



Elementary Schools Parent Handbook 2011 - 2012

Our students will be prepared for and eager to accept the academic, occupational, personal and practical challenges of life in a dynamic global environment.

WELCOME!

We look forward to working with you and your child during these critical, formative years. This handbook is intended to provide you with important information common to all of our elementary schools. You are also encouraged to contact your school principal if you need more specific information. We sincerely welcome your interest and involvement in your child's education.

ADMISSION AND REGISTRATION

Registration is at the school serving your attendance area. If you are not sure which school your child should attend, you may call Transportation at (425) 837-6333. A copy of your child's birth certificate, immunization record, and proof of residency must be presented when you register your child. A complete immunization record is required by state law as a condition of admittance.

Your child must be five years of age on or before August 31 of that school year to register for kindergarten, or six years of age to register for first grade. Some exceptions are allowed. For information on Early Entrance, call (425) 837-7025.



ARRIVAL AND DISMISSAL.



School bell times may be revised each spring in time for families to make plans for the upcoming school year. However, final school start and dismissal times may vary to accommodate enrollment changes from one year to the next.

Bell times and bus schedules are coordinated with the district transportation department to make the most efficient and economical use of the district's buses.

You can learn the bell times for your school on the district website at www.issaquah.wednet.edu. If your student rides a school bus, you can also find the student route information through E-Link on the district website.

If your child must be excused early please notify your child's teacher prior to dismissal. Late messages should be called in to the school office one hour prior to dismissal. When picking up or returning your child during the school day, you must sign your child in or out at the office. Under no circumstances will a child be allowed to leave school with another person without prior permission from the parent.

Issaquah School District
Elementary Level Education
565 NW Holly Street
Issaquah, WA 98027
(425) 837-7025

Link to your school at the ISD website
www.issaquah.wednet.edu

ATHLETIC EVENTS

Elementary-age students must be accompanied by a parent or adult in order to be admitted to KingCo athletic contests.

ATTENDANCE

Regular and punctual attendance is important to your child's progress. According to Washington State compulsory attendance law, once a student is enrolled in the district's schools parents are responsible for ensuring the student's daily attendance. Please help your child develop good attendance habits.

Absences that are excused include: illness/health, religious observances, school-approved activities, family emergencies, disciplinary actions as required by law, and family trips with prior principal permission. In case of absences, please notify the school office daily before 8:30 a.m. and provide your child's name, teacher's name, and reason for the absence.

When your child returns from an excused absence, the teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. The student is responsible for completing missed work. Make-up assignments are not provided in advance.

BUSES

Bus stop information will be available in mid-August. Route information will also be available online on the Transportation web page. Access E-Link to get bus stop information. The District will mail the Emergency Transportation Bulletin to all students each fall. Drivers are expected to meet schedules as closely as possible. Students are required to arrive at their stops five minutes prior to the published pick-up times. Pick up times may change during the school year; parents will be notified. Parents are responsible for their children prior to pick-up and after drop-off. Drivers do not allow parents or any other person to board the bus.



Students are expected to behave properly and safely on the bus and at bus stops, and to comply with the driver's directions. Disciplinary rules are enforced on buses in the same manner as on school campuses, and video cameras are installed to assist staff in maintaining discipline. A complete list of bus rules may be obtained on the web, from Transportation, or the school.

Students may ride on other buses or get off a different stop on a **space available basis** with a written request from the parent to the school. **A bus pass must be obtained from the school office** at least a half hour before school is dismissed. Students will be dropped off only at authorized bus stops. Kindergarten students must be released to their parent or guardian unless there is a "Release Form" signed by the

parent. If you have any questions or concerns regarding a particular bus route, bus stop or bus driver or if you wish to speak with someone regarding student bus behavior, you may contact the Transportation Department at (425) 837-6333.

COMMUNITY FLIERS ACCESS TO RESOURCES

Would you like to post information on a school's Community Fliers page? In accordance with our Access to Resources procedures, the District accepts submissions from non-profit organizations with a message or event that promotes a social, recreational, or educational benefit to children and families. Please fill out a form if you fit these guidelines. To learn more and to download a flier form, go to the District's website at www.issaquah.wednet.edu and select "Family Resources/Community Fliers." Contact Debbie Romano at 425-837-7010 if you have questions.

COMPUTERS/TECHNOLOGY

Our community has provided a rich base of technology resources for student learning and for teacher instruction. It is important students understand how to use network resources appropriately according to the guidelines in the Electronic Resources Policy 2022. Inappropriate use of network resources will result in loss of access to computers, network, and the Internet and other disciplinary action as provided in District policy and procedures. Stress the importance of maintaining privacy of personal information including passwords, as your student is responsible for all activity in or from his/her account. Take the opportunity to discuss issues such as cyber bullying, intellectual property and copyright, and alert your student that no file/picture/text sent out to the Internet is private but can be shared with anyone with access anywhere in the world. Despite filters and firewalls there is still unacceptable and controversial material and communications that students could access. It is also not possible for all students to be directly supervised at all times and it is also not possible to filter all material posted on the Internet to which some families may object. Please discuss your expectations of your student while using these publicly provided resources for learning. Helping students understand these issues can help protect them in this technology dependent world and enable them to understand and use those resources to best advantage for their education. An excellent resource is the Cyber Safety Brochure which can be found on the Family Resources, Parent Education page of the Issaquah School District Website www.issaquah.wednet.edu/family/parented.aspx and on the OSPI website www.k12.wa.us/SafetyCenter/ConductDiscipline/default.aspx

CURRICULUM

The District's mission is "Our students will be prepared for and eager to accept the academic, occupational, personal and practical challenges of life in a dynamic global environment". Skilled and caring staff strive to achieve that mission using a variety of teaching methods and measurements of how well students are learning. All elementary grade levels and content areas use a standards based curriculum that is aligned with the Washington State's Essential Academic Learning Requirements and Grade Level Expectations. The following link will take you to the district's curriculum standards.
www.issaquah.wednet.edu/academics/curriculumstandards.aspx

• **Student Progress Reporting** You will receive three report cards and be invited to a parent conference. Your school will communicate more specifics about the reporting procedures and schedules. Scoring guides are on the District website.

If you have questions about your child's elementary learning, please contact your teacher. If you would like to know more about curriculum or about testing, please contact the Teaching & Learning Services Department at (425) 837-7030.

DISCIPLINE

All certificated teachers, administrators, and school bus drivers are authorized to administer discipline in accordance with Washington State law. Written expectations are distributed to every student in the fall, and a complete copy of the building plan and the district's policies and procedures may be obtained at any school or on the district web page.

Any student who willfully performs any act detrimental to the orderly educational process or operation of a school sponsored activity will be subject to disciplinary action. A listing of prohibited acts may be obtained at any school. Student discipline will be administered in such a manner as to fully take into consideration the nature and circumstances of the violation, the individual circumstances of the student, and prior forms of corrective action imposed upon the student. A complete list of disciplinary terms and forms of disciplinary action are included in policy #3241 which may be obtained on the district website.

Student desks and other school property are the property of the Issaquah School District and therefore subject to search if the administrators have reasonable suspicion to suspect that something kept in the desk is in violation of school rules and/or state and federal law.

Buying, selling, bartering items for personal gain is not allowed without permission of a building administrator.

Any action which removes a student from class for more than one day or longer will comprise a "disciplinary action" and will be documented in the student's cumulative file.

DRESS FOR SCHOOL

The student and parent/guardian may determine the student's personal dress and grooming standards, provided that the student's dress and grooming do not lead school officials to reasonably believe that such dress or grooming will:

- Disrupt, interfere with, disturb, or detract from school activities.
- Create a health or other hazard to the student's safety or to the safety of others.
- Promote by printed word or symbol the use of illegal substances or other prohibited activities which may include but not be limited to intimidation, harassment, sexual innuendo, vulgarity, and obscenities.

If a student's dress or grooming is objectionable under these provisions, the principal or designee will ask the student to make appropriate corrections. If the student refuses, the student is subject to disciplinary action. A complete copy of policy #3224 may be obtained at any school.

DRUG-FREE

All Issaquah schools are drug-free zones. Any person found guilty of dealing in illegal drugs within 1000 feet of school grounds is subject to double the usual penalties. Issaquah schools are also gun-free and smoke-free zones.



EMERGENCY CLOSURES OF SCHOOLS

School may be delayed or closed due to unforeseen circumstances such as harsh weather conditions. Stay tuned to your local radio/tv stations for announcements. You may also sign up to receive District E-News, call (425) 837-7000 for a recorded message, check the ISD web page, or go to www.schoolreport.org and sign up for email alerts. You should assume that school will be in session unless you hear otherwise. A bulletin outlining emergency closure procedures is sent home each fall and is posted on the Issaquah School District web page. If inclement weather hits late in the morning, please tune to radio, TV or district website for changes in schedules.



FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to the student's education records, which are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the principal or appropriate school official a written request, identifying the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may submit a written request to the principal, identifying the part of the record they wish to have amended, and the reasons why they believe the record is inaccurate or misleading. If the district decides not to amend the record, the parent or eligible student will be notified of the decision, of their right to a hearing, and of the hearing procedures to be followed.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests, such as: an administrator, supervisor, teacher, or support staff member, a school board member, law enforcement personnel; a person/company with whom the district has contracted to perform a service, such as: an attorney, auditor, medical consultant or therapist; or a parent/student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning any alleged failure by the district to comply with the requirements of FERPA at the following address: Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. S.W., Washington, D.C., 20202-4605.

FIELD TRIPS

Permission slips are sent home with your child prior to a field trip and must be returned before your child can be transported off school grounds. If you do not wish your child to participate in a particular field trip, alternative activities will be arranged.

FOOD SERVICES

Hot lunches are available every regular school day. The purchase of hot lunches are computerized and may be paid for either daily or by depositing any amount into your student's account. School lunches can be set up to auto pay by going to mylunchmoney.com Applications for free and reduced lunches are sent home in the fall and may be obtained from the school office any time during the school year.



Parents are encouraged to help students learn their lunch ID # and to discuss appropriate lunchroom behavior with their child to reinforce the lessons given at school.

Checks are accepted at all schools; however, if it becomes NSF, the district may recover the funds electronically for a fee of \$20.00 in addition to the face value of the check.

FUNDRAISERS

PTSA and the Associated Student Body (ASB) occasionally sponsor fundraisers to benefit their schools. All sales and fundraisers must have prior approval from the building principal.

GIFTS

Parents who wish to donate gifts to the school or the district may contact their school principal for policy and guidelines. Some businesses will match gifts to the school or district. Gifts are tax deductible. Gifts may also be given through the Issaquah Schools Foundation or the PTSA.

GUIDANCE/SPECIAL SERVICES

Each school has a Guidance Team that problem solves student concerns. Parents may contact their school guidance counselor for more information about this process. If students are suspected of having a disability, the Guidance Team may refer the student for special education or 504 assessment. The school psychologist assigned to the school will coordinate the special education process. For more information, contact your school.

HARASSMENT

The Issaquah School District strives to maintain a safe and positive learning environment free of any type of harassment. One way of fostering such an environment is to ensure that students and staff understand what is and is not appropriate behavior. If your child feels he/she has been harassed or bullied, the incident(s) should be reported immediately to a teacher, counselor, or principal. Children bullied on the bus may report information to the Transportation Director. The complete text of policy #3213 on sexual harassment and policy #3207 on harassment may be obtained at any school or on the ISD website under Popular Links-Common Policy Links. .

HEAD START

Head Start pre-school is available for four-year olds from low income families. For information on Head Start, call (425) 837-7523 or 7103.

HEALTH

It is essential that emergency notification information be on file at the school and that it be kept current. Be sure to designate other individuals who can be contacted in case of emergencies. Although staff are trained to provide first aid, 911 will be called and parents will be notified in case of serious injury or medical emergency. The ISD web site www.issaquah.wednet.edu/health contains links to school nurses, current health issues, district health policies and forms and health resources for parents.

- **Communicable Diseases.** Parents will be asked to pick up their child if a health problem occurs. A student with an oral temperature of 100° or over should remain at home until **free of fever for 24 hours**. A school nurse is available for consultation and may be contacted through the school office.

- **Other Concerns.** To prevent the spread of head lice and scabies, please notify the school if your child has one of these conditions. Children who have head lice or scabies will be excluded from school until treatment has been completed. An adult must accompany the student returning to school after head lice treatment. Trained school staff will check the student, admit the student to class or send the student home if live lice are present. A head lice notification letter will be sent home to parents of students in the classroom.



- **Immunizations.** All students in Washington State must comply with immunization standards. Exemptions are allowed for religious, philosophical, or medical reasons. A completed *Certificate of Immunization Status* form must be submitted to the school on or before the first day of attendance. Students may not attend school until all immunization requirements are met.

- **Medications.** The Issaquah School District is authorized to administer prescription & over-the-counter oral medications to students in accordance with state law. Medication administration forms are available in the school office & on the ISD web site.

The administration of any prescription or over-the-counter medication to a student by a district employee must be requested and authorized in writing by **both the parent and a licensed health care provider**, along with specific instructions for administration. Epi Pen or Epi Pen Jr. are the only injectable medications school staff will be trained to administer.

All medications must be in their original containers, labeled with the name of the student, name of the medication and the dosage and they **must be hand delivered by an adult**. Students are not allowed to carry medication with them during the school day. If the student must carry emergency medication, please contact the school nurse.

- **Emergency Health Care Plans.** If your child has Diabetes or a Life-Threatening Condition, the Washington State law requires that a nursing care plan, medication orders and the medication/s are in place at school before the child comes to school. Life-Threatening Conditions are defined as a health condition that will put the child in danger of death during the school day if a medication or treatment order and nursing plan are not in place. **Contact your school nurse** to discuss these conditions before your child comes to school **each year**.

HOME/HOSPITAL TUTORING

Students suffering from illnesses, surgery or other conditions which require absence from school for 4 or more weeks are eligible for tutoring assistance for up to 18 weeks in a school year. Once it is determined that the student will be out of school a minimum of 4 weeks or longer, then tutoring can begin. They do not have to wait until the 4th week. Please notify your principal or counselor of the need for home instruction. Additional information may be obtained by calling the Program Coordinator at (425) 837-7085

HOMEWORK

Homework may be assigned to enhance or reinforce classroom instruction. Questions about homework assignments should be directed to your child's teacher.

INSURANCE

Optional accident and dental insurance application forms are available at the school. Cost is included in the information packet which is sent home at the beginning of the school year.

LASER PENS/POINTERS PROHIBITED

Because of the potential for serious injury to the eyes, students are not allowed to bring or use laser pens/pointers on school grounds or buses. If a student is found in possession of a laser pen/pointer, it will be confiscated and may only be retrieved by the parent. Progressive discipline will be administered for repeat offenses.

LOST AND FOUND & PERSONAL ITEMS

Check with the school office for lost items. Students are discouraged from bringing expensive or treasured possessions to school. You are also encouraged to label your child's possessions for ease of identification. **The school cannot assume responsibility for lost, stolen or damaged items including electronic devices.**

NON-DISCRIMINATION STATEMENT

The ISD provides equal opportunity in its programs, activities, and employment and does not discriminate on the basis of race, color, national origin/language, creed/religion, sex, sexual orientation - including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, age, marital status, honorably discharged veteran or military status and HIV/Hepatitis C status. The employees below have been designated to handle questions and complaints of any such alleged discrimination: Parent/Volunteer & Employee/applicant-Related Issues - Kathy Miyauchi, Executive Director of Personnel Services and Student-Related Issues - Dennis Wright, Director of Career & Technical Education..

PARTIES/CELEBRATIONS

We encourage children to be sensitive to the needs and feelings of others. Accordingly, we ask parents not to send birthday or other party invitations to school, especially when all children in a classroom are not included. In some schools, birthdays are celebrated once a month. Ask your child's teacher for the procedure regarding classroom birthday parties or favors.

PETS/ANIMALS ON DISTRICT PROPERTY

The district has implemented a no pet policy. Pets should not be brought to school unless all district policies and procedures have been followed. Please check with your building administrator for approval and necessary forms. Pets are potential health safety hazards and might cause disruptions. Pets cannot be transported by school bus. Pets that are regular visitors on school grounds may be

PHOTOGRAPHS

Professional photographers visit each school to take individual and class pictures. Students, however, are not required to purchase photographs. Information, including cost/package options, is sent home prior to the photographer's visit. A portion of the profits is returned to each school.



PROBLEMS/CONCERNS

The Issaquah School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students. A complete copy of the Civility Policy #4011 may be obtained at any school.

Issaquah School District is dedicated to the swift resolution of problems through respectful communication where all parties' perceptions and input are considered. If you have a problem or concern involving your child's education, you are encouraged to schedule a conference with the teacher. If a problem or concern continues, contact the principal for assistance. Continuing concerns, following teacher and principal contact, may also be referred to the appropriate district administrator; or, as a last resort, to the superintendent or the board of directors.

If your concern is in regard to the district, you may communicate your concern to the Board of Directors by phone or by letter. Board meetings are held the second and fourth Wednesdays of each month. All regular meetings are open to public participation, or you may request placement on the regular agenda by notifying the superintendent's secretary at (425) 837-7002 one week in advance of the meeting.

The Issaquah School District is dedicated to serving your needs through responsive, caring actions. Please let us know if we can help you.

RELEASE OF RECORDS & STUDENT INFORMATION

The Issaquah School District will release directory information which includes a student's name, address, telephone number, date/place of birth, participation in officially recognized activities and sports, weight/height of members of athletic teams, attendance dates, diplomas and awards received, and most recent school attended. The district may also release photographs or videotapes of students taken in circumstances not generally considered harmful or an invasion of the privacy of the students.

Information may be used for purposes such as school-related fund-raising, publication of a student directory, parent organization mailing lists, school yearbook and newspapers, commencement programs and publication of honor rolls, and other school information about students in the public media. Information will not be released for commercial purposes.

Parents who do not want directory information, photographs, videotapes, or their telephone number released must submit a written request to the school within five school days after receipt of this notice.

Families who have unlisted telephone numbers may request that only that part of the directory information be withheld. If the school does not receive a request by that date, the school will assume that there is no objection to releasing such information. Such a request will be placed in the student's record and remain there through elementary school. A complete copy of policy #3231 may be obtained at any school.

REPORTING TO PARENTS

Communication between the school and parents takes place throughout the year. The school issues three student report cards and schedules parent conferences. You will be notified about reporting procedures and schedules through the school.



RIGHTS/RESPONSIBILITIES

Students are expected to comply with the school's written policies, rules, and regulations; to pursue the required course of studies; and to submit to the authority of teachers and principals.

Students are entitled to the rights set forth in the Constitution and laws of the United States; the Constitution and laws of the state of Washington; the laws regarding equal opportunity; First Amendment rights to freedom of press, speech, peaceable assembly and petition; and the right to be secure in their pursuit of an education while in the custody of the school district. These rights are subject to the school district's authority to make reasonable rules and regulations to maintain the educational process. The complete text of policy #3200 may be obtained at any school.

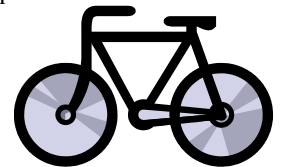
The Issaquah School District complies with all federal and state laws regarding discrimination. If your child feels that he/she is being harassed, intimidated, or discriminated against because of race, color, creed, national origin, ancestry, religion, gender, sexual orientation, or disability, it should be reported immediately to a counselor, principal, bus driver, or other administrator. That person will respect your child's right to confidentiality to the extent possible.

Inquiries or formal complaints regarding Title IX/RCW 28A.85 (gender equity) should be reported to the Executive Director of Personnel at (425) 837-7060. Inquiries or formal complaints regarding Section 504 of the Americans with Disabilities Act (ADA) should be reported to the Director of Special Services at (425) 837-7090.

SAFETY

Several times throughout the year safety drills are held. The practice of the fire, earthquake, and lockdown drills is to help familiarize students and staff with the procedures to follow should a real emergency occur.

• **Bicycles** A leading cause of death and head injuries among children is bicycle accidents. Therefore, children who ride bicycles and scooters to school are required by law to wear bicycle helmets. Children are also encouraged to attach safety flags to the rear of their bicycles. Chains or other anti-theft devices should be used to secure bicycles. In most schools, third, fourth, and fifth graders may ride bicycles to school with written parental permission.



• **Safety Patrols** Fifth graders are selected for patrol duty in most schools. Since it is an honor to serve on the school safety patrol, students are carefully selected, instructed in their duties, and cautioned to observe courtesy and safety when helping other children cross streets. Please ask your child to obey the safety patrol.

SUPPLIES

The Issaquah School District curriculum includes teaching students how to effectively organize learning tools and classroom time. To reinforce lessons, parents may be asked to purchase certain supplies. Please check with your child's teacher or the school office before purchasing supplies. A complete list



TELEPHONE USE/ELECTRONIC DEVICES

Students are limited in their use of school telephones except in emergency situations. Cell phone use is also prohibited during the school day and on school buses. No mechanical or electronic device shall be used to audio or video record any classroom instruction or activity on district premises immediately before, immediately after and during the school day or on district provided transportation without the express permission of the classroom teacher and administrative staff at the school. Please help your child to organize for the day by planning which school books, papers, materials, and clothes will be needed. Voice mail is available on all district telephones for messages and announcements.

TESTING

Student progress is carefully monitored through the Measurements of Student Progress (MSP) and Stanford 10. The MSP is administered in grades 3 - 5. The ISD Assessment calendar can also be found at <http://www.issaquah.wednet.edu/academics/assessment/default.aspx>

Stanford 10 achievement test in reading and math is administered each year in grades K through 9. The Cognitive Abilities Test (CogAT) and Structure of the Intellect (SOI) are administered to grade 2 students in the spring. Additional information is available by calling the Assessment Department at (425) 837-7007.

The district conducts free testing for pre-schoolers who may need special help in the areas of hearing, vision, language, or general development. To learn more about Childfind, call Special Services at (425) 837-7090 or 7085.

TRANSFERS

If your family is moving, please notify the school one week prior to withdrawing your child from school. Student records will be sent to the child's new school upon written request from the new school.

VISITING THE SCHOOL

We appreciate your interest in your child's progress and learning experiences. Parents are welcome to visit their child's classroom. However, to avoid classroom disruption, please call the teacher to schedule a specific visitation time. Individual conferences with a teacher should be scheduled before or after the school day. All visitors must sign in at the school office.

VOLUNTEERS/PTSA

Your building principal welcomes your volunteer time in the office, classrooms, the library, or health room. Volunteers also support art docent programs, science docent programs, and other enrichment activities in schools. For more information, talk to your building volunteer coordinator, a PTSA officer, or the principal.

The charge of the PTSA is to support the health, education, and welfare of children. The PSTA assists the education of children by providing enrichment programs, volunteering in the classroom, sponsoring school activities, reinforcing the student-teacher-parent relationship, and fostering a learning environment at school and in the home. The district encourages your participation in this organization. You may join your local PSTA by contacting PSTA board members or your school office.

VOTER REGISTRATION

If you are new to the area, you may obtain a voter registration form at any school, library, or fire station. You may register to vote up to thirty days before a general election. You may vote at your designated site or by absentee ballot. For additional information, call (425) 837-7010.

WEAPONS

Violence or threats of violence are not tolerated in any school. A weapon or facsimile brought to school may result in an Emergency Expulsion. **Possession of firearms on school property will result in a one year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420)**