

John Stanford International School

Local Kids, Global Citizens

<http://stanfordes.seattleschools.org/>

Family Handbook & Calendar

2019 - 2020



JOHN STANFORD
INTERNATIONAL SCHOOL

A Seattle Public School

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
12. School Directory
13. Seattle Public School Resources
14. Calendars
 - a. JSIS

August 2019

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 fourth 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 2019-2020.

<https://stanfordes.seattleschools.org/cms/one.aspx?pageId=44458359>

COMMUNICATION

School

There are several ways to stay informed about what is happening at school.

- Join the Remind app for text messages sent directly to your phone. Contact Ms. Sarah for more information.
- Principal's newsletter – as needed
- Room rep emails – as needed
- BLT
- PTA eNews. Enews is sent on Sunday evenings. To sign up, email jsisenews@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>

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: <http://stanfordes.seattleschools.org/cms/One.aspx?portalId=627&pageId=14831>

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

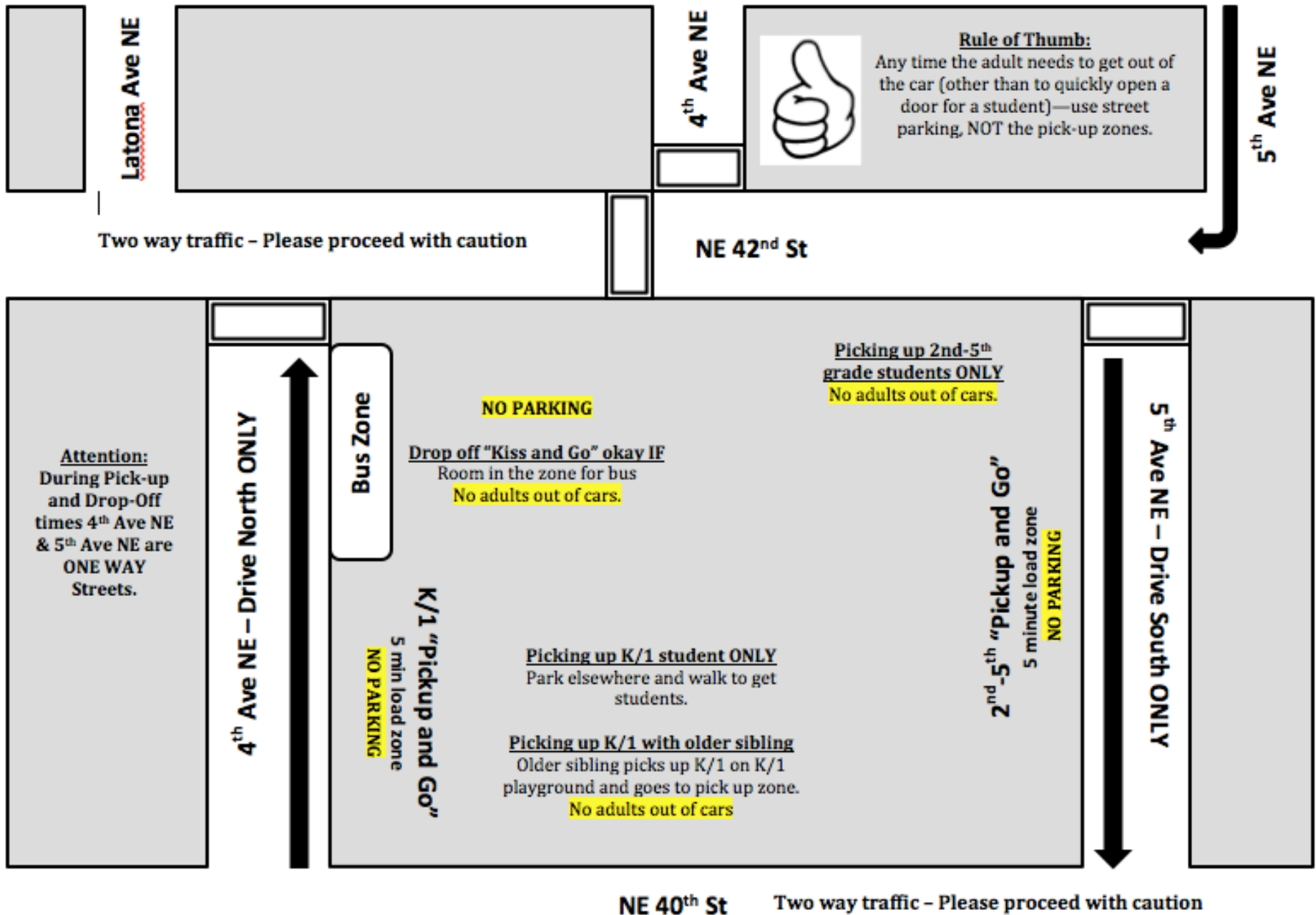
To avoid traffic congestion around the school, the traffic pattern before and after school will be as follows:

- 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



Food Services

The breakfast and lunch menu is determined by the Seattle Public School district's Nutritional Services. Menus are found here: <http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=18528>, 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/cms/one.aspx?objectId=14260> .

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/cms/one.aspx?objectId=14260>

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.

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 <http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=17849>

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

Incllement 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/cms/one.aspx?pageId=8854195>.

SPS Emergencies – Policy No. 3432 retrieved from:

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/Migration/Departments/HR/3432.pdf

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.

<http://stanfordes.seattleschools.org/cms/One.aspx?portalId=11855&pageId=91542>

For more information on SPS Health and Safety: <https://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=18950>

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:

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=992096>

For more detailed information visit the CDC website on Head Lice. <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>

SPS Hearing and Vision Screening Policy No. 3431:

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/Migration/Departments/HR/3431.pdf

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>

More information on the Washington State laws on immunization can be found on the Washington State Department of Health website.

<http://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization/VaccineRequirements>

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>

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

SPS Response to Student Injury or Illness, Policy No. 3418

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: <http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=1040772>

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:

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/School%20Board/Procedures/Series%203000/3416SP.pdf

POLICY:

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/Migration/Departments/Nursing/Health-Related%20School%20Info/policy.pdf

Dress Code

JSIS adheres to the newly adopted SPS dress code policy.

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/School%20Board/Policies/Series%203000/3224.pdf

Lunch, recess, parties

The school staff monitors the lunchroom. The 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.

https://www.municode.com/library/wa/seattle/codes/municipal_code?nodeId=TIT9AN_CH9.25ANCO_9.25.084OFRECO&showChanges=true

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.

2019-2020 Homework Policy

- All teachers may send home daily work that is not completed in class.

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

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

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 2018-2019 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 Annual Fund raises money to primarily support the IA's and interns, in each language classroom. 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.

Students Rights and Responsibilities 2015-2016 can be found here:

https://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/Discipline/SRR-%20English%202015-16.pdf

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 2019-20, 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.

Level 1 Incidental Violations (Non-referred/Non-recorded)	Level 2 Minor Violations (Non-referred/optional recording)	Level 3 Major Violations (Referred/Recorded)	Level 4 Illegal Violations (Referred/Recorded)
<ul style="list-style-type: none"> • Running • Loud voices/yelling • Off-task behavior • Name calling • Noise making • Insubordination • Inappropriate dress • Out of seat • Disruptive • Breaking cafeteria rules • Breaking playground rules • Chewing gum or eating candy except by teacher permission 	<ul style="list-style-type: none"> • Lying/cheating • Indirect, inappropriate language/gestures to other students or teachers • Spitting • Forgery • Theft • Internet misuse/ cyber-bullying • Third Level 1 Offense • Inappropriate behavior in the bathrooms 	<ul style="list-style-type: none"> • Direct, inappropriate language/gestures to adults • Fighting/physical aggression to cause harm • Overt defiance (refusal to leave classroom when told by adult) • Property destruction/misuse • Skipping class/Leaving the school campus • Threatening pictures/notes • Severe harassment/bullying • Severe internet misuse/cyber-bullying • Harassment/bullying • Repeated Minor Offense • Other Exceptional misconduct 	<ul style="list-style-type: none"> • Drugs • Dangerous Weapons (or toys used as weapons) • Serious Acts of Violence <ul style="list-style-type: none"> ○ Assault ○ Inappropriate Sexual Conduct ○ Extortion/ Blackmail/ Coercion ○ Fighting ○ Hazing • Fire • Threats • Theft • Property Damage/Vandalism

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:

<http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=19265>

Standard Discipline for Exceptional Misconduct

The management and sanctions for exceptional student misconduct are outlined in the Standard Discipline for Exceptional Misconduct.

<http://www.seattleschools.org/common/pages/DisplayFile.aspx?itemId=96422>

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)

Grades	ODD DAYS	EVEN DAYS
Kindergarten & 1 st Grade	Gym	Classroom
2 nd and 3 rd Grade	Classroom	Gym
4 th and 5 th Grade	Classroom	Classroom

Staff List

Below is a list of JSIS staff and their email addresses.

Position	Room (M-F unless noted)	Name	e-mail addresses @seattleschools.org
Principal	Office	Sarah Jones	sajones1
Assistant Principal	Th, F / e/o W	Nicole Silver	ncsilver
Administrative Secretary	Office	Christa Howsmon	cjhowsmon
Office Assistant	Office	Julie Pellegrino Gilbert	japellegrino
Counselor	Office	Michael Ashley-Lanphear	mtashleylanp
School Nurse	Days TBD		
Kindergarten - English	203	Ashley Bonilla	aabonilla
Kindergarten - Spanish	202	Leslie Ramirez	lsramirez
Kindergarten/First - Japanese	206	Hiroshi Pingry	hkpingry
Kindergarten/First- English	212	Taylor McAninch	tlmcaninch
First Grade - Spanish	211	Jorge Gonzalez Perez	
First Grade - English	205	Lucy Atkinson	laatkinson
Second Grade - Spanish	213	Mariela Pulizzi	mapulizzi
Second Grade - English	214	Karol Franz	kkfranz
Second Grade - Japanese	216	Rie Zilly	rmzilly
Second Grade - English	215	Melissa Eastman	lmkeastman
Third Grade - Spanish	320	Maria Buceta Miller	mdbuceta
Third Grade - English	328	Marianne Hudson	mehudson
Third Grade -English PM	406	Laurie Caltrider	lecaltrider
Third/Fourth Grade - Japanese	330	Kayoko Kasai	kakasai
Fourth Grade - English	404	Micah Baits	msbaits
Fourth Grade - Spanish	403	Soltsi Hernandez	
Fourth/Fifth Grade - English	332	Nathan Ward	nbward
Fifth Grade - Japanese	406	Takako Reckinger	tareckinger
Fifth Grade - English	405	Genna Robertson Hall	g Robertsonh
Fifth Grade - Spanish	402	Maria Matamala	mbmatamala
Special Education Resource	312	Pat Dailey	pdailey
Special Education IA	312	Chika Imanishi	cnimanishi
Librarian	Library	Kathleen Gillespie	kmgillespie
Physical Education	Gym	Rebecca Hultman	rahultman
Music	Stage	Rabyia Ahmed	raahmed
Instrumental Music	W AM	Kathrynn Lyle	kalyle
Art	PCP: D, E, F	Kayla Bultema	kebultema
Speech Therapist	310 M/T/W	Connie Olson	caolson

Occupational Therapist	316 T	Brian Lattner	brlattner
Psychologist	316 T	Hema Thomas	hythomas
Intervention Teacher	302	Cynthia Simon	cysimon
Intervention Teacher .4	302 M, T, Th AM	Christine Boyll	cmboyll
Intervention Teacher/.4ELL	302	Heather Wiens	hmwiens
ELL Teacher	219	Elisabeth Brace	ehbrace
ELL IA	219	Nina Machuca	nbmachuca
ELL IA	219	Harumi Chappel	hschappel
Bilingual IA – Japanese – K/1	206	Junko Cole	jucole
Bilingual IA – Spanish – K	202	Gabriela Ausland	gmausland
Bilingual IA – Spanish – 1	211	Naomi Saavedra	ngsaavedra
Intern – Spanish	N/A	Yvet	N/A
Intern – Spanish	N/A	Carla	N/A
Intern – Spanish	N/A	Roser	N/A
Intern – Spanish	N/A	Margarita	N/A
Intern - Spanish	N/A	Jesus	N/A
Intern – Spanish	N/A	Julian	N/A
Intern – Spanish	N/A	Jose Alberto	N/A
Intern – Japanese	N/A	Reina	N/A
Intern – Japanese	N/A	Yoshimi	N/A
Intern – Japanese	N/A	Mayu	N/A
Student Teacher	N/A	TBD	N/A
Student Teacher	N/A	TBD	N/A
Custodian Engineer	206-793-0820	Vinh Lai	vnlai
Night Custodian	206-793-0820	Daniel Santiago	dasantiago
Lunchroom Manager	Lunchroom	Annie Chang	hschang

CALENDAR Note:

The calendar that follows is what we know as of the end of the summer. A few events are yet to be scheduled, including Ice Skating and Staff Appreciation week.

September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 First day gr. 1-5 Welcome assembly PTA Welcome after drop off	5	6	7
8 ASA Scholarships 8/19-8/25	9 First day Kindergarten PTA welcome after drop off	10 PTA Board Meeting 6:30-8pm	11 Picture Day	12	13 PTA Fall Social 6:30- 7:30pm	14
15 ASA Registration 9/15-9/21	16	17	18	19	20 Balloon Drop 8:15am	21
22	23	24	25 Back to School Night 5:30-7pm	26	27 Safety Committee Mtg 7am	28
29 Move-a-Thon 10am-1pm	30 Character Trait Certificate Announcement ASA begins					

October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 5 th Grade at Camp Kirby	3	4	5
					→	
6	7	8 PTA Board Meeting 6:30-8pm	9	10	11 No School! Statewide Inservice Day	12
13	14	15 Climate Activity	16 PTA Membership Mtg 6:30pm	17 2 nd Grade Concert 6:30pm	18	19
20	21	22	23 Picture Retakes	24 1 st Grade Concert 6:30pm	25 Safety Committee Mtg 7am	26 Monster Mash & Book Fair 5-8pm
27	28 Flu Shot Clinic 8- 11am	29	30	31 Character Trait Certificate Announcement		

November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Obon/Dia de los Muertos	2
3	4	5	6	7 Choir Concert 6:30pm	8	9
10	11 No School! Veteran's Day	12 PTA Board Meeting 6:30-8pm	13	14 3 rd Grade Concert 6:30pm	15	16 Campaign for All Students Kick off- All dates TBD
17	18	19	20 Conferences Giving Tree begins 11/20-12/13	21	22 Safety Committee Mtg 7am	23
24	25 No School! Conferences	26 No School! Conferences	27 No School! Conferences AM only	28 No School! Thanksgiving →	29	30

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ASA Registration 12/1-12/7	2	3	4	5	6	7
8 Dance Residency in December	9	10 PTA Board Meeting 6:30-8pm	11	12 Climate Activity	13	14 Ice Skating? TBD 9:30-11am
15	16	17	18	19 ASA ends	20 1 hr early dismissal Report Cards go home Character Trait Certificate Announcement	21
22	23 Winter Break →	24	25	26	27	28
29	30 Winter Break →	31				

January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Winter Break	2	3 →	4
5	6 ASA begins	7	8	9	10	11
12	13	14 PTA Board Meeting 6:30-8pm	15	16	17 MLK Assembly	18
19	20 No School! MLK JR. Day	21	22 PTA Membership Mtg & Middle School Readiness 6:30pm	23	24	25
26	27	28	29 No School! Day between semesters Kinder & New student tours/info sessions 9am & 5:30pm	30	31 Safety Committee Mtg 7am Character Trait Certificate Announcement Lunar New Year Assembly	

February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 ASA Scholarships 2/3-2/9	3	4 Climate Activity	5	6	7	8
9	10	11 PTA Board Meeting 6:30-8pm	12	13 4 th Grade Concert 6:30pm	14	15
16	17 No School! Presidents' Day	18 Mid-winter Break	19	20	21 →	22
23	24	25	26	27	28 Safety Committee Mtg 7am Character Trait Certificate Announcement	29

March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 ASA Registration 3/1-3/7	2	3	4	5	6 Japan Night 6-8pm	7
8	9	10 PTA Board Meeting 6:30-8pm	11	12	13	14
15	16	17	18 Class Group Pictures	19 5 th Grade Science Fair 6:30pm	20	21
22	23	24	25	26 5 th Grade Concert 6:30pm	27 ASA ends Safety Committee Mtg 7am	28
29	30 ASA begins	31 Character Trait Certificate Announcement				

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 PTA Board Meeting 6:30-8pm	8	9 Climate Activity	10 Report Cards go home	11
12	13 Spring Break	14	15	16	17 →	18
19	20	21	22 PTA Membership Mtg 6:30-8pm	23 Choir Concert 6:30pm	24 Volunteer Appreciation Breakfast Safety Committee Mtg 7am	25
26	27	28	29	30 Character Trait Certificate Announcement		

May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 La Fiesta 6-8pm	2
3	4 Teacher Appreciation Week	5	6	7	8	9
10	11	12 PTA Board Meeting 6:30-8pm	13	14 Kindergarten Concert 6:30pm	15	16
17	18	19	20	21	22	23
24	25 No School! Memorial Day	26	27	28	29 Safety Committee Mtg 7am Character Trait Certificate Announcement	30
31						

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Young Author's Day	3	4	5 BBQ Lunch PTA Spring Social 6:30-7:30pm	6
7 Safety Patrol Trip TBD	8	9 PTA Board Meeting 6:30-8pm	10	11 PTA Kindergarten Readiness Night 6:30-8pm	12 ASA ends	13
14	15 Spirit Week	16 Field Day	17	18 Last Day of School Awards Assembly 8:15-9am Promotion 10-11am Reception 11- 11:30am Report Cards go home	19 → Snow Make-up	20
21	22 Snow Make-up	23	24	25	26	27
28	29	30				