

LAKE FOREST PARK FAMILY HANDBOOK



2016-17

Lake Forest Park Elementary School
18500 37th NE
Lake Forest Park, WA 98155
206.393.4130

District Web Site: www.shorelineschools.org
LFP Web Site:
http://schools.shorelineschools.org/lake_forest_park/

Aimee Miner, Principal

A Note From The Principal

Welcome to the 2016-17 school year! This will again be a year of growth at Lake Forest Park as we continue to come together as a community of students, teachers and parents/guardians to further define the identity of our school. A constant I know we can rely upon is the continued support and involvement of our extraordinary parent community in helping us to rise to each of the challenges involved in providing a successful learning experience for all students.

Parent involvement is critical in creating a caring, supportive, and rich learning environment. This year Marley Banker and Sheena Hurley are the dedicated presidents leading our outstanding PTA. We have already met and identified a number of activities designed to support the education of our students and to continue our work in bringing our expanding school community together. I hope that you will show your support for this organization and its valued role in making this the exceptional school community that it is by becoming a PTA member.

Please take a moment to review and discuss the meaning of *The LFP Promise* (page 5) with your child. Together we work as a team to teach our young learners appropriate behavior and how to get along in a civil society. All of the rules and expectations at school are based on these three very basic components of *The LFP Promise*. This year we will be continue implementing our Life Skills Program, where two of the life skills will be emphasized and taught each month at school. More information will be provided on this in our school newsletter. At school, our focus is on teaching and guiding, with logical consequences, when a child makes a poor choice in personal behavior.

In addition to reviewing the LFP Promise with your student, we ask that each of you pay special attention to the **school dress code**, which is outlined on **page 16** of this handbook. In addition to what is stated in the handbook, the specific expectation is that each student comes to school dressed in a manner that is not disruptive or distracting to the learning environment. **Special areas that you need to be aware of relate to the following: hats may be worn at recess only; hooded sweatshirts may be worn, but hoods must not be up at any time during the school day; pants are not allowed to sag low so that undergarments show in any way; tank tops and spaghetti straps are not allowed; and shorts must be long enough to touch the fingertips when the child's arm is at his/her side. Sandals with heel straps are acceptable; flip flops are not allowed.** We ask for your support in creating an atmosphere of dress that is conducive to learning.

The staff at LFP is truly excited to partner with you this year in the education of your student. As a staff we will do all that we can to ensure a wonderful experience for your child. Please read our **Family Handbook**, watch for news on our web site (http://schools.shorelineschools.org/lake_forest_park/), and look for *The Reporter*, our school newsletter, sent home via "Kid Mail" every other Tuesday.

Welcome to the 2016-2017 Lake Forest Park School community.

Aimee Miner,
Principal

STAFF

Lake Forest Park Elementary School 2012-2013

Aimee M. Miner - Principal
Maureen Timony – Office Manager
Joanne Olson - Secretary

Classroom Teachers:

Laurie Pearson – Kindergarten
Lynn Gardiner/Ingrid Rigsby – Kindergarten
Kathy Ross – Kindergarten
Jessica Hendrick - 1st Grade
Randy Gangnes – 1st Grade
Polly Olson – 1st Grade
Sharon Ridge – 2nd Grade
Caitlyn Rockey – 2nd Grade
April Johnston – 2nd Grade
Heidi Langsdorf – 3rd Grade
Kelly Holloway – 3rd Grade
Lisa Collins – 3rd Grade
Jennifer Hilgemann – 3rd/4th Grades
Priscilla Lewis – 4th Grade
Grace Kim – 4th Grade
Rhonda Okazaki – 4th Grade
Barbara Keeley – 5th Grade
Ali Airhart – 5th Grade
Kim Clasen – 5th Grade
Mia Kelley – 6th Grade
Riley Kreutzer – 6th Grade

Specialists:

Mindy Dalziel - Physical Education
Leann Rozema – General Music
Barbara Dreir - General Music
Sandy Chong - Psychologist
Frank Kleyn – Librarian
Brent Allred – Resource Specialist
Kris Reinbold - Title I
Amy Wilcox - LAP
Patti Koeller- ELL
Lori Scobie – Instructional Coach
Donna McCann – SLP
Tom Doggett - Counselor
Vicki Ault - Orchestra Music
Bob Phillips - Band Music
Tami Thompson - CSR

Support Staff:

Susan Hoverson – Nurse
Katherine Henson - Family Advocate
Julie Green - Library Tech
Sandra Paige - Playground Supervisor
Cristi Rowbotham - Playground Supervisor
AJ Houston - Lunchroom Supervisor

ParaEducators:

Jacqui Rublee – High Impact
Jesse Donovan – Kindergarten, RR, LAP
Laurie Egerdahl – LAP
Amanda Downing – Kindergarten
Barbara Phipps – Resource Room
Maryam Razaghzadeh – 1:1 Aide

Custodians:

Jim Meissner - Day Custodian
Glenn Culver - Night Custodian

Kitchen:

Terri McCauley – Kitchen Manager
TBD – Cashier

Before/After School Daycare:

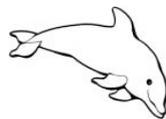
Barb Gehrke
Jesse Donovan
Kyle Gehrke
Angie Ramirez

The vision of



Lake Forest Park
Elementary School
is to

provide a safe and supportive
community where all individuals
are encouraged to explore
and meet each challenge
as life long learners
in an ever changing world.



The Lake Forest Park Promise

1. I promise to be kind, courteous and respectful of others in language and behavior

- I promise not to engage in name calling or put downs
- I promise not to swear
- I know that hitting, physically hurting, or threatening another person is not acceptable
- I promise to respond respectfully and honestly to adults and fellow students
- I promise to respect other people 's personal space

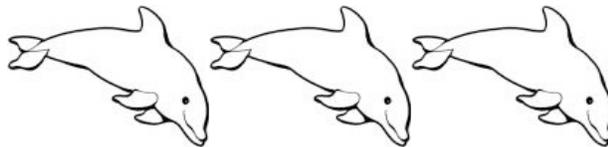
2. I promise to maintain a safe environment

- I promise to respect and follow adult and Safety Patrol directions
- I promise to stay in assigned areas
- I promise to keep a clean and ordered school environment
- I promise to follow bus/walker rules

(Family Handbook)

3. I promise to respect the property of others

- I promise not to take things that do not belong to me
- I promise not to damage school property or the property of others



The School Day

School starts at 9:10 AM and ends at 3:30 PM. Prior to 9:05 AM and after 3:30 PM there is no supervision for students. Children should arrive no earlier than 8:55 AM. At 9:05 AM they go directly to their assigned classroom. Unless students are recovering from an illness we expect them all to go outside during recess.

ACTIVITIES

Lake Forest Park students are encouraged to participate in many extracurricular activities that enrich their school day such as art classes, sports, music, drama, and chess club. Students must have signed permission forms to participate in these activities. Supervisors providing activities stay until all students have been picked up. Therefore, we ask that you please be on time to pick up your child. **Siblings of students participating in extracurricular activities are not allowed to stay and watch, as there is no supervision available.**

ATTENDANCE/DISMISSAL

Under the Truancy/Compulsory Attendance Law of 1995, your child must be in school unless previously excused. Unexcused absences exceeding five (5) days per month or ten (10) days in a school year will be filed with King County Courts. Although family emergencies and doctor appointments are at times unavoidable, please try to arrange your appointments outside of the school day. Please write a note, email, or call the office with your child's name, teacher, and reason for absence. Send the note with your child upon returning to school, as we are required to keep these notes in our records. You may also call 206-393-4131 after school hours and leave a phone message. Only persons authorized by the parent may take a child off school grounds. Parents must clear the release of their child through the school office.

DAILY SCHEDULE

<u>LUNCH</u>	<u>RECESS</u>	<u>GRADES</u>	<u>PM RECESS</u>
11:30-11:50	11:50-12:15	K-2	1:30-1:50
12:00-12:20	12:20-12:45	3-4	2:00-2:15
12:30-12:50	12:50-1:15	5-6	2:15-2:30

CONDUCT

Our basic belief is that our role as educators is to help and support families in raising caring, empathetic, ethical, and responsible youngsters. We work conscientiously to provide a safe and orderly environment and raise healthy children with a positive sense of their responsibilities as members of a civil community. When "discipline" is required, we are mindful that the root of the word means, "to follow;" we try to guide students forward, along a pathway to positive citizenship. We believe in logical consequences more than in "punishments." A logical consequence is reasonably tied to the infraction. For example, if you tell your child to stay in the yard to play and he/she goes into the street, a logical consequence would be to lose the privilege of playing in the yard and having to move into the house for supervised play. A punishment would be something like a spanking. The first bears a reasonable relationship to the issue; the second does not.

We have implemented three guiding principles for school conduct, *The LFP Promise*, which is found in this Handbook (also accessible on our web site). We employ a range of consequences from which we select, based on the infraction, the frequency of difficulties that the child has had, and his/her developmental level and capacity for understanding. The most important thing we try to do is to teach appropriate citizenship through the social problem solving that occurs in class meetings, and through curricula.

Sometimes, we send home a **behavior slip**. The behavior slip is to ensure that there has been communication with the home when we feel it necessary to involve parents because of the significance or frequency of the infraction. These are a communication tool between home and school.

The most important part of school "discipline" is not what happens at school but, rather, the response at home. The family setting is where the most compelling value lessons are taught. If your child is experiencing conduct challenges, working collaboratively with your child's teacher and other school personnel advances the development of the child's framework for civil, respectful, and responsible conduct in the larger society. School is a child's first experience of "society." The conversation at home, the logical consequences implemented there, and the seriousness with which the parent treats the report all speak louder to the child than anything that might happen at school and determine the direction of character development. Parents are the first teachers, and it is in the area of teaching values and respect for others that parents have a profound and lasting effect.

Health Services

Please feel free to contact our school nurse, if you have special concerns relating to your child's health. Health Office hours are daily from 9:00 AM to 3:30 PM. The nurse may be reached during those hours at 393-4135.

HEARING TESTS

Children are screened regularly by the district audiologist and parents are notified if there are concerns. If you have questions regarding your child's hearing please call the school.

IMMUNIZATIONS

Children are required by law to meet certain immunization requirements or they will not be allowed to attend school. The school nurse will contact you if there are problems with your child's immunization record.

MEDICATION

The Shoreline School District medication policy is governed by Washington State Law and applies to all schools. All medication (prescription as well as over-the-counter medications) requires a physician's signature in addition to parent permission to be administered at school. In order for the school nurse to dispense medications such as Tylenol, Ibuprofen, antihistamines, or decongestants, we will need a doctor's and a parent's signature on our "Permission to Administer Medication Form," which is available in the Health Office. All medications must be provided in the original container. **Unidentified medication will not be administered.** In addition, an adult should bring controlled drugs to school. To verify the number received, these medications will be counted by the school nurse or representative. Please do not put medicine of any kind, including aspirin, vitamins, or cough drops in your student's lunch box or backpack. These procedures will protect your child.

VISION TESTING

All children are screened yearly under the direction of the school nurse. This screening does not replace a professional eye examination. You will be notified if there is a concern.

Emergency Procedures

EMERGENCY CONTACTS

Too often, we find that we do not have phone numbers where a parent can be immediately reached in an emergency, or backup numbers for designated, alternate contacts that will respond in a time of need. This is potentially injurious to your child's health and well being. Please be sure that we have current contact information on file at the school for the sake of your son or daughter.

ACCIDENTS AND ILLNESS

If a child is injured at school emergency first-aid treatment will be administered. The parents/guardians will be called immediately. If family members cannot be reached the emergency contact individual who is listed on the enrollment form will be called.

**If there is a change in whom we should contact,
it is essential that we be notified ahead of time.**

If your child should require lengthy home confinement for health reasons, home instruction may be available and arranged through our school nurse at 393-4135.

EMERGENCY SCHEDULE CHANGES

We hope to operate on schedule every day. However, if the weather is severe enough to endanger the safety of children, Shoreline District school closure or delayed opening announcements will be made. The announcements are posted on the district's web site (www.shorelineschools.org). Missed days will be made up.

**If school is opening late extra-curricular activities
at Lake Forest Park Elementary will be canceled that day,
both AM and PM.**

Your child must know **what to do** and **where to go** when unforeseen problems disrupt the usual routine. We will not release your child to anyone not listed as an emergency contact in our student data base for your child's safety.

EARTHQUAKES, LOCK DOWNS, ETC.

The school has an extensive plan for responding to significant emergencies. In the event of something serious, please try to stay calm and help us to keep our phone lines open. If we need to vacate the buildings, the lower playground field is our evacuation site. Steps would be taken for a systematic release of students to parents in such an instance. Schools are among the safest places to be in an emergency because we regularly practice our emergency procedures, so please stay calm and work with the staff should we need to institute our parent/child reunification procedures.

EMERGENCY PROCEDURES con't

As is always the case, please be sure that we have current contact information in our data base for you and other emergency contacts listed.

EMERGENCY KIT

Please fill a large zip lock bag with items your child may need in the event of an earthquake or emergency. Please mark with your child's name, fill the bag and return it to your child's teacher. The bag will be stored in your child's classroom and returned home in June.

EMERGENCY DISMISSAL

In order for us to ensure that students are safe we may have different procedures for dismissal from school than on a normal day. Depending on the emergency situation (power outage, earthquake, snow storm, etc.) it may be necessary to have students either inside or outside the building in a designated area. No student will be released directly from the classroom during the school day. Parents should report to the school office or to the lower blacktop/field area, if the buildings have been deemed unsafe. We appreciate your cooperation and help in emergency situations. If everyone abides by these rules and guidelines we can help ensure the safety of all children.

EMERGENCY PLAN

Have an emergency plan in place with your child before an emergency occurs. If buses are running students will be expected to implement their emergency plan, such as, "After getting off the bus go to the neighbor's house until I pick you up." If the student arrives home and the house is locked or empty do they know where to wait or meet you? Know your child's daycare policy in the event of an emergency and communicate this to your child. Our Shoreline on-site daycare closes when school is dismissed early for emergencies.

Following these practices will enable prompt reunification with your child.

THE FOLLOWING OPTIONS MAY BE USED FOR EMERGENCY CONDITIONS:

1 *SHORELINE SCHOOLS ARE CLOSED*

- a All schools will be closed for the day. All meetings, field trips, after-school activities, etc. will be cancelled for the day.

2 *SHORELINE SCHOOLS OPEN - 2 HOURS LATE - BUSES OPERATING ON REGULAR or SNOW ROUTES*

- a All zero period secondary classes will be cancelled.
- b K-12 Classes will begin 2 HOURS LATE.
- c AM Early Childhood Program and AM Head Start classes at Meridian Park, STEP Preschool, and out-of-district transportation will be CANCELLED.
- d AM and PM Fixed Preschool, PM Early Childhood, and PM Head Start will begin at REGULAR TIMES.
- e When schools open 2 hours late, the Shoreline Children's Center and Extended Day sites will open 2 hours late as well (8:30 AM instead of 6:30 AM). Flexible classrooms will open at 8:30 AM. Fixed Preschools will begin at 9:00 AM.

SNOW ROUTES:

Snow routes have been designed to avoid areas where hazardous road conditions exist. [Click here](#) to find the snow routes for your specific school. When snow routes are in effect, they will be used on both the morning and afternoon routes even if roads have cleared. There may be occasions when schools start at the regular times but "snow routes" will be utilized.

EMERGENCY DISMISSAL:

If it becomes necessary to close a school during the school day and send students home early, our mass notification system will be used to contact families by phone and/or email. A message will also be placed on the District homepage and social media accounts. Because a parent/guardian may not be at home if there is an emergency dismissal, they must make plans for an alternate place (neighbor/relative) for their child to go. Families should keep their emergency contacts up-to-date and discuss this alternate plan with their children so they know what to do in case of an emergency closure of schools. There will be no SPS after school daycare.

1. If someone other than the parent will be picking up the child, parents should have already provided the school with the names of the individuals who are authorized to pick up the child. Unless an approved person picks up the child, the child will remain at school until the announced dismissal time.
2. It may be necessary in some situations to close schools early and hold students at school until a parent (or authorized person) comes to the school to pick them up. In this case, there will be an announcement that students are being held at school and will not be sent home.

PREVIOUSLY SCHEDULED HALF DAYS:

In case of an emergency situation arising on a scheduled district-wide K-12 early release day (e.g. staff/district planning), school will be cancelled.

Safety and Transportation

Getting children safely to and from school is of major importance to us. The cooperation of students, parents, and school staff is required. Students are expected to have a regular routine for the end of the school day. If that routine is changed we need written notification from the parent. We need a note for early dismissals as well as for permission to release a child to an adult other than the parent. The permission is valid for one day only. The notes are cleared through the office and the original kept on file. A copy is made for the child to present to the bus driver.

PARENT-PROVIDED TRANSPORTATION

The upper parking lot in front of the school office is the designated area for drop-off and pick-up of students. Instruct your student to wait on the sidewalk and to move cautiously to your vehicle. If you park in the lot, please walk to the waiting area and personally get your child. Drivers are to drop off and pick up students next to the curb and the yellow line, only. For everyone's safety please patiently wait your turn in a

PARENT-PROVIDED TRANSPORTATION con't

single file line and make every effort to avoid blocking traffic. School personnel are in the parking lot in the afternoon to ensure a safe and orderly dismissal. Your respectful cooperation with their efforts is appreciated. Please be alert to pedestrians walking in the parking area when there are cars present.

BICYCLES AND SCOOTERS

Students may begin riding their bicycles and non-motorized scooters with their parent/guardian permission when they become 4th graders. (Skateboards and rollerblades are not allowed before, during or after school.) **Students must wear a helmet.** A bicycle/scooter permission slip may be obtained from the school secretary. Bikes and scooters are walked on the school grounds and across busy intersections. Racks for parking bicycles are available and bicycles must be locked. Laws for automobile drivers also apply to bicycle riders. LFP reserves the right to deny a student the privilege of riding their bicycle to school if they violate the rules of safe riding. Every effort will be made to protect bicycles from theft or damage. ***The school does not assume responsibility for bicycles, scooters, accessories or other personal property brought to school.***

WALKING

We ask that you discuss the safest route and personal safety responsibilities with your child. Student safety is the prime goal of the **Lake Forest Park Student Patrol**. Safety Patrol members are at their assigned crossings fifteen minutes before and after school (8:50 - 9:05 AM and 3:25 - 3:40 PM). Students will not be allowed to cross before patrols are on duty.

The following intersections are covered:

- NE 187th and 36th Avenue NE (Student Patrol)
- NE 185th and 37th Avenue NE (Student Patrol)
- NE 185th and 40th Place NE (Adult & Student Patrol)

Parents are urged to remind their child to obey the Patrol at all times. Out of respect for private property and for safety reasons, we ask that all students use the assigned walking routes along the shoulders of the roadways and never cross in the middle of a road.

STRANGERS AND SAFETY

We hope you will review these rules at home and discuss the importance of safety with your child(ren).

- Use the buddy system by walking with a friend or in a group of friends.
- Be cautious if you are alone outside at night in the dark.
- Do not stop to give directions to drivers of vehicles even if they offer you gifts and say nice things.
- If approached by a stranger, run home or to a friend's house.

Be sure to tell your parents, the school, or the police, of anyone's attempt to lure you into a vehicle or a house.

BUS TRANSPORTATION

School buses are operated for children living one mile from school or in certain areas because of hazardous walking conditions. Bus routes are established in August and may be adjusted in September. It is important to contact the Transportation Department within the first two weeks of school if you have concerns.

What to do if your child does not arrive from school on the correct bus:

- Call LFP (not Transportation) because your child may not have boarded the bus.
- If your child is not at school the school will call Transportation with your child's name and phone number. Transportation will search for your child and call you.
- Stay home. Do not go out and drive around. Leave your phone line clear.

EXPECTED STUDENT BUS BEHAVIOR

Shoreline School District

As your partner in bus safety, we would like to ask that you help your student to learn and follow, the Rules of Conduct for Students Riding Buses. Each of the rules is concerned with safety, order, and protecting the rights of all student riders. A complete copy of these rules can be obtained from the Shoreline School District Transportation Department or by accessing the Shoreline School District web site at:

<http://www.shorelineschools.org>

Your school bus drivers believe that all students can behave appropriately and safely while riding the school bus. Your drivers also realize that disruptive behavior from any student can interfere with the driver's safe operation of the school bus.

To help assure that each bus is an orderly place where every student can feel safe and comfortable, please give special emphasis to the following simple rules.

1. Follow the driver's directions.
2. Sit down quickly. Visit with your neighbor quietly.
3. Treat others as you would like to be treated.
4. Keep your head and arms inside the bus and keep the aisles clear.
5. Keep the bus clean. No eating, drinking, or littering.

The bus rules are intended to keep students safe while the driver concentrates on driving. When students break rules they may expect to receive:

- A verbal warning.
- A temporary seat assignment.
- A Bus Conduct Report resulting in a conference with the Principal.
- Temporary or permanent loss of bus privileges.

On behalf of all of your partners in safety at the bus garage, thank you, **students**, for learning and following the rules. You are making your ride safer. Thank you, **parents**, for sharing these rules with your child and sharing our commitment to safety.

Students

CONFERENCES AND REPORTING

There are two conference periods at Lake Forest Park School. Please watch school and district communications for specific dates.

If at any time a parent feels a need to meet with the teacher or other school personnel, please contact the school for an appointment (393.4130).

HOMEWORK

We believe that learning is enhanced by a certain amount of homework that averages 20-60 minutes per day, four days a week. The time spent on homework gradually increases as students develop from first graders to sixth graders. A good 'rule of thumb' is to expect 10 minutes of homework per year in school. For example, if your child is a fifth grader, that means 10 min. X 5 yrs. = 50 minutes of homework. As a parent, you can help your child in the following ways:

- Help your child to find an appropriate time and regular place to concentrate. TV should be "off."
- Set a finishing time and stick to it.
- Make home study a relaxing time
- Take an interest in assignments and offer to answer questions or help with clarification, but let your child do the homework.
- Check completed homework when asked.
- Make supplies and reference materials available. Include trips to the library.
- Model a positive attitude toward learning and stress the value of practicing skills and acquiring information.
- Honor your child's personal style and strategies for learning.
- Give honest praise for work well done. This is the best way to build self-esteem.
- If homework leads to battles, talk with your child's teacher or the school psychologist for suggested strategies to avoid power struggles over work completion.

STUDENT RECORDS

Information regarding the content of student records and procedures for maintaining, releasing and destroying these records may be obtained at the school.

ROOM ASSIGNMENTS

Occasionally classes become overloaded as a result of new enrollments. In the first few weeks of school it may be necessary to change room assignments of some of our students due to enrollment. This helps us to maintain the necessary balance of boys and girls, academic performance, leadership skills and special needs in the classroom. Each May parents have an opportunity to give input about placement by using the *Class Placement Form* that is available in the school office. Changes cannot be made once classes are formed.

The guidelines we use for class placement include:

- Maintain an equal academic distribution of students
- Maintain an equal distribution of students who have a positive influence
- Maintain a balance of boys and girls
- Accommodate special academic and social needs

STUDENT STUDY TEAM

The Student Study Team (SST) is a group that meets to discuss the needs of an individual child and to develop a plan of action for meeting those needs. The ultimate goal is to have the child achieve the best possible success. Permanent team members include the school psychologist, Family Advocate, Resource Room teacher, Speech & Language Program specialist, nurse and the principal. Guests include parents/guardians of the child being considered. Parents or staff who have a concern may refer a child to the SST by contacting the principal or the school psychologist. It is through the SST that recommendations may be made for testing and placement in special programs; other, appropriate interventions and support may be prescribed. Many problems can be resolved by reaching a better understanding of your child and making accommodations for his/her learning.

WITHDRAWALS

Prior written notice to the school office when moving from the attendance area is appreciated. All library books and school materials must be returned to the library. Please contact the librarian at 393-4134, if you have any questions.

GENERAL POLICIES

CHECKS

By law, checks cannot be made to individual teachers but must be endorsed to the school. When you write a check to the school for a lunch ticket, field trip, etc., please write it to **Lake Forest Park School** and include your child's **full name, room number** and the **activity** or **purpose** on the check.

SENDING NOTES

When sending notes to school advising us of reasons for absences, family appointments, illness or changes in your routine, please include your child's **full name** and **room number or teacher** on every note.

DRESS

Please mark all lunch boxes and clothing that may be removed at school with your child's name. We recommend that children wear, clean neat school clothes to encourage a positive attitude toward learning. In order to be able to participate fully in physical activity in the gym, appropriate sport shoes are worn. Recesses are an important part of the school day and students play outside in all but the most extreme weather and need to be dressed appropriately.

It is important that our learning community remain free of clothing-related distraction. In keeping with the Shoreline School District policy, all students should dress in a manner where no student dresses in a manner that creates a disruption of the educational process or that advertises or encourages behavior/messages contrary to valid pedagogical purposes or the district's educational purpose or mission. Specific areas that we ask parents/guardians to be aware of include, but are not limited to:

- **Hats** may be worn at recess only.
- **Hooded sweatshirts** may be worn, but hoods must remain down at all times during the school day and while on campus.
- **Pants are not allowed to sag low** so that undergarments show in any way. A good gauge for this is having pants sit comfortable around waist or slightly below waist level.
- **Tank tops and spaghetti straps** are not allowed.
- **Shorts** must be long enough to touch the fingertips when the child's arm is at his/her side.
- **Bare midriff** is not allowed.
- **Flip flops** are not allowed.
- **Tennis shoes** are recommended on P.E. days (additional information may be provided by the teacher).

Examples of **inappropriate clothing** may include, but not be limited to, that which uses obscene, sexual, drug, alcohol or gang related messages (WAC 180-40-215/policy #3324)
Family support is greatly appreciated in areas related to appropriate dress at school, as it helps us to create an atmosphere that is conducive to learning.

Electronics Expectations

• CD Players, iPods, iPads, electronic games, radios, beepers, cameras (except when allowed for field trips or other special events), mp3 players and other electronic devices should be left at home. The school cannot be held responsible for any electronic devices students choose to bring to school.

CELL PHONES/TEXTING

Cell phones are brought to school at the student's own risk. We are unable to investigate lost or potentially stolen electronic devices. Cell phones (and other electronic devices such as iPods) must be kept "Off and Out of Sight" (ie in their backpack) during the school day (between when students arrive to campus until 3:30 pm dismissal).

Students are not permitted to make or receive calls during the school day. Students are also no allowed to read or send text messages during the school day.

Parents who need to communicate with their students should contact the school office and we will arrange for the communication to take place, (206) 393-4130.

No photos/videos, including from phones, will be allowed without administrative or teacher approval.

Failure to comply will result in school discipline, which may include confiscation on the phone and/or loss of cell phone privileges at school. Parents can always contact their student through the main office.

LOST AND FOUND

Please mark all items with your child's name. The school does not assume responsibility for money or other valuables unless your child brings them to the office for safekeeping. Please leave all extra money and valuables at home. A "lost and found" area is located on the bookshelves at the entrance to the cafeteria. Smaller personal items are kept in the office. Items appropriately marked are returned to the student. Unclaimed, unmarked clothing items are sent monthly to the WORKS.

LUNCH PROGRAM

Prices and monthly Menu information is available on the district's web site.

PARTIES

To avoid hurting the feelings of a child who may not understand why he or she is left out, party invitations may not to be distributed at school unless there is an invitation for *every* student in the classroom. Parents who are picking up students for a party should meet them in front of the school. No birthday food treats are to be brought to school, please.

PICTURES

Individual school pictures and classroom groups are taken by a professional photographer in the beginning of the school year. They are sold on a voluntary, prepaid basis.

BEFORE AND AFTER SCHOOL ACTIVITIES

Please watch for *Sound of The Dolphins*, the newsletter of the Lake Forest Park PTA, *The Reporter*, our school newsletter and periodic flyers to learn more about after school activity offerings.

RECESS AND PLAYGROUND

Our goal is to provide a safe and active recess stretch for all children. Recess is an important break from classroom activity. It is an opportunity for exercise and fresh air. Recess is also an opportunity to make friends, learn and practice social skills, relax and have fun.

- We encourage and expect all students to go outside during recess. We discourage parents requesting permission for a child to remain indoors during these breaks. We do recognize the necessity of this when a child is under doctor's care.
- Recess games will be introduced to all students through the Physical Education Program. The rules and procedures taught in PE class are the same rules for recess games.

We cannot be responsible for items brought from home that are lost or damaged.

We're also concerned about loss prevention and school safety and ask that you not allow your child to bring the following toys from home:

Electronic or motorized toys and games

personal stereos/iPods, remote controlled vehicles, virtual pets, cameras

Trading cards

sports, entertainment games

Sports Equipment

basketballs, footballs, baseballs, bats and mitts

Toys

Valuable Keepsakes

photographs, jewelry, mementos

CALENDARS

A Shoreline District school-year calendar is mailed to each family, and contains a wealth of information about the district testing program, special programs, holidays, conference dates, snow procedures and more. The calendar may answer many of your questions.

LFP calendar items are published throughout the year in our newsletter, *The Reporter*.

A calendar of extracurricular offerings for students is sent home periodically.

Annual calendars may be found on the district web site: www.shorelineschools.org and

LFP event calendars may be found on our local web site:

[\(http://schools.shorelineschools.org/lake_forest_park/\)](http://schools.shorelineschools.org/lake_forest_park/)

STAFF AND COMMUNITY INVOLVEMENT

CHILD CARE

Daily, before and after school care is available on the LFP campus. Additionally, The Shoreline Children's Center offers preregistered/prepaid childcare on early release days, inservice days and during midwinter, winter and spring breaks. For information regarding fees and dates, please call the Shoreline Children's Center at 393-4256, Monday through Friday, 6:30 AM to 6:00 PM.

SUPPORT STAFF

This staff includes our Librarian, Nurse, Psychologist, Counselor, Resource Specialist(s), Speech and Language Pathologist, Title I Specialist, English Language Learner Specialist, Instructional Assistants, Custodians, Secretaries and the Family Advocate. Our support staff performs essential services to help maintain our high standard of student learning. They are invaluable resource people whose dedication enables our school to run smoothly and to serve the diverse needs of our children.

VISITORS

Parents and community members are always welcome at school but it is necessary for student safety to know who is on the school campus during the school day. ***For that reason, we require that all visitors check in at the office before visiting any part of the school.*** Please sign in at the office and receive a NAME BADGE. This will identify you to students and staff as a legitimate guest. Please go to the office, sign out and return the badge before you leave. Shoreline School Board policy states that **"in order to visit a classroom we ask that you make prior arrangements with the teacher"**.

VOLUNTEERS

There is always need for additional help in the education process. Tutorial and clerical help in classrooms and the library, as well as field trip transportation and special activities, allow parents to become more closely involved in the school life of their children. We cannot function as we do without assistance. For volunteer opportunities contact our teachers, librarian or a PTA representative.

COMMUNICATION

INTERNET

Lake Forest Park is connected to the Internet and the World Wide Web. The Shoreline School Board has discussed potential problems and issued a policy and procedure regarding the use of the service. The policy states that use "must be in support of education and research to be consistent with the mission of the district." The district is connected to the Internet in order to provide educational access to all students. LFP teachers are using the Internet with their classes and the district has provided a permission form for parents to sign to allow their children access to the Internet.

The values, norms, and expectations set in the home are an especially important arena for teaching young Internet users the positive and considerate potential of the technology. Please talk to your children about the Internet, Instant Messenger, chat rooms, and text messaging, as age-appropriate. Teach them to use technology appropriately by modeling and guiding, and don't be hesitant about monitoring your child's computer and phone use, just as you would their use of the TV. We will demonstrate these same attitudes at school, but home is the first and best teacher in the area of values and behavior.

NEWSLETTER

We try to limit home communications to Tuesdays and Fridays, only. Look for bulletins and announcements in the “Home” section of your child’s binder or folder. ***The LFP Reporter***, the school newsletter, is sent home twice monthly and contains school-related information and notices of special events. PTA publishes the monthly newsletter, ***The Sound of the Dolphins*** that gives more detailed information about all PTA activities.

NEWSLETTERS (CLASSROOM)

Your child’s teacher will communicate regularly to inform you of your child’s academic program and class news events. Each communication contains information relevant to that particular classroom and informs you of the highlights of your child’s learning experience. Please check with your child's teacher on Curriculum Night to learn his/her system of communication.

PARENT TEACHER ASSOCIATION – THE PTA

The PTA is a local and national voice for children and families. Your support and involvement in the PTA is an excellent way to support your child's education. Membership fees and PTA fundraising events are used to supplement school materials and supplies, finance field trips and assemblies, support the LFP curriculum, publish the monthly PTA Newsletter, ***Sound of the Dolphins***, and student phone book, and provide extra-curricular enrichment such as the Chess Club, art docents, parenting workshops, swim and skate parties, student banking days, Science Night, and the Family Dance.

LAKE FOREST PARK ELEMENTARY SCHOOL PTA CONTACTS

Co-Presidents:

Marley Banker

Sheena Hurley

President@lfppta.org



IF YOU HAVE A CONCERN...PROBLEM SOLVING

From time to time, disagreements or conflict may arise in the experience of schooling and it is important to know what may be done to appropriately seek the resolution of such concerns. Positive, productive communication in a professional context is the goal of Lake Forest Park Elementary School.

1. *Talk to the Individual...* Conflict is often best addressed and resolved through direct conversation with the person most immediately involved. In the parent:teacher partnership, concerns about the curriculum, teaching practices or the teacher himself/herself, a conversation between the teacher and the parent is essential. Our Family Advocate is here to help facilitate those conversations, if such support would be of assistance. To be responsive to a concern, the person involved must first be aware of it and have an opportunity to address the issue from his/her perspective.
2. *Talk to the Supervisor...* If the first level of conflict resolution, a person to person conversation, does not yield satisfactory results, the next level of intervention is to speak to the individual's supervisor. In a parent:teacher conflict, that is the building principal. If the principal is the person involved, the supervisory contact is the Assistant Superintendent, Brian Schultz.