

Cascade Ridge Elementary



Student/Parent Handbook

2021-2022

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Animals on District Property

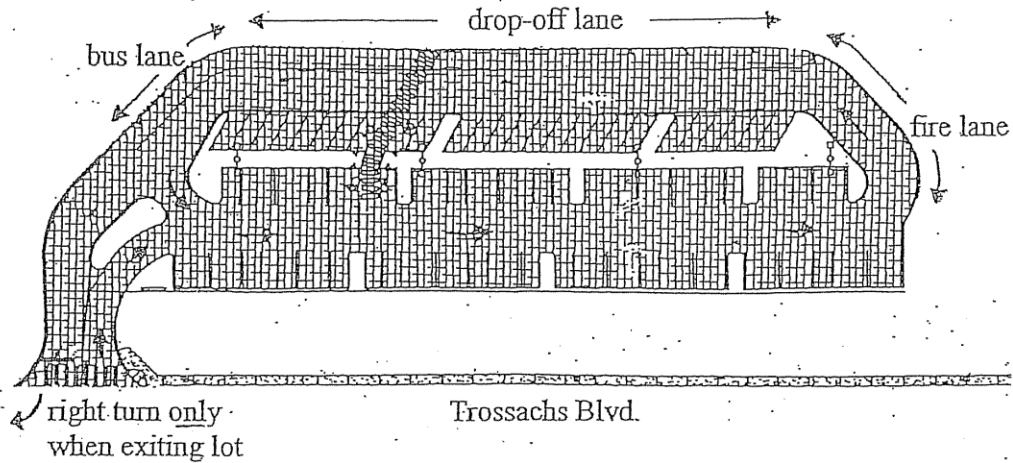
According to District Regulation #2029, any animal *that does not serve as an aid to an individual with a documented medical need or that is not part of a classroom lesson outlined in District-adopted curriculum* will only be allowed on District property when: The animal provides an educational benefit to students, and the animal's owner/handler completes the Animal Owner/Handler Responsibility Form, including receiving permission from the school building's principal or the facility's main supervisor.

Arrival/Dismissal Procedures

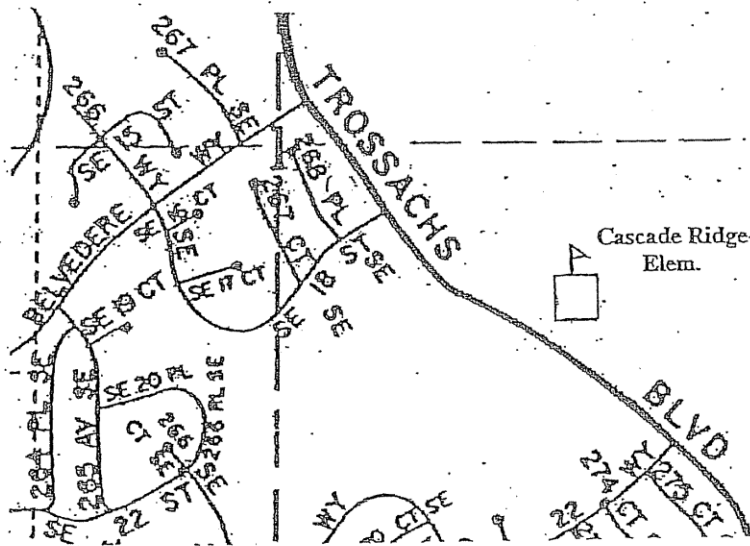
Please remember, students are not to arrive at school prior to 9:00am unless they are participating in a designated before-school program.

- Students who walk to school are must use one of three supervised crosswalks
- Prior to entering the parking lot, please be prepared for your child(ren) to quickly exit the vehicle once you have come to a complete stop in the drop off lane. **Do not enter the drop-off lane if students are not ready to exit the vehicle.** Instead, circle around again, and enter the lane once they are ready.
- Vehicles entering the parking lot should proceed to the drop-off lane and **pull all the way forward** (at a safe speed) to line up directly behind the car in front.
- Once you have pulled as far forward as possible, students unbuckle and **quickly exit the vehicle on the sidewalk side only.** As you drive through the parking lot, watch for pedestrians and **do not block the crosswalk.**
- The **passing lane to the left of the drop-off lane, can only be used for vehicles circling around or exiting the parking lot.** It is unsafe for vehicles to enter the drop-off lane from this point by cutting in front of others already in line.
- Students should not be dropped off at any other location within the parking lot except in the designated drop-off lane. For example, **students should not be dropped off in or near the designated handicapped spaces** to then use the crosswalk. This is unsafe and causes congestion in the parking lot.
- While in the drop-off lane, **drivers should not open the driver-side doors or get out of their vehicle to assist students.** This causes a delay for others. If your children need additional help exiting the vehicle, please park in an appropriate location and walk them to the building.
- Once dropped off, students are to **walk down the pathways on either side** of the building to their assigned line-up location at the back of the school.
- **Vehicles cannot be left unattended,** for any reason, in the drop-off lane from 9:00-9:20AM or 3:30-4:00PM.
- Drivers can pull out of the drop-off lane or continue with the line of cars and **exit the parking lot by turning right ONLY.** For an easy turn-around (if you needed to turn left), after turning right out of the school parking lot, turn left on SE Belvedere Way (at the second "Preswick" entrance), left on 266th Way SE, and follow around to Trossachs Blvd. at which point you can turn right. (See the map below for route information.) **PLEASE DO NOT USE STERLING SQUARE TO TURN AROUND.**
- Parents are welcome to walk their children as far as the entryway. Students then walk themselves to class. If parents are volunteering at that time, must sign in and get a badge.

MAP OF CASCADE RIDGE
PARKING LOT



MAP OF TURNAROUND ROUTE



1. Left on Belvedere – 2nd Preswick entrance
2. Left on first street – 266th Way SE
3. Right on Trossachs Blvd.

Attendance

We encourage students to be at school on time EVERY day. Regular attendance is essential to a student's success in school. Students receive the full benefit of classroom instruction only when they attend on a regular basis. Bell times are MTTHF 9:15-3:40 and W 9:15-1:30. The first bell rings 5 min before the beginning of school. A student is tardy if they are not inside the classroom by 9:15.

When you know your child is not going to be at school due to illness, religious observances or family emergencies, please call **425-837-5500** to report the absence. If you receive a phone message that your child is absent and you believe your child to be at school, please call the school as the child may have been out of the classroom when attendance was taken.

Absences

As provided in District Regulation 3122, regular school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. The message will also notify parents of the potential consequences of additional unexcused absences. The following principles shall govern the development and administration of attendance procedures within the District:

Excused (School Day and Individual Class) absences are absences due to:

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless or foster care/dependency status;
9. Absences due to a student's migrant status
10. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
11. Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
12. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process.

Required conference for elementary school students

If an elementary school student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school. A conference is not required if (1) prior notice of the excused absences was provided to the district by 8:30 a.m. on the day of the absence or (2) a pre-arranged absence form has been submitted or (3) if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

A conference with the parent or guardian will be scheduled after two unexcused absences within any month during the current school year. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences. A student may be suspended or expelled for habitual truancy.

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010

Early Dismissal

We encourage parents to make doctor and dental appointments before or after school hours. Please notify your child's teacher if you must take him/her out of school. When you pick your child up early, report to the office to sign your child out. Your child will be called to the office to meet you. This is done for your child's safety. For student safety teachers are directed to release students only after receiving a call from the office.

Tardiness

Tardiness is a form of poor attendance and can become a bad habit. It is very important for your child to arrive at school on time. Arriving late to school affects your child and the entire class. Students arriving late often miss important instructions and/or activities. Tardiness falls under the guidelines of our attendance regulation. When tardy, students must check in with the office for an admission slip before going to class. If a student arrives after 10 am and wants school lunch, a yogurt lunch will be provided. No other lunch choice will be an option at that point. If tardiness is chronic, parents may be contacted via phone and/or mail to determine a course of action, and a written note from a doctor may be required to excuse future tardiness.

Behavior Expectations

All members of Cascade Ridge Elementary share responsibilities for developing and enforcing behavior expectations consistently and fairly. We reinforce expectations through the **Coyote Code: Be Safe, Be Kind, Do Your Job.**

STUDENTS

- Classroom
 - Come prepared to learn: get enough rest, eat a good breakfast, be on time
 - Complete assignments on time
 - Remember to bring lunch or lunch money
 - Respect your teacher's rules of behavior in the classroom
 - Make the most of the time in the classroom to learn
- Playground
 - Play safely
 - Keep hands and feet to yourself and use appropriate language
 - Use problem solving skills to solve a problem
 - Listen to and follow directions of the supervising adult
 - Put all trash in garbage cans
 - Include anyone who wants to play in games
 - Use play and sports equipment only for their intended purposes
- Common Areas (Hall, Lunch Room, Restrooms)
 - Walk at all times
 - Keep your body parts to self
 - Use appropriate Voice Levels – see chart
 - Put all trash in garbage cans; flush toilet after use
 - Look, but do not touch, art work
- Assemblies
 - Follow your teacher in line to your seating area and wait for the assembly to begin
 - Respect the Performers/speakers
 - Actively listen
 - Polite applause
 - Laughing with, not at, the presenters
 - No booing or screaming
 - Remain quiet and seated until your teacher directs your class to leave quietly and orderly
- Field Trips and Off-Campus Activities
 - Listen to and follow instructions of supervising adult; stay with your group
 - Stay in your seat and talk quietly to those around you while going to and from the event
 - Give your attention to the performance
 - Show your appreciation in positive ways
 - Follow bus rules:
 - Quiet voice
 - No food or drinks

Bikes, Scooters and Skateboards

1. All bicycle, scooter or skateboard riders must wear safety helmets.
2. Scooters or Skateboards are not able to be kept in the building.
3. Bicycles, scooters or skateboards are to be walked on school property.
4. When riding on the public sidewalk and before reaching the school grounds, be aware that walkers have the right-of- way.
5. Stay to the right, use hand signals when making turns and follow the rules of the road.

Suggested Guidelines for safety:

Students who ride bikes, scooters, or skateboards **to school** from the north end (Glencoe, Preswick, and other neighborhoods north) are encouraged to:

- Cross to the west sidewalk (opposite the school) at the Sterling Square crosswalk and **ride** bicycles, scooters or skateboards on the sidewalk. If you are on a bike, you can use the designated bike lane. Proceed to the main crosswalk and cross with the adult crossing guard and Safety Patrol members (at the south end of the school.) Walk bicycles, scooters or skateboards at the start of the school campus.
- If you choose to come to school via the east sidewalk (closest to school), students are encouraged to walk their bike, scooter or skateboard all the way from the crosswalk at the Glencoe (this includes kids who are in K-2 and supervised by their parents.) If students do choose to ride their bicycle, scooter or skateboard, we ask that caution is used due to the large number of people traveling by foot in this area.

Students **going home** will follow the same options.

- Cross at the main crosswalk with the adult crossing guard and Safety Patrol Members to the west sidewalk (opposite the school) and ride north to all neighborhoods.
- If you choose to use the east sidewalk (closest to the school), bikes, skateboards or scooters will be walked from the main crosswalk and all the way north until you reach the Glencoe crosswalk. This includes directly in front of the school.
- Bikes on the east side of the school going home may use the bike lane. **Scooters or skateboards should not use the bike lane on either side, in either direction.**

Birthdays

Because of lost instruction time, concern for students with allergies and the District adopted Nutrition and Wellness Regulation 6700, traditional birthday parties will not be held in the classroom. Teachers may choose to recognize birthdays in the classroom.

Cell Phones/Smart Watches

If a student chooses to bring a cell phone or wear a smart watch to school, it must be turned off and kept in the student's backpack for the entire school day (this includes lunch and recess). If a smart watch, it needs to be worn on the wrist and silenced. If a student is found with a cell phone during the school day, the cell phone can be held in the office for a parent to pick up. In addition, we ask parent volunteers and visitors to put their cell phones on silent mode and refrain from using them when in the building.

Classroom Placement

Please see the Cascade Ridge website for current information and guidelines.

Civility Regulation

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 Civility Regulation #4011 and #5282 may be obtained from the District website.

Dress Guidelines

- Hats, caps, or other head coverings and sunglasses are allowed to be worn outdoors, but not in the school building (except for religious reasons).
- Revealing or tight clothing is not appropriate. This includes low-cut shirts, cut-outs, spaghetti strapped attire, or sagging pants.
- Try the three finger test to help determine whether straps on tops are the appropriate width. If the strap is narrower than three fingers, the top must have another shirt to cover it.
- On P.E. days, students need to wear appropriate shoes and clothing that will allow them to run, jump, climb, and be active.

Emergency/Health Information

Each student must have a current Emergency Information Form on file. It is vital that the office has names and telephone numbers (including cell phone numbers) of alternative contacts should an emergency situation arise. Please call the office or send a note with your child to update your emergency form if there are any changes. It is also important for you to let us know of any health problem your child has, and keep us informed about changes in health. Please bring any changes that need to be made to the school office.

Health Room

If your child is ill or injured at school, he/she will be sent to our health room for care. The health room is located in the office.

You will receive a note explaining your child's visit and what care was given. If your child is too sick to stay in class, every attempt will be made to contact you or someone you have listed on your Emergency Information Form to come and pick up your child and take him/her home.

Individual Health Plan-Life Threatening Conditions

By law (House Bill 2834) children with life threatening conditions such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizure, etc. are now required to have a medication and treatment order (Individual Health Plan or IHP) in place before they can start school. This order from the child's licensed health care provider must be filed with the school nurse. This is a requirement for classroom placement and school attendance.

Illness at School

Please make arrangements for your children if they become ill. Our facilities are limited for the care of children who become sick or injured during the school day. It will help us if you make sure the information on your **Emergency Information Form** is kept current with the names and **telephone numbers of people who may be contacted if you cannot be reached**.

Use this guide with regard to common infectious diseases:

1. **Colds, Fever, Flu:** Keep the child home until **fever free for 24 hours**.
2. **Vomiting and Diarrhea:** Keep the child home until there has been **no vomiting or diarrhea** for at least 24 hours.
3. **Chicken Pox:** Keep the child home until all pox are dried up and crusted over. Please notify the school nurse when child has been diagnosed.
4. **Lice:** Keep the child at home until treated with lice medication and all live lice have been removed. Please notify the school and have your student checked by the office or the health room before returning to school.
5. **Scabies, Impetigo, Ringworm, Pink Eye:** The child may return to school 24 hours after prescription medication has been started. Please notify the school nurse. Students should be reminded not to share personal items.

Immunization Records

Washington State Law requires all students to be immunized (DTP, measles -or proof of immunity, MMR, Hep B, Varicella, and Polio). The law requires that parents fill out and sign the Certificate of Immunization form. Without this on file, your child is not allowed to attend school.

Medication at School

State Law prohibits school personnel from giving any medication (**prescription and/or over the counter, including cough drops**) without specific instruction from your licensed health care provider, acting within the scope of his/her license, and either a parent or a legal guardian. The **Administration of Medication at School** form is available from the office. **This form must be filled out completely and signed by both the health care provider and parent/guardian before we can administer any medication.** All medication must be hand delivered by an adult in the original container labeled with the student's name, name of medication, dosage, mode of administration, and name of health care provider. No more than a twenty day supply may be sent at one time. Students may carry and self-administer medication for emergency health reasons **only** when requested by the licensed health care provider and parent/legal guardian, and approved by the principal and the school nurse. If you have any further questions,

please feel free to call our health room at (425) 837-5570.

Emergency Procedures

It is very important that you notify the Cascade Ridge office throughout the school year of any changes in your work, home, or emergency contact numbers. As we think about potential emergency situations, we ask that you review with your child what they should do, according to their Emergency Plan, in the event school is dismissed early during the day. During a snowstorm, power outage, earthquake, etc., there is always the possibility this could happen. Expecting the school to contact you by telephone or your calling the school to make plans is not a realistic expectation. Announcements are made over various radio stations, TV stations and the internet/e-news in the event school is cancelled, starting late, or dismissing early. Go to the District website for the most up-to-date information: www.issaquah.wednet.edu.

1. In the event of an emergency or disaster, all students will be asked to follow the school emergency plan, which is practiced every year. A new Student Emergency Information form is to be filled out each year. One copy of the completed form is kept in the child's classroom, and another is kept in the office.
2. If an emergency should occur, please keep in mind that the school needs to keep phone lines clear for communication with the School District and emergency services. During power outages, the telephone lines could be unavailable.

School Closures Due to Snow, Ice, etc.: A general District bulletin regarding this subject will be issued early in the school year. The bulletin will instruct you to listen to your radio or television on the mornings of inclement weather. You can sign up for Issaquah School District ENews to receive email alerts and/or Flash Alerts. If there is no announcement about the Issaquah School District, regular school hours will be observed. Check the District website for the latest information: www.issaquah.wednet.edu.

Equitable Conduct Expectations

The Issaquah School District values equity, diversity and inclusion. The district is committed to building and sustaining a welcoming school community. Our district and community are made up of people of different backgrounds, needs and perspectives. Our learning community includes people of varying races, ethnic backgrounds, abilities/disabilities, religions, ages, languages, socioeconomic status, immigration status, sexual orientation, gender expressions or identities.

Student expectations include:

Respect each individual, even if that person's identity is different from your own.

Seek to understand your impact on others while seeking to understand other's intent.

Communicate respectfully with others in person, on social media and in any other form.

Use what you are learning to use good judgment and make ethical and informed decisions.

Take responsibility for your words and actions.

We all have a responsibility to report behavior that interferes with having an equitable and inclusive learning environment that honors and respects people of all identities. If you become aware of any actions that violate the expectations above, we encourage you to speak up through one or more of the following ways:

Tell a teacher, staff member or other trusted adult immediately.

If you are comfortable and safe doing so, speak up in the moment to encourage more equitable and inclusive talk or action, and/or support those being hurt.

Family Access

Family Access gives parents and students on-line access to student information, including test scores, attendance, class schedules, and immunization records. You can get to Family Access by clicking on the following link <http://www.issaquah.wednet.edu/family/FamilyAccess/>

Parents can verify on-line that the emergency contact information on each student is correct. If you have forgotten your *password*, simply log in and ask that your password be sent to you.

For questions about Family Access *logins or to update your family's phone number and physical* address, contact our secretary at 425-837-5500.

Important: Please make sure that your e-mail address in Family Access is correct. Besides being used to e-mail your password if you forget, every fall e-mails are uploaded into school and District E-News lists. It is one channel the District will use to contact parents in an emergency and a way teachers are able to get information to parents about their student. You can update your e-mail address once you login to Family Access by clicking on "account information".

Field Trip Information

During the school year students may attend a variety of field trips. Field trips are extensions of the school day and students are expected to follow all school rules during field trips. On field trip days make sure your student(s) arrive promptly at school by the start of the school day. Teachers will provide information concerning lunch, snacks, and any other required materials well ahead of time to ensure student safety and success. Permission forms, contact information, and schedules will also be provided by the teacher. Permission forms allowing students to leave campus must be signed and returned prior to the field trip.

Field Trip Volunteers

Field trips are not possible without parent chaperones. Teachers will coordinate field trip volunteers based on student supervisory needs. If you serve as a field trip parent chaperone, please remember the following:

1. You are responsible for the student/s you are assigned to. Their safety is your primary duty.
2. All cell phones must be silenced. Please refrain from placing or receiving calls during your chaperone duties unless it is an emergency.
3. If you have any student discipline issues while chaperoning, please inform the teacher immediately so he/she can assess what action is needed.

Forgotten Items

In an effort to minimize interruptions, the office does not call into the classroom to have students come pick up forgotten items. Our "Drop Off Table" is located just inside the main office. If your child forgets a lunch or homework, you can drop it off on the table. Students will be allowed to check the table at recess or an appropriate time (with teacher permission) for any items they may have forgotten.

Harassment, Intimidation and Bullying

"Harassment, intimidation or bullying" is defined for purposes of Regulation 3207 as any intentional written message or image - including those that are electronically transmitted, verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the act: (a) Physically harms a student or damages the student's property; or (b) Has the effect of substantially interfering with a student's education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) Has the effect of substantially disrupting the orderly operation of the school.

Misbehavior vs. Bullying Behavior

As friendly as our students at Cascade Ridge are, it is not out of the norm for students to occasionally have conflicts, argue, tease, not play fair, feel left out or play aggressively. Some of these behaviors occur when a student is trying to establish a connection with another student and may not do so appropriately; a student may get their feelings hurt and push another student; a student may say goofy, inappropriate remarks to another student. These behaviors typically stop once attention is drawn to that behavior. While these behaviors are unacceptable, they are far different from bullying behaviors.

It important not to label misbehavior as bullying

Conflict is common, and teaching students how to resolve conflict is a life skill. We make every effort to see that each child feels safe at our school. We want Cascade Ridge Elementary School to be a safe environment where students can share with staff if they feel hurt or have a problem.

We need to be careful to recognize the damage that can occur when we over use or inappropriately use the word 'bully'. Therefore, it is important to refer to the definition of bullying before label behaviors. When we label a child as a "bully" it doesn't let us see past the label, and view kids as individuals. A child is more than just a "bully" and we need to see their other qualities and strengths. Children have a hard time seeing beyond labels. Once a child has been categorized as a 'bully', that label can follow them for life.

Homework

The District believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. Homework, as an extension of the classroom, homework must be planned, purposeful, and clear.

Homework may be assigned for one or more of the following purposes:

- A. Practice -- to help students increase competency with specific skills which have been presented in class.
- B. Preparation -- to help students gain the maximum benefits from future lessons.
- C. Extension -- to provide students with opportunities to transfer specific skills or concepts to new situations.
- D. Creativity -- to require students to integrate many skills and concepts in order to produce original responses.

Homework is not assigned as a disciplinary measure.

Internet

Students will often access the internet during the school day to support their learning. The District guidelines and expectations listed below must be adhered to in order to ensure student safety.

Responsible network use by District students includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;

Unacceptable network use by District students includes:

- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from Executive Director of Educational Technology or designee.
- Cyberbullying, hate mail, defamation, harassment of any kind: discriminatory jokes and remarks, posts, files, or comments on social media sites, Connect, or Moodle.
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs, and changes to hardware, software; monitoring tools or alteration any operating system features or functions – desktop settings, passwords, start-up files, etc., or alteration, deletion, or copying of any programs and physical damage to computer equipment.
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture).
- Attaching unauthorized equipment to the District network including student's personal computers or equipment.

Please note: ALL Technology Permission Forms (Individual User Access Informed Consent and Release Form) and E Reader Permission Forms must be signed and returned to Cascade Ridge before ANY student can access the computer while at school.

ISD Elementary Parent Handbook

Please carefully read the updated District handbook as it contains additional information to what is in this Cascade Ridge Handbook. You can find it on the ISD Website.

Lost and Found

The lost and found is located in the hallway outside the Multi-Purpose Room. Please label your child's items with their first and last name. Items in lost and found are donated to a clothing bank before school breaks (mid-winter, winter, spring, summer).

Lunch Program

Students eat lunch in the Multi-Purpose Room (MPR), also known as "The Coyote Café". Students may bring a lunch or purchase a nutritional lunch through the school lunch program. Milk is provided with a purchased school lunch and may also be purchased separately (see website for current prices). Monthly lunch menus will be available on the District website. You will need your child's ID # in order to enroll online. If a student arrives after 10 am and wants school lunch, a yogurt lunch will be provided - no other lunch choice will be an option at that point.

Students with insufficient funds will not be allowed to charge meals/milk to their account.

Balance Notification

Food Services partners with Myschoolbucks.com, a service that allows the use of credit cards to make payments for a student's lunch account. There is a fee per credit card transaction charged by Myschoolbucks.com, however the use of their website to monitor a student's lunch balance is free. It is also free for users of Myschoolbucks.com to set up e-mail notifications when their student's lunch balance reaches a specified dollar amount. Families are encouraged to utilize this free service in order to receive automated reminders when their student's lunch balance is low. Log on instructions and link to Myschoolbucks.com can be found on the district website at <https://www.issaquah.wednet.edu/family/MySchoolBucks>

Food Services has developed an automated balance notification service that will notify the guardians via e-mail when the student's lunch balance is low and again when the lunch balance is in arrears. In addition to e-mail balance notifications each school kitchen will send negative balance letters once per week.

District initiated negative balance notification e-mails and negative balance letters will continue to be sent weekly until the unpaid meal charges have been resolved.

FREE AND REDUCED LUNCH

The National School Lunch Act provides free and reduced-price lunches for children of families who qualify. An application form for free and reduced lunches will be sent home during the first days of school. If your child was on free or reduced lunches last June, their eligibility continues until September 30. If a change in family size or income occurs during the school year, please contact Food Services at (425) 837-5060.

Lunch Room Guidelines

1. Children bringing lunch go directly to a lunch table:
Lunches from home need to follow these guidelines
 - Send reusable food containers that open easily
 - Send utensils as needed

*Note: No microwaveable items permitted
2. Those buying lunch need to line up:
 - Have account number ready for the cashier
 - Use two hand when carrying tray
3. At the table:
 - Use Level 1 or 2 voices
 - Stay seated – raise hand if need something
 - Eat the lunch that you bought/brought – sharing food is not permitted
 - Clean up all items

Non-Discrimination

Issaquah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator

Mandy Dorey, Director of Human Resources
doreya@issaquah.wednet.edu

Harassment, Intimidation, Bullying (HIB) Coordinator

Stacey Zachau, Assistant Director of Student Interventions - Compliance
zachus@issaquah.wednet.edu

Civil Rights Compliance Officer

Mandy Dorey, Director of Human Resources
doreya@issaquah.wednet.edu

Section 504 Coordinator

Pam Ridenour, Director of Student Interventions
ridenourp@issaquah.wednet.edu

Parent/Volunteer and Employee/Applicant-Related Matters

Carleena Scammon, Director of Human Resources
scammonc@issaquah.wednet.edu

You can report discrimination and discriminatory harassment to any school staff member or to the District's Civil Rights Coordinator, listed above. You also have the right to file a complaint under District Regulation 3210.

Parent Communication, Conferences and Visitation

Cascade Ridge eNews is Cascade Ridge's electronic weekly newsletter highlighting past and upcoming events. The newsletter is available on the school's website: www.cascaderidge.issaquah.wednet.edu. Just click on the newsletter link. Notification will be available to all families in a voluntary subscription email service called eNews.

The Howler is PTSA's electronic monthly newsletter highlighting past and upcoming events sponsored by the PTSA. This newsletter is available on the PTSA website: www.cascaderidgeptsa.org.

Parent-Teacher Communication: A parent-teacher conference is held every fall for grades K-5. In addition, parents are welcome to call or email their child's teacher about academic or social concerns. Teachers will respond in a timely manner or may request a conference. In addition, teachers publish class newsletters and many have a classroom website.

Visiting the School: District Regulation 4311 governs visitors and District Regulation 5630 governs volunteers. All volunteers must be authorized through the District office. All visitors must sign-in and sign-out in the school office. Volunteers must wear a nametag that will be provided at sign in. If a fire drill occurs while a parent is volunteering, they should exit the building and check in with staff members on the black top.

Parent Responsibilities at Evening, Weekend and After School Activities

Parents are responsible for managing their child's behavior during after hour activities at Cascade Ridge:

- Supervise your child at all times
- Have your child follow the same expectations after hours as they do when school is in session
- Accompany your child at all times while attending after hour functions
- Make sure siblings and friends follow the same expectations when visiting Cascade Ridge

Parties

Parties must follow the District Nutritional Regulation 6700. Birthday treats are not allowed in the classroom. You are encouraged to honor the student's birthday with a classroom privilege. Birthdays are celebrated in the lunchroom monthly, typically on the last Wednesday of the month.

There may be a total of three parties per school year. Grade level teams will determine these and whether costumes may be worn. Parties are not to exceed 1 hour.

Pay Online

All fees must be paid through ISD Pay Online system.

PTSA

PTSA partners with Cascade Ridge families and staff to enrich our school's activities and our students' educational success. PTSA and its members support the school in many, many ways, guided by these goals:

- To sponsor, organize and promote programs and events that encourage academic and civic

development of our students, across all cultural backgrounds.

- To raise funds to purchase materials that will improve our school's curriculum and instructional tools, or add to the health and safety of our school environment.
- To educate parents about the school activities, School District Regulations and practices, and State Legislative issues, and to encourage people to advocate for our community's children.

We are proud that our PTSA has been recognized for sound organization practices and for achieving 100% membership.

Recess Guidelines

The playground is a great place for students to play and visit with friends and classmates. Our priority on the playground is safety. Students should follow the Coyote Code. All equipment on the playground must be shared.

General Expectations:

- Students will ask recess supervisors for permission to leave the playground
- Students will not bring food or drinks out to recess.
- Students will return all playground equipment, even if they did not initially get it out
- When a student chooses to not wear weather appropriate clothing, he/she are encouraged to remain in an undercover area for recess

Sand Field

Suggested Activities:

- Touch football
- Kickball
- Baseball
- Soccer
- Tag games
- Frisbee
- Catch

Expectations:

- Students will not engage in chase games on the blacktop.
- Students will play only one game of wall ball on the black top at a time.

Basketball Area

Suggested Activities:

- Basketball
- Handball

Expectations:

- Students will be respectful of other games being played
- Students will throw balls at hoop or wall only.
- Students will ask an EA for permission before retrieving balls from outside playground boundaries.
- Students will stay clear of the bike racks.

Play Structure Area

Suggested Activities:

- Sliding
- Monkey bars

- Climbing

Expectations:

- One student at a time on the monkey bars
- One student at a time on the slide. Feet first and sitting up.
- Students will not play tag around and on the play structure.
- Students will walk while on or around the play structure.
- Students will not dig or throw wood chips.
- Students will use two hands when hanging on bars.
- Students will not jump off equipment.

Safety Patrol

Fifth grade students may serve on the Student Safety Patrol. They volunteer for shifts to help monitor students before and/or after school. Safety patrol is designed to give students a sense of worth, an opportunity for service, and a means to increase their independence and responsibility. If students aren't able to work a shift during their assigned, they are required to find a substitute to take their place. The Safety Patrol Supervisor begins the school year with an informational meeting where students are clearly instructed on their role, procedures, and patrol expectations.

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

1. A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
2. The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Targeted writing of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, sexual assault

You can report sexual harassment to any school staff member or Title IX Coordinator, Mandy Dorey, 425-837-7056 doreya@issaquah.wednet.edu

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child’s principal or with the school District’s Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the Superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the District will include a summary of the results of the investigation, a determination of whether or not the District failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the District into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the District’s decision, you may appeal to the District’s Board of Directors. You must file a notice of appeal in writing to the secretary of the Board within 10 calendar days after you received the District’s response to your complaint. The Board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The Board will send you a written decision within 30 calendar days after the District received your notice of appeal. The Board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the District’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the District’s complaint and appeal process, or (2) the District has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | Fax: 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Siblings

Cascade Ridge Elementary sibling guideline is one that considers the safety and needs of students, faculty and families. To support participation and ensure both teacher and parent volunteer can focus entirely on the children in the classroom; the following guideline has been adopted by the Cascade Ridge Site Council:

- Siblings may accompany parents to after school events and assemblies
- Siblings may attend classroom parties at the discretion of the individual teacher
- Due to safety concerns, children are not allowed in any of the workrooms for any reason
- Siblings are not allowed when parents chaperone field trips
- Siblings are not allowed when parent volunteers are in the classroom, workroom or during instructional time

Site Council

Site Council is comprised of parents, staff members and the principal. The purpose of the Site Council is to ensure our students' success by helping advance the District vision through collaborative planning, communications and decision-making. Specifically, the intent of site council is to foster continuous improvement of the school's educational program, blend the values and perspectives of the community, staff, and students in school-wide decisions, and foster effective communication among all stakeholders in the school.

Sometimes decisions are made at Cascade Ridge that community members might wonder about or question. Site Council is a great avenue for community members to direct questions, provide feedback and have their concerns heard. Emails can be sent to sitecouncil@cascaderidgepts.org. Both verbal and written correspondence will be brought to the next Cascade Ridge Site Council meeting for discussion and consideration. Site Council generally meets around four times a school year. More information can be found on the school website.

Student Conduct

Classroom Discipline

Each teacher will develop and visibly display a progressive discipline system for his/her classroom, consistent with school and District Regulations.

Severe Discipline

Any student, who willfully performs any act which materially interferes with, or is detrimental to, the orderly operation of a school-sponsored activity, or any other aspect of the educational process within the Issaquah School District, will be subject to corrective action, discipline, suspension, or expulsion.

The District requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.

Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or discipline which may have been imposed. A complete copy of Regulation 3240 and related Regulations are available on the District's website.

Any action, which removes a student from school for longer than a brief duration, will comprise a "disciplinary action" and will be documented.

Unacceptable behavior that is severe in nature can result in more immediate disciplinary action that may include, but not be limited to, removal from class, in-school suspension, or short term suspension. Severe, unacceptable behavior includes the following:

- Disobedience or disrespect that is abusive in nature.
- Swearing and obscene gestures.
- Stealing.
- Fighting/causing physical injury.
- Damaging or defacing school property.
- Using or possessing drugs, including cigarettes or alcohol.
- Possessing any weapons or facsimiles thereof.
- Constantly repeating negative behavior.
- Harassing another student.

Visitors and Volunteers

District Regulation 4311 governs visitors and District Regulation 5630 governs volunteers. Parent and community

volunteers are extremely important to Cascade Ridge Elementary. We encourage and support a partnership with volunteers. If you are interested in becoming a volunteer, please contact our PTSA Volunteer Coordinators, or the PTSA President. In addition, many classroom teachers use volunteers. Teacher will let you know their needs.

Volunteers must go through the verification process. You can do this online via the PTSA website.

We want to make your visit to Cascade Ridge a positive experience for you and your child. To help make your visit a successful one, please follow the guidelines outlined below:

1. Sign in at the office and obtain a visitor/volunteer badge upon arrival*
2. The first time you come in, you will be asked to show your ID.
3. Wear the visitor/volunteer badge at all times while on campus
4. Please silence or turn off your cell phone and refrain from using it
5. Sign out at the office and return the visitor/volunteer badge at the end of your visit

Remember:

- Pre-arrange your visit with the classroom teacher
- Siblings may not accompany you while you are in the classroom
- This time is not a time to conference with the teacher, make an appointment if you wish to discuss your child

*Staff will ask adults on campus to show their badge if it is not visible while on campus.

Weapons

Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, incendiary or explosive devices, clubs, knives with blades of at least three (3) inches in length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at school sponsored events, chemical inhalants

Pursuant to RCW 9.91.160, persons over eighteen (18) years of age, and persons between fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property.

No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District's rule prohibiting weapons.

Pursuant to RCW 9.41.280, students who possess a dangerous weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Law enforcement and parents will be notified. Pursuant to RCW 28A.600.420, students who possess a firearm must be expelled without an opportunity for readmission for at least one (1) year. This minimum one-year expulsion will also apply to students who act with malice and display an instrument that appears to be a firearm

on public school property, transportation, or other facilities being used exclusively by public schools. The superintendent of the School District or educational service District may modify the expulsion of a student on a case-by-case basis.