John Stanford International School
Local Kids, Global Citizens
http://stanfordes.seattleschools.org/

Family Handbook & Calendar
2020 - 2021
# TABLE OF CONTENTS

1. Welcome Letter
2. Mission, Vision, and Goals
3. Communication
   a. School
   b. Office Hours
   c. Classroom
4. Daily Schedule / Rainy Day Drop off
   a. After school activities (ASA)
   b. Door Times
   c. Before and After School Supervision
   d. Bus Transportation
   e. Drop-off and Pick-up
   f. Traffic Flow Procedures
   g. Food Services
   h. Latona School Associates (LSA)
5. Attendance
   a. Absence
   b. Tardy
   c. Family vacation
   d. Vacation policy
   e. Field trips
   f. International field trips
   g. Illness
   h. Inclement weather
6. Emergency
7. Health
   a. Head lice
   b. Health screenings
   c. Immunizations
   d. Injury
   e. Medical conditions
   f. Medication in school
   g. Dress Code
8. Lunch, recess, parties
   a. Common area rules
   b. Game rules
   c. Classroom parties
9. Other
   a. Electronics, toys, and athletic equipment
   b. Lost and Found
   c. Pets
   d. Phone use, including cell phones
   e. School supplies
   f. Homework
   g. Valentine’s Day
   h. Halloween / Monster Mash
   i. Events
10. PTA
    a. Parent volunteering
    b. Fund raising
11. Student behavior expectations
    a. Stars / Character traits
    b. Student misbehavior
    c. Bullying
    d. Standard discipline for exceptional misconduct
13. Seattle Public School Resources
14. Calendars
    a. JSIS
August 2020

Dear John Stanford International Families,

I am thrilled to be your Principal, and to welcome all of our new and returning families. I know this is going to be a wonderful year! As I reflect and prepare for another exciting year, I know that our community will work together to ensure that students are receiving an enriching, stimulating and challenging instructional program that meets the diverse needs of all our students.

This is the fifth year of this family handbook. Our hope is that you will be able to search for information to assist you in identifying important dates, understanding our programs, procedures, policies, activities, expectations, schedules and services. Please use it as your first reference, and if you can’t find the answer to your question, the office staff will be more than happy to assist you.

For years we have known that a child’s success at school is linked directly to family involvement. That involvement with our families and larger school community takes many forms. Ensuring your child’s attendance and timely arrival at school, helping with homework, attending conferences, special performances and reading to them are just a few of the many ways you can help support their endeavors. In addition, we have a number of volunteer opportunities available and welcome your participation.

I feel honored and privileged to be working with such a committed staff, parent community and fantastic group of students. I thank you for the choice you have made to send your child(ren) to John Stanford International School. I look forward to observing and participating in the great adventures in learning that await your students.

Fondly,

Sarah Jones
Principal
MISSION, VISION, AND GOALS

Vision
To create a culturally diverse community of lifelong learners who demonstrate advanced skills in communication, international language, and technology, and whose performance exemplifies superior academic standards.

Mission
We are committed to our focus on STUDENT LEARNING that will lead to active global citizenship:
- Academic rigor
- Social emotional aptitude
- Cultural competency
- Proficiency in an immersion language
- Awareness of global issues and the passion to act
- Cultivating a JOY of learning

Goals
The specific goals for the school can be found on the current Continuous School Improvement Plan or the CSIP for 2020-2021. [https://sandpointes.seattleschools.org/about/continuous_school_improvement_plan](https://sandpointes.seattleschools.org/about/continuous_school_improvement_plan)

COMMUNICATION

School
There are several ways to stay informed about what is happening at school.
- Principal’s newsletter – as needed
- Room rep emails – as needed
- BLT
- PTA eNews. Enews is sent on Sunday evenings. To sign up, email jiseneews@gmail.com include your child’s name, grade and language.
- PT office – this is the online directory. Contact PTA for more information.

Office Hours
Our office is open from 7:00am-3:00pm daily. Our attendance secretary is here from 6:45am-3:15pm.
**After School Activities (ASA)**

Inform your child’s afternoon teacher of his/her daily afterschool plan. If your child takes the bus, please provide the bus and the bus number to your child’s teacher. If your child is going to be going home to another family by bus, a written note must be brought to the office to have a Green Card generated to inform the bus driver who will be meeting your child at the bus stop.

Please call the office the day before you plan to have your child go home with another family, providing the office with the parent/guardian’s name and the name of your child’s friend.

**Same day changes must be called into the office by noon and because written notification must be made, an email must also be sent.**

There is a JSIS Enrichment Program coordinated by the parent volunteers in the ASA Committee to provide various after school activities in the Fall and Spring. More information on activities and registration can be found here: [http://stanfordes.wixsite.com/jsisasa](http://stanfordes.wixsite.com/jsisasa)

**Doors**

Doors at JSIS are kept locked at all times. However, to ease with drop off and pick up, the front doors will be unlocked from 7:30-8:15am and 2:00-3:00pm. At all other times, please ring the intercom bell and the office staff will buzz you in.

**Before and After School Supervision**

Supervision on the school playgrounds begins at 7:40 a.m. At the first bell, the students will line up by classrooms and wait for their teacher to escort them to the classroom. Parents are asked to say goodbyes outside and not escort their child into the building, including the first day of school.

There is no playground supervision after 2:25 p.m.

**Bus Transportation**

Information on bus transportation (delays, inclement weather, school bus rules, walk zones and FAQs) can be found here: [https://www.seattleschools.org/departments/transportation](https://www.seattleschools.org/departments/transportation)

When contacting the Transportation Office, please have your student’s ID number and Bus Route number.

Transportation Office:
Email: transdept@seattleschools.org
Phone: 206-252-0900

Peak call times are 7 – 9 a.m. and 2:30 – 5 p.m. Priority calls are considered to be late and missed buses, cancellations, and resumes for special programs. For questions or comments that are non-urgent please call when the buses are not operating.
**Afternoon Service from School**
Students will be let off at their assigned stops with or without someone there to meet them. This includes Kindergarten students. The drivers are instructed to make sure students are comfortable about getting off the bus without someone meeting them. In certain circumstances, if the student is unsure about getting off the bus, the driver will keep the student on the bus and contact dispatch for instructions.

**Drop-off and Pick-up**
Kindergarten and 1st Grade:
Drop off and pick up will occur in the upper playground (northwest of the building). Dismissal is at 2:20 p.m. for Kindergarten, 1st Grade will be dismissed with the rest of the school.

2nd Grade to 5th Grade:
Drop off and pick up will occur in the lower playground (south of the building).

Students attending LSA after school will assemble in the gym and be taken to the LSA classrooms.

**Traffic Flow Procedures**
To avoid traffic congestion around the school, the traffic pattern before and after school will be as follows:

- 4th Avenue will be northbound traffic only
- 5th Avenue will be southbound traffic only

The zones around the school are:

- Bus zone – Located on 4th Avenue, the curb but-out area next to the Kindergarten and 1st grade pick up/drop off area.
- Loading/unloading zones –
  - The school side of 5th Avenue, extending to the beginning of the playground.
  - The school side of 4th Avenue, from the bus zone to the end of the playground.
  - Do not leave your car in the loading/unloading or bus zones for any reason.
- No parking on the school side of 5th Avenue along the playground.
**JSIS Pick-up and Drop-off Map**

**Rule of Thumb:**
Any time the adult needs to get out of the car (other than to quickly open a door for a student)—use street parking, NOT the pick-up zones.

Two way traffic – Please proceed with caution

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**Attention:**
During Pick-up and Drop-Off times 4th Ave NE & 5th Ave NE are ONE WAY Streets.

**4th Ave NE – Drive North ONLY**

**NO PARKING**
Drop off “Kiss and Go” okay IF Room in the zone for bus No adults out of cars.

**2nd-5th “Pick-up and Go”**

**5 min load zone 
NO PARKING**

**Picking up 2nd-5th grade students ONLY**
No adults out of cars.

**5th Ave NE – Drive South ONLY**

**NE 40th St**

Two way traffic – Please proceed with caution

**Picking up K/1 with older sibling**
Older sibling picks up K/1 on K/1 playground and goes to pick up zone. No adults out of cars.
Food Services
The breakfast and lunch menu is determined by the Seattle Public School district’s Nutritional Services. Menus are found here: https://www.seattleschools.org/departments/nutritionservices/menus, along with information regarding food allergies, qualification for free/reduced meals, and making payments electronically.

Meal Prices:
For Students:
  Breakfast: $2.00
  Lunch: $3.00

Adults/Staff:
  Breakfast: $3.25
  Lunch: $4.75

The JSIS cafeteria food services is managed by SPS Nutrition Services department which is separate entity within SPS from the JSIS school administrative team. Our lunchroom manager is Annie Chang (hschang@seattleschools.org) and she works directly for SPS Nutrition Services. All students have a lunch account assigned to them when they start SPS even if the dollar balance is zero. Nutrition Services supplies every student with a four-digit pin number that they use when purchasing lunch or milk. In some circumstances students can purchase lunch at the discretion of Nutrition Services if they zero or low balance on their account. The student's lunch account remains with the student as long as they are enrolled in SPS. Any remaining money on the account at the end of the school year it will carry over with them to the next school year.

All payments for lunch accounts go directly to the lunch room manager or Nutrition Service's on-line payment system, PAYPAMS. The lunch room manager accepts cash or check payments and the on-line service will allow credit card purchases. Annie is available to accept payments from 7:15 AM – 12:30 PM during the regular school day. We do not recommend sending your students to school with money for their lunch. Families can apply for Free and Reduced Lunch Meal prices on-line. Please review the SPS Nutrition Services website and their FAQ for more information about the JSIS school lunch program.

Latona School Associates (LSA)
LSA provides before and after school childcare located in the John Stanford International School building. More information can be found here: http://www.latonaschoolassociates.com
ATTENDANCE

It is Washington State Law that all parents of any child 8 years of age or under age 18 shall have their child attend public school for the full time that schools is in session unless the attendance is excused by the attendance policies of Seattle Public Schools. If a child is younger than 8 years old and is enrolled in a public school, they are required to attend under the same laws. Students with chronic tardies or absenteeism can lead to anxiety and low performance in elementary school. If students have chronic tardies or absenteeism (excused or unexcused) we take the following steps per Washington State Law:

1. The Attendance specialist or principal will schedule a conference with the parents to determine how to work together to best to support the student’s attendance. If warranted, the school may create a Student Attendance Agreement (SAA) with the students and parents.

2. If the SAA, is not successful then the final step could be filing a truancy petition.

The Attendance and Truancy webpage on the Seattle Public Schools website provides detail information on the truancy laws: https://www.seattleschools.org/departments/attendance_and_truancy.

Attendance Notification:
Please notify the JSIS Attendance line if your student is going to be absent, tardy or picked up for early dismissal. Please include your student's full name and provide a reason for the absence or tardy.

JSIS Attendance Phone: 206-252-6082, e-mail: jsis.attendance@seattleschools.org

Tardy
Arriving late to school will result in missed core academic instruction and a disruption to the learning environment of the classroom. More than 10 late arrivals, missing more than 15 minutes of core instruction is reason to file a truancy petition. Students are considered tardy when arriving after the second bell rings at 8:00 a.m. and are required to sign in at the office to receive an admittance slip to enter class. More information can be found here: https://www.seattleschools.org/departments/attendance_and_truancy

Excused Absences:
Student absences because of a student’s illness, injury, medical appointment, religious holiday or death of family member will be designated as excused given proper notification to the attendance office by the parent/guardian. Absences due to disciplinary actions such as suspensions are excused on the District attendance record. Please refer to the Superintendent Procedure 3121 SP - Attendance for additional definitions of excused absences.

Excused Absence Notifications:
For planned absences, please provide an e-mail or voicemail to the JSIS Attendance Line within (3) school days in advance of the absence. For unplanned absences to be excused, please provide an e-mail or voicemail to the JSIS Attendance Line within (2) school days of the students return. The school principal makes the final decision whether the absence is excused or not. Missed assignments and/or other academic arrangements may be required to be completed.
Excessive Excused Absences:
Excessive excused absences are defined by 5 or more excused absences within any month or 10 excused absences with the school year. Please provide a doctor’s note to the JSIS Attendance Line if your child will be absent multiple days for medical reasons. Excessive excused absences may result in truancy petition.

Unexcused Absences:
All other reasons than those listed above will be considered an unexcused absence.

Family Vacations
Family vacations of any duration are considered unexcused absences.

Vacation Policy
We receive many notifications throughout the year that students are going to be missing some days of school for family vacations. While we would love to have students attend every single day of school so that they can experience all of the learning experiences we have planned for them, we are cognizant of the fact that sometimes, despite your best efforts, family plans necessitate you taking your student out of school. We appreciate all of your efforts to keep these occurrences to a minimum. However, if you do have a need to schedule a family vacation while school is in session, it is important that families know the policies that would apply in this situation.

According to Washington State Law:
1. Vacations and trips are not excused while school is in session. The only exception would be if the main focus or purpose of the trip is educational (i.e. visiting colleges, serving as a youth counselor). This does not include family trips that include some educational aspects.
2. Absences in excess of 20 consecutive days may result in students being unenrolled from JSIS.

BLT in conjunction with teachers have also agreed on the following policies:
1. Absences for vacation will be entered as unexcused vacation in order to differentiate the absence from a more serious truancy concern.
2. JSIS BLT in conjunction with teachers, have agreed that teachers will not provide lesson plans, copies, upcoming assignments or missed assignments. Rather, teachers will provide families with an account of which concepts will be missed while their children are gone. It will be the responsibility of families to contact teachers to obtain this information and to make sure that their children work on the missed concepts.
3. Absences for small day or half-day trips that have an educational purpose and focus (singing in a choir, community service etc.) will be excused.
4. As always, please make sure that you notify the attendance line at (206) 252-6082 or email at jsis.attendance@seattleschools.org and provide a reason for the absence whenever your child is absent so that we can correctly enter the absence into our system. Thank you for your cooperation. If you have any questions, please contact the office.
Field Trips
The teachers send the day field trip consent forms home and a quick return back to the school is greatly appreciated. The need for parent volunteers for the day field trips are communicated through the teacher’s newsletters.

Information on field trip procedures can be found at https://www.seattleschools.org/departments/finance/risk_management/field_trip_procedures

International Field Trips
There is a yearly educational trip to the JSIS sister school, Juan de la Barrera (JB) in Puerto Vallarta, Mexico. This trip is open to all students at JSIS. More information can be found at: http://stanfordes.seattleschools.org/extracurricular/educational_trip_to_mexico

Every 5th grade Japanese student has the opportunity to go to Japan for a couple of weeks. One week is spent with a host family in Japan and the second week is spent visiting various educational sites in Tokyo. More information can be found at: http://stanfordes.seattleschools.org/extracurricular/japan_trip

Illness
In general, if your child appears or behaves ill, has eye drainage, a fever over 100 degrees Fahrenheit, a persistent cough or cold, diarrhea, vomiting, a rash, or has had an injury or surgery, consider keeping him/her at home to decrease the chances of spreading illnesses in the school and promote a quicker recovery.

More detailed guidelines for parents on when to keep a child home can be found here: http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Health%20Services/Communicable%20Disease/Too%20Sick%20for%20School.pdf

Inclement Weather
Schedule changes due to the weather will be communicated through:
- Seattle Public Schools’ district http://www.seattleschools.org/ and school websites http://stanfordes.seattleschools.org/
- Automated phone calls or email messages from the district to parents or guardians
- The district’s Twitter page https://twitter.com/seapubschools
- Local media outlets
- Ms. Sarah’s REMIND

EMERGENCIES
It is critically important to keep your emergency information current with the school. In the event of a disaster or emergency during school hours, your child will be released to an authorized adult only if that person has a photo ID to verify their identity.
During a time of disaster or emergency, the phones will not be answered. Please do not call the office. If possible the Principal will send out an email with information on the incident and plans to keep your student safe.

Drills will be done throughout the school year to help prepare the staff and students to respond to various types of potential emergencies. For more information on drills done during the school year visit: https://www.seattleschools.org/departments/safety_security/faq.


Families will be asked to write a comfort letter to be given to students during an emergency. These letters will be kept at school, and recycled at the end of the year. Information is included in the first day packet.

Health
The Nurse’s Office is located in the Main Office. The school nurse is in the building 2 days a week, from 7:25 a.m. to 2:55 p.m. For more information see the School Nurse webpage on the JSIS website. https://stanfordes.seattleschools.org/services/school_nurse

For more information on SPS Health and Safety: https://www.seattleschools.org/departments/health_services

For information on infectious diseases guidelines for school staff (from the OSPI): http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Health%20Services/Communicable%20Disease/InfectiousDiseaseControlGuide.pdf

Head Lice
Head lice are not considered a health hazard and do not spread any disease. The infestation of head lice is a nuisance and is not a sign of poor hygiene or uncleanliness at home or school.

Head lice are common among school-aged children. It is spread by direct contact with an infected person. It is uncommon to be spread by the infected persons clothing such as hats, scarves, coats, or other personal items (combs, brushes, or towels).

If head lice are discovered on your child during school hours, your child will complete the school day. Appropriate treatment for the live lice and nits will need to be started before your child returns to school. The nits may persist after the initial treatment for head lice, therefore nit removal is important to rid of the infestation.

Information on SPS policy on head lice can be found here: https://www.seattleschools.org/departments/health_services/general_information_for_all_students
For more detailed information visit the CDC website on Head Lice. [http://www.cdc.gov/parasites/lice/head/](http://www.cdc.gov/parasites/lice/head/)

**Health screenings**

Washington State law states vision and hearing screening test will be done in kindergarten, and grades 1, 2, 3, 5, and 7. If resources permit other grades shall be screened. Parents, guardians or school staff can refer children showing symptoms of possible hearing loss or vision problems to the school district to be screened. [http://apps.leg.wa.gov/WAC/default.aspx?cite=246-760&full=true#246-760-020](http://apps.leg.wa.gov/WAC/default.aspx?cite=246-760&full=true#246-760-020)


**Immunizations**

Immunizations not only protect children and the public, but also future generations from vaccine-preventable diseases. Washington State law requires the schools to document and report the immunization status of each student. A Certificate of Immunization Status or CIS must be completed every year. For students with exempt status a signed Certificate of Exemption or COE must be turned in. These forms can be found here: [http://stanfordes.seattleschools.org/about/forms](http://stanfordes.seattleschools.org/about/forms)


General information on immunization can be found on the Central for Disease Control and Prevention website. [http://www.cdc.gov/vaccines/vac-gen/why.htm](http://www.cdc.gov/vaccines/vac-gen/why.htm)

**Injury**

First aid or emergency treatment will be administered in case of an injury during school hours. Further medical attention is the responsibility of the parent or guardian in non-emergency cases. The student’s parent or guardian will be notified of the injury, illness, or physical trauma occurred as soon as practical.

Student accident/sickness insurance program is available for voluntary purchase to help cover the cost of your student’s medical costs due to injury or illness. More information can be found here: [http://stanfordes.seattleschools.org/UserFiles/Servers/Server_11771/File/Enrollment/FirstDayPackets/2015-16%20student%20accident%20letter.pdf](http://stanfordes.seattleschools.org/UserFiles/Servers/Server_11771/File/Enrollment/FirstDayPackets/2015-16%20student%20accident%20letter.pdf)

SPS Response to Student Injury or Illness, Policy No. 3418 [https://www.seattleschools.org/UserFiles/Servers/Server_543/File/Migration/Departments/HR/3418.pdf](https://www.seattleschools.org/UserFiles/Servers/Server_543/File/Migration/Departments/HR/3418.pdf)

**Medical Conditions**

Washington State law requires schools to be prepared to manage a life-threatening event the day the student with known life-threatening medical condition starts school. Specific forms will need to be completed AFTER July 1st for the following school year. The required forms can be found here: [https://www.seattleschools.org/departments/health_services/students_with_health_conditions](https://www.seattleschools.org/departments/health_services/students_with_health_conditions)
**Medications in School**
Medications used in school must accompany a completed Authorization for Medication to be Taken at School form by a parent or guardian. This form must be completed for prescription and over-the-counter medications, regardless of the duration the medication must be taken.

The medication must be brought to the school by a parent or guardian. Injectable medication will not be administered unless the child is susceptible to a life-endangering situation.

A consent form can be found on-line or in the school office.

PROCEDURE 3416SP:  

POLICY:  

**Dress Code**
JSIS adheres to the newly adopted SPS dress code policy.  

**Lunch, recess, parties**
The school staff monitors the lunchroom. The 2nd, 3rd, 4th and 5th grade students volunteer in the kitchen, wipe down tables after lunch, and monitor the recycling and food waste collection line.

Recycling is strongly encouraged at JSIS as a part of learning to be proficient in environmental stewardship.  
http://stanfordes.seattleschools.org/services/environmental_stewardship/composting_and_recycling

Party invitations should not be distributed in school if the whole class is not invited to avoid conflict and hurt feelings.

**Rules**
We are in the process of revising these rules, but as a staff we have agreed to begin the year with the following expectations.

**Bathroom**
- Walk to and from quickly and quietly
- One person per stall or urinal
- Lock the stall door
- Flush
- Wash your hands
- Only use what you need (soap and paper towels)
- Put paper towels in the correct container (garbage or compost)

Cafeteria
- Bins
  - Carry the bins with a partner
  - Side by side
  - Walking on the stairs
  - Do not interrupt music to retrieve bins

Lunch Room
- Inside voices
- Walking in all spaces
- Sit while eating
- Stay seated until dismissed
- Food stays on the table
- Food cannot be shared
- Rags are for cleaning tables only
- Check tables and floor for trash and food
- Raise your hand to be dismissed

Hallways and Stairways
- Quiet – voice level 1
- Walk on the right side (except when instructed otherwise)
- Single file
- Be a role model

Playground (rules will be adapted after new play structure is installed)
- Take care of plants, trees and leaves
- Put equipment away at the bell, help responsibly
- Line up at the bell
- No balls by the play structure
- Don’t leave the playground to retrieve a ball
- There will be new equipment on the first of each month
- If you need to use the bathroom or get a drink, use the door by LSA
- Stay on the playground, not in the hallway
- No wheels
- All adults need a visitor badge
- Play by school game rules
- Only 4/5 can play football
- No hard baseballs
- Play tag safely
- Soft sided Frisbees only
- Don’t run under the monkey bars
- Don’t climb fences or drain pipes

**Game rules**

**Tetherball**
- The server holds ball, then hits (not throws) it
- The receiver tries to hit the other way
- A player is OUT if s/he:
  - Touches the rope
  - Steps across the line
  - Stops the ball
- The winner serves the next game
- A player who wins three games in a row will go back in line

**Four Square**
- The server, in box A, bounces the ball in his/her square, then hits it to another square using both hands
- The ball must arc
- If the ball hits the line, the player who hit it is out
- If the ball hits a player’s body, that player is out
- NO spinning, carrying, tea parties

**Kick Ball**
- Teams will have an even number of players
- All players on a team will go up to kick before any goes twice
- The kicker must kick from the white box
- A ball outside the first or third baseline is a foul
- Three strikes make an out
- Four fouls makes a walk
- A player is OUT if:
- The ball is caught
- S/he is hit by the ball
- S/he is beat to the base by a player with the ball
- S/he is forced out

**Climbing Structure / Chips Area**
- Slide – go DOWN the slide feet first, one at a time, then move away
- Chips belong on the ground – they are not for throwing/playing
- Play equipment does NOT belong on the climbing structure / chips area

**Classroom parties**
Each teacher will provide rules on classroom parties, including birthday celebrations. Please check with your student’s teacher for his/her classroom party rules.

**Other**

**Electronics, toys, and athletic equipment**
Electronics are not allowed in school. Bringing toys to school is discouraged. Teachers will decide on classroom rules and exceptions. The PE teacher, in consultation with the classroom teacher, will review the use of athletic equipment from home. Fidgets (including fidget spinners) are tools to be used for specific purposes and are not toys. As tools, their allowance and use will be determined by the teacher, IEP, or 504 plan.

**Lost and Found**
Lost and found items will be along the north wall of the cafeteria. Periodically throughout the school year, items left will be donated to charity. Notification on when this will happen will be sent out to the parents prior to making the donation.

Items found that may be of value can be turned into the office. If the item is not claimed within 5 days of it being turned in, the person who found it may make a claim to it.

**Pets**
Pets are not allowed on school grounds as per the Seattle city ordinance SMC 9.25.084. 
Please do not leave pets unattended near the school grounds. This can be unsafe for both the animal and the students.

**Phone use, including cell phones**
Cell phones are not allowed in the school.
School supplies
There is a classroom supply fee for each student to cover the supplies used for the year for all the student’s classes. JSIS purchases the supplies in bulk for shared classroom supplies. There may be additional requests for supplies made by the teachers in the upper grades. The teachers will provide information about the additional supplies after the teacher assignments are made in August.

Partial and full scholarships will be available. To request a scholarship, please fill out the information in the opening day packet or contact Ms. Sarah.

Homework
Research shows that homework at the elementary level has only a very marginal effect on student growth (Hattie, 2013). However, research does strongly support daily reading which supports not only reading skills, but also math, communication and social emotional skills. (DeLoatch, Pamela. "The Long-Term Effects of Skipping Your Reading Homework." Edudemic. N.p., 14 Apr. 2015. Web. 2 Oct. 2015.)

In line with our commitment to use research based practices, the staff at JSIS has decided to decrease the amount of daily homework. As a result, we have created the following homework plan. While we realize that this is a significant change for families we believe that this change will allow us to adjust our focus on those strategies that will have a more profound impact on student achievement.

2020-2021 Homework Policy as reflected in our CSIP (Continuous School Improvement Plan)
- All teachers may send home daily work that is not completed in class.

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>English</th>
<th>Target Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>K/1</td>
<td>20 minutes reading (independent or being read to)</td>
<td>10 minutes reading and some literacy homework beginning after Nov. conferences</td>
</tr>
<tr>
<td>2/3</td>
<td>20 minutes reading One class-related assignment per trimester</td>
<td>1 double sided sheet of language practice per week</td>
</tr>
<tr>
<td>4/5</td>
<td>Reading at least 30 minutes 5 times a week Weekly reading and writing assignments</td>
<td>Up to 2 double sided sheets language assignment per week</td>
</tr>
</tbody>
</table>

Valentine’s Day
K-1: Each class will have an activity centered around friendship and/or love. There are NO Valentine exchanges and students should not bring Valentines to school
2-5: There will be a Valentine exchange in either the language or English side of the day. Students must bring a Valentine for each classmate, if they want to exchange.

**Halloween / Monster Mash**
On the Friday before Halloween, JSIS hosts the Monster Mash. This is a Halloween Carnival, sponsored by PTA. There are games, food, activities and students are encouraged to wear appropriate costumes. There is also a book fair in the library.

On Halloween, no costumes are allowed at JSIS.

**Events**

**VOLUNTEER APPRECIATION BREAKFAST**
The Volunteer Appreciation Breakfast is an event sponsored by the JSIS staff in recognition of the volunteers who have generously given their time throughout the school year within the classrooms, at JSIS events, and as field trip chaperones. This event is usually held in the JSIS Library in mid-May at the start of the school day and runs about an hour. Kindergarten classes and sometimes other classes will do a small performance, the staff will do a performance, and a light breakfast, coffee, and tea will be served. JSIS eNews and teachers will communicate the details of the event in early May. All JSIS volunteers are welcome and encouraged to attend.

**JSIS BBQ**
The JSIS BBQ is an all school event happening in June during a modified lunch schedule during the school day. Students can participate in the BBQ by purchasing the special BBQ lunch menu or bringing their own lunch from home. Lunch is served outdoors with the help of parent volunteers and the cafeteria tables are also set up on the playground. Parent volunteers help grill the burgers and hot dogs making it a fun event for both students and parents. All parents/family members are welcome to attend and can purchase their own lunch the day of the event with cash or check. Parents should add money to their students’ lunch account at least two days prior to the event if the student would like to buy lunch that day. Please review the section of the Family Handbook on purchasing lunch for more information on how to add money to your student’s lunch account. The JSIS website and eNews will have more details on the event including the menu and modified lunch schedule at the end of May.

**PTA**
JSIS is a part of the Seattle Council, in Region 6, of the Washington State Parent Teacher Association. Becoming a member of the JSIS PTA will give you a voice in the voting process and your child will be able to participate in the JSIS After School Activities Enrichment Program.

For more information visit the JSIS PTA website. [http://stanfordes.seattleschools.org/get_involved/p_t_s_a_home_page](http://stanfordes.seattleschools.org/get_involved/p_t_s_a_home_page)
Parent Volunteering

There is a wide assortment of volunteering needs at JSIS. The needs range from helping a teacher with a project in the classroom, helping in the JSIS Library, chaperoning Field Trips or helping with PTA events. Volunteering is great way to show support for the JSIS School Community and meet a variety of staff and other parents. Please consider volunteering a minimum of 5 hours during the school year.

Prior to volunteering, every volunteer must be background screened and have an approved Seattle Public Schools Volunteer Application in the SPS VolunteerLocal database. If you completed the on-line application and received an approval e-mail from the 2019-2020 school year you do not need to reapply. If not, please complete the SPS Volunteer Application on-line at www.seattleschools.org/volunteer. If you are interested in being a chaperone for a Field Trip please complete the main volunteer application and the appropriate Chaperone Field Trip form which can also be found on the same website.

We recommend completing your volunteer clearance at the beginning of the school year, so you don’t miss out on an opportunity because you were not an approved to volunteer. Please allow two weeks to process the application. When submitting your SPS Volunteer Application, please ensure you have submitted the following:

- Your ID has uploaded correctly and is not expired.
- Your Adult Sexual Misconduct Training certificate is attached. If you have taken the ASM training in previous years you do not need the certificate, just enter the approximate date that you completed it.
- Proper documentation to establish the 3-year Washington State Residency requirement if your student has not been with Seattle Public Schools for 3 years.
- Complete the additional background screening or provide your international Visa if you have you not lived in Washington State for the past 3 years.

You will receive an e-mail, if any part of your application is not complete. Once approved for volunteering or chaperoning you will receive an e-mail confirmation clearly stating you’re are approved to volunteer or chaperone with Seattle Public Schools. If you have any questions on the volunteer clearance process you can contact the JSIS Office.

Classroom Parent Representatives (Room Reps)

Every class at JSIS has between one and three parents who have volunteered to be “Room Reps” for their class. Room Reps facilitate classroom communication between parents, teachers, staff, the PTA and school community at large through class emails and personal communication. Room Reps help every family feel connected to the school, build a strong classroom community, and encourage volunteerism and participation in school events.

Duties Include:

1. As needed email/communication with parents and teachers
2. Assist teachers with organizing classroom volunteers and field trip chaperones
3. Aid PTA in strengthening JSIS parent community across grade level (socials or educational activities; 3 events per year recommended)
**Fund Raising**

All fundraising through PTA supports PTA’s goals. PTA fundraising includes activities such as: Move-a-Thon and an annual giving drive. The funds raised go to support the PTA budget, including teacher classroom support, scholarships, and the art program. The Campaign for All Students raises money to primarily support the IA’s and interns, in each language classroom and our full time counselor. Specific fund raising activities may occur on occasion for a specific purpose.

**Student behavior expectations**

The Student Rights and Responsibilities document applies to all students in the Seattle Public School district. The rules of conduct are designed to lawfully maintain and operate the School District include, but not limited to, ensuring the health and safety of students and employees. It is an effort to preserve an educational process that encourages learning by supporting pro-social behavior and correcting misbehavior.

Parents/guardians are encouraged to review the rules and discuss them with their student(s) to help them understand the meaning of the rules and consequences if they are violated.

Questions about the *Student Rights and Responsibilities* and their interpretations may be directed to the Discipline Office, Seattle Public Schools, MS 31-177, P.O. Box 34165, 2445 3rd Avenue South, Seattle, WA 98124-1165, telephone 206-252-0820. Inquiries will be either responded directly or be referred to the appropriate administrator.


**Stars / Character Traits**

The schoolwide behavior expectations at JSIS are: respect yourself, respect others, respect your school. We have created a John Stanford Stars program, which focuses on one character trait per month.

For 2020-21, the character traits will be:

- September – Courtesy/Respect
- October – Empathy/Compassion
- November/December – Integrity/Responsibility
- January – Perseverance
- February – Cooperation
- March – Bravery/Assertiveness
- April – Flexibility
- May – Creativity
- June – Review of all traits
Stars are given out by staff or students. The white copy goes home with the student who earned it, and the yellow copy gets placed in the red star on the office counter. Announcements will be read weekly, which will talk about the trait and also read some of the stars. The climate committee will continue to look at the best time and method for reading these announcements. Teachers will also ensure that every student earns at least one certificate during the course of the year. The certificate can be given for any trait up to the current trait. Names for certificates will be submitted to the Principal monthly; student pictures will be taken and displayed.

**Student Misbehavior**

Disruption in the learning environment happens, and efforts will be made to promote learning. Discipline for misbehavior is determined on an individual basis and the results of the discipline are protected by FERPA regulations. Therefore, if your student is the victim, you may know the details of what happened to your student and if your child has a safety plan in place. However, the details such as the name of the perpetrator and disciplinary action that is in place will not be disclosed to you by the school.

Below is the matrix used for discipline for misbehavior at JSIS.

<table>
<thead>
<tr>
<th>Level 1 Incidental Violations</th>
<th>Level 2 Minor Violations</th>
<th>Level 3 Major Violations</th>
<th>Level 4 Illegal Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Non-referred/Non-recorded)</td>
<td>(Non-referred/optional recording)</td>
<td>(Referred/Recorded)</td>
<td>(Referred/Recorded)</td>
</tr>
<tr>
<td>Running</td>
<td>Lying/cheating</td>
<td>Direct, inappropriate</td>
<td>Drugs</td>
</tr>
<tr>
<td>Loud voices/yelling</td>
<td>Indirect, inappropriate</td>
<td>language/gestures to</td>
<td>Dangerous Weapons (or toys</td>
</tr>
<tr>
<td>Off-task behavior</td>
<td>language/gestures to other</td>
<td>adults</td>
<td>used as weapons)</td>
</tr>
<tr>
<td>Name calling</td>
<td>teachers</td>
<td>Fighting/physical</td>
<td>Serious Acts of Violence</td>
</tr>
<tr>
<td>Noise making</td>
<td>Spitting</td>
<td>aggression to cause harm</td>
<td>o Assault</td>
</tr>
<tr>
<td>Insubordination</td>
<td>Forgery</td>
<td>Overt defiance (refusal to</td>
<td>o Inappropriate Sexual</td>
</tr>
<tr>
<td>Inappropriate dress</td>
<td>Theft</td>
<td>leave classroom when told</td>
<td>Conduct</td>
</tr>
<tr>
<td>Out of seat</td>
<td>Internet misuse/cyber-</td>
<td>by adult)</td>
<td>o Extortion/Blackmail/Coercion</td>
</tr>
<tr>
<td>Disruptive</td>
<td>bullying</td>
<td>Property destruction/misuse</td>
<td>o Fighting</td>
</tr>
<tr>
<td>Breaking cafeteria rules</td>
<td>Third Level 1 Offense</td>
<td>Skipping class/Leaving</td>
<td>o Hazing</td>
</tr>
<tr>
<td>Breaking playground rules</td>
<td>Inappropriate behavior in</td>
<td>the school campus</td>
<td></td>
</tr>
<tr>
<td>Chewing gum or eating candy</td>
<td>the bathrooms</td>
<td>Threatening pictures/notes</td>
<td></td>
</tr>
<tr>
<td>except by teacher permission</td>
<td></td>
<td>Severe harassment/bullying</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Severe internet misuse/</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>cyber-bullying</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Harassment/bullying</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Repeated Minor Offense</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Exceptional</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>misconduct</td>
<td></td>
</tr>
</tbody>
</table>

**Classroom/staff consequences**

- 1st Minor Offense- Classroom/staff consequences
- Repeated Minor Offense- Classroom consequence/Office Referral at staff discretion

**Office Referral**

**Office Referral**
**Bullying**

Bullying awareness and prevention is a part of the curriculum at JSIS. However, there may be times where your child may have been a witness, victim, or the perpetrator of a bullying incident and talked about this at home. If your child talks about a bullying incident, get as much information as possible and inform your child’s teacher and Principal of the incident. This information will bring awareness to the staff of potential incidents that may lead to bullying.

If your child is a victim of bullying or a physical altercation with another student, you will be notified of the circumstances, and a safety plan will be implemented to ensure your student feels safe at JSIS.

For more information on bullying and available resources for bullying can be found here: [https://www.seattleschools.org/departments/student_civil_rights/hib](https://www.seattleschools.org/departments/student_civil_rights/hib)

**School Directory**

A school directory is produced by PTA. This year it is online called PT Office.

**Rainy Day Dropoff**

When the administration determines the need for rainy day drop off, safety patrol will announce as students cross. In addition, Ms. Christa makes this announcement over the loudspeaker for those already on the playground.

**Rainy Day Schedule (declared by administration)**

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Odd Days</th>
<th>Even Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten &amp; 1st Grade</td>
<td>Gym</td>
<td>Classroom</td>
</tr>
<tr>
<td>2nd and 3rd Grade</td>
<td>Classroom</td>
<td>Gym</td>
</tr>
<tr>
<td>4th and 5th Grade</td>
<td>Classroom</td>
<td>Classroom</td>
</tr>
</tbody>
</table>

**Staff List**

Below is a list of JSIS staff and their email addresses.
<table>
<thead>
<tr>
<th>Position</th>
<th>Room (M-F unless noted)</th>
<th>Name</th>
<th>e-mail addresses @seattleschools.org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Office</td>
<td>Sarah Jones</td>
<td>sjones1</td>
</tr>
<tr>
<td>Assistant Principal</td>
<td>Th, F / e/o W</td>
<td>Megan (Bailey) Parker</td>
<td>mcbairley</td>
</tr>
<tr>
<td>Administrative Secretary</td>
<td>Office</td>
<td>Christa Howsmon</td>
<td>chowsmon</td>
</tr>
<tr>
<td>Office Assistant</td>
<td>Office</td>
<td>Julie Pellegrino Gilbert</td>
<td>jpellgrino</td>
</tr>
<tr>
<td>Counselor</td>
<td>Office</td>
<td>Michael Ashley-Langhearn</td>
<td>mlashleylanp</td>
</tr>
<tr>
<td>School Nurse</td>
<td>Days TBD</td>
<td>Angie Sterwald</td>
<td>amsterwald</td>
</tr>
<tr>
<td>Kindergarten - English</td>
<td>205</td>
<td>Lucy Atkinson</td>
<td>latkinson</td>
</tr>
<tr>
<td>Kindergarten - Spanish</td>
<td>202/206</td>
<td>Leslie Ramirez</td>
<td>lsramirez</td>
</tr>
<tr>
<td>Kindergarten/First–Japanese</td>
<td>212/206</td>
<td>Hiromi Pingry</td>
<td>hkipingry</td>
</tr>
<tr>
<td>First Grade – Spanish</td>
<td>211</td>
<td>Annika Swenson</td>
<td>adswenson</td>
</tr>
<tr>
<td>First Grade – English</td>
<td>203</td>
<td>Ashley Bonilla</td>
<td>aabonilla</td>
</tr>
<tr>
<td>Second Grade – Spanish</td>
<td>213</td>
<td>Mariela Pulizzi</td>
<td>mapulizzi</td>
</tr>
<tr>
<td>Second Grade – English (0.5)</td>
<td>216</td>
<td>Heathery Wiens</td>
<td>hirwweiss</td>
</tr>
<tr>
<td>Second Grade – Japanese (0.5)</td>
<td>216/320</td>
<td>Maria Buceta Miller</td>
<td>mbuceta</td>
</tr>
<tr>
<td>Third Grade – Spanish</td>
<td>328</td>
<td>Marianne Hudson</td>
<td>mehudson</td>
</tr>
<tr>
<td>Third Grade – Japanese</td>
<td>330</td>
<td>Kayoko Kasai</td>
<td>mkasai</td>
</tr>
<tr>
<td>Third Grade – English</td>
<td>214</td>
<td>Karol Franz</td>
<td>kkfranz</td>
</tr>
<tr>
<td>Fourth Grade – Spanish</td>
<td>403/402</td>
<td>Soltsi Hernandez</td>
<td>sohernandez</td>
</tr>
<tr>
<td>Fourth Grade – English</td>
<td>404</td>
<td>Micah Baits</td>
<td>msbaits</td>
</tr>
<tr>
<td>Fourth/Fifth Grade – Japanese</td>
<td>405</td>
<td>Takako Reckinger</td>
<td>tareckinger</td>
</tr>
<tr>
<td>Fourth/Fifth Grade – English</td>
<td>332</td>
<td>Nathan Ward</td>
<td>nbward</td>
</tr>
<tr>
<td>Fifth Grade – Spanish</td>
<td>402</td>
<td>Maria Matamala</td>
<td>mbmatamala</td>
</tr>
<tr>
<td>Fifth Grade – English</td>
<td>405</td>
<td>Jack Weinrieb</td>
<td>jlwheinrieb</td>
</tr>
<tr>
<td>Special Education Resource</td>
<td>312</td>
<td>Pat Dailey</td>
<td>pdailey</td>
</tr>
<tr>
<td>Special Education IA</td>
<td>312</td>
<td>Chika Imanishi</td>
<td>cimanishi</td>
</tr>
<tr>
<td>Librarian</td>
<td>Library</td>
<td>Kathleen Gillespie</td>
<td>kgillespie</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Gym</td>
<td>Rebecca Hultman</td>
<td>rahultman</td>
</tr>
<tr>
<td>Music</td>
<td>Stage</td>
<td>Rabyia Ahmed</td>
<td>raahmed</td>
</tr>
<tr>
<td>Instrumental Music</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Art</td>
<td>PCP: D, E, F</td>
<td>Kayla Bultema</td>
<td>kbbultema</td>
</tr>
<tr>
<td>Speech Therapist</td>
<td>310 M/T/W</td>
<td>Connie Olson</td>
<td>ca Olson</td>
</tr>
<tr>
<td>Occupational Therapist</td>
<td>331 T</td>
<td>Brian Lattner</td>
<td>blrattner</td>
</tr>
<tr>
<td>Psychologist</td>
<td>316</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Intervention Teacher</td>
<td>215</td>
<td>Melissa Eastman</td>
<td>mkeastman</td>
</tr>
<tr>
<td>Intervention Teacher (0.4)</td>
<td>302 M, T, Th AM</td>
<td>Christine Boyman</td>
<td>cmboyll</td>
</tr>
<tr>
<td>Position</td>
<td>Phone</td>
<td>Name</td>
<td>Contact</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------</td>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Intervention Teacher .3/2 ELL</td>
<td>302</td>
<td>Heather Wiens</td>
<td>hmwiens</td>
</tr>
<tr>
<td>ELL Teacher</td>
<td>219</td>
<td>Elisabeth Brace</td>
<td>ehbrace</td>
</tr>
<tr>
<td>ELL IA</td>
<td>219</td>
<td>Nina Machuca</td>
<td>nbmachuca</td>
</tr>
<tr>
<td>ELL IA</td>
<td>219</td>
<td>Harumi Chappel</td>
<td>hschappel</td>
</tr>
<tr>
<td>Bilingual IA – Japanese</td>
<td>N/A</td>
<td>Junko Cole</td>
<td>jucole</td>
</tr>
<tr>
<td>Bilingual IA – Spanish</td>
<td>N/A</td>
<td>Gabriela Ausland</td>
<td>gmausland</td>
</tr>
<tr>
<td>Bilingual IA – Spanish</td>
<td>N/A</td>
<td>Naomi Saavedra</td>
<td>ngsaavedra</td>
</tr>
<tr>
<td>Custodian Engineer</td>
<td>206-793-0820</td>
<td>Vinh Lai</td>
<td>vnlai</td>
</tr>
<tr>
<td>Night Custodian</td>
<td>206-793-0820</td>
<td>Daniel Santiago</td>
<td>dasantiago</td>
</tr>
<tr>
<td>Lunchroom Manager</td>
<td>Lunchroom</td>
<td>Annie Chang</td>
<td>hschang</td>
</tr>
</tbody>
</table>

Typically a calendar for the year follows. For 2020-21, a calendar will be distributed throughout the year as dates are planned.