-term Suspension & completion of Behavior Mod class 2 <sup>nd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion & concurrent enrollment in Behavior Mod class
E-240 – Fighting	1 <sup>st</sup> – Short-term Suspension & mediation 2 <sup>nd</sup> – Short-term Suspension & mediation 3 <sup>rd</sup> – Long-term Suspension & Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & mediation 2 <sup>nd</sup> – Short-term Suspension & mediation 3 <sup>rd</sup> – Long-term Suspension & Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & mediation 2 <sup>nd</sup> – Short-term Suspension & mediation 3 <sup>rd</sup> – Short-term Suspension & mediation
E-250 – Threats of Violence  Contact Safety & Security Office for threat assessment.  <i>See, D-340</i>	1 <sup>st</sup> – Long-term Suspension & Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & Behavior Mod class 3 <sup>rd</sup> – Expulsion & Behavior Mod class	1 <sup>st</sup> – Long-term Suspension & Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & Behavior Mod class 3 <sup>rd</sup> – Expulsion & Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion & Behavior Mod class
E-260 Hazing	1 <sup>st</sup> – Long-term Suspension & concurrent enrollment in Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & completed Behavior Mod class 3 <sup>rd</sup> – Expulsion & completed Behavior Mod class	1 <sup>st</sup> – Long-term Suspension & concurrent enrollment in Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & completed Behavior Mod class 3 <sup>rd</sup> – Expulsion & completed Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion & concurrent enrollment in Behavior Mod class

**Seattle Public Schools**  
**Standard Discipline for Exceptional Misconduct**

Offenses	High School	Middle School	Elementary K-4
<b>E-300 Weapons</b>			
E-310 –Firearms	Mandatory one-year expulsion <sup>1*</sup> & completion of Behavior Mod class	Mandatory one-year expulsion* & completion of Behavior Mod class	Mandatory one-year expulsion* & completion of Behavior Mod class
E-320 –Dangerous Weapons	1 <sup>st</sup> – Long-term Suspension & Behavior Mod class 2 <sup>nd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Long-term Suspension & Behavior Mod class 2 <sup>nd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Expulsion & concurrent enrollment in Behavior Mod class
E-330 – Small Folding Knives	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion & concurrent enrollment in Behavior Mod class
E-340 – Fireworks, Explosives, Chemicals, and Incendiary Devices	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion & concurrent enrollment in Behavior Mod class
E-350 – Toys Used As Weapons  <i>See, D-410</i>	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension & Behavior Mod class 3 <sup>rd</sup> – Expulsion & Behavior Mod class	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension & Behavior Mod class 3 <sup>rd</sup> – Expulsion & Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion & Behavior Mod class
<b>E-400 Theft and Vandalism</b>			
E-410 – Robbery	1 <sup>st</sup> – Long-term Suspension & completion of Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Long-term Suspension & completion of Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion & concurrent enrollment in Behavior Mod class
E-420 – Theft	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – School-based & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion
E-430 – Burglary	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion
E-440 – Possession of Stolen Property	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – School-based & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion

<sup>1\*</sup> The mandatory one-year expulsion will be imposed in a manner consistent with the Individuals with Disabilities Education Act, 20 U.S.C. § 7151(c)

**Seattle Public Schools**  
**Standard Discipline for Exceptional Misconduct**

Offenses	High School	Middle School	Elementary K-4
E-450 – Malicious Mischief	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – School-based & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion
<b>E-500 Intimidation and Interference With School Authorities</b>			
E-510 – Intimidation of School Authorities	1 <sup>st</sup> – Long-term Suspension & completion of Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Long-term Suspension & completion of Behavior Mod class 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion
E-520 – Interference with School Authorities	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – School-based & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion
<b>E-600 Harassment</b>			
E-610 – Malicious Harassment  <i>See, D-310</i>	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion
E-620 – Gang/Hate Group Activity	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – School-based & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Expulsion
<b>E-700 Trespass</b>			
E-710 – Trespass	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – School-based & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – Short-term Suspension, Parent Conference, & Referral to CPS for lack of supervision.
E-720 – Computer Trespass, Tampering, and Misuse  <i>See, D-270</i>	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> – Short-term Suspension & Parent Conference 3 <sup>rd</sup> – STS, Parent Conference, & loss of computer privileges.

**Seattle Public Schools**  
**Standard Discipline for Exceptional Misconduct**

Offenses	High School	Middle School	Elementary K-4
<b>E-800 Fire and False Threats</b>			
E-810 – Arson <i>See, D-260</i>  -Refer to Fire Department. - -Contact Firestoppers, 206-386-1338.	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension & completion of Behavior Mod class 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion & completion of Behavior Mod class	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion
E-820 – False Alarm	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – School-based & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Short-term Suspension & Parent Conference
E-830 – False Threats	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – School-based & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion
<b>E-900 Other Offenses</b>			
E-910 – False Reporting  <i>See, D-420</i>	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion
E-920 – Lewd Conduct	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion
E-990 – Other Exceptional Misconduct	1 <sup>st</sup> – Long-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension 2 <sup>nd</sup> – Long-term Suspension 3 <sup>rd</sup> – Expulsion	1 <sup>st</sup> – Short-term Suspension & Parent Conference 2 <sup>nd</sup> –Short-term Suspension & Parent Conference 3 <sup>rd</sup> –Expulsion