

Please save this handbook to refer to throughout the school year. Review all pages with your student, and return a signed contract, located at the end, to your student's teacher.

Maple Hills Elementary

Student/Parent Handbook

2020 – 2021



To soar and succeed. To grow and to lead.

Maple Hills Promise

I am a Maple Hills Eagle.
I have greatness inside of me.
I will use my greatness to make good choices
To be the best me I can be!

Maple Hills Elementary School

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Renton, WA 98059

Office and Attendance line (425) 837 – 5100

Email: mhattendance@issaquah.wednet.edu

Maple Hills on ISD Connect

<https://www.issaquah.wednet.edu/maplehills>

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Principal's Message

Welcome to Maple Hills! We are a community of learners who take pride in everything we do. The Maple Hills staff is extremely proud of the programs we offer our students and we encourage you to make the most of your time with us. The involvement of parents and community members help to make Maple Hills Elementary an outstanding place. By working together, we are able to build a learning environment in which all of our children can succeed, both academically and socially.

One way you can do this is to review this student/parent handbook with your child. It contains answers to many questions you may have now and throughout the school year. We welcome any questions you might have as the year progresses, so please feel free to contact us at any time. After you have reviewed this handbook with your child be sure to sign and return the signature page in this book to your child's teacher.

We look forward to this school year with great excitement and hope all of our students will have a successful year!

Sincerely,

JoEllen Tapper
Principal

Mission Statement

Maple Hills is a dynamic learning community where everyone has the opportunity to achieve their highest academic and social potential.

Vision

Empower students to develop skills, attitudes, and knowledge in their pursuit of life-long learning.

Foster awareness and sensitivity while supporting diversity within our community and the world.

Unite students, staff, parents, and the community to celebrate the shared success of all.

Belief Statement

We believe when students are in a safe, supported, learning community they are inspired and motivated to learn.

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

Last	First	Title	Email
Tapper	JoEllen	Principal	tapperj@issaquah.wednet.edu
Magee	Tracy	Dean of Students	mageet@issaquah.wednet.edu
Daquiaoag	Jheyzle	Kindergarten	daquiaoagi@issaquah.wednet.edu
Fisher	Becky	Kindergarten	fisherr@issaquah.wednet.edu
Johnson	Hannah	Kindergarten	Johnsonh@issaquah.wednet.edu
Kardong	Darcie	Kindergarten	kardongd@issaquah.wednet.edu
Crawford	Michela	First Grade	crawfordm@issaquah.wednet.edu
Gooch	Candace	First Grade	goochc@issaquah.wednet.edu
Lecoq	Lisa	First Grade	lecoql@issaquah.wednet.edu
Weltmer	Lluvia	First Grade	weltmerl@issaquah.wednet.edu
Friend	Sarah	Second Grade	friends@issaquah.wednet.edu
Gauvey	Heather	Second Grade	gauveyh@issaquah.wednet.edu
Sonneland	Emily	Second Grade	sonnelande@issaquah.wednet.edu
Brunell	Kelly	Third Grade	brunellk@issaquah.wednet.edu
Lehl	Krystal	Third Grade	lehlk@issaquah.wednet.edu
Stratford	Susanna	Third Grade	stratfords@issaquah.wednet.edu
Kinkade	Ben	Fourth Grade	kinkadeb@issaquah.wednet.edu
Tutor	Jodi	Fourth Grade	tutorj@issaquah.wednet.edu
Warner	Dana	Fourth Grade	warnerd@issaquah.wednet.edu
Gordon	Meghan	Fifth Grade	gordonm@issaquah.wednet.edu
McCulloh	Jennifer	Fifth Grade	mccullohj@issaquah.wednet.edu
Sanford	Betsy	Fifth Grade	sanfordb@issaquah.wednet.edu
Anstiss	Jeannie	OT	anstissj@issaquah.wednet.edu
Bryant	Amber	Counselor	bryanta@issaquah.wednet.edu
Chase	Sara	LRC1	Chases2@issaquah.wednet.edu
Deaton	Devon	LRCI	deatond@issaquah.wednet.edu
Desmond	Christina	SLP	desmondc@issaquah.wednet.edu
Ghangurde	Ina	Family Liaison	GhangurdeI@issaquah.wednet.edu
Grassley	Ashley	PBSES	grassleya@issaquah.wednet.edu
Kelly	Rachael	Psychologist	kellyr@issaquah.wednet.edu
Kuver	Cassie	Nurse	kuverc@issaquah.wednet.edu
Doyle	Leah	Instr. Coach	doylel@issaquah.wednet.edu
McCulloch	Cameron	SAGE	mccullochc@issaquah.wednet.edu
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Stempson	Christina	Librarian	stempsonc@issaquah.wednet.edu
Unti	Carmen	LAP	untic@issaquah.wednet.edu
Watts	Trudy	Title 1/LAP	wattst@issaquah.wednet.edu
Williams	Angela	Health School Couns.	Angela.williams3@swedish.org
Wilkinson	Kari	Music Specialist	wilkinsonk@issaquah.wednet.edu

Maple Hills Elementary Start and Dismissal Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Start	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.
Dismiss	3:40 p.m.	3:40 p.m.	1:30 p.m.	3:40 p.m.	3:40 p.m.

Maple Hills Elementary Daily Schedule*

2020-2021

8:30 am Office Opens

8:30 am Teacher Day Begins

9:05 am Supervision Begins – Students may arrive and line up

9:10 am Teachers pick students up from line up area

9:15 am Class Begins

11:20am-12:45pm Lunch Recesses and Lunches

1:40 pm – 2:00 pm PM Recess

2:00 pm – 2:20 pm PM Recess

3:40 pm (1:30 Wed) Dismissal Bell

4:30pm Office Closes

*Specific class schedules to be determined

Maple Hills Expectations

Following our Soaring Eagle rules of being Respectful, Responsible, Safe, and Kind throughout our entire building, there may be different expectations for each location. Please help your child review these expectations, as we will also be teaching/reviewing them with the students on a regular basis.

MAPLE HILLS LOCATIONS	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE	BE KIND
CAFETERIA	<ul style="list-style-type: none"> • Hands and feet to self • Talk in an inside voice • Wait your turn 	<ul style="list-style-type: none"> • Listen and follow adult directions • Raise your hand to be excused • Clean up after yourself (table & floor) 	<ul style="list-style-type: none"> • Wash/clean hands • Eat your own food • WALKing feet 	<ul style="list-style-type: none"> • Be friendly with people sitting around you • Lend a helping hand
PLAYGROUND	<ul style="list-style-type: none"> • Wait your turn • Be a good sport • Listen to and follow adult directions 	<ul style="list-style-type: none"> • Care for and return equipment • Line up when it is time • Follow recess rules 	<ul style="list-style-type: none"> • WALK on pavement • Use playground equipment the right way 	<ul style="list-style-type: none"> • Be polite, share, and take turns • Invite others to join you
HALLWAY	<ul style="list-style-type: none"> • Admire art with your eyes only! 	<ul style="list-style-type: none"> • WALK directly to your destination (carry a pass when required) • WALK around the office 	<ul style="list-style-type: none"> • WALK with hands and feet to self behind the person in front of you! 	<ul style="list-style-type: none"> • Voices off – others are working • Cut free is the way to be!
DISMISSAL	<ul style="list-style-type: none"> • WALK with hands and feet to self • Wait your turn 	<ul style="list-style-type: none"> • WALK directly to where you need to go • Follow hallway rules 	<ul style="list-style-type: none"> • WALK on the sidewalk • Listen to directions from adults & patrol • WALKing feet 	<ul style="list-style-type: none"> • Be friendly and helpful to other students • Be patient in line
IN LINE	<ul style="list-style-type: none"> • Hands, feet, and backpack to self • Talk in an inside voice • Admire art with your eyes only 	<ul style="list-style-type: none"> • If you leave the line, go to the end • WALK directly to your destination 	<ul style="list-style-type: none"> • WALKing feet • Calm body in line • Leave a space bubble around you 	<ul style="list-style-type: none"> • Be friendly with the people around you • Lend a helping hand • Cut free is the way to be!
Restroom	<ul style="list-style-type: none"> • Use a whisper voice if needed • Respect the walls and the stalls 	<ul style="list-style-type: none"> • Be quick to get back to class • Report unsafe behavior to a teacher 	<ul style="list-style-type: none"> • Wash hands with soap and water • Keep floor dry 	<ul style="list-style-type: none"> • Clean up after yourself • Throw away garbage

Soaring Eagle Recognition

Parents:

Please read and review these school expectations with your students.
Please keep this for your family's reference and review.

Students who choose to make positive choices outlined in **Maple Hills' Expectations** will be recognized for their positive behavior. (We emphasize the word "choose" to reinforce with the students that they themselves, can direct in large measure how their life takes shape through the choices they make).

These are some of the ways we recognize appropriate choices:

- **Class Recognition** – Each class will establish expectations and reinforce and recognize appropriate, positive behavior.
- **Individual Recognition** – We recommend reminding students to reward themselves by enjoying the feeling of pride in a job well done. They can take this pride and "work ethic" with them as a lifetime skill to self-motivate and build positive self-esteem.
- **School Wide Recognition** – Students are recognized through a "Soaring Eagles" program. Students whose actions and behaviors demonstrate the Eagle promise and Soaring Eagle Expectations, are shared with the principal by Maple Hills' staff members. Each week selected Soaring Eagle students are announced school-wide over the loudspeaker. These students will bring home a Soaring Eagle certificate as part of their recognition. Every "Soaring Eagle" is gathered by grade level to earn a grade level reward when reaching a certain level. Students can also earn a school wide reward by putting all the "Soaring Eagles" in the nest. In this way, every single "Soaring Eagle" is important! When we work together to fill up the nest, the entire student body earns a reward together.

Maple Hills Soaring Eagle:

Student Name: _____

Student's behavior was:

- _____ Being Respectful
- _____ Being Responsible
- _____ Being Safe
- _____ Being Kind



Staff: _____

Soaring Eagle Expectations:

Be Respectful, Be Responsible, Be Safe, and Be Kind!

If a student chooses not to follow the Soaring Eagle expectations of Being Respectful, Responsible, Safe, and Kind:

It is our intent to allow each staff member a certain degree of flexibility and use of judgment in the handling of most misbehavior. There are often circumstances where students must be handled differently. Therefore, the possible corrective action taken would depend on the following criteria:

- The intent of the act
- The number of times the violation or similar violations have previously occurred
- The previous corrective action taken that includes alternative steps to alleviate the problem
- Prior parental involvement

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

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

Students are expected to:

- Follow reasonable standards and acceptable behavior
- Respect the rights, person, and property of others
- Preserve the degree of order necessary for a positive climate for learning
- Respect 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, sensitivity, 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-half of the student's school day, will comprise of a "disciplinary action" and will be documented.

Progression of Corrective Action:

1. All staff members intervene to redirect inappropriate student behavior and help students solve problems. Although every situation is unique and may be handled in different ways, possible interventions may include:
 - Discuss the misbehavior and identify expected behavior with the child
 - Student self-reflection using the “Think It Over” forms (see below)
 - Conference with the child to discuss choices and determine better behavior and possible consequences if improved behavior is not demonstrated
 - Restrict or remove the student from activity
 - Deny the student a privilege
 - Parents will be contacted for repeated infractions
 - Please refer to the School Discipline Rules, Expectations, & Guidelines in the Student/Parent Handbook
2. For SERIOUS, DISRUPTIVE OR HAZARDOUS CONDUCT: Disciplinary action may be taken without previous intervention.

“Think It Over”

Maple Hills Eagles make choices to “Be the Best Me I Can Be!

Write or draw a picture to answer the questions below.

What happened?	What were you thinking when it happened?
What were you feeling?	What would you like to have happen next?

Student Name: _____ Teacher: _____

Date: _____ Parent/Guardian Signature _____

Four Part Apology

If an apology is needed to fix this situation, fill in the blanks below to help form your four-part sincere apology. Talk it over with an adult about whether you will write a letter or speak directly with the person to whom you owe the apology.

1. I apologize for _____

(Write what you did to upset or hurt that person.)

2. This doesn't follow Soaring Eagle Expectations because...

3. How can I help you feel better or make it right?
 (Their answer should be something reasonable to fit the situation.)

4. Next time I will _____

Student signature: _____

Parent/Guardian signature: _____

Please sign and return by: _____ Thank you for your support.

Allergy Awareness

Some of our students may have severe allergies. While we cannot guarantee an allergen free (i.e.: nuts free, dairy free) environment, we will make every effort to be allergen aware in that classroom. If your child has severe allergies, please contact our school nurse to discuss a health plan. Please be mindful of potential allergies when sending a snack to school with your child and talk with your student about not sharing or trading food items.

Animals on District Property

The friendliest of dogs can be a hazard at a school full of children. In such an exciting atmosphere even the gentlest of animals has been known to nip, scratch, or tear clothing. Please see that your animals are kept at home. In the event that a stray animal is found on school grounds, we will contact the local animal control officer if the owner does not respond to our calls. Maple Hills follows the Issaquah school District [Animals On District Property Regulation 2029](#).

Arrival and Dismissal

Supervision begins at 9:05 and the first bell rings at 9:10. Student safety is our top priority and we ask that you do not drop students off **before 9:05**. Kindergarten and 1st graders will line up in the MPR. Students in 2nd through 5th grades will line up under the covered area on the playground. Beginning at 9:05, students may line up at their designated line up area. All students should line up with their class by 9:10am. Class starts at 9:15am. Students who arrive late must enter through the front door only and check in with their parents at the office.

The lane in front of the school is designated for student drop off and pick up only. We ask that you stay with your vehicle and pull forward as the line moves. The left lane is used for pulling out once you have picked up/dropped off your child. For safety, students are to exit the vehicle from the right side of the vehicle only. Please stay in the correct lane for “drop off/pick up” or “thru traffic.” To help keep our students safe and the parking lot traffic moving, students may not be dropped off in the left “thru lane” due to moving cars. If your child needs assistance in entering/exiting the car, please pull into a designated parking spot and walk your child up to the main sidewalk.

Please pull forward as far as you can in the AM/PM, in order to keep traffic flowing. Sometimes traffic gets backed up onto the main road. Please do not have your child enter or exit a car from the road. We ask that you wait until you are in front of the school sidewalk. If cars are stopped, students may enter/exit anywhere along the front sidewalk and then exit in the left lane so that the next car can pull forward.

Students and parents should use the center walkway when crossing the drop off/pick up lanes and adhere to staff and safety patrol directions.

To help us avoid after-school confusion, please send a note or email to the MH Office and teacher in the morning for any changes to their regular schedule. To help reduce the stress for children and teachers of “last-minute changes,” please help by notifying us as early as possible. Please note, frequent early dismissal announcements into a classroom impact instruction and are a distraction to student learning. Students leaving early for the day will be called out of class upon the arrival of the parent/guardian to the office to sign them out.

Upon dismissal, students will come to the front walkway for parent pickup.

Attendance

Maple Hills is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school and themselves. Your student can start building this habit in preschool so that they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work. Frequent absences can impact student academic performance. In addition, frequent absenteeism may affect a struggling students’ ability to get additional support. It is important that you understand our District Regulations and Procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance is called the Becca Bill. Schools are required to take daily attendance and notify you when your child has an unexcused absence. You may receive a letter if your child has excessive excused and/or unexcused absences and tardies.

Please discuss any attendance concerns with the Dean of Students and/or Principal so that we can create a plan to improve attendance.

As provided in District Regulation 3122, regular school attendance is necessary for mastery of the educational program provided to students. Daily attendance and active participation in each class or critical parts of the learning process. Students, at times, may appropriately be absent from class. A computerized message will contact households informing parents that their student(s) is not at school. The following principles shall govern the development and administration of attendance procedures within the district:

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

- Participation in a District or school approved activity or instructional program
- Illness, health condition, or medical appointment (including, but not limited to, medical, counseling, dental, or optometry)
- Family emergency, including, but not limited to, a death or illness in the family
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction
- Court, judicial proceeding, or serving on a jury
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview
- State-recognized search and rescue activities consistent with RCW 28A.225.055
- Absence directly related to the student’s homeless or foster care/dependency status
- Absences due to a student’s migrant status

- Absence resulting from a disciplinary/corrective action (e.g.: short-term or long-term suspension, emergency expulsion)
- Absences due to student safety concerns, including absences related to threats, assaults, or bullying
- 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. Absences due to family trips may only be excused when prior approval is given by the principal. A sample of the preapproved absence form is included, and can be found in the office or on the [Maple Hills website](#). **Per Regulation:** If an absence is excused, the student shall be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher. An exception is that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period. A student shall be allowed one make-up day for each day of absence.

Homework may not be requested ahead of time for preapproved absences.

- If your child must be excused early, please notify the office prior to dismissal. You can make that notification with a phone call to the office, 425-837-5100 or an email to the Attendance Mailbox, mhattendance@issaquah.wednet.edu, and/or by sending the office and teacher a note signed by a parent or guardian. When picking up or returning your child during the school day, you must sign your child in or out at the office. **Please do not go directly to the classroom.**
- Under no circumstances will a child be allowed to leave school with another person without prior permission from the parent
- All student tardies and absences will be recorded as unexcused until parents or guardians notify the office of the reason for the absence. Students signed out prior to 2:10 will be marked as a PM tardy/early dismissal

Required conference for elementary school students

If an elementary school student has 5 or more excused absences in a single month during the current school year or 10 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:

- Prior notice of the excused absences was provided to the district by 8:30am on the day of the absence
- A pre-arranged absence for has been submitted
- If a doctor's note has been provided and a plan in place to ensure the student will not fall behind in their classwork

A conference with the parent or guardian will be scheduled after 2 unexcused absences within any month during the current school year. Prior to suspension or expulsion, the parent will be

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

Not later than the student's 5th 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.

Sample – Elementary Pre-Approved Absence Form



ISSAQUAH
SCHOOL DISTRICT 411

Maple Hills Elementary
PRE-APPROVED ABSENCE REQUEST FORM
FOR ABSENCES OF 1-20 DAYS

Submit to the office **at least one week prior** to the requested absence dates

DATE: _____

Absences may be excused with prior principal permission. When your child returns from an **excused absence**, the teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. The student is responsible for completing missed work. *From ISD Elementary Schools Parent Handbook, pg 2*

Please make an attempt to schedule family trips during non-school dates. It is very difficult to make up lost instructional time. Absences for family trips without prior principal permission will result in an **unexcused absence for the dates**.

Student Name(s)	Teacher	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

Begin date of absence: _____ *Date student will return: _____

*If the student does not return on this date, the student will be withdrawn which includes class placement.

ISSAQUAH SCHOOL DISTRICT ATTENDANCE POLICY – EXCUSED ABSENCES

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. The following principles shall govern the development and administration of attendance procedures within the district: Excused Absences (school day and individual class) are as follows: illness or health condition, religious observance, when requested by a student's parent(s); school-approved activities; family emergencies; required court proceedings; with prior administrator approval, family trips; and, as required by law, disciplinary actions or short-term suspension. 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.

I have read the district policy above and I understand I am having my child miss _____ days of classroom instruction. I am aware that by missing this many school days, my child may:

- miss newly introduced concepts and skills in reading, writing, math, social studies, science, health*
- miss activities, projects and classroom events that cannot be made up*
- need extra support at home with assignments upon returning from the absence*
- need to relearn established or learn new classroom policies and procedures*
- not be provided assignments in advance of their absence*
- make up assignments/projects as decided by the classroom teacher upon return*

Parent/Guardian Signature	Date
Absence Excused	Absence Not Excused
Explanation	
Principal or Designee's Signature	Date

Elementary Pre-Approved Absence Request
5/16/2012
Page 1

Cell Phones and Electronic Devices

Cell phones, watch phones, and electronic device use is prohibited by students at school. If a cell phone is absolutely necessary, it must be turned off and secured in your child's backpack upon arrival to school. Watch phones must be put in "airplane mode" while at school to be used as a watch only during school hours.

Personal game devices, electronic devices, and cell phones must be turned off and secured in a backpack upon arrival to Maple Hills. If your child is using an electronic device on the school bus, it must be off and secured upon arrival to school. We discourage students from bringing these valuable and special items to school. The school will not be held accountable for any lost, stolen, or broken items.

Due to privacy considerations, taking digital photos or recordings with cell phones or other photo capable devices is not allowed.

If an electronic device is seen/heard:

- 1st incident: It will be stored in the office and returned to the student at the end of the school day
- 2nd incident: It will require a parent/guardian to pick it up from the office

All students are expected to follow ISD Regulation 2022 – Electronic Resources. Violation of any of the conditions of use explained in the User Consent Form, Electronic Resources Regulation or in these procedures by students could be cause for disciplinary action and/or revocation of network and computer access privileges.

Class Placement

In late April, parents may provide written input on classroom assignments by sending a letter to the principal's attention by a specified date.

We know that students are most successful in well balanced classrooms. Our teachers and staff are very thoughtful of the individual needs of all students when creating class lists. In June, staff begin working together to create balanced classes using the following criteria:

- The program needs of the students
- Motivational level of the students
- Behavior factors regarding students
- Social needs of students and their leadership skills
- A balance of achievement levels in reading and math
- The compatibility of students with each other (such as separating those who have not worked well together in the past)
- Information provided by the teacher through previous parent/teacher conferences
- Recommendations of former teachers, principal, parents, guidance team, or related information forwarded from a previous school
- Classroom configuration (i.e. ratio of boys to girls)

From the end of June into August adjustments are made to incorporate new students and increased/decreased staffing.

The following is the process for initiating a potential change in student class assignments

After 2 full weeks of school

Parents and staff will evaluate how assignments are working for students. If there are concerns, the following steps should be taken:

- Parents and teachers meet to problem solve
- If concerns continue, information is provided in writing. A “Review of Assignments” form is available in the office for this purpose.

The request for change in assignments will be evaluated by the building principal and the building’s Guidance Team. Grade level teams may also be involved. Parents will be informed of the group decision within 30 school days.

The Maple Hills staff takes the task of student placement very seriously. We can assure you that each grade level team takes a great deal of time, effort, and care in developing classroom rosters that result in offering your child a quality educational experience. It is our desire to provide every child with equal consideration in the placement process.

Counselor

Maple Hills is fortunate to have a full-time school counselor, Amber Bryant. Ms. Bryant is available to work with students struggling with emotional issues such as divorce, friendship skills, anger management, stress, school-related anxiety, etc. If you have a concern that an emotional issue is affecting your child at school, please contact Ms. Bryant at 425-837-5115. Ms. Bryant also assists families with a variety of things such as community resources, basic needs (clothing, food, etc.) You can also contact her at: bryanta@issaquah.wednet.edu

Dress Code

The following is the dress code:

- Shoes: Must fasten securely; flat-heel sandals with back straps are allowed. For safety reasons sandals with heels, flip-flops, or slippers are not recommended for the playground or at PE. Students should bring a pair of tennis shoes to change into for PE and/or recess. No wheelies are allowed at school.
- Shorts and Skirts: When standing with arms at sides, shorts and skirts need to be fingertip length or longer.
- Tops: Halter tops, tube tops, and exposed midriffs are not allowed. Modest tank tops are allowed if the shoulder straps are approximately 1 ½" wide (**no spaghetti straps**). Clothing with inappropriate signs or language is not allowed.
- Hats: May be worn on the playground. Hoods (hooded sweatshirts/coats) are to remain **off** the student's head while inside the building.
- Dress code violation: Students wearing clothing that disrupts the learning environment or are in violation, may be asked to change and/or parents may be asked to bring a change of clothing to school. If the student refuses, the student is subject to disciplinary actions. District Regulation 3224 – Student Dress.

Extra and Co-Curricular Activities

There are a variety of before and after school activities for students at Maple Hills. Although these activities may change from year to year, examples include: Choir, Art, Foreign Language, Robotics, Math, Green Team, and Coding Clubs. Students participation must follow Maple Hills Soaring Eagle behavior expectations. In order to keep our clubs running smoothly, it is important that students be picked up and dropped off on-time.

Homework

Homework may be assigned to enhance or reinforce classroom instruction. The length of time a child should spend on homework, including reading and projects is 10-20 minutes in grades K-2 and 20-45 minutes in grades 3-5. If your child regularly requires a great deal more time than this to complete assignment, you should contact your child's teacher. If your child does not have homework or finishes early, it is always a good idea to spend time reading or reviewing math facts. **Please note that homework cannot be requested for pre-arranged absences.** If your child is absent due to illness, please contact their teacher directly for missed school work.

Lost and Found

Lost and found items are collected and displayed on a coat rack in the lobby. We ask for your help by writing your child's name on coats, backpacks, lunch boxes, etc. Parents are encouraged to periodically check for lost or forgotten items. Items not collected will be donated to a local charity in December, April, and June.

Meal Charge Policy

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. pizza, chips, & bottled drinks) will not be allowed to charge to the account with 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.

Balance Notification:

Food services 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 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 the negative.

In addition to e-mail balance notifications, each school kitchen will send negative balance letters on 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.

Nondiscrimination/Harassment/Intimidation/Bullying

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 guide dog 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**
Amanda Dorey, Director of Human Resources
doreya@issaquah.wednet.edu
- **Section 504 Coordinator**
Pam Ridenour, Director of Student Interventions
ridenourp@issaquah.wednet.edu
- **Parent/Volunteer and Employee/Applicant-Related Matters**
Carleena Scammon, Director of Human Resources
scammonc@issaquah.wednet.edu
- **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 the District Regulation 3210.

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:

- Physically harms a student or damages the student’s property; or
- Has the effect of substantially interfering with a student’s education (ex: substantially interfering with the classroom performance, attendance, or pattern of tardiness); or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- 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

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:

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or Title IX Coordinator, 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 resolve your concerns.

Complaint to the District

- **Step 1: Write 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 of 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, notifications 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 2 conditions have occurred:

- You have completed the District's complaint and appeal process; or
- 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 SE
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:

- *Email:* Equity@k12.wa.us
- *Phone:* 360-725-6162/TTY: 360-664-3631

Other Discrimination Complaint Options:

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

- *Phone:* 206-607-1600 / TDD: 1-800-877-8339
- *Email:* OCR.Seattle@ed.gov
- *Website:* www.ed.gov/ocr

Washington State Human Rights Commission

- *Phone:* 1-800-233-3247 / TTY: 1-800-300-7525
- *Website:* www.hum.wa.gov

Parking Lot

Pick up and drop off can be very congested times in our parking lot. Please help us keep the students safe by following our parking lot guidelines and modeling good citizenship. Enter the parking lot from 157th St. If your child needs assistance in/out of the car, please park in the lower lot and walk them up the center crosswalk onto the Maple Hills campus. Please park in a legal parking spot or pick up/drop off your student in the parent drop off loop. Please also be considerate of those trying to come in/out of parking spots. Our goal is to keep the traffic moving and not get backed up to the street.

Parties/Celebrations

In order to comply with ISD nutritional guidelines, District Nutritional and Physical Fitness Regulation 6700P, we ask parents not to bring in treats or snacks for birthday celebrations.

We encourage children to be sensitive to the needs and feelings of others. Unless all children in a classroom are included, passing out birthday invitations at school is not allowed.

Please do not send balloons or flowers to a classroom for a child's birthday as it is a distraction to learning; as well as an allergy risk. Items delivered to the school will be held in the office until the end of the school day and then sent home with the student.

Photo/Media Guidelines

Maple Hills enjoys the opportunity it has to welcome parents and family members to certain activities held here at school. These activities, field trips, and performances can be an enjoyable part of the educational environment that we are all glad you can attend. Please keep in mind that with your attendance comes certain responsibilities both here and after the activity or performance.

Many families are understandably concerned about protecting the privacy of their student(s), especially in an on-line environment. The student may be uncomfortable with other parents taking their photo or a video of them, and parents may be uncomfortable having their student's photo placed on-line without their permission. Please be sensitive to such concerns and refrain from using names or other information that might identify a student not your own and follow the best approach of posting pictures/videos of only your child.

Thank you for understanding and respecting student privacy and considering these simple steps of ensuring students and their families are not the subject of unwanted publication of pictures or videos.

Recess

Students have the opportunity to go outside for recess twice a day for physical activity and social time. The playground is well-supervised, and equipment is provided so that students can play a variety of activities. Please leave toys and sports equipment at home. Students need to dress for the weather as recess is held in rain or shine. We expect students to follow all Soaring Eagle Expectations: Be Respectful, Responsible, Safe, and Kind, throughout the day, in order to attend recess.

Safety Patrol

Students in 4th and 5th grade have the opportunity to volunteer to be student leaders on Maple Hills Safety Patrol. Our goal is to keep everyone safe. We ask that all parents and visitors follow the directions of Safety Patrol volunteers and staff supervisors. Students interested in volunteering can pick up an application from Mrs. Magee.

School Visitation

Former students are welcome to visit during non-instruction time with advance permission. Please call ahead and make arrangements if you plan to visit. If middle/high school students are interested in volunteering in the classroom, they should complete the permission form from their school office.

Parents who wish to visit their student's classroom are asked to give the teacher 24 hours' notice of their visit.

Social Emotional Learning

At Maple Hills, part of our curriculum includes Social Emotional Learning called Second Step. Students learn social skills such as self-regulation, friendship skills, problem-solving, study skills, etc. These are important life skills that help our students become better students and citizens. Our Student Support Coach, Ashley Grassley, is a resource for both students and staff in helping students to be successful learners. Maple Hills is dedicated to providing positive behavior and social emotional support at school.

Student Concerns

Our goal is to always work together as a team to ensure every student's success. If a time should arise that you as a parent have a concern about your student, academically or socially at school, there are some important steps we recommend to help problem solve:

- Contact the teacher first to ask questions about your concern
- If it is a concern, set up a time to meet or a phone conference to discuss your concerns and brainstorm some next steps with the teacher together
- If after a reasonable amount of time the issue is still not resolved, contact the principal to set up a meeting altogether

Following these recommended steps will help families and staff ensure that any concerns are dealt with in a timely and appropriate way. Please remember that if your concern involves other students or families, due to confidentiality, staff members will not be able to share information about others.

Toys

Students are to leave all toys at home. In addition to the distraction that toys can cause, teachers often spend a great deal of time dealing with broken toys, theft, or loss because of toys students have brought from home. Toys include playing cards, balls, spinners, etc. We provide equipment, games, and activities for recess times so students do not need to bring anything with them outdoors to play. Please help us limit these disruptions to the learning environment by having students leave their toys at home.

Some families have asked about using specific objects as sensory tools. Sometimes the school team meets and may determine that a sensory tool (ex: fidget or putty) be used as an accommodation in the classroom. If this has not occurred than these objects are not typically being used as tools, but toys in the classroom. Here are a few ways to know if it is a toy or tool:

How to know if it is a toy:

- It is distracting to others: others can hear or see the object in a way that could distract them
- It's visible
- The child is not engaged in the classroom activity

How to know if it is a tool:

- It's out of sight and not distracting others
- The child continues to be engaged in the classroom activity

Volunteers

Maple Hills has many classroom and building opportunities for parents/guardians to volunteer. **District Regulation 5630 governs volunteers.** If you are interested in becoming a volunteer, **you must first go online and register in the [volunteer system](#). The process could take up to 2 weeks.** Parents and community volunteers are extremely important to Maple Hills Elementary. We encourage and support the efforts of volunteers throughout the building. Many classroom teachers use volunteers to assist with programs and special classroom or grade-level events. Those wishing to volunteer must complete the online volunteer application at: <https://issaquahvolunteers.hrmlplus.net> and review a PowerPoint presentation annually. Classroom volunteer times and assignments are at the teacher's discretion.

Volunteer Reading Mentors are needed at Maple Hills. Struggling readers in grades 1-5 are paired with a volunteer who helps them grow as a reader each week. Please contact the office if interested.

Watch D.O.G.S. (Dads of Great Students) Program

The goal of Watch DOGS is to provide positive male role models (fathers, grandfathers, uncles, and other father-figures who volunteer at school) and demonstrate by their presence that education is important. For additional information please email: watchdogs.mh@gmail.com

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 3" 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 18 years of age, and persons between 14-18 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 14 years old, or to anyone between 14-18 years old 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 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.

Your child was selected as a Maple Hills Soaring Eagle!

SAFE

RESPECTFUL

RESPONSIBLE

KIND

CONGRATULATIONS!

You are now an **EAGLE** with
Eagle **FRIENDS** and are part of
our eagle **COMMUNITY**.

We have eagle **RULES** and
an eagle **WAY** of doing things.
So, when it comes time to make
a **DECISION**, ask yourself,
"*What would an eagle do?*" Then
you will make a good **CHOICE**,
get good **RESULTS**, and enjoy
a **GOOD TIME**. So, put on your
best eagle **SMILE**, because
every day is a **GREAT** day to
be an **EAGLE!**



Congratulations. Keep up the good work!

Ms. Tapper

Principal

Ms. Magee

Dean of Students

MAPLE HILLS RULES FOR A SAFE AND HAPPY PLAYGROUND

The playgrounds are closed to public use during the school day and for one-half hour following school dismissal. Students are not permitted on the playground without adult supervision.

1. Think safety first, fun second. Make good choices.
2. Follow the directions of the recess supervisors - the first time. Get permission and a pass from an adult to leave the playground for any reason.
3. **NO** toys, trading cards, or personal items (including electronics) from home are permitted on the playground.
4. Be respectful and use polite language. Use your problem-solving skills and words to solve disagreements without fighting. If you need help, ask an adult or Peer Helper.
5. Stay where adults can see you - not beyond fences, on the trail or behind shed, container, electrical box or the portables.
6. The playground equipment is for everyone. Please take care of all equipment, "return it if you take it."
7. To prevent injuries, please walk on all blacktop areas and sidewalks. Students may run on the grass field and the sand field.
8. Respect nature. The trees, plants, and trail are for enjoying with your eyes not your hands.
9. The fire hydrant and yellow safety posts are NOT play equipment. Please stay outside the yellow caution lines. Please play at least 5 feet away from the building during recess times in order not to disrupt classroom learning.
10. Rocks, ice, pinecones, dirt, bark, sticks, snowballs, mud and such should stay on the ground!
11. Skateboards, roller blades or roller shoes are not ridden at school, and not permitted on the playground.
12. When you hear the bell, quickly put away equipment, WALK to the undercover line-up area, and wait for teacher pick-up.

Student/Parent Handbook Sign Off 2020-2021 School Year

Please read and review the following documents carefully with your child. After reading, please sign and return this sheet to the school office with the other required documents.

- The Issaquah School District Parent Handbook can be found online at:
<https://www.issaquah.wednet.edu/district/departments/elementary/elementary-school-parent-handbook>

- The Maple Hills Student Parent Handbook can be found online at:
<https://www.issaquah.wednet.edu/docs/maplehills/our-school/forms-regulations/student-parent-handbook>

Please check off each of these important sections from the **Maple Hills Student Parent Handbook** as you review them with your student:

- | | |
|---|---|
| <input type="checkbox"/> Maple Hills' Expectations | <input type="checkbox"/> Parking Lot |
| <input type="checkbox"/> Soaring Eagle Expectations | <input type="checkbox"/> Parties/Celebrations |
| <input type="checkbox"/> Arrival and Dismissal | <input type="checkbox"/> Photos/Media Guidelines |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Student Concerns |
| <input type="checkbox"/> Cell Phones and Electronic Devices | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Class Placement | <input type="checkbox"/> Weapons |
| <input type="checkbox"/> Dress Code | <input type="checkbox"/> Bicycle Permission Form – If applicable |

My child and I have read and discussed the importance of each student's individual responsibility for this information so that Maple Hills will be a safe, civil, and effective school for
All Students Learning Well

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Please return this sheet to your student's teacher and retain the Student/Parent Handbook for your reference

Bicycles

The following Bicycle Permission form is **required** for students to ride their bike to school. Once the office has received the permission form, a bicycle sticker is given to the student to display on their bicycle. A copy of the permission form is retained in the Maple Hills office for the current school year.

PERMISSION to RIDE BICYCLES to MAPLE HILLS

Issaquah School District #411 Elementary Schools Parent Handbook states:

“A leading cause of death and injury among children involves bicycle accidents. Therefore, children who ride bicycles to school are required to wear bicycle helmets. Children are also encouraged to attach safety flags to the rear of their bicycles. Chains or other anti-theft devices should be used to secure bicycles. In most schools, third, fourth and fifth graders may ride bicycles to school with parent permission.”

I/ we wish to allow our student to ride his/her bicycle to school. We all understand and agree to follow all traffic and safety rules including:

- Wearing a bicycle helmet
- Dismounting and walking across crosswalks to Maple Hills under protection and direction of Maple Hills Safety Patrols
- Walking bicycles on school grounds
- Taking responsibility for locking and securing bicycle
- Following all road safety laws and procedures.

We understand that failure to follow safety protocol results in loss of riding privileges. We further understand that supervision is limited to school crossings and school grounds during designated hours.

I give my child, _____, permission to ride his/her bicycle to school.

Parent Signature: _____ Date: _____

Any exceptions to the District recommended age requirement must be discussed & approved by the principal. Guidelines for any exception are available upon request.