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

Elementary School Parent Handbook
FOR SCHOOL YEAR 2018-2019

Issaquah School District
Elementary Education
565 NW Holly Street
Issaquah, WA 98027

(425) 837-7025

www.issaquah.wednet.edu
Link to your school at the ISD website
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>3</td>
</tr>
<tr>
<td>Admission &amp; Enrollment</td>
<td>3</td>
</tr>
<tr>
<td>Arrival &amp; Dismissal</td>
<td>3</td>
</tr>
<tr>
<td>Athletic Events</td>
<td>3</td>
</tr>
<tr>
<td>Attendance</td>
<td>3</td>
</tr>
<tr>
<td>Buses</td>
<td>4</td>
</tr>
<tr>
<td>Community Flyers Access to Resources</td>
<td>5</td>
</tr>
<tr>
<td>Computers/Technology</td>
<td>5</td>
</tr>
<tr>
<td>Curriculum</td>
<td>6</td>
</tr>
<tr>
<td>Discipline</td>
<td>6</td>
</tr>
<tr>
<td>Dress for School</td>
<td>6</td>
</tr>
<tr>
<td>Drug Free</td>
<td>6</td>
</tr>
<tr>
<td>Early Childhood Education and Assistance Program (ECEAP)</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Closures of School</td>
<td>7</td>
</tr>
<tr>
<td>Family Educational Rights and Privacy Act (FERPA)</td>
<td>7</td>
</tr>
<tr>
<td>Field Trips</td>
<td>7</td>
</tr>
<tr>
<td>Food Services</td>
<td>7</td>
</tr>
<tr>
<td>Fundraisers</td>
<td>8</td>
</tr>
<tr>
<td>Gifts</td>
<td>9</td>
</tr>
<tr>
<td>Guidance/Special Services</td>
<td>9</td>
</tr>
<tr>
<td>Harassment/Intimidiation/Bullying</td>
<td>9</td>
</tr>
<tr>
<td>Health</td>
<td>9</td>
</tr>
<tr>
<td>Home/Hospital Tutoring</td>
<td>10</td>
</tr>
<tr>
<td>Homework</td>
<td>10</td>
</tr>
<tr>
<td>Insurance</td>
<td>10</td>
</tr>
<tr>
<td>Laser Pens/Pointers Prohibited</td>
<td>10</td>
</tr>
<tr>
<td>Lost and Found &amp; Personal Items</td>
<td>10</td>
</tr>
<tr>
<td>Moving</td>
<td>10</td>
</tr>
<tr>
<td>Non-Discrimination Statement</td>
<td>10</td>
</tr>
<tr>
<td>Parent Concerns</td>
<td>11</td>
</tr>
<tr>
<td>Parties/Celebrations</td>
<td>11</td>
</tr>
<tr>
<td>Pets/Animals on District Property</td>
<td>11</td>
</tr>
<tr>
<td>Photography</td>
<td>11</td>
</tr>
<tr>
<td>Reporting to Parents</td>
<td>11</td>
</tr>
<tr>
<td>Release of Records &amp; Student Information</td>
<td>12</td>
</tr>
<tr>
<td>Rights/Responsibilities</td>
<td>11</td>
</tr>
<tr>
<td>Safety</td>
<td>12</td>
</tr>
<tr>
<td>Safety Patrol</td>
<td>12</td>
</tr>
<tr>
<td>Supplies</td>
<td>13</td>
</tr>
<tr>
<td>Telephone Use/Electronic Devices</td>
<td>13</td>
</tr>
<tr>
<td>Testing</td>
<td>13</td>
</tr>
<tr>
<td>Visiting the School</td>
<td>13</td>
</tr>
<tr>
<td>Volunteering/PTSA</td>
<td>13</td>
</tr>
<tr>
<td>Voter Registration</td>
<td>13</td>
</tr>
<tr>
<td>Weapons</td>
<td>13</td>
</tr>
<tr>
<td>School Listings</td>
<td>14</td>
</tr>
</tbody>
</table>
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 directly if you need more specific information. We sincerely welcome your interest and involvement in your child's education.

Jodi Bongard
Assistant Superintendent of Elementary Education

ADMISSION & ENROLLMENT

Enrollment for new students is available online for families to enroll their student at the school serving your attendance area. If you are not sure which school your child should attend, you may call Transportation at (425) 837-6342. A copy of your child’s birth certificate, immunization record, guardian identification and proof of residency are documents that need to be submitted during the online process or in person prior to applications being approved by the school. 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 & 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.

Bell times for your school are on the district website. Bus routes and bus stop times may change during the school year as necessary.

If your child must be excused early please notify your child's teacher/school office prior to dismissal. Messages should be called in to the school office at least 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.

ATHLETIC EVENTS

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

ATTENDANCE

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 status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. 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 regarding attendance
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

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. http://www.issaquah.wednet.edu/family/transportation

Students may ride on other buses or get off at 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) 837-6330.

COMMUNITY FLYERS ACCESS TO RESOURCES

The Issaquah School District allows outside organizations access to distribute information to students and families through the Peachjar eflyer distribution system. All fliers must be submitted through the Peachjar website, and then be approved by the district office in accordance with the Access to Resources regulation and procedure (Distribution of Materials and Promotions Regulation 4320 and Access to Resources Flow Chart 4320F2). Upon approval by the district, flyers are emailed directly to parents via Peachjar. They are also posted on each school’s eflyers webpage.

For more information on how to participate in our Peachjar eflyer program, please visit the District website at https://www.issaquah.wednet.edu/family/community-flyers-with-peachjar

Contact Beth Egan at egane@issaquah.wednet.edu if you have any questions.

COMPUTERS/TECHNOLOGY

Our community has provided a rich base of technology resources for student learning and for teacher instruction. Inappropriate use of network resources will result in loss of access to computers, network, the Internet and other disciplinary action as provided in District Regulations and Procedures.

Please 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. 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 are 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 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. Students may bring personal electronic devices to school, subject to the same rules that apply for using school computers. In addition they must use the district wireless network in compliance with CIPA. Printing from personal devices is not available. Devices must be charged at home and run on batteries.

The school may inspect devices if there is reason to believe Regulation 2022 or school rule violations have occurred. The district is not responsible for the security, repair, troubleshooting, technical support, loss, misplacement, theft, or damage of personal electronic devices.
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 State Standards. The following link will take you to the district’s curriculum standards [www.issaquah.wednet.edu/academics/curriculumstandards](http://www.issaquah.wednet.edu/academics/curriculumstandards).

**Student Progress Reporting** You will access three report cards online 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 at this link. [http://www.issaquah.wednet.edu/academics/fieldtest](http://www.issaquah.wednet.edu/academics/fieldtest).

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, transportation supervisors, 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 regulations 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 or on the district’s 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.

**DRESS FOR SCHOOL**

Appropriate clothing in a school or at school events contributes to a positive and quality environment at school, thus student clothing must be appropriate for an academic atmosphere. Attire for school may not:

- 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 appearance is considered disruptive or inappropriate by the staff or administrator, the student will be asked to change; this may include a phone call home to secure more appropriate clothing, or the school may lend the student a change of attire. If the student refuses, the student is subject to disciplinary action. A complete copy of [Regulation 3224](http://www.issaquah.wednet.edu) may be obtained at any school or on the district website.

**DRUG FREE**

All Issaquah schools and buses are drug-free zones. Any person found guilty of dealing in illegal drugs within 1,000 feet of school grounds is subject to double the usual penalties. Issaquah schools are also gun-free and smoke-free zones.

**EARLY CHILDHOOD EDUCATION AND ASSISTANCE PROGRAM**

Issaquah School District has partnered with the Washington State Department of Early Learning through the Puget Sound Educational Service District to offer two Part-Day Preschool and Family Assistance Programs for income-eligible children living within the Issaquah School District Boundaries. For more information, please contact Kim Tempel at (425) 837-7096 or tempelk@issaquah.wednet.edu.
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 Regulation Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. S.W., Washington, D.C., 20202-4605

EMERGENCY CLOSURES OF SCHOOLS

School may be delayed or closed when there are events such as extreme weather or power outages. Check the District’s website, ISD Facebook and Twitter accounts, or local radio and TV stations for announcements.

To receive information directly from the District: Sign up to receive District E-News or subscribe to ISD’s Flash Alert text service at www.FlashAlert.net to sign up for school closure messages. You may also call (425) 837-7000 for a recorded message. Please assume that school will be in session unless you see, hear, or receive an announcement. A bulletin outlining emergency closure procedures is sent home each fall and is posted on the Issaquah School District website. Please watch for the bulletin in your mailbox and keep it somewhere safe. If weather conditions worsen after school is in session, any changes to the school schedule will be announced through the same methods noted above.

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.

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

The Food Service Department is committed to providing well balanced nutritious meals consistent with the USDA’s standards for the National School Lunch Program. Menus are nutritionally analyzed to ensure compliance with established ranges of calories, saturated fat, sodium and zero grams of trans fat. Our menus feature whole grains and a variety of fresh fruits and vegetables on our serving lines and salad bars. Each complete meal includes your student’s choice of entrée, 1% white or fat free chocolate milk, featured fruit and vegetable of the day, and a trip through the salad bar.
Every enrolled student is assigned a lunch account that is accessed by entering their unique PIN on the keypad at the cash register during lunch serving times. Parents are encouraged to assist students learn their unique PIN as well as discuss appropriate lunch room behavior to reinforce the lessons given at school.

Students may pay for lunches daily or any amount may be deposited into the lunch account. Cash or check deposits may be made directly through the school office or the cashier in the kitchen. For your convenience, online payments may also be made by visiting www.myschoolbucks.com.

MySchoolBucks
Food Services partners with myschoolbucks.com, a service that allows the use of credit cards to make payments for a student’s lunch account. Parents may select an auto-pay feature as well by visiting the website. There is a $2.49 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.

Charging A Meal
Every student enrolled in the Issaquah School District is assigned a lunch account that can be used to purchase standard program meals from the school kitchen.

In addition to the standard meal, a la carte food and beverage items are available for purchase. A student’s lunch account must have sufficient funds to purchase a la carte items. A la carte items at the elementary level (i.e. a dessert or a second entrée) and at the secondary level (i.e. vendor pizza, chips and bottled beverages) will not be allowed to charge to the account without sufficient funds.

Financial Assistance
Financial assistance for meals is available for families that qualify. Applications for financial assistance are available on the District’s website and can also be obtained from the school office any time during the school year.

For additional information or assistance, contact the Food Service office at (425) 837-5060.
GIFTS

Parents who wish to donate gifts to the school or the district may contact their school office for regulations and guidelines. Some businesses will match gifts to the school or district (Regulation 6114). 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 a student is 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.

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 website www.issaquah.wednet.edu/family/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. An adult must accompany the student returning to school after head lice treatment.

Trained school staff will check the student then admit the student to class. 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 and on the ISD website.

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.** Specific instructions for administration must be provided. Epinephrine is the only injectable medications school staff will be trained to administer.

All medications must be current and in their original containers, labeled with the name of the student,
and name of the medication and the dosage. Medications 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 another 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. Examples of these are allergies requiring epinephrine, asthma, seizure disorders and some cardiac conditions. Contact your school nurse to discuss these conditions before your child comes to school each year. Appropriate paperwork must be turned in to prior to August 15, 2018 to ensure attendance the first day of school.

**HOME/HOSPITAL TUTORING**

Students suffering from illnesses, surgery or other conditions which require absence from school for at least 4 but no more than 18 weeks during a school year are eligible for tutoring assistance. Once it is determined that the student will be out of school a minimum of 4 weeks or longer, then an application can be submitted. You do not have to wait until your student has been absent for 4 weeks to submit an application. Application forms can be obtained from your school nurse or counselor. The application contains a form to be completed by the parent and a form to be completed by your medical provider. Please notify your principal or counselor of the need for home instruction. Additional information may be obtained by calling Special Services 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.

**MOVING**

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.

**NON-DISCRIMINATION STATEMENT**

The ISD 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 or 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 employees have been designated to handle questions and complaints of alleged discrimination.
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. District Nutritional Regulation 6700 should be followed.

PETS/ANIMALS ON DISTRICT PROPERTY

The district has implemented a no pet regulation. Pets should not be brought to school unless all district regulations 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 impounded by King County Animal Control.

PHOTOGRAPHY

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 profit is returned to each 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 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
SAFETY

Safety drills are held monthly. Safety drills such as fire, earthquake, shelter in place, and lockdown drills are practiced 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. Please refer to your school’s bicycle guidelines.

RELEASE OF RECORDS & STUDENT INFORMATION

The Issaquah School District may 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. Directory information or photos may be used for purposes such as school-related fundraising, publication of a student directory, parent organization mailing lists, school yearbook, newspapers, commencement programs, and publishing honor rolls. Photos, videos, and information about students may be used in school and district newsletters, websites, and social media or released to the news 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 FERPA opt-out form to the school principal ANNUALLY—by September 15 each year.

See more FERPA information at [www.issaquah.wednet.edu/district/legal](http://www.issaquah.wednet.edu/district/legal). If the school does not receive a request by September 15, the school will assume that there is no objection to releasing such information. Families may have directory information withheld from the PTSA by completing the [Giving Families Choices](on the district website) form. Families may obtain a complete copy of [Regulation 3231](at any school).
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 of recommended classroom supplies will be available through your school.

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 unless authorized by school personnel.** 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.

TESTING
**State Assessment:** Student progress is carefully monitored through state testing of the Common Core Standards. The Smarter Balanced Assessment is administered in grades 3 - 5. The ISD Assessment calendar and information on the SBA can be found at [http://www.issaquah.wednet.edu/academics/assessment](http://www.issaquah.wednet.edu/academics/assessment).

**Highly Capable Eligibility Testing:** The Iowa Test of Achievement will be given in reading and math in grade 2. The Cognitive Abilities Test (CogAT) and the Torrance test of creativity are also administered to grade 2 students in the spring. The CogAT Screener is administered to all kindergarten students in the fall. Additional information is available at [http://www.issaquah.wednet.edu/academics/programs/gifted](http://www.issaquah.wednet.edu/academics/programs/gifted).

**Preschool Testing:** The district conducts free testing for preschoolers who may need special help in the areas of hearing, vision, language, or general development. To learn more about Child find, call Special Services at (425) 837-7090 or 7085.

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 contact 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.

VOLUNTEERING/PTSA
Your school 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. Please note, visits must be scheduled in advance. For more information, contact your school.

The charge of the PTSA is to support the health, education, and welfare of children. The PTSA 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 PTSA by contacting PTSA board members or your school office. District Regulation 5630.

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. For additional information please visit: [http://www.kingcounty.gov/depts/elections/how-to-vote/register-to-vote.aspx](http://www.kingcounty.gov/depts/elections/how-to-vote/register-to-vote.aspx).

WEAPONS
Violence or threats of violence are not tolerated in any school or bus. A weapon or facsimile brought to school may result in an Emergency Expulsion. Possession of firearms on any school property including school provided transportation will result in a one year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420)
<table>
<thead>
<tr>
<th>School Name</th>
<th>Principal Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apollo Elementary</td>
<td>Jane Harris</td>
<td>15025 SE 117th St, Renton, WA</td>
<td>(425) 837-7500</td>
</tr>
<tr>
<td>Briarwood Elementary</td>
<td>Steven Thatcher</td>
<td>17020 SE 134th St, Renton, WA</td>
<td>(425) 837-5000</td>
</tr>
<tr>
<td>Cascade Ridge Elementary</td>
<td>Tia Kleinkopf</td>
<td>2020 Trossachs Blvd SE, Sammamish, WA</td>
<td>(425) 837-5500</td>
</tr>
<tr>
<td>Challenger Elementary</td>
<td>Jennifer Kessler</td>
<td>25200 SE Klahanie Blvd, Sammamish, WA</td>
<td>(425) 837-7550</td>
</tr>
<tr>
<td>Clark Elementary</td>
<td>Christy Otley</td>
<td>335 1st Ave SE, Issaquah, WA</td>
<td>(425) 837-6300</td>
</tr>
<tr>
<td>Cougar Ridge Elementary</td>
<td>Drew Terry</td>
<td>4630 167th Ave SE, Bellevue, WA</td>
<td>(425) 837-7300</td>
</tr>
<tr>
<td>Creekside Elementary</td>
<td>Tera Coyle</td>
<td>20777 SE 16th St, Sammamish, WA</td>
<td>(425) 837-5200</td>
</tr>
<tr>
<td>Discovery Elementary</td>
<td>Marti Shefveland</td>
<td>2300 228th Ave SE, Sammamish, WA</td>
<td>(425) 837-4100</td>
</tr>
<tr>
<td>Endeavour Elementary</td>
<td>Alaina Sivadasan</td>
<td>26205 SE Issaquah Fall City Rd, Issaquah, WA</td>
<td>(425) 837-7350</td>
</tr>
<tr>
<td>Grand Ridge Elementary</td>
<td>Jill Ravenscraft</td>
<td>1739 NE Park Dr, Issaquah, WA</td>
<td>(425) 837-7925</td>
</tr>
<tr>
<td>Issaquah Valley Elementary</td>
<td>Michelle Pickard</td>
<td>555 NW Holly St, Issaquah, WA</td>
<td>(425) 837-6600</td>
</tr>
<tr>
<td>Maple Hills Elementary</td>
<td>JoEllen Tapper</td>
<td>15644 204th Ave SE, Renton, WA</td>
<td>(425) 837-5100</td>
</tr>
<tr>
<td>Newcastle Elementary</td>
<td>Tod Wood</td>
<td>8400 136th Ave SE, Newcastle, WA</td>
<td>(425) 837-5800</td>
</tr>
<tr>
<td>Sunny Hills Elementary</td>
<td>Leslie Lederman</td>
<td>3200 Issaquah Pink Lake Road SE, Sammamish, WA</td>
<td>(425) 837-7400</td>
</tr>
<tr>
<td>Sunset Elementary</td>
<td>Amanda Dorey</td>
<td>4229 W Lake Sammamish Pkwy SE, Bellevue, WA</td>
<td>(425) 837-5600</td>
</tr>
</tbody>
</table>