

Issaquah Valley Elementary School PARENT AND STUDENT HANDBOOK 2020-2021



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Issaquah, WA 98027

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

IVE PTA Website: <http://ivepta.org/Home>

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

Michelle Pickard, Principal
Amy Allison, Assistant Principal

School Mascot: Cougars

School Colors: Green, Blue, and White

Mission Statement:

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

Dear Parents and Students,

Welcome to Issaquah Valley Elementary School! This handbook will provide important information to help parents and students have a successful learning experience at IVE.

Our goal for students and staff is to enjoy teaching and learning. We enjoy sharing the world with students and helping them learn to get along with one another. Most of all, we just enjoy kids! IVE staff members work hard and hold high expectations for our students and ourselves.

We encourage your active participation in the educational life of your child at IVE. Together, we will provide your child with a safe, nurturing and stimulating educational experience. Please don't hesitate to contact your child's teacher or the office if you have concerns, questions, or suggestions.

Michelle Pickard, Principal

DISTRICT ELEMENTARY SCHOOLS PARENT HANDBOOK

For information regarding the following topics:

Admission and Registration	Homework
Arrival and Dismissal	Insurance
Athletic Events	Laser Pens/Pointers Prohibited
Attendance	Lost and Found
Buses	Non-Discrimination for Employment
Computers/Technology	Parties/Celebrations
Curriculum	Pets
Discipline	Photographs
Distribution of Printed Materials at School	Problems/Concerns
Dress for School	Records & Student Information
Drug-Free, Gun-Free, Smoke Free Zones	Reporting to Parents
Emergency Closures of Schools	Rights/Responsibilities
Family Educational Rights and Privacy Act	Safety
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1. ATTENDANCE

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.

While good attendance is encouraged, if the child has a temperature of 100 degrees F or higher, or is obviously ill, please keep them at home. We also encourage the scheduling of doctor appointments during off-school hours to minimize the time away from class. If your child will be absent, please call **425-837-6600** and select **option 1** from the menu to reach the attendance line.

Excused Absence. The office **must be notified by a parent or guardian** for absences to be excused. If parents do not notify the office as to the cause of absence, it will be marked as an unexcused absence. Notification should include the:

- Student's name
- Date(s) of absence(s)
- Reason for absence
- Name of the parent or guardian

You may notify the school through one of the following ways:

1. A **voicemail or email message** may be left on the attendance line by calling **425-837-6600** and selecting **option 1**, or by following the attendance link on the IVE website.
2. Complete a "Pre-Approved Absence Request" form if your child will be absent three or more days. This form is available on the IVE website or at the school and should be filled out prior to the trip or absence.

Excused absences include:

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.

Unexcused Absence. An unexcused absence includes absences for personal reasons that do not meet the criteria of excused absences listed above. Your child will be considered absent in the AM if they arrive after 10:30 a.m. Examples of unexcused absences are:

Oversleeping
Errands

Stopping at the store
Missed bus

Tardy. Daily punctuality is necessary to avoid classroom disruption, maximize student learning and is a basic principle of responsibility and common courtesy. This guideline's goal is to inspire daily punctuality, instilling it as a valuable life skill for our children. The guideline:

- "Tardy" is defined as not in class at 9:15 a.m. Students who arrive late must go to the office and obtain a tardy slip before entering the classroom.
- Dental and doctor appointments are considered excused reasons for being tardy.
- After 7 tardies, a letter of notice from the principal or designee is sent via the US Postal Service mail to the parent or guardian.

Students arriving on late school buses are not marked tardy. These students are directed to their classrooms and do not need to stop at the office for a tardy slip.

Check-A-Child is a service the school offers to enhance student safety and communication between school and home. About an hour after school starts, an automated dialing service will contact families who may have an unexcused absence for the day. If you receive a message that your child is absent and you believe your child to be at school, please call the office, **425-837-6600**. Your child may have been tardy and not checked into the office or out of the classroom when attendance was taken.

Early Dismissal. If your child needs an **early dismissal**, please send a note or email the front office stating time, reason, and person who will be picking up. Any change of plans in your student's regular go-home routine should be sent by a note to the teacher or emailed to the front office in the morning. Please refrain from calling, emailing, or arriving for last minute early pickups or change of plans within the last thirty minutes of the school day. The parent/guardian or designee must report to the office to sign their child out of school. Students will be called to the office when the parent/guardian has arrived. Teachers will not release students directly to a parent or guardian unless they are certain the student has been signed out. In the event of an emergency, students will be released only to those persons designated on the Emergency Information form.

A picture ID is required for any person picking up a child from school. Parents are advised that picking up students early from school on a regular basis is an extreme disruption to the child and the classroom. This should only occur when there is an emergency or a medical appointment that could not be scheduled after school hours. Excessive early dismissals will be covered under the tardy guideline.

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.

If a student has 3 unexcused absences in a month, the school must schedule a conference with the parent/guardian and student to analyze causes of absences. If the parent/guardian does not attend the scheduled conference, the school will still meet and notify the parent/guardian of the steps to be taken in an effort to improve student attendance.

No later than a student's 5 unexcused absences in a month or 10 unexcused absences in a year, the district will enter into an agreement with the student and parent/guardian 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

2. ARRIVAL, DISMISSAL, AND SAFETY

Before School. Students are to arrive at school no earlier than 9:00 a.m. **All students who walk or are dropped off must enter through the West entrance on the blacktop. There is no supervision for students prior to 9:00 a.m.** Students enter the building at 9:05 a.m.

Line up locations:

- a. Bus Riders: Kindergartners and First Graders will line up at the Northeast entrance. Second thru Fifth graders line up at the Northwest entrance.
- b. Car Riders/Walkers: Line up on the blacktop next to assigned class letter, West entrance.

A Paraprofessional will dismiss Parent Drop Off/Walkers to enter the building. Students go directly to their classrooms. Students must line up outside the classroom until their teacher, or other responsible adult allows them to enter the room.

After School. Teachers escort students to the bus loading zone, parent pick up zone or Cougar Club. For everyone's safety, Paraprofessionals are stationed at the crosswalks on Holly and Newport, parking lot crosswalks and the bus loading zone. In addition, School Safety Patrol students assist families in using the parking lot crosswalks.

- c. **Bus riders** are to immediately load buses if the bus has arrived or wait quietly in line for buses that have not arrived. An EA will check to see if every class is out of the building before dismissing buses. For safety reasons, students who live in a bused area may not walk to school.
- d. **Car riders** may go directly to cars parked along the curb in the pick-up zone. Parents parked in the lot must pick up their child in the sidewalk area at the South end of the school. **Children may not go into the parking lot unless accompanied by an adult.** Students may only enter the passenger side car door for safety in the pick-up zone area.
- e. **Walkers.** Parents are encouraged to walk with their child or transport their child if they live in an area not served by school buses. (More information below under Walking To/From School)

School Buses. Students are expected to behave safely and properly on the bus and at bus stops. The Transportation Department provides a School Bus Information for Parents and Students handout at the start of the school year. It includes information about student conduct, school bus rules, emergency evacuation procedures, bus passes, parent- driver communication and other important information. Bus stop information is available on the District website: www.issaquah.wednet.edu. For further information, call the Transportation Department at **425-837-6333**.

Bus Passes are required for students who wish to depart the bus at a different authorized stop or to ride a different bus to or from school. Passes are issued on a space available basis only. Therefore, there is no guarantee that a pass will be approved. To obtain a bus pass, parents are required to **send a note** from home stating the date, current and new bus route number, and person he/she is going with. Students should give their note to the office staff who will issue the bus pass. No bus passes are issued the first two weeks of school or the last two weeks of school, except in emergencies.

Release of students. Students will not be released to any person other than a parent or guardian unless authorized by the parent or guardian. This authorization must be written on the student's Emergency Information form. Verification of the authorization by school personnel is appropriate, if there is any doubt about the authenticity of the request. In addition, once students have arrived on school grounds, they may not leave without permission. Students who are not picked up on time must sit in the office lobby to wait for parent/guardian. For more information on early dismissals, please refer to *Early Dismissals* under Section 1: *Attendance*.

Students Staying After School. After school is dismissed, students are expected to go directly home, or to pre- arranged childcare. Only students enrolled in supervised school activities may remain at school. Arrangements must be made in advance between students, parents, guardians, and teachers for permission to attend these activities.

Walking To/From School. Students should never accept a ride from a stranger. Please talk to your students about the following points to be observed on the walk to and from school:

- a. Walk on the shoulder or sidewalk; preferably single-file if space does not allow for walking with another person.
- b. It is usually best to walk on the left-hand side of the road, facing traffic (so cars are going the opposite direction you are).
- c. Avoid taking shortcuts through woods or private property.
- d. Arrive at the crosswalk when the Crossing Guard is on duty – no earlier than 8:55 a.m.

Bicycle and Scooter Rules. Riders must:

- a. Be in grades 4-5 to ride to school.
- b. Wear helmets (King County ordinance).
- c. Walk their bicycles/scooters off and onto the school grounds, using the marked crossings. They are to follow the directions of the school patrol.
- d. Give pedestrians the right of way on the sidewalks.
- e. If you will be riding your bicycle/scooter to and from school, please bring a note to your teacher letting him or her know of the transportation change.

All bicycles/scooters must be parked in the designated racks and locked. The school is not responsible for stolen and damaged bicycles/scooters. Skateboards, roller skates, in-line skates, shoes with wheels, and motorized scooters are prohibited.

Vehicles must be parked in marked stalls if the driver leaves the car. There is absolutely no double parking. When dropping off or picking up students, parents may wait WITH their vehicles in the loading zone South of the school. If it is necessary for the driver to leave the car it must be moved out of the fire lane and parked in a stall. School personnel may have cars towed if left unattended in the fire lanes. The speed limit in the parking lot is five miles per hour. For safety reasons, we request that parents avoid using cell phones while waiting to load or unload children in the loading zone.

3. STUDENT CONDUCT REGULATION

The Issaquah School District utilizes Positive Behavior Social Emotional Support (PBSES) to promote respect, positive relationships, and predictable, proactive learning environments. PBSES is not a curriculum. It:

- Is a **process of planning and problem solving** that includes **direct teaching of social behaviors** just like academics are taught.
- Establishes **ongoing behavior support** that can be used by ALL students, staff, volunteers, parents and community members.
- Consists of four **evidence-based components** that work together to create good outcomes for students and a better school climate.

General Behavior and Corrective Action/Progressive Discipline. Consequences are imposed based on the discretion of the staff member and/or the frequency or severity of the incident. The school staff and parents are jointly responsible for teaching students the importance of respectful behavior to enhance student learning. Students are taught to be responsible for their own behavior. Discipline is the process of holding students accountable for their actions. It should always be a learning experience for the individual. Discipline protects the rights of the group, as well as the individual. It is a process where anger management and conflict resolution skills are learned and applied by the student. Most problems are minor and infrequent and can be corrected by a staff member and the student working together. It is our hope that in maintaining high expectations at school, students will be able to generalize the acceptable standards of conduct and problem-solving skills into their larger world.

IVE Cougars will:

1. **Be Safe**
2. **Be Respectful & Be Kind**
3. **Be Responsible**

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.

Staff Responsibilities. All members of Issaquah Valley 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.

Parents are asked to keep the school informed of any changes in the child's life that may have an effect on his/her behavior. Parents are asked to work with staff and support the school as needed in solving problems.

Classroom Discipline. Each teacher will develop classroom expectations, consistent with PBSES. The teacher will make the system known to students and parents.

Severe Misconduct. 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.

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 3241 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.

Severe Discipline. Unacceptable behavior that is severe in nature can result in more immediate disciplinary action that may include, but is not limited to: removal from class, removal from school, in-school suspension, out-of-school suspension, or expulsion. Severe, unacceptable behavior includes:

- a. Insubordination (refusal to follow directions)
- b. Fighting or causing physical injury
- c. Threats, harassment, bullying, intimidation
- d. Swearing, obscene gestures, discriminatory slurs (i.e. racial, sexual),
- e. Damaging or defacing property, arson
- f. False alarms
- g. Repeated misconduct
- h. Use or possession of drugs or alcohol (expulsion)
- i. Possession of weapons or facsimiles thereof (expulsion)

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.

GENERAL RULES AND EXPECTATIONS

1. Being safe with my body, words, and emotions.
2. Being respectful to the building, myself, and others.
3. Be a responsible student each day and come to school with correct tools and attitude for learning.
4. Follow the expected behaviors in each area of the school.
5. Follow the [ISD Acceptable Use Policy and Procedures](#).

LUNCHROOM RULES AND EXPECTATIONS

1. Please enter and exit lunchroom quietly and orderly.
2. Student voices remain at a one or two volume.
3. Practice good manners.
4. Enjoy your own food, but do not share food.
5. Make sure food is kept in the lunchroom.
6. Feel free to raise your hand for support from an adult.
7. Please keep your area clean.
8. When dismissed, leave in an orderly manner.
9. Listen and follow directions.
10. Disruptive students may be asked to do community service.

ASSEMBLY RULES AND EXPECTATIONS

1. Enter and wait quietly for the assembly to begin.
2. Give your attention to the performance or speaker.
3. Show your appreciation in positive ways such as clapping or applauding. Refrain from whistling, booing, screaming, or hooting
4. Remain seated until given directions by your teacher.
5. Leave in a quiet and orderly manner.
6. Students who choose to be disruptive in an assembly may be removed from the current or future assemblies.

RECESS RULES AND EXPECTATIONS

The playground is a great place for students to play and visit with friends and classmates. Our priority on the playground is safety. Students need to respect each other, the playground supervisors and equipment. All equipment on the playground must be shared.

Boundaries

- Walk to the playground – no running.
- Play in designated areas.
- Keep off all fences, basketball poles, and storage sheds.
- Off limits: outside the fences, portable classrooms.
- Remain outside the building, unless you have a bathroom pass.

Hall Pass

- Have a pre-arranged hall pass to leave the playground or lunchroom for study hall or to work with a teacher.
- The teacher must contact the office, lunchroom supervisor or a recess supervisor about which students will be allowed into the building.

Recess Rules

- Play fair, be a good sport and have fun!
- Play in designated areas.

- Call a recess supervisor if you are hurt or know someone who is hurt.
- Ball kicking is limited to the field area
- The following are not allowed:
 - Pushing, fighting, wrestling, karate, pig piling or pulling other students' clothes
 - Throwing or kicking of objects (except playground balls) such as wood chips, rocks, sand/mud, sticks or pinecones
 - Spitting
 - "Cuts" in any game
 - Running through others' games
 - Going up the slide
 - Tackle sports
 - Hanging from basketball hoops
 - Climbing poles
 - Game locks (not allowing others to play)
 - Bats or hard balls
 - Digging, dirt sliding.
- Big Toy (playground equipment)
 - No standing on the top of beams or monkey bars
 - No running on the Big Toy equipment
 - No running, chasing, or playing Tag on Big Toys or in the Big Toy play area
- Bars
 - Wait for the person in front to cross before starting
 - Go in one direction
 - Always use two hands on the bars
 - No Dead Drops or Cherry Bombs
- Covered Play Area
 - Balls come from the ball room
 - Basketball games are ok
 - Wall ball on the gym (south) wall.
 - No kicking balls (only kick on the field)
- Basketball
 - Equal teams
 - Call your own fouls, majority rules. Take ball out for a foul, no free throws
- Football
 - Equal teams
 - One hand touch or flag football
 - No pushing or tackling
 - "Freeze" punting, no rushing the punter. Punter may kick or throw the ball.
 - No fumbles. Ball is dead when it hits the ground.
- Four Square
 - Server bounces the ball in his/her own square and hits the ball into another player's square
 - If a player is out, he goes to the end of the line
 - You are out if:
 - The ball doesn't bounce before you hit it
 - You hit the ball out of bounds
 - The ball hits you before it bounces in your square
 - You step into another player's square
 - You kick or fist the ball
 - You catch the ball or carry the ball (holding)
 - Those waiting in line make the calls on the rules
 - No chanting
- Hand Toys
 - Jump ropes are only for jumping
 - Both handles of jump ropes must be in hands (no twirling or swinging)

- Basketballs, jump ropes, hoops and games can be used on the blacktop
- Soccer balls, footballs and kickballs can be used on the field
- Kickball
 - Equal teams
 - Pitcher pitches from the pitching mound
 - New pitcher each inning
 - One catcher, no umpire
 - The team waiting to bat or kick waits in the dugout or behind the backstop.
 - No fielder is in front of the pitcher
 - No stealing. Leaving the base before the ball is hit or kicked is out.
 - No more than 7 pitches or rolls
 - 4 fouls and you're out
 - 3 outs per team per inning
 - Limit of 5 runs per team per inning
 - If there is any interference by an offensive player, the runner is out.
 - Kicker must kick the ball within 6 feet of home plate (kickball)
 - No throwing a ball at the runner
- Soccer
 - Equal teams
 - No hands, feet only (except goalie)
 - When out of bounds, ball is dead. One person throws the ball in with two hands over the head.
 - No slide tackles
 - Play the ball, not the player
- Tetherball
 - One player in each (half) zone
 - The server tosses the ball in the air and hits it. Ball must go one time around the pole before the receiving player hits it.
 - Hit with only the hands or forearms
 - Touching the pole is out
 - Touching the rope (roping) is out
 - No catching or throwing the ball
 - No "chances" or "babying" (to make it easier for an unskilled player in order to prolong the game) No stepping over the center line
 - Do not hang on the ball
 - Players waiting in line must give enough room so that they will not interfere with players. Those waiting in line make the calls on the rules
 - The game is over when the rope wraps all the way around the pole or a person makes one of the fouls listed above
 - Winner of three straight games "retires" as Ace
- Food
 - Litter belongs in the garbage containers, not the playground, hallways, or rooms
 - Jawbreakers, gum, hard candy, suckers, or powdered candies are not allowed at school
- Inclement Weather and Rainy Days
 - Students will be allowed outdoors for recess in light rainy days.
 - Students need to wear a coat during wet weather.
 - Students need to stay out of mud and mud puddles in winter.
 - Snowball throwing is not allowed.
 - Students may have indoor recess on heavier rainy days. Students will remain in their classrooms and have activities pre-approved by the teacher such as board games or drawing. Recess supervisors are responsible for student supervision.
- End of Recess
 - Listen for the recess bell and return to the designated line-up area immediately.
 - Return all recess equipment to their proper places.
- Personal Play Equipment, Electronic Devices, and Toys
 - Students may not bring their own play equipment from home.

- Game privileges are subject to change due to unsafe behaviors at any time by IVE administrative staff.

BUS RULES. Bus rules are posted in each bus and a copy has been given to all bus riders. Students riding the buses should be familiar with the rules. The driver is required by law to enforce the rules. Knowing the rules and cooperating with the bus driver will help promote safer and more pleasant transportation to and from school. The rules and regulations were prepared by the State Superintendent of Public Instruction by and with the advice of the Chief of the Washington State Patrol and the Director of Highways for the State of Washington and apply to all school buses operating in the State of Washington.

4. CALENDAR

The District calendar is available on the District website: www.issaquah.wednet.edu.

5. PARENT COMMUNICATION, CONFERENCES, AND VISITATION

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

E-news from the Principal. The IVE Principal sends out an E-News each Friday. This message updates families on important information and provides a calendar of upcoming school and district events. This message is sent via email and is available on the school website.

PTA E-News. The PTA sends out an E-News every other week. This message is sent via email.

Parent-Teacher Communication. Parents are welcomed to call or email their child’s teacher about academic or social concerns. Teachers will respond within 72 hours per contract. In addition, teachers communicate important information via class newsletters or classroom website.

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/school calendar for dates. Many teachers will have parent conferences sign ups at your child’s Curriculum Night. Parents/guardians may request a conference at any time during the school year as needs arise, arranged through the classroom teacher.

Visiting the School. We appreciate your interest in your child’s progress and learning experiences. All visitors must sign-in and sign-out in the school office. All visitors and volunteers must wear an approved school identification badge. Parents are welcomed 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. Observations of a student must be approved by principal and require a staff escort.

6. HOMEWORK GUIDELINE

Homework is limited to 10 minutes per night per grade level, i.e. a third grader may have 30 minutes or less of homework. If your child is spending more than that amount of time on homework, please contact your child’s teacher.

The purpose of homework is to:

- a. Support classroom learning
- b. Increase communication between home and school
- c. Involve parents in encouraging students to become life-long learners

7. EMERGENCY PROCEDURES

It is very important that you notify the IVE 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 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. If an emergency occurs, the student will be taken to a safe area of the school. A check-in/check-out point will be established and will be clearly marked. You will be notified via phone and email if an emergency occurs and given specific directions. Parents/Guardians should go directly to the designated checkpoint when coming to pick up a child.
2. If you come to the school to pick up a child during an emergency, please maintain a calm and positive attitude in the presence of the children. Please bring your driver's license. Staff will be required to verify your identification before releasing your child to you. If an emergency contact is picking up your child, that person will need to be listed as an emergency contact in Family Access and will also need to provide photo identification before your child can be released to that person.
3. 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.
 - To be prepared for the worst-case scenario, the school has basic emergency supplies provided through the school District and IVE PTA. The basic food supplies will cover 72 hours.

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. If there is no announcement about the Issaquah School District, regular school hours will be observed. Please be aware the district may opt to use Snow Routes for bus transportation. Make yourself familiar with your child's Snow Route drop-off spot. Check the District website for the latest information: www.issaquah.wednet.edu.

8. GENERAL SCHOOL INFORMATION AND GUIDELINES

After School Activities. Parents have responsibility for managing their child's behavior at after school activities at IVE. Parents should be sure children are attentive during assemblies/programs. Children are expected to follow the same rules as when school is in session. Children should not be in the school without an accompanying adult. Food can be eaten in the cafeteria only, unless other arrangements have been made with the principal. For your child's safety, monitor his/her activities on the school grounds beyond school hours and on the weekend.

Siblings and Other Children. When bringing siblings and friends onto the campus for invitational events, please be sure that they also follow the school's behavior rules and expectations. When at school during the school day or school functions, parents should refer any discipline matters regarding other parents' children to staff. For safety reasons, children are not allowed in the workroom.

Celebration/Birthday Guideline. Each classroom teacher will conduct two celebrations per year—additional curriculum based enrichment activities are optional. Teachers will decide which two parties they will have each year. If food is at a classroom celebration, it must follow the district nutrition policy. **Birthday celebrations at IVE will be non-food celebrations in all grade levels.** Teachers will determine the celebration activity within their classroom to celebrate children's birthdays. Parents are asked to adhere to the guidelines established in each individual classroom.

Animals/Pets. For health and safety reasons, pets are **not allowed** in the school building or on campus, except for publicized special days or with prior approval of the principal. District Regulation 2029.

Progress Reports (Report Cards) are distributed at the end of each trimester of the school year. A student must be in enrolled at least 20 school days in each trimester to receive a progress report. Progress Reports are not printed. Your child's Progress Report can be reviewed through Family Access. If you do not have access to technology, please inform your child's teacher and the Progress Report will be printed for you.

Dress Code. Clothing worn by students should be modest, neat, clean, presentable and appropriate for the school setting. Wear seasonally appropriate attire.

1. Clothing and other items with questionable pictures or words are not permitted including references to violence and illegal substances.
2. Appropriate headgear is allowed in common spaces, but heads and faces must be uncovered in most classrooms, unless for religious reasons or special occasions. These may be allowed at teacher discretion.
3. Any clothing or footwear that causes a disruption to the learning environment or that is unsafe or is inappropriate for school is not permitted.

Inappropriately dressed students will be asked to make appropriate changes. If the student refuses, the student is subject to disciplinary action. District Regulation #3224 Student Dress - complete copy can be obtained from any school. These rules apply to all school events as well.

Lost and Found. Clothing, lunch containers, backpacks; etc. should be plainly labeled with your child's name. Lost items are located on the Lost and Found Racks near the main entrance. Small items are to be brought to the office. Monies found are given to the finder if there are no claims within a month of turn in. Unclaimed items are donated to charitable organizations three to four times per year. E-News will inform families of these dates several weeks before they occur. Parents/Guardians are welcome to come to the school to look for missing items.

Phone Use Guideline. Students are limited in their use of school phones except in emergency situations. Cellular phone use is also prohibited during the school day. Please help your child to organize for the day by planning which school books, papers, materials, and clothes will be needed. Voice mail is available on all District telephones for messages and announcements. (District Elementary Schools Parent Handbook)

Restraining Orders. In the State of Washington, both parents have equal access to their child's school records. Both parents can ask to see their child at school. Only a current, court-issued restraining order or a divorce settlement outlining parental rights and responsibilities concerning access to school records gives the school authority to deny parental access. Please provide the office with a copy of the order.

Food Services. School lunches are available every regular school day. School lunches may be purchased via the computer by depositing any amount into your child's account. Menus are available on the District website. Applications for free and reduced lunches may be obtained in the school office. Parents are encouraged to help their child learn their lunch ID #. Students may also bring lunch from home.

1. 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.

Applications for meal assistance are available online by visiting:

<https://www.issaquah.wednet.edu/district/departments/operations/foodservice> or by contacting the Food Service Office at 425-837-5060. Applications are also available in the front office of each school building.

2. 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 \$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>

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.

IVE PTA. The PTA supports the school through fund raising and involvement with dozens of projects throughout the school year to help students meet learning goals. PTA Meetings are held at IVE five times per year. PTA goals include:

1. Strive for 100% membership to ensure that every child at IVE has an adult representative.
2. Build and strengthen the IVE and Issaquah community through PTA sponsored events and outreach programs.
3. Maintain fiscal responsibility and stewardship of PTA funds.
4. Support ongoing fundraising programs to provide academic enrichment and community building.
5. Provide support to IVE's academic endeavors and goals as determined by the principal, teachers, and parents.
6. Continue to widen the school volunteer base.
7. Promote and support usage of PTA website, social median, and e-blast.

To learn more about Issaquah Valley Elementary PTA events and to join the IVE PTA please go to www.ivepta.org

Issaquah Valley Elementary Site Council. The goal of the IVE Site Council is the active collaboration of parents, community members, staff, and administration to ensure the success of Issaquah Valley Elementary School students. The Site Council emphasizes self and mutual respect and high expectations to foster confidence, excitement, and openness in the learning process. The Site Council meets four times per year.

Student Directory. The IVE PTA provides a copy of the IVE Student Directory to its members that includes names, addresses, phone numbers, email addresses of IVE families, excluding parents who request to be exempted. Also included are PTA Board and Committee Chair contacts and IVE staff phone numbers.

3. 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 District website contains links to school nurses, current health issues, District Health Regulations 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 degrees 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 Health Concerns. To prevent the spread of head lice and scabies, please notify the school if your child has one of these conditions. Students should be treated before returning to school.

Immunizations. All students in Washington State must comply with immunization standards. Exceptions 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 immunizations requirements are met.

Medications. The Issaquah School District is authorized to administer prescriptions and over-the-counter oral medications to students in accordance with state law. Medication administration forms are available in the school office and on the District website.

The medication of any prescription or over-the-counter medication to a student by a District employee must be

requested and authorized in writing by both the parent and a licensed health care provider, along with specific instructions for administration. Epi Pen or Epi Pen, Jr. are the only injectable medications school staff are trained to administer.

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

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

4. CIVILITY REGULATIONS 4011 (Community Members) and 5282 (Staff)

Purpose. 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.

The Issaquah School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the School District. The Board is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this Regulation is three-fold:

1. To promote a work and learning environment that is safe, productive, and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
2. To provide our students with appropriate models for respectful problem-solving; and
3. To reduce the potential triggers for violent conduct, such as fear, anger, frustration, and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

Definitions. For purposes of this Regulation, "uncivil conduct" includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one's voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

Expectations. In support of this Regulation, the Superintendent shall be responsible for the development of District training, written and oral communications, resource lists and other tools for the use of staff, students, and community members in achieving the purposes of this Regulation. Specific procedures appropriate to the needs of staff, students, and parents/community members will be available to all persons who have legitimate business within the District. In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct, or assisted communication with the person(s) at the source of the concern. When this is not possible or

appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, or work site administrator. Individuals are encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this Regulation and its related procedures to resolve concerns.

This Regulation seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the District’s Regulation against harassment and sexual harassment, or specific conduct codes. Violation of such Regulation may result in **further action, such as** discipline, adverse employment action, or criminal charges, as applicable. Nothing in this Regulation is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

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:

Title IX Coordinator

Sena Camarata, Director of Human Resources
camaratas@issaquah.wednet.edu

Harassment, Intimidation, Bullying (HIB) Coordinator

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

Civil Rights Compliance Officer

Lisa Hechtman, Assistant Superintendent of Human Resources
hechtmanl@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

Mail: 5150 220th Ave. SE
Issaquah, WA 98029
Phone: 425-837-7000

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.

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:

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

You can report sexual harassment to any school staff member or Title IX Coordinator, Sena Camarata, 425-837-7000 camaratas@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

Prohibition of Harassment, Intimidation, and Bullying

If a student feels that he or she is being harassed, intimidated, or bullied for any reason including because of race, creed, color, national origin, ancestry, gender, sexual orientation, or disability, the student should immediately report such incidents to a teacher, counselor, or building administrator. A complete copy of Regulation 3207 may be obtained at any school or on the District website at www.issaquah.wednet.edu.

“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; innuendoes; 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.

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.

