

John Stanford International School 2016-2017 Calendar

*JSIS Events are subject to date change

Date	Event
September	
7	First Day of School - Grades 1-5
9	PTSA Welcome Social 5:30-7pm
12	First Day of School - Kindergarten
11-18	ASA Registration (Begins at 6 pm on 9/11)
16	Ms. Sarah at Coffee Hour - 8am
23	Water Balloon Drop - 8am
26	Fall ASA Begins
28	Curriculum Night - time TBD <i>2 Hour Early Dismissal</i>
October	
2	Move-a-Thon - 10am - 2pm
5-7	5 th Grade Camp Kirby
5	PTSA Membership Meeting - 7pm
7	Ms. Sarah at Coffee Hour - 8am
12	Picture Day
14	<i>No School - In service Day</i>
21	Fall Family Sing-Along - 6:30pm
26	<i>2 Hour Early Dismissal</i>
29	Monster Mash - 5 - 8pm Book Fair
November	
4	Ms. Sarah at Coffee Hour - 8am
11	<i>No School - Veteran's Day</i>
16	Picture Retakes <i>2 Hour Early Dismissal</i>
21-23	<i>No School - Parent/Teacher Conferences</i>
24-25	<i>No School - Thanksgiving</i>
December	
2	Ms. Sarah at Coffee Hour - 8am
7-8	Fall ASA Play - 7pm
9	Choir Concert - 6:30pm
15	Fall ASA Ends
TBD	Winter ASA Registration Begins
16	Report Cards Sent Home
17	Ice Skating - 9:30am - 11am
19-30	<i>No School - Winter Break</i>
January	
2	<i>No School - New Year's Holiday</i>
6	Ms. Sarah at Coffee Hour - 8am
16	<i>No School - MLK Jr. Holiday</i>
18	PTSA Membership Meeting - 7pm

Date	Event
February	
1	<i>No School - Day Between Terms</i>
3	Ms. Sarah at Coffee Hour - 8am
8	Career Day
20-24	<i>No School - President's Day/Mid-Winter Break</i>
March	
3	Ms. Sarah at Coffee Hour - 8am
10	Japan Night - 6pm - 8pm
13-24	Annual Fund Appeal
15	PTSA Membership Meeting - 7pm
30	Science Fair - 6pm - 7:30pm
31	Spring Choir Concert - 6:30pm Report Cards Sent Home
April	
7	Ms. Sarah at Coffee Hour - 8am
10-14	<i>No School - Spring Break</i>
17-21	Staff Appreciation Week
27	PTSA Fundraiser at Reuben's Brews - 3pm - 8pm
TBD	Group/Class Photo Day
May	
5	Ms. Sarah at Coffee Hour - 8am La Fiesta - 6:30pm - 8:30pm
17	PTSA Membership Meeting - 7pm
19	Volunteer Appreciation Tea 12:55 - 1:50
29	<i>No School - Memorial Day</i>
TBD	ASA Play
TBD	ASA Ends
June	
2	Ms. Sarah at Coffee Hour - 8am BBQ Lunch - 11am - 12:30
5	Ice Cream Social 6:30 - 8:30pm
5	Young Author's Day
8	Instrumental Concert 6:00pm
15	4 th Grade Musical 9:00am
16	4 th Grade Musical 9:00am and 6:30pm
19-23	Spirit Week
21	Field Day
22	Awards Assembly 8:30am - 9:45am
23	5 th Grade Promotion - 8:00am - 9:00am
26	Last Day of School Report Cards go home

JSIS Information

Essential Office Information:

Office Hours: 7:00am – 3:30pm

Main Office: 206-252-6080

Attendance/Voicemail: 206-252-6082

Main Office Email: johnstanford@seattleschools.org

Attendance Email:

jsis.attendance@seattleschools.org

Attendance, Illness or Being Late to School

When your child is going to be late or absent from school, you must call or e-mail the office. Please e-mail at jsis.attendance@seattleschools.org or leave a message at 206-252-6082 with the information.

We are required by law to locate any child who is absent from school.

Children arriving late must sign in at the attendance desk. This saves office staff time and saves parents worry. If your tardy child has been marked absent and does not check in, we will have to call you to ask about his or her attendance.

Leaving School Early

If your child will be leaving school early, please be sure his or her teacher knows. Please come to the office and sign your child out in the **Early Release notebook** on the front counter.

Is Someone Else Picking Your Child Up After School?

If someone other than you will be arriving to pick up your child, please be sure to send a note to school with your child and/or send an e-mail to the office. Identification will be required.

Change of After School Plans

If you must make a change in your after-school plan, please try to let the office know by noon to ensure that we receive the message and can communicate it to your child's teacher. All change of plans must have documentation (signed note or email from parent).

Bus Passes

If your child will be riding the bus to another student's home, they must have a bus card issued by the office. Students will not be able to arrange a bus card without a note or email from a parent. Please arrange after-school play dates before school starts; children are not allowed to arrange after-school play dates from school due to missed connections, which very often lead to end of the day confusion.

Family Contact Information

Family contact information should be kept up to date. Please notify the office if your phone (home/cell/work) or email has changed.

Is Your Child Taking a Medication?

If your child takes any medication—over-the-counter or prescription—an Authorization for Medication form must be filled out by both parent and doctor before the medication can be received at school. We must receive the medication authorization and the medication before we are allowed to dispense medication.

JSIS Communications

Format	Frequency	Details
PTSA All-School Emails	Mondays	Submit to jsisenews@gmail.com . Submission deadline is noon on Saturday. *
School Emails	As Needed	Keep your email address current with office.
Website Announcements & School Calendar	Daily	Submit to jsiswebteam@gmail.com . *
Room Rep Emails	Weekly	Submit to jsisroomreps@gmail.com by Sunday evening. *
Principal's Letter	Weekly	Second and Fourth Tuesday of each month
PTSA Board Meetings	Monthly	Second or Third Tuesday of each month
Paper Forms from school	Mondays	Check your child's homework folder.

*These emails are also found at http://stanfordes.seattleschools.org/news/enews_and_webteam on our school website.