

Table of Contents

Contact Information	2
Welcome.....	3
HSA School Calendar	4
Lafayette Home & School Association	5
Communication.....	6
Calendar of Events/Descriptions	10
Lafayette Life.....	17
School Administrative Handbook	20

Contact Information

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Welcome

Welcome to Lafayette Elementary, home of the Lafayette Bears! It's a new school year, and whether you're old or new to the Lafayette community, the year ahead could seem a little intimidating. The Lafayette HSA would like to ease your way into the new school year. This handbook is full of information to help both parents and students navigate a typical, or not so typical, school day. It is important that you and your student(s) be aware of important school system policies and procedures for a successful year. Life at Lafayette is also a great resource guide to all things Lafayette. Whether you are looking for information on drop-off procedures, the Spring Fair, or Pre-K Graduation, we hope that you will find this handbook both helpful and informative.

Please read it, and keep it on hand for reference. If you have any questions, please do not hesitate to contact the front office, Gayle Moseley (gaylemoseley@starpower.net) or Hope Scheller (tjh1337@comcast.net).

Have an amazing year!

Lafayette Home & School Association

2013-2014 Calendar

August

23	Teacher Welcome Lunch
23	Pre-K/K Open House and Social
24	New Family Social
24	School Beautification Day
26	First Day of School

September

2	No School – Labor Day
11	Back to School Night pre-K, 1, 3, 5)
12	Back to School Night (K, 2, 4)
18	"New Parent" Social – 8:00
19	HSA Board Meeting – 6:30
26	HSA General Meeting

October

3	Picture Day (individual & classes)
10	Rain Date for Pictures
14	No School – Columbus Day
17	HSA Board Meeting – 6:30
18	No School – Prof. Dev. Day
21	No School – Conference Day
26	Fall Festival
31	Halloween Parade & Parties – 1:30

November

1	12:15 Student Dismissal
3	Day Light Savings
8	Retake Date for Pictures
11	No School – Veteran's Day
14	HSA Board Meeting – 6:30
21	HSA General Meeting
28-29	Thanksgiving Break Kindergarten Thanksgiving, 1st Grade Informance, 2nd Grade Native Am. Indian Museum, & 4th Grade Pow-wow

December

6	Coats & Cocktails Event
12	HSA Board Meeting – 6:30
19	Winter Holiday Parties
23	Start of Winter Break

January

7	School Resumes
16	HSA Board Meeting – 6:30
20	No School – MLK Day
24	12:15 Student Dismissal
	Pre-Kindergarten International Celebration

February

13	Valentine's Day Parties
14	No School – Prof. Dev. Day
17	No School – President's Day
20	HSA Board Meeting – 6:30
24	No School – Conference Day Jump Rope for Heart, 2nd Grade Heroes & 4th Grade Black History Wax Museum

March

6	HSA General Meeting
8	Online Auction Begins
9	Day Light Savings
14	Pi Day
15	Auction Party
16	Online Auction Ends
20	HSA Board Meeting – 6:30
28	12:15 Student Dismissal
31	Testing grades 2-5 Kindergarten Plays Music & Arts in the Schools - Fridays @ 2:30

April

2-4	Testing grades 2-5
3-7	Testing grades 4&5/Makeups
14-21	Spring Break
24	HSA Board Meeting – 6:30 Battle of the Books (4th grade)

May

3	Spring Fair
5-9	Teacher Appreciation Week
8	HSA Election & Budget Discussion
9	No School – Prof. Dev. Day
22	HSA Board Meeting – 6:30
26	No School – Memorial Day Arts Nights, 3rd Grade DC Theatre Café, 4th Grade Suitcase Fair, 5th Grade Informance, & 5th Grade overnight field trip

June

2	No School – Conference Day
5	HSA General Meeting
12	HSA Board Meeting – 6:30
13	Pre-K Graduation
	5th Grade Awards
18	5th Grade Promotion Day
19	12:15 Dismissal Last Day of School Field Day!

Lafayette Home & School Association (HSA)

The HSA is just like a traditional PTA, but with a different name. The HSA is a parent-supported non-profit organization that exists to bring Lafayette families, teachers and staff together to enrich the experience of Lafayette students. HSA membership dues, along with contributions to the "Bear Fund" can help us fill the gap between what DCPS can fund and the programs and materials we'd like our kids to have.

Membership –Annual membership dues is \$25. Our goal every year is 100% participation.

The Bear Fund –Giving to the Bear Fund will help the HSA bring programs and materials to our kids like: **our unique Peace Program; continued support of the technology purchased last school year; science enrichment; the art program; new athletic uniforms; and much, much more.** The Bear Fund supplies about half of the HSA's funds each year. The HSA suggests a tax-deductible donation of \$325 for one child and \$475 for 2 or more children. If this is too much for your family, please give what you can. Any amount helps!

Please go to www.lafayettehsa.org and click on "Join the HSA" under the "Support" tab and join/give today.

Communication

Please be sure to join the school's email list – the majority of our communication to you is via email. Go to the school website (www.lafayettehsa.org) and look for the “Join Our Email List” button near the top left of the page.

Website – www.lafayettehsa.org is your go-to source for most everything about Lafayette. The homepage contains the latest happenings and a short calendar of upcoming events. If you take a few minutes to explore, you'll find all kinds of things on the site including info about Arts Integration, a full school calendar, room parent list, after-school clubs and activities, staff names/photos/emails, HSA board members and contact info, photo gallery, and much more.

Contact: Jenny Murray (tom-jenny@starpower.net)

You can also visit the DCPS website (www.k12.dc.us) It offers a wide range of information about DCPS programs, school curriculums, and other services.

Tuesday Bulletin (TB) – This is a newsletter sent via email every Tuesday. **The TB is the primary, and sometimes only, means the school uses to notify you about school happenings.** Please be sure to read the TB each Tuesday so you won't be in the dark. **If you are not receiving the Tuesday Bulletin, be sure to go to the school website (www.lafayettehsa.org) and join our email list.** The link is at the upper left hand side of the page. This is also where you'll find a link to the current week's TB, as well as a link to the TB archives.

Contact: Teresa Gionis (tgionis@rcn.com)

Family Directory – The HSA produces a printed Family Directory each fall (usually in late October). The Directory contains contact information for all Lafayette families and is used to access class lists, set up play dates, contact other parents, etc. One free copy of the Directory is provided to every Lafayette family, and is also available electronically on your desktop computer or laptop. **It is crucial that you access the online Directory database to add your information (if you're a new family) or update/confirm your information (if you're a returning family).** Check the Lafayette website for instructions. Additional copies are available for purchase. **Contact:** Laura Comay (lcomay@starpower.net) and Kim Ford (kford@starpower.net)

General School Email Box – mylafayettedc@gmail.com is an email you can use to ask questions, make suggestions or raise concerns to the co-presidents of the HSA. The co-presidents will check this email weekly and get back to you ASAP with an answer to your question or feedback on how your suggestion or concern will be addressed. You can also feel free to contact the HSA co-presidents (or any members of the HSA board) at their personal email address. If you prefer that your comment remain anonymous when potentially being presented to others, please indicate that in your email.

Contact: Gayle Moseley (gaylemoseley@starpower.net) and Hope Scheller (tjh1337@comcast.net)

Backpack folders – Each student is given a folder at the beginning of the school year. The school uses this folder to send home notes for parents, homework and special announcements. Be sure to check your child's backpack every day and look in their folder. You can also use this folder to send in a note for the teacher.

Parent-Teacher Conferences – Please see the calendar for these scheduled days. This is the time to have a one-on-one conference with your child's teacher. He/she will let you know how to sign up for a time slot, which is usually about 15 minutes. It can be helpful to let your teacher know ahead of time if you have specific issues you would like to discuss so that he/she can be prepared. If you need to speak with your child's teacher between these official designated days, please note that parent-teacher conferences may be requested at any time. A note requesting a phone call or meeting may be given to a teacher by your child or placed in the teacher's mailbox. See p. 9.

School Classroom Websites – Many of the classes at Lafayette have a class website, but not all. Some are set up by the classroom teacher, but most are created and maintained by a room parent(s). Each website is different, but many of them will have a calendar for grade-level and classroom-specific events, a sign-up for class parties and events, and other information the teacher would like to communicate, such as special projects, field trips, homework, etc. Typically, if your class has a website, the teacher or a room parent will send out a password-protected link early in the school year.

Room Parents – Every classroom typically has 2-3 room parents who serve to communicate with parents about special class events or projects, organize class parties, set up the Fall pot-luck for parents, and collect class funds for teacher gifts and special activities. Room parents are a great resource for your questions about classroom logistics. If you are interested in being a room parent for your class, please contact the room parent coordinator below.

Contact: Sue Wright (suelongowright@gmail.com)

Connect-Ed Messages – Lafayette is also part of the Connect-Ed system. This system sends automated telephone messages (“robo-calls”) directly to homes informing parents about events or schedule changes at school. Please make sure the school has your current phone numbers so that you will receive all communications.

Teacher & HSA Mailboxes – When in doubt, you can always leave a paper note in a teacher’s mailbox (yellow metal cabinet just outside the main office) or HSA board member’s mailbox (grey metal cabinet in front corner of the Great Hall).

Calendar of Events

There are many things going on over the course of the year. You will find a school calendar at the front of this booklet and on the website. Most things will also be announced in the Tuesday Bulletin. Please feel free to contact the HSA (mylafayettedc@gmail.com) if you have questions or want to know how you can help out.

Throughout the School Year

HSA General Meetings – Four to five times during the school year, the HSA holds a General Meeting to discuss the current happenings at Lafayette. **All parents are invited and encouraged to attend and participate in these meetings.** It's a great way to get to know other parents, hear what's going on at the school and to learn of ways you can help out. HSA Members (those who have paid membership dues) may vote on any issues being voted upon at the meeting. These meetings are always on a Thursday evening in the Cafetorium at the school (enter the main front doors of the school and follow the hallways on either side of the library). The meeting in May is the election for the membership to vote on new Board Members and to discuss the proposed budget for the following school year. At the final meeting in June, Members will vote to approve the budget for the following school year. HSA meeting dates can be found on the school's website calendar.

HSA Board Meetings – Meetings of the HSA Board are held once a month, on a Thursday evening at 6:30 p.m. HSA Members are welcome to attend and observe.

12:15 Dismissal Days – School ends at 12:15 p.m. on these days. Please pick your child up, or make arrangements to have your child picked up, at 12:15. Pre-K and

Kindergarten children will eat lunch on these days, but older students will not. Early dismissal days can be found on the DCPS and Lafayette website calendars.

Classroom Parties – Halloween, Winter, Valentine’s Day and End-of-the-Year

– Each classroom and/or grade has their own way of celebrating these events. Most of the time it’s a simple party in the classroom with games and treats. Typically, the teacher will discuss the plans with the Room Parents who will then relay information to the parents. Sometimes volunteers are requested to help out at the party or provide supplies/food for the party.

September

Back to School Night(s) – This is a big night – so big, in fact, that it’s been divided into two nights. The first night is for families of students in Pre-K, 1st, 3rd and 5th grades. The second night is for families of students in Kindergarten, 2nd and 4th. The evening begins with a “New Parent Orientation.” This is followed by an all-school gathering in the cafeteria where Mrs. Main introduces all the teachers and the HSA will give a brief presentation. Then you’ll head off to your child’s classroom to hear about what to expect for the upcoming year. There are two classroom sessions, so that if you have children in two classrooms or grades, you can go to one classroom and then the other. Things you may want to ask: How much time should my child spend on homework each night? How can I best help my child with their schoolwork? What is the teacher’s preferred means of communication (email, note in box, etc.)? What role do parents play in your classroom – are there volunteer opportunities? **Please note that all information given will be general in nature. To discuss individual concerns please make an appointment with your child’s teacher.**

Parent “Potlucks” – Most classrooms typically organize a class potluck dinner early in the school year as a way for the parents in the class to get to meet each other. It is usually held in the evening at one family’s house and everyone attending brings a dish. Some classes opt to have everyone chip in and have food delivered.

October

Picture Day – Photographers from Freed Photography (www.freedspirit.com) will come to the school to photograph our children both individually and as a class. You will be given the opportunity to purchase these photos and a percentage of your purchase will be donated to Lafayette. This is a great way to support Lafayette and get beautiful photos of your children. We also need parents to help the photographers on picture day. If you would like to help, please contact Gayle.

Contact: Gayle Moseley (gaylemoseley@starpower.net)

Fall Festival – On a Saturday in October, the HSA organizes and hosts the Fall Festival, which is open to the entire community. This is our first big fundraiser of the school year. There are rides and games for the kids, face painting, a bake sale, food vendors, etc. Parents are encouraged to help with the planning and each classroom will be asked to provide parent volunteers to assist with different events. For example, your classroom may be asked to provide parent volunteers to help with “Ticket Sales.” Typically, one or two parents would then sign up for an hour-long time slot to sit at a table and sell tickets on the day of the Festival. We also need families to bake cupcakes and other baked goods to be sold at the bake sale. The success of the Fall Festival depends solely on the participation of Lafayette parents. If you work full-time and are not able to volunteer during the

school day, this is a great opportunity for you to participate! If you would like to help with the planning of the Festival, please contact the chairs listed below.

Contact: Jeanine Boyle (jeaninexboyle@hotmail.com) or Devon Gessert (devon.gessert@gmail.com)

Halloween Parade – If school is in session on Halloween, the parade takes place on Halloween day after lunch. Children change into their costumes and Mrs. Main leads a procession of all the students out the front door of the school, through the upper playground in Lafayette Park, down and around the track two times and then back up into the school where the children then attend their classroom parties. Pre-K and Kindergarten classrooms typically ask for help from parents to assist the children as they change into their costumes. Your Room Parents will let you know the details. Parents may come to school to watch the parade and take photos. It's quite a sight!

December

Coats & Cocktails – Guests attending this event are asked to bring donations of new or gently used coats, gloves, hats, boots and books which are donated to children in need at one or two local elementary schools. This cocktail party is typically hosted in a parents' home and is a chance for parents to gather, have fun, and help children at other local elementary schools.

Contact: Laura Scalzo (ljscalzo@msn.com)

March

Auction – This is Lafayette's biggest fundraiser. There is a lot of planning involved, which begins when the previous year's Auction wraps up and continues until the following Spring. The Auction is comprised of two events: the Online Auction and the Auction Party. The Online

Auction begins a week before the Party. Parents, friends, family and community members may go online and bid on a myriad of items and services, all of which have been generously donated to Lafayette. The proceeds received from the auction “winners” are then collected by Lafayette. The Auction Party is just that: A PARTY! It's a fun excuse for Lafayette parents (and teachers!) to get together, eat, drink, dance and raise money for the school. There will be a “live” auction at the party, where special items will be up for bidding in person. We need lots of help with the planning of both the online and party portions of the Auction. If you would like to help, or have items/services you wish to donate, please contact the chairs listed below.

Contact: Shannon Behm (shannonharrisbehm@hotmail.com)

May

Spring Fair - On a Saturday in May, the HSA organizes and hosts the Spring Fair, which is open to the entire community. The Spring Fair is similar to the Fall Festival, only on a larger scale. More rides, more food, a used book sale, face painting, games, dunk tank, etc. Parents once again are encouraged to help with the planning and each classroom will be asked to provide parent volunteers to assist with different events. Parents will be asked to sign up for an hour-long slot to assist with rides, games, food sales, etc. The success of the Spring Fair depends solely on the participation of Lafayette parents. If you work full-time and are not able to volunteer during the school day, this is a great opportunity for you to participate! If you would like to help with the planning of the Spring Fair, please contact the chairs listed below.

Contact: Marilyn Kitzes (mk@marilynkitzes.com),

Julie Maner (julie.maner@verizon.net),

Barbara Frye (abfrye@verizon.net)

Arts Night(s) – This special event is split between two evenings in order to accommodate the large number of parents and students who attend. On your child's evening, they will perform in the school's Cafetorium, and every child will have a piece of artwork displayed in the school. Band members perform, and refreshments are served. It's a fun evening for both parents and students and showcases all the wonderful art education the children receive throughout the year.

5th Grade Overnight – The 5th graders travel to Gettysburg, Pennsylvania for an overnight trip full of history and fun. This trip usually takes place the last week of May, and is chaperoned by Lafayette teachers and staff (no parents).

June

Pre-K Graduation – One morning in June, Pre-K students "graduate" with a special ceremony in the Cafetorium. The children don white caps and gowns, sing songs and receive a diploma. After the ceremony, there's a small celebration back in the Pre-K classrooms. Your teacher and/or Room Parents will let you know the details closer to the date and you may be asked to wash and iron a few graduation gowns or provide some refreshments for the party. Please note that this is NOT the last day of school for Pre-K students. They will continue to go to school until the last official DCPS day.

5th Grade Graduation – Two or three days prior to the last day of school, the 5th grade students graduate during a special morning ceremony in the Cafetorium. Once all elementary school graduation certificates have been handed out, the students change their clothes and celebrate the end of the year with a rousing party at the school, complete with lunch, water slides and other fun games and activities.

Lafayette Life

“Specials” – At Lafayette, we call Art, Physical Education (P.E.), Music and Library, “Specials” (special classes). Pre-K and Kindergarten students have their own Specials teacher. Her name is Ms. Perll and her classroom is located in one of the smaller trailers. Several times each week, your child's class is escorted to Ms. Perll's classroom for Art, P.E. and Music. Once every other week, your child's class will go to the library to meet with our librarian, Ms. Perlin, and they will be given the opportunity to check out a book.

Grades 1-5 all visit the following group of teachers on a rotating schedule for specials. Art – Laurie McLaughlin; Librarian – Judith Perlin; Music – Joel Holmes; P. E. – Kevin Jackson & Marjorie McClure.

Teaching Peace – Teaching Peace is a unique social and emotional program developed by Linda Ryden especially for the students of Lafayette to create a culture of kindness. All of our 2nd through 5th grade students take Peace Class weekly. In addition, there is a special lunchtime/recess program called Peace Club and a leadership program for 5th graders called Peace Team. Ms. Ryden works closely with the counseling staff to provide one-on-one help to children with conflicts and other issues. The Teaching Peace program is funded by a grant from the HSA.

Box Tops for Education – The Lafayette Student Council participates in the Box Tops for Education program as a way to raise money for the school. Clip those little pink squares and hang onto them. At some point during the year they will be collected by your child's teacher, or traded in for a treat at a Student Council event.

Shopping for Lafayette – Did you know you can support Lafayette when you shop? There are several ways you can earn money for Lafayette without even trying!

- Register your **Safeway**, **Giant** and **Harris Teeter** discount cards when you sit down to enter or update your Family Directory information. Having your discount cards on hand when you register will allow with you to link your cards with Lafayette. Every time you shop, you'll earn money for our school!
- Register your **Target** REDcard to earn money for Lafayette. Just follow the link on our website or go to www.Target.com/tcoe.
- Use the **Amazon** link on our website (one of the grey buttons in the center). Just click the link and you will be directed to the Amazon website. Shop as you normally do and a portion of the sale will automatically be donated to Lafayette.

Class Activity Fee – Each year you will be asked to pay a "class activity fee" for your child(ren). This fee can range between \$65 and \$100 per student and can be paid by cash or check (checks made out to Lafayette Elementary School). It is usually collected by a Room Parent. This fee is used to cover the cost of field trips, class parties, and other miscellaneous supplies for activities or celebrations throughout the school year.

School Spirit – We are the Lafayette Bears, and our school colors are blue and yellow. Spirit gear is available on the school website. The HSA also maintains a school store (the "Bear's Den") that sells various Lafayette-themed merchandise (sweatshirts, car magnets, pencils, etc.), which is different than what is available on the

website. This merchandise is available in limited quantities and will be sold during school events and after school several times a year. Look for school store notices in the Tuesday Bulletin and on the school website. If you would like to purchase non-website merchandise in between sales events, please contact Lisa Resch at email below. Show your school pride and help raise money for Lafayette! **Contact:** Lisa Resch (balancingact_dc@yahoo.com)

Images – Published in the spring, this student publication showcases a piece of writing from every student in every grade at Lafayette. A long-standing tradition, Images is a beloved publication that many students read over and over. Parents, along with the school's reading specialists, help to type up student submissions, prepare the layout, and sell copies of the finished book at school events.

Lost and Found – ***Please label all of your children's clothing, lunchboxes, water bottles, coats, hats, gloves, boots, backpacks, etc.*** In the event something goes missing, please check the Lost & Found bin, which can be found near the doorway that leads to the trailers. If you're in the Great Hall facing the library, the doors to the trailers are to your left. The Lost & Found is in the area just before the doors.

School Administrative Handbook

Admissions – All elementary school-aged children (K-5) residing in the boundaries of the Lafayette district have a right to attend Lafayette Elementary School. Students must be 5 years old by September 30th to enter Kindergarten. There are 80 pre-Kindergarten spaces available on a lottery basis. Students must be 4 by September 30th to enter pre-K.

Families living outside the Lafayette boundaries who wish to enroll their children at Lafayette must apply through the out-of-boundary process. Application is made in January or February of the year preceding entry for the next school year, and placements are made on a space-available basis through a lottery process. The Principal reviews out-of-boundary status each year for compliance with policy. Call the front office (202-282-0116) for more information on the application procedure. Applications for enrollment can be found on the DCPS website.

School Hours, Arrival/Dismissal Procedures – The school day begins for all students at 8:45 a.m. A bell is rung at 8:40 to alert children that it is time to line up outside with their class in their designated area (there are alternative line-up locations inside the building in the event of bad weather). Teachers meet their classes at that time and escort them into the building. Children should not be dropped off at school before 8:30 a.m. unless they are participating in a supervised morning activity or the morning breakfast program. *There is no before-school supervision of students.*

School is dismissed at 3:15 p.m. and dismissal for pre-K and Kindergarten is at 3:10 p.m. Students leave from various exits, both on the front and back sides of the building. Please designate a location on school grounds to meet your child. Students must be picked up at 3:15 p.m. unless they are enrolled in an after-school activity. *There is no after-school supervision of students.*

If an emergency occurs and you will be late picking up your child in the afternoon, please let the office know immediately. Children at Lafayette are instructed to come to the office if they can't find the person who was to pick them up.

Tardiness – Please make every effort to help your child arrive at school on time. A child who arrives late will disrupt the class, miss instruction, and may feel self-conscious. Children who are late must sign the late arrival book at the main office. Tardiness will be recorded on a child's school report card. Excessive tardiness may require a parent conference.

Attendance Policy – The District of Columbia's compulsory school attendance law requires that children from the age of five be enrolled in and attend school regularly. Student attendance is monitored daily. The District specifies the following as valid reasons for absence from school:

1. Illness of the student
2. Death in the immediate family
3. Court summons
4. Hazardous weather conditions

5. Observance of a religious holiday
6. Suspension
7. Other absence approved in advance by the principal upon written request by the parent.

An excused absence is still recorded as an absence. A student with an excused absence receives the opportunity to complete any assigned work or assessments that occurred during the absence without penalty. Teachers are not required to allow students to make up work when an unexcused absence occurs. Please do not ask teachers to prepare work packets for children who will be absent from school for trips or vacations. The work missed will be available after your child returns if the absence has been approved.

If your child is absent from school, a note to the teacher is required on the day of his or her return explaining the reason for the absence.

Leaving School During the School Day – Children are not permitted to leave the school during the day unless picked up by a parent, guardian, or designated adult. Students must be signed out in the early dismissal log at the main office. **Note: Children will not be called for early dismissal between 3:00 and 3:15 pm to avoid disrupting the classroom routine.**

Parking/Commuting – Parking is not permitted on the east side of Broad Branch Road (in front of the school) and the north side of Northampton Street (the side next to the Early Childhood wing) between the hours of 8:00 a.m. and 4:00 p.m. Please do not park there for "just a minute." It creates congestion for buses and other cars

trying to pass in front of the school, and dangerous conditions for children crossing the street. The Metropolitan Police will ticket your car.

Please do not double park anywhere around the school, and do not park or turn around in the staff parking lot at any time. This creates an un-safe situation for pedestrians.

There is a quick drop-off zone in front of the blue doors on Northampton Street from 8:30-8:45 a.m. You must enter Northampton from 33rd Street in order to use this drop-off. **Please pull your car all the way forward** and an adult staff member will help your child out of the car. Students being dropped off on Northampton should sit on the passenger side of the car to allow for safe exit to the sidewalk.

If you would like to walk your child up to the school doors, please find a legal parking spot. There is ample parking on the side streets surrounding the school.

Students riding bikes to school must secure their bikes with a lock to a bike rack. Racks are located in the front and back of the school. Lafayette is not responsible for stolen bikes. Helmets must be worn by all bike riders. Bikes, scooters and skateboards (and similar items) are not permitted on the green or black top areas before school and may be confiscated by school personnel.

Emergency Evacuation – If the school needs to be evacuated due to an emergency, we will walk to Blessed Sacrament School, 5841 Chevy Chase Parkway, 202-966-6682.

School Closings – When a decision is made to close the entire school system or individual schools, information will be provided through a variety of resources. Area radio and television stations will make announcements. The DCPS website will post information. You can also register with www.schoolsout.com which sends emails and text messages when schools close.

Dress Code – Although Lafayette does not have a formal dress code, children are expected to dress in a manner appropriate to the season and occasion. On days when physical education is scheduled, tennis or sport shoes should be worn. Hats are not worn in the classroom. Students enjoy outdoor recess even in the winter, so appropriate cold weather clothes such as gloves and warm hats are needed. Please label all children's clothing with name and grade. Even in the winter children go out for a minimum of 30 minutes of recess most days.

Health Services – A registered nurse is on duty every school day from 8:00 a.m. to 4:30 p.m.

DCPS policy requires that parents and physicians complete appropriate health forms before any prescription or over-the-counter medication can be administered to a child. These forms are available from the nurse. Please do not send any medications to school with your child. All medications should be taken to the health suite by a parent, where they are checked in.

Parents of children with a history of chronic illness (food allergies, asthma, etc.) that may impact school performance should meet with the school nurse to develop an individual health plan (IHP).

The school nurse will contact parents in case of a student's illness or accident. Please keep work numbers and other emergency contact numbers current. If emergency transportation is required, a staff member will accompany a student if the parent is not present. Additional details about the school's sick policy can be found on the school website under "Health & Safety."

There is a collection of parenting and health-related books in the Health Suite. Parents are welcome to sign these books out. If you have parenting and child development books you are no longer using, please consider donating them to health suite library.

Lunch and Recess – Lunch and recess are scheduled between 11:30 and 1:00 daily, with schedules staggered according to grade. Children have 30 minutes to eat lunch and 30 minutes for recess. All grades eat in the school cafeteria. A "no nuts" table is available for children with allergies. Non-allergic children may join their friends at the no-nuts table as long as they do not have nut products in their lunch. Students may purchase lunch in the cafeteria or bring their lunch from home. Lunches cost \$1.35. Extra milk costs \$.35. Monthly lunch menus are distributed to students via backpack and can also be found online at www.chartwellsschooldining.com/DCPS/content/menus.asp. Students may pay for lunch and milk on a daily, weekly, monthly or semester basis. See the cafeteria manager for details. Checks should be made payable to "DC Treasurer." Breakfast is available at no cost to all students at 8:15 daily.

Recess Pre-K & Kindergarten – After lunch, Pre-K students will go outside (weather permitting) for recess on the playground that is located within a courtyard at the front, right corner of the school. Teachers and classroom aides (and sometimes parents) are out there to monitor and assist the children. Kindergarteners are escorted to the upper Lafayette Park playground for their recess. Again, teachers and classroom aides are there to monitor and assist.

Morning Announcements (WLES) – The school day starts with regular announcements at 8:50 a.m. Announcements from "WLES" include news and information about the day, lunch menu from "Pearl's Paradise Cafe," the weather report, sports scores, brief announcements by students, and a catchy tune specially selected to get everyone's day off to a great start. If necessary, additional information is shared with teachers and students just prior to dismissal. Our intention is to keep interruptions to the learning environment to a minimum. All announcements are cleared through the main office.

Telephone – Students may use the school phones for emergencies only. In the event that a child receives a phone call, he or she will be called out of class only in an emergency. Please make all after-school play arrangements before arriving at school in the morning. **If you feel your child must bring a cell phone to school, it is to be turned off and remain in his or her backpack during school hours. Students violating the cell phone policy will have their phones confiscated. Confiscated phones can be picked up at the main office by the student's parents.**

Volunteers – Anyone arriving to volunteer in a classroom is required to sign the logbook at the main office or at the security guard's desk before proceeding to his or her destination. Thank you for always observing this policy even if the staff knows who you are.

Visitors – We welcome visitors at Lafayette and are eager to make your visits informative and productive. All visitors, including parents, must register in the main office before entering other areas of the school building. You will be given a visitor badge to wear in the building. We ask that you comply with this policy to ensure the safety and security of the entire Lafayette School community. This DCPS security procedure is followed in all city schools.

Planned monthly tours of the school are designed for new and/or prospective Lafayette parents, real estate agents, community members, and others interested in seeing the school. Tours begin at 9:00 a.m., last for approximately one hour, and are conducted by the principal and a parent. Tours normally occur on the last Tuesday of the month. Please call the school office to ask when the next tour is scheduled.

Library – Parents and students are welcome to visit the school library before and after school. Library hours are Monday through Friday, 8:15-8:40 and 3:15-3:30. Books may be checked out for up to 2 weeks.