

Discovery Elementary Student Handbook 2020 - 2021



2300 228th Avenue SE
Sammamish, WA 98075

Office Phone: 425-837-4100

School Website: <https://www.issaquah.wednet.edu/discovery>

Discovery PTSA Website: <http://discoveryptsa.org/home>

District Website: <https://www.issaquah.wednet.edu>

Principal: Kathy Keegan

School Mascot: Eagles

School Colors: Blue, white, and silver

The Discovery community will work collaboratively to provide a safe, engaging, supportive, and challenging environment, ensuring that all students reach their highest potential in academics and citizenship while honoring their personal strengths.

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Attendance

Absence Reporting:

Please report your student's absence via phone (Main Office: 425-837-4100) or email diattendance@issaquah.wednet.edu with the following information:

- Student Name
- Teacher
- Date(s) of absence
- Reason for absence

Informing the teacher is helpful for the teacher, but only the office can excuse the absence.

Extended Absences:

Email the diattendance@issaquah.wednet.edu with student name, teacher name, and dates of absence.

- Pre-planned absences of 3-20 school days requires completion of the [Elementary Pre-approved Absence Request Form](#). This form must be completed and returned to the Discovery office one week prior to the first absent day.
- Absences of 20 or more consecutive school days requires completion of the [Request for Absence Greater than 20 Days Form](#). This form must be completed and returned to the Discovery office one week prior to the first absent day.

Absences During Testing:

- Family trips taken during an entire assessment window will be marked as unexcused. Data collected during these assessments informs our practice and supports your student's learning. Naturally, our preference is for families to travel during vacation periods outlined by the ISD.
- If your family needs to travel outside of those windows, please be aware of the following, per State law:
 - Five or more unexcused absences in a month require a letter and a petition to be filed with the courts.
 - Ten or more unexcused absences in a year require a letter and a petition to be filed with the courts.

Things to note:

- Any absence is marked unexcused if the office is not notified.
- A student arriving two or more hours after the start of the day is considered absent for the morning.
- A student who leaves two or more hours before dismissal is considered absent for the afternoon.

Excused Absences:

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:

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) a pre-arranged absence form has been submitted or (2) 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.

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

Arrival/Dismissal Procedures

- School starts at 9:15 a.m. Doors open at 9:05 a.m.
- School ends at 3:40 p.m. (1:30 p.m. on Wednesday)
- The office is open from 8:30 a.m. – 4:30 p.m.
- There is NO adult supervision for students prior to 9:00 a.m. Please do not drop off your child early.

Students Entering the School:

- Students will walk directly to classrooms at the first bell (9:05).
- If on the bus, use quiet voices and remain seated until dismissed by the driver.
- If students arrive between 9:00 and 9:05, they will wait on the undercover basketball court until first bell.
- Students in Grades 3-5 may ride bikes/scooters to/from school. Students MUST wear helmets and must walk bicycles/scooters when on school property.

Drop-off/Pick-up Zone:

- Be ready to exit the car before arriving at the drop-off area.
- Say your “good byes” and “I love you” as you enter the parking lot
- Have materials in hand, coats and shoes on, and be ready to go.
- Be able to exit independently.
- Know how you will be picked up in the afternoon. Use your planner.
- If you need additional time, pull out of the drop-off lane and into a parking spot so others behind you may safely unload.
- Exit only on the curbside so you don't get out in front of the traffic lane.
- If walking from a parking space, use the crosswalks and follow the directions of the para professional or supervising adult.
- Vehicles cannot be left unattended in the drop-off lane from 9:00-9:25 AM and 3:30-4:00 PM.
- Students should not arrive at school prior to 9:00 a.m., unless they are participating in a designated before-school program.
- The passing lane to the left of the drop-off lane should be used for vehicles circling around or exiting the parking lot.

Expectations, Responsibilities, and Discipline

Expectations:

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 another'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.

Positive Behavior Social Emotional Support (PBSES):

The Issaquah School District utilizes PBSES (Positive Behavior Social Emotional Support) as a behavior management system. This involves clear expectations, positive reinforcement, and the use of logical consequences. Consequences are imposed based on the discretion of the staff member and/or the frequency or severity of the incident.

School Expectations:

To support positive behavior, we are committed to three behavioral expectations. They are:

- Be Kind
- Be Safe
- Be Responsible

Students who follow these expectations are recognized with Eagle tokens. Students also are recognized with classroom and whole school awards to maintain a positive atmosphere. In our common areas around the school, we have agreed upon expectations that all students must follow in order to ensure a safe and positive learning environment. The behavior expectations are summarized below:

Arrival/Dismissal	Lunchroom	Assemblies
<ul style="list-style-type: none"> • Go directly to your class /destination • Watch out for others • Have a calm body • Use quiet voices • Wait until 9:00 a.m. to enter building • Walk • Stay in your class line • Wait for car to stop • Use crosswalk 	<ul style="list-style-type: none"> • Be friendly • Help each other • Hands and feet to self • Eat your own lunch • Walk • Use quiet voices • Raise hand for help • Clean up, even if it's not your "mess" • Follow adult directions 	<ul style="list-style-type: none"> • Sit on your pockets in your assigned spot • Make sure others can see and hear • Listen politely • Raise hand when asked to become involved • Clap hands to show you enjoyed the assembly • Greet others silently

Recess/ Playground	Hallway	Restrooms
<ul style="list-style-type: none"> • Follow rules of game • Include others • Accept losing a game • Treat others equally • Put equipment away • When bell rings, games are over-it's time to line up • Make friends • Keep hands to self 	<ul style="list-style-type: none"> • Whisper voices • Walk with your teacher • Go directly to your destination • Hands and feet to self • Stay to the right when walking • Be aware of others • Take the shortest/safest way • Stop when appropriate 	<ul style="list-style-type: none"> • Respect privacy • Quiet voices • Wash hands with soap • Keep water in sinks • Flush • Towels go in the can • Report big messes to an adult • Return quickly to class

Responsibilities

Student Responsibilities:

Students have the responsibility of following these expectations and making good choices, using problem solving and conflict resolution skills appropriate for the situation. In addition, students learn to accept the consequences for their actions.

Bullying:

Bullying is a situation in which one or more students (the 'bullies') **repeatedly** single out a child (the 'target') and engage in behaviors **intended to harm that child**. Bullying is **one-sided**. A bully frequently targets the same victim **repeatedly** and **on purpose** over time. A child who bullies can dominate the victim because the bully possesses **more power** than the victim (physically stronger, more intelligent, have a larger circle of friends, or possess a higher social standing). Bullying can inflict physical harm, emotional distress, and or social embarrassment or humiliation.

Misbehavior vs. Bullying Behavior:

It is not out of the norm for students to occasionally have conflicts, argue, tease, not play fair, be left out, or play too rough. Some of these behaviors can occur when a student is trying to establish a connection with another student but they may not go about it appropriately. Or a student may get their feelings hurt and push another student at recess. A student may say goofy, inappropriate remarks to another student, but these behaviors usually stop once attention is drawn to that behavior. While these behaviors are unacceptable and mean, they are far different from engaging in bullying behavior.

Why is it important to not label misbehavior as bullying?

We need to be careful to recognize the damage that can occur when we over use or inappropriately use the word 'bully'. 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.

Staff Responsibilities:

All members of Discovery Elementary share responsibilities for developing and enforcing behavioral expectations, a code of conduct, and a behavior system. Staff members are expected to respect all students, parents, and other staff. Teachers will discuss classroom and school rules throughout the school year.

Parent Responsibilities:

Parents are asked to communicate regularly with teachers about their child's social development. Please keep the school informed of any changes in the child's life that may have an effect on his/her behavior. They are also asked to work with staff and support the school as needed in solving problems.

Discipline

Discipline guidelines seek to allow each teacher, as well as the Principal and the Dean of Students, a certain degree of flexibility in the handling of student misbehavior. There are often circumstances where students must be handled differently; therefore, the possible corrective action taken would depend on the following criteria:

- a. The intent of the act
- b. The number of times the violations or similar violations have previously occurred
- c. Prior corrective action which would include alternative steps to alleviate the problem
- d. Prior parent involvement
- e. Student's attitude

"Discipline" constitutes all other forms of corrective action or punishment, other than suspension or expulsions, and includes detention, brief exclusions from a class for not more than the remainder of the class period, or from the remainder of any other type of activity conducted by or for the school district. Discipline may include but not be limited to:

- Detention—requiring that a student remain after school for a period of time. The student is obligated to bring study materials to the detention in order to improve his/her academic achievement at school.
- Special Assignments—requiring a student to provide a service or clean up certain items of the school that the student failed to care for properly. The student may be required to clean more than just the item(s) damaged by him/her to encourage the student not to damage or litter school property in the future.
- Restriction of Activities—not allowing a student to participate in certain activities because of his/her past or present behavior. Such action is intended to improve student behavior at school or at school activities.
- Removal from Classroom—exclusion from a classroom to another supervised setting for a period of time. The intent of this action is to encourage the student to follow classroom rules and to enable other students to use available instructional time more effectively.
- Restoring Order--teachers, administrators and other school district employees may use force only when necessary to restore order to the educational environment or to protect a student from physical harm.

Discipline Procedures for Major Offenses:

- State Law, RCW 9.41.280 and Issaquah School District policy outline discipline for major offenses such as harassment, possession of a weapon, drugs or alcohol. Offenses such as these are of such a serious nature that they may result in immediate expulsion and possible criminal prosecution.
- 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 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.
- 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 one day, will comprise a "disciplinary action" and will be documented.

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.

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.

Harassment, Intimidation or Bullying:

“Harassment, intimidation or bullying” is defined for purposes of this Regulation 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:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness) or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: urging others to a malicious action “ganging up on someone”; spreading knowingly hurtful rumors, lies, pictures, drawings, or cartoons; slurs; jokes; innuendos; repeated/ongoing demeaning comments; pranks; ostracism; gestures; verbal or physical aggression directed at a specific student; physical attacks or threats; or purposeful destructive acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images.

Sexual Harassment Regulation:

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. You may also contact the district coordinator:

Harassment, Intimidation, Bullying (HIB) Coordinator

Stacey Zachau, Assistant Director of Student Intervention - Compliance
5150 220th Ave SE
Issaquah, WA 98029
425-837-7000
zachaus@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 should discuss your concerns with your child's principal or with the school District's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Out 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

Nondiscrimination:

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:

Civil Rights Compliance Officer and Title IX Coordinator

Amanda Dorey, Director of Human Resources
5150 220th Ave. SE
Issaquah, WA 98029
425-837-7000
doreya@issaquah.wednet.edu

Section 504 Coordinator

Pam Ridenour, Director of Student Interventions
5150 220th Ave. SE
Issaquah, WA 98029
425-837-7000
ridenourp@issaquah.wednet.edu

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

General School Information

Birthdays:

Our teachers recognize birthdays through individual activities such as Star of the Week, special jobs, or other classroom acknowledgments. Please see your teacher for specific details on how birthdays are celebrated. Birthday celebrations must respect student allergy concerns and abide by the district nutrition policy. Traditional birthday parties are not held in the classroom. In the spirit of kindness, please do not pass out party invitations here at school, unless the whole class is being invited.

Dress Code:

As appropriate clothing contributes to a positive learning environment at school, students need to adhere to the following dress guidelines:

- 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.
- Shorts and skirts may not be shorter than the student's fingers when arms and hands are extended down their sides (even when tights are worn underneath).
- For safety reasons, please do not wear cleats or turf shoes to school. Shoes or closed toe sandals should have sturdy soles and straps, and shouldn't fall off of feet easily. Flip flops are not allowed.
- Hats, caps, or other head coverings and sunglasses are allowed outdoors, but not in the school building. (Except for religious reasons.)
- Clothing may not have any offensive language, or anything related to alcohol, drugs, or violence.
- On P.E. days, students should wear appropriate shoes and clothing that will allow them to safely run, jump, climb, and be active.
- For recess purposes, students are encouraged to wear shorts under skirts or dresses.
- Clothing accessories that are disruptive to the educational process or considered to be unsafe, will be held by the teacher and returned at the end of the school day for the student to take home.

Emergency Procedures:

It is important that you notify the school office throughout the year of any changes in your work, home, or emergency contact numbers. Please review with your child what they should do if school is dismissed early in case of a snowstorm, power outage, earthquake, etc.

Emergencies:

In the event that school is cancelled, starts late, or dismisses early, look for announcements over various radio stations, TV stations, or the Internet. Go to the district website for the most up-to-date information: www.issaquah.wednet.edu. Make sure you sign up for district E-News or text alerts.

At times, emergencies occur and students must go to a safe area in or around the school. A check-in/check-out point will be established and clearly marked. Parents/guardians should go to this checkpoint when coming to pick up a child. Please respect the emergency dismissal procedures. We are liable for every child's safety until a parent officially signs out a child at the check-point with a photo I.D.

School Closures

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 may also sign up for Issaquah School District E-News to receive email alerts. If there is no announcement about Issaquah School District, regular school hours will be observed. Check the district website for the latest information: www.issaquah.wednet.edu.

Additionally, the office staff at Discovery will do their best to update the school phone message so that parents can check for updates on school closures. As weather or power outages may affect our ability to update the office phone message, we cannot guarantee the phone message will be updated; however, we will certainly try to support families in this way.

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 the office secretary at 425-837-4100.

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, e-mails are uploaded into school and District E-News lists at the beginning of each school year.

Health Information:

Health Room:

If your child is ill or injured at school, he/she will be sent to our health room, in the main office, for care. All visits are documented in our computer system. Depending on the reason for the visit, you may receive a note home explaining about your child's visit and what care was given. If your child bumps his/her head at school and comes to the health room, they will be coming home with a head injury form. We will also attempt to contact you from the health room or leave a message regarding the head injury. If your child is too sick to stay in class, every attempt will be made to contact you or someone listed on the Emergency Information Form to pick up your child and take him/her home.

Health Screening:

Each year, routine vision and hearing tests are given to students. Parents will receive more information prior to the screenings.

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 seizures, 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 if your child becomes ill. Our facilities are limited for the care of children who become sick or injured during the school day. It helps immensely if 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:

- **Colds, Fever, Flu:** Keep your child home until **fever free for 24 hours**, without taking fever reducing medication.
- **Vomiting and Diarrhea:** Keep your child home until there has been **no vomiting or diarrhea** for at least 24 hours.
- **Lice:** Keep your child at home until treated with lice medication and all live lice have been removed. Please notify the school and have your child checked by the office or the health room aide before returning to school.
- **Scabies, Impetigo, Ringworm, Pink Eye:** Your 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.

Medication at School:

State law prohibits school personnel from giving out any prescription or over-the-counter medication without specific instruction from your licensed health care provider, acting within the scope of his/her license. 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 a parent/guardian before we can administer any medications.

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, feel free to call our office at 425-837-4100.

Lost and Found:

The lost and found is located in the hallway outside the multi-purpose room. Items in lost and found are gathered before school breaks and donated to a clothing bank. **Please label your child's outer clothing, backpack, and lunch box with their first and last name.**

Lunch Program/Snacks:

Lunches:

Students eat lunch in the multi-purpose room. Students may bring a lunch from home, or purchase a nutritional lunch through the school lunch program. Four lunch choices are available each day. Milk is provided with the school lunch (\$3.75) or may be purchased for \$0.50. Monthly lunch menus will be available on the district website or through E-news. We encourage you to pre-pay for lunches, as this helps our system to run more smoothly. An online lunch payment option is also available at <http://www.issaquah.wednet.edu/family/MySchoolBucks>. You will need your child's ID # in order to enroll online.

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 30th. If a change in family size or income occurs during the school year, please contact Food Services at (425) 837-5060.

Snacks:

- Parents should provide a snack for their children each day.
- We do not provide community snacks unless arranged by the classroom teacher.
- **Personal snacks or lunches should not be shared or traded between students.**

Money and Toys at School:

In order to maintain an academic focus at school, students are expected to leave their money and toys at home. With the exception of lunch money, if a teacher sees a student with extra money, the money will be placed in an envelope for parent pickup.

Toys are expected to stay at home as well. Buying, selling, and bartering items (such as Pokemon or baseball cards, toys, or crafts) for personal gain, is not allowed without permission of a building administrator.

Parent Communication, Conferences and Visits:

To ensure you receive the most up-to-date information, please sign up for all of the district communication tools.

School Communication:

Discovery's electronic monthly newsletter, *The Eagle's Nest*, highlights school events and information. The newsletter is available on the school's website: <http://issaquah.wednet.edu/discovery>. Notification will be available to all families by subscribing to E-News. In addition, teachers publish their own classroom newsletters and/or maintain a web presence through See Saw or Connect.

The Discovery PTSA's electronic monthly newsletter highlights past and upcoming events sponsored by the PTSA. This newsletter, along with other information for families, is available on the PTSA website: <http://discoveryptsa.org/home>

Parent-Teacher Communication:

Parents are welcome to call or email their child's teacher about academic, behavior or social concerns. Teachers will respond within 72 hours per contract.

Parent Teacher Conferences:

Parent-teacher conferences give parents and teachers the opportunity to discuss student progress and concerns. The fall conferences for grades K-5 are scheduled in December. Check the district calendar for dates. Parents/guardians may request a conference at any time during the school year as needs arise, arranged through the classroom teacher.

Visiting the School:

The process to volunteer in the Issaquah School District has gone paperless. Parents, grandparents, and other volunteers must be pre-approved to participate at the school. Please

complete the volunteer registration process if you plan to help at any school event. This process must be completed each school year. Go to <https://issaquahvolunteers.hrmplus.net>. Parents should complete this application well in advance of volunteering, as it might take up to two weeks before clearance is received. We cannot allow volunteers to work in the school unless they have been approved at the district level.

If you have concerns that cannot be resolved at your local school, please contact the district coordinator:

Parent/Volunteer and Employee/Applicant - Related Matters

Carleena Scammon, Director of Human Resources

5150 220th Ave SE

Issaquah, WA 98029

scammonc@issaquah.wednet.edu

Technology/Internet Use:

Technology Use:

- All electronics (cell phones, I-pads, e-books, Smart watches, MP3 players, walkie-talkies, and video game systems) must remain off and in backpacks during school hours.
- If a student chooses to bring a cell phone or Smart Watch to school, the cell phone/ Smart Watch MUST be turned off and kept in the student's backpack for the entire school day (this includes lunch and recess). If a student is found to be using a cell phone/ Smart Watch (calling, texting, taking photos, etc.) anytime during the school day, the device will be held in the office for a parent to pick up.
- If students need to reach a parent or guardian, they may use a school phone with permission from a staff member.

Internet Use:

It is permissible to use the Internet in accordance with the school's Internet guidelines and only with adult direction and supervision.

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 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.

Irresponsible 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 the 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 or software; monitoring tools or alteration of any

operating system features or functions such as 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 (K-5 Students Responsible Use Agreement Form) must be signed and returned to your school before ANY student can access the computer while at school.