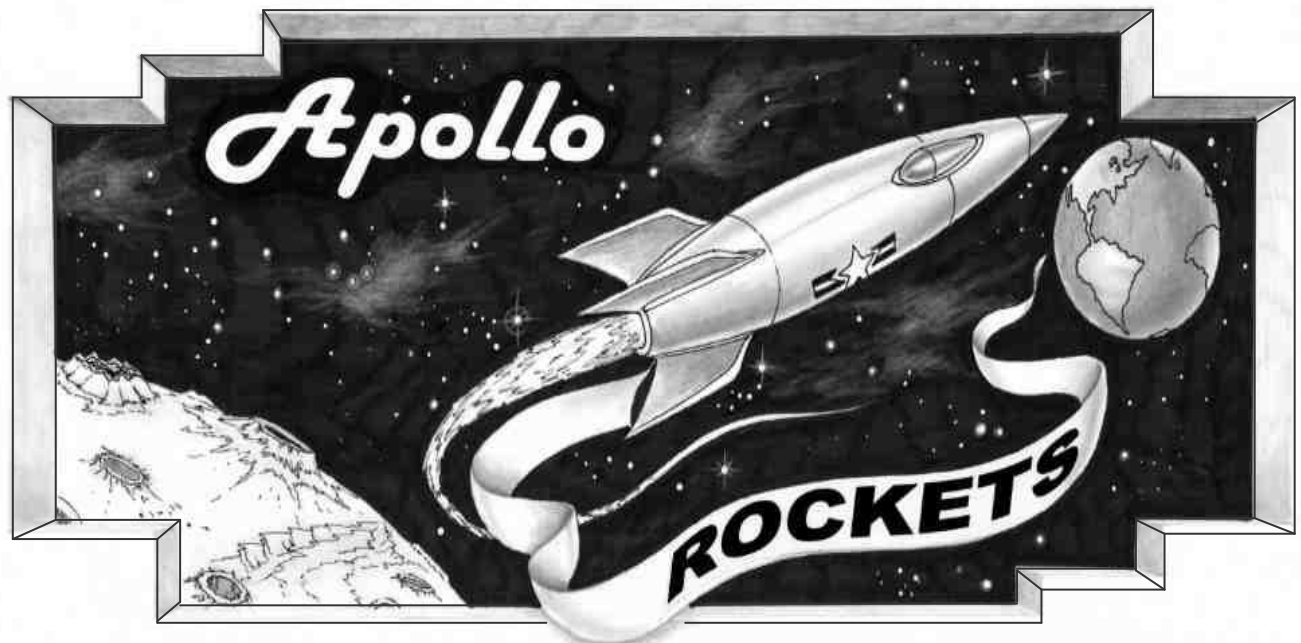


Apollo Elementary School



**Student and Parent
Handbook
2013-2014**

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Welcome to Apollo Elementary

Dear Parents,

Welcome to Apollo Elementary and the 2013-2014 school year. This handbook has been prepared to familiarize parents and students with the procedures followed at Apollo Elementary. Please read it thoroughly and review it with your child/children. Refer back to it as necessary to help answer questions about Apollo Elementary. Finally, sign the form acknowledging that you read it and return it to the teacher.

We welcome and encourage parent and community participation in our school through volunteering and/or attending school functions. Your interest and support is very much appreciated and it will strengthen the educational program for your child and the school as a whole. We believe education can be accomplished best through a positive, mutual partnership between home and school.

Dear Students,

Welcome to Apollo Elementary and the 2013-2014 school year. Apollo Elementary is YOUR school. It is a place that will provide you with challenges, enjoyment, learning, and fun. The school is a place that will help prepare you for success in your life. Opportunities exist here for you to stretch your abilities in academics, in the arts, in physical education, in technology, and in social situations. The Apollo staff and teachers are here to assist you with your learning in each of these areas. We are devoted to helping each student at Apollo to do well and succeed.

Sincerely,

Susan Mundell, Principal & the Apollo Staff

General Information

School Address:	Apollo Elementary 15025 SE 117 th St. Renton, WA 98059 Phone: (425) 837-7500 FAX: (425) 837-7508 Web Site: www.apollo.issaquah.wednet.edu
Issaquah School District #411:	565 NW Holly St. Issaquah, WA 98027 Phone: (425) 837-7000 Web Site: www.issaquah.wednet.edu
Principal:	Susan Mundell
Principal's Secretary:	Billie McCaffrey mccaffreyb@issaquah.wednet.edu
Office Secretary:	Barbara Creek creekb@issaquah.wednet.edu
Transportation:	Phone: (425) 837-6329
Emergency Closure Hotline:	Phone: (425) 837-7000
2013-2043 Apollo PTA:	Amy Krohn & Marta Mikkelsen (Co-Presidents) Web Site: www.apollopta.org

Master Daily Schedule

2013-2014

Monday, Tuesday, Thursday, Friday

School Starts: 8:30 AM
AM Kindergarten: 8:30-11:00 AM
AM Kindergarten Recess: 9:30-9:45 AM

Lunch/Recess:

10:50-11:10 Recess/FDK, 1 st , LRCII-Primary	11:10-11:30 Lunch/FDK, 1 st , LRCII-Primary
11:10-11:30 Recess/2 nd , 3 rd	11:30-11:50 Lunch/2 nd , 3 rd
11:35-11:55 Recess/3 rd , 4 th	11:55-12:15 Lunch/3 rd , 4 th
12:00-12:20 Recess/5 th , LRC II	12:20-12:40 Lunch/5 th , LRC II

PM Kindergarten Begins: 11:40-2:55 PM
PM Recesses: 1:20-1:40 Kindergarten, 1st
1:40-2:00 2nd, 3rd
2:00-2:20 4th, 5th

School Ends: 2:55 PM

Wednesday

School Starts: 8:30 AM
AM Kindergarten: 8:30-11:15 AM
AM Kindergarten Recess: 9:45-10:00 AM

Lunch/Recess:

10:50-11:10 Recess/FDK, 1 st , LRCII-Primary	11:10-11:30 Lunch/FDK, 1 st , LRCII-Primary
11:10-11:30 Recess/2 nd , 3 rd	11:30-11:50 Lunch/2 nd , 3 rd
11:35-11:55 Recess/3 rd , 4 th	11:55-12:15 Lunch/3 rd , 4 th
12:00-12:20 Recess/5 th , LRC II	12:20-12:40 Lunch/5 th , LRC II

School Ends: 12:45 PM

Apollo PTA

Calendar of Events 2013-2014

<u>Date</u>	<u>Activity</u>
Sept 3 rd	Meet and Greet 2:30-3:30
Sept 12 th -14 th	Back of School Gathering 3:30-5:00
Sept 19 th	Entertainment Book Fundraiser
	PTA Meeting
	Curriculum Night
Oct 18 th	Family Dinner
	Bingo Night
Oct 15 th -18 th	Book Fair
Nov 12 th	PTA Meeting
Nov 19 th (tentative)	Reflections Reception
	Apollo Art Walk
Nov 25 th -Dec 6 th	Giving Tree and Food Drive
Feb 4 th -7 th	Book Fair
Feb 7 th	Multi-Cultural Night
Feb 11 th	PTA Meeting
March 7 th	Variety Show
March 27 th	Science Fair
April 15 th	PTA Meeting
April 25 th	Rocket-Thon Fundraiser
May 5 th -9 th	Staff Appreciation Week
May 14 th -16 th	BOGO Book Fair
May 16 th	Spring Fling
June 10 th	PTA Meeting

All meetings, events, and programs are subject to change. Visit www.apollopta.org for most current and additional information on all events and programs.

The ABC's of Apollo

For Students and Families

Absences

Regular attendance is critical to the learning process. Research shows that frequent absences seriously affect learning. We encourage you to schedule all doctor and dental appointments during non-school hours.

When your child is going to be absent from school because of an illness or other reason, please let the office know as soon as possible (425-837-7500). Parents must communicate the absence to the school office through a phone call, note or email to the office secretary.

Excused Absence: An excused absence is one approved by the parent and the school. It is the student's responsibility to check with the teacher and to complete the required make-up work within the allowable make-up period. Make-up assignments are not provided in advance. Examples of excused absences are:

- Personal illness
- Emergency situations
- Planned absences which have advanced approval, see attached form
- Scheduled court appearances
- Religious observance, when requested by a student's parents/guardians

PLEASE REPORT ALL ABSENCES TO THE OFFICE AND NOT THROUGH YOUR CHILD'S TEACHER.

Unexcused Absence: An unexcused absence includes absences for personal reasons that do not meet the criteria of excused absences required by school policy. Your child will be considered absent for the AM if they arrive after 10:00 AM. An arrival after 8:30 and prior to 10:00 will be considered a tardy. Your child will be considered absent for the PM if they leave school with more than an hour and a half left in the school day. Examples of unexcused absences are:

- Oversleeping
- Errands
- Stopping at store
- Missed bus

After a single unexcused absence, the school is required to contact the parents regarding the unexcused absence. After a second unexcused absence, the school is required to schedule a conference with the parent and the student to discuss solutions to the truancy problem. If a student has five unexcused absences, the school may take stronger steps to end the truancy problem as outlined in the Becca Bill (RCW 28A.225- Washington State Compulsory School Attendance and Admission Law).

Arriving Late: When students arrive after the tardy bell, they must stop by the school office to check in and get a late slip before entering the classroom.

Daily punctuality is necessary to avoid classroom disruption and to maximize student learning, it is also a basic principle of responsibility and common courtesy. The office slip goes to the classroom with the child and should go home with the student on the day he/she is tardy.

If chronic unexcused tardiness is a problem then various interventions may occur including student loss of recess, counseling, daily check-ins and/or phone calls.

Leaving Early: If a student needs to leave early from school for an appointment or other reason, the parent must come to the school office to sign the student out and give the reason for the early dismissal. **Do Not** go to your child's classroom to pick your student up. A secretary will call into the classroom to have your child come to the office. Please limit the number of early dismissals so your child's learning and the classroom is not disrupted unnecessarily.

Animal Policy

Policy #6973 prohibits animals on district property. An "animal" is a living, non-human mammal, reptile, insect, bird, fish or amphibian. Animal access is allowed on District property only under certain conditions listed in the policy.

Arrival/Dismissal Procedures

AM: Students are to arrive at school no earlier than 8:20 AM. There is no supervision for your children prior to this time. Students will be allowed to enter their classrooms once the first morning bell rings at 8:25. Students riding the buses will be allowed to exit the bus and enter the building to go directly to their classroom.

PM: Each teacher will lead his/her group to the bus loading zone in an orderly fashion. Bus riders will be excused to the buses, car riders will be excused to the side lot or to their parents, walkers will be excused to the path. Teachers will check out their classrooms on the clipboard by the office windows. Bus riders are to immediately load buses if the bus has arrived, or they are to wait quietly in line for buses that have not arrived yet. The bus EA will let the buses go after all children are loaded or will inform the office if there is a problem with the buses.

There is an EA stationed at the side parking lot to facilitate students meeting parents there. Students should wait by the school; **they are not to go into the parking lot unless accompanied by an adult.**

Bus Riders

Bus stop information is available on the district website (www.issaquah.wednet.edu). Bus stops will be posted at the schools the last week of August.

Students are expected to behave safely and properly on the bus and at the bus stops and to comply with driver's directions. Please refer to the Issaquah School District School Bus Information for Parents and Students handbook, located on the website, which the

Transportation Department provides for detailed information on rules and safety procedures, student conduct citations, and other general bus information.

Should there be a question or concern about specific incidents on the bus, please contact Connie McCoy, Supervisor at Transportation Services at (425) 837-6335.

Walkers

Walkers are to enter the campus through the back fence and proceed to the school on the path. They are to go directly to their classrooms. The playground is unsupervised before and after school; students are not allowed there unsupervised.

Drop-off and Pick-up by Private Vehicle

Whenever possible have your child ride the bus or walk, if in the walking zone, to reduce the amount of traffic and the length of the wait in the drop-off area.

The front parking lot is closed to cars during bus loading times, 8:15-8:35AM and 2:40-3:05PM (12:35- 12:50PM on Wednesday). The student drop-off and pick-up area is in the side parking lot. Please adhere to the following parameters when dropping-off and picking-up:

1. **Use extreme caution** at all times; be aware that there are many cars and pedestrians, many of them children, in a small area.
2. **Be patient.**
3. **Be polite** to each other and the parking lot EA.
4. **Pull up** as far as possible in the drop-off lane. Go all the way to the end and safely pull close to the car in front. We want to maximize the number of students exiting and entering cars at once.
5. **Use the entire sidewalk/curbed area for drop-off and pick-up.** This includes the curb near the portables and the curb by the fence. Once your car is stopped children can exit or enter the vehicle.
6. **When arriving have the students ready to exit quickly.** This is not the time to have to put on shoes or put the book in the backpack. They must be ready to go!
7. **Parents, do not exit your vehicle when in the drop-off lane.** If you need to leave your vehicle to get backpacks out of the trunk, then please park in a parking spot and then escort your students across the crosswalk.
8. During pick-up please direct your student to keep a watch out for your vehicle so they can get in as soon as it arrives. We want to minimize the waiting time of the other families still in the line.
9. If you need to exit your car for any reason, please park in a spot and then use the crosswalk.
10. Cross over to the school in the crosswalk only. Our parking lot is an active traffic zone; the safest place to cross is at the crosswalk.
11. Escort your child across the crosswalk as directed by the parking lot EA.
12. Say "Good Morning" or "hello" to the EA and smile.

Cell Phone Use

Students are not to use cell phones in any way at school, during school hours, or on the school bus. If a phone is brought to school, it must remain in the student's backpack and turned off. If parents need to be contacted during the school day, the office staff, or the nurse, will call using a school phone.

Cell phones are not to be used to take photos or to view photos or video at school. Cell phone use at school may result in confiscation of the phone and require a parent pick up of the phone.

Parents, out of respectful for the school environment, please limit your cell phone use while on campus.

Check Acceptance Policy

Our school district has established the following policy for accepting checks and collecting bad checks. For a check to be an acceptable form of payment it must include your full and accurate name, current address, and telephone number. In the event your check is returned for a non-payment, the face value may be recovered electronically along with a state allowed recovery fee. At this time the recovery fee to the company is \$30.00.

Alternative forms of payment may be used instead of a check payment, such as cash, money order or a cashier's check, or a credit card payment.

Class Placement

The process used to assign students is a comprehensive one. As a staff, we take the responsibility of class placement very seriously. Many factors are considered in the process of placing every child. (Please refer to the complete policy on our website www.apollo.issaquah.wednet.edu)

Such factors include:

- the program needs of the student
- a balance of achievement levels in reading and math
- the social needs of students and their leadership skills
- independent work habits of students
- behavior factors regarding students
- the compatibility of students with each other (such as separating those who have not worked well together in the past)
- information provided by the teacher through previous parent/teacher conferences
- recommendations of former teachers, principal, parents, guidance team or related information forwarded from a previous school
- classroom configuration
- the ratio of girls to boys

Communication

Apollo will post a monthly newsletter on our website (www.apollo.issaquah.wednet.edu). We will send out an eNews notification that the newsletter has been posted. We will also send an eNews bulletin weekly as needed with important information.

One of our goals is to keep the lines of communication open between home and school. We will communicate through school and classroom newsletters, e-News, conferences, phone calls, and district and school websites (www.apollo.issaquah.wednet.edu). Most of our school information will be communicated through our school website and regular e-News communications. Please be sure to sign up for both the Apollo Elementary and the Issaquah School District e-News. This is easily done from the Issaquah School District website (www.issaquah.wednet.edu).

Concerns

If you have a question or school-related concern, we suggest the following procedure whenever possible:

- First, contact the teacher to discuss your concerns.
- Then, if necessary, get in touch with the principal.
- Please remember, if you call the school and cannot talk directly to the teacher or principal, leave a message and he/she will contact you as soon as possible.

Conferences

Scheduled parent-teacher conferences occur regularly once a year at Apollo. Teachers look forward to the opportunity to meet with parents and discuss students' progress and accomplishments. Conferences also provide parents an opportunity to ask questions about their child's accomplishments. Conference sign-up times will be made available first at Curriculum Night and then thereafter.

Curriculum Night

Curriculum night is an important evening and opportunity for parents to visit their students' classroom to become familiar with established routines and procedures as well as to learn about curriculum and assessment. The dates are.

September 17, 2013 – (K-2, Title I, Specialists, LRC I, LRC II-Primary) at 6:00 – 7:00PM in classrooms.

September 19, 2013 – (3rd-5th, LRC II-Intermediate) at 6:00 – 7:00PM in classrooms.

Electronic Recording

No mechanical or electronic device shall be used to audio or video record any classroom instruction or activity on district premises during the school day or on district approved transportation without the express written permission of the classroom teacher and administrative staff at the school.

Emergency Dismissal

Rapid onset of inclement weather is one factor that could necessitate early dismissal of students. If this situation should occur, staff will follow the directions for Emergency Dismissal as indicated on each student's Emergency Notification Information form that parents have completed and returned at the beginning of the year. It is important that you review the procedures with your student on a regular basis. Please keep in mind that there will NOT be the option of calling home should there be an emergency dismissal.

Health/Nurse

Communicable Disease Guideline

KEEP YOUR CHILD HOME IF HE/SHE HAS ANY OF THESE SYMPTOMS:

- **Fever** – over 100 degrees F orally. Temperature should remain normal (98.6 degrees) for 24 hours - without using fever reducing medications - before returning to school
- **Sore throat** – especially if associated with fever or swollen glands
- **Vomiting** – within the past 24 hours
- **Diarrhea** – more than one occurrence in a 24 hour period
- **Drainage from the eye** –the eye crusted and difficult to open (especially upon waking)
- **Nasal discharge (yellow or greenish)** –If your child's nasal mucus has a color and is accompanied by a fever and/or coughing, sneezing, drowsiness, and general signs of not feeling well, your child may be contagious and should remain at home until the symptoms subside. Call your doctor if you have any concerns or questions.
- **Appearance/Behavior** – unusually tired, pale, lack of appetite, difficult to wake, confused
- **Rash** – body rashes not associated with heat, or allergic reactions to medications
- **Head lice** – contact school office or nurse if any indication of head lice or nits

❖ **VERY IMPORTANT - Remember to keep the school updated with new phone numbers and emergency contacts** in case your student becomes ill at school. Any questions please call your school nurse.

Medications

The Issaquah School District recognizes the fact that in certain cases, school children must be given medication at school. The district policy defines medication to mean all drugs, whether prescription or over-the-counter. In order to make this as safe as possible for the students and staff involved, the school district developed the following policy which complies with Washington State Laws on the administration of medication in public schools:

- The administration of any oral medication to a student by a district employee must be requested and authorized in writing by either a parent or legal guardian AND a licensed health care provider. Specific instructions for administration must be included.
- Requests for the administration of oral medication are valid only for the medication listed and the dates indicated in writing on the request form. Requests should not exceed one year.

- **All medication must be brought to school by the parent.**
- All medication must be in the original container, labeled with the student's name, name of the medication, dosage, mode of administration, and the name of the health care provider (for prescription medication).
- All medication must be no more than a 20-day supply.
- On request, a pharmacist can provide an extra container with the required information at the time the prescription is filled.

Immunizations

In order to protect your children against a number of childhood diseases, Washington State Law requires that all children admitted to public and non-public schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and chicken pox.. State Law (RCW 28A 31.118) also states that all children in grades pre K-12 must provide proof of immunization status on or before entry. Children who do not comply will be excluded. If a child cannot receive immunizations due to personal or religious reasons, a waiver must be signed by the parent/guardian.

Homework

Homework strengthens and enhances the interaction and partnership among students, teachers, and parents. It provides the opportunity for students to develop independence, self-discipline and responsibility, while encouraging them to become interested in learning and discovery.

Homework can be an effective tool for:

- Increasing communication between home and school
- Increasing student achievement
- Promoting self-esteem
- Developing good study and work habits
- Encouraging life-long learning

Homework, like all areas of student life, has developmental stages. Time commitments and academic expectations grow in complexity as children proceed through the grade levels. Your child's teacher will require specific assignments as homework. Some assignments will be due the following day, others may have long-term due dates.

During Curriculum Night, specifics about individual teacher's homework expectations, time commitments and content will be explained. Please contact your child's teacher when homework questions or concerns arise.

Lost and Found Articles

Misplaced garments and unclaimed articles are taken to the Lost & Found area in the main hall, next to the PTA room.

Money that is brought to the office will be returned to the finder if the loser cannot be identified within two weeks' time.

Unclaimed lost and found articles will be donated to a charitable organization like the Issaquah Food Bank or Goodwill three times a year, during first winter break, during spring

break, and at the end of the year. Plenty of advanced notice will be given to students and parents before this happens.

Please label jackets, lunch boxes, hats, etc. with your child's name for ease in return.

Lunch Program

Apollo Elementary School has a hot lunch program, which is operated on a cash basis. The costs for lunches are as follows:

Grades K-5 student lunch - \$3.50
Adult lunch - \$4.25
Milk purchased separately - \$0.50
Reduced Lunch – K-3rd FREE, 4th-5th \$0.40

Each day there is two different hot lunch options, a third option that includes a yogurt and cheese combination and a fourth option of a salad/potato bar. Students may choose to have the salad bar without a potato as well. All students purchasing lunch have access to fresh fruits and vegetables from the salad bar on a daily basis.

Items pertaining to the operation of the school lunch program at Apollo:

- Every student will be issued a confidential personal identification number. This number will be a four-digit number. The numbers will be assigned through the District's food service office. During lunch, the students will punch their confidential number into the keypad. The cashier will then be able to access their personal lunch account and lunch charges can be automatically deducted from their account.
- Parents may send cash or checks (made out to IDS Food Services and includes student's name & teacher in the memo section) for lunch. Students should give money or checks to the office or to their teachers first thing in the morning; it will be deposited directly into the students' accounts. Deposits can be made in any dollar amount. Students' lunch accounts may be used only for the purchase of school lunches or milk.
- Parents may load money onto their child's card at any time during the school year by visiting mylunchmoney.com . Please note that there is a \$1.95 fee for each deposit made at this site.

Lunchroom Rules

- **Be Respectful:**
 - Politely eat your own food.
 - Stand in line quietly.
 - Keep your hands and feet to yourself.
 - Respect those in line behind you by not taking or giving cuts in line.
 - Welcome students to sit at your table.
 - Focus on eating. Talk quietly only with students close to you at your table.
 - Stay quiet and attentive during announcements.

- **Be Responsible:**
 - Be aware of possible allergic reactions; do not share food.
 - Keep your table cleaned up.
 - Do your lunchroom jobs like table washers and lunch basket carriers
 - Put trash and recycling in the appropriate containers.

- **Be Safe:**
 - Walk at all times.
 - Never throw anything in the cafeteria.

MERLIN and SAGE

MERLIN, Issaquah School District's all-day gifted program for third, fourth, and fifth grades is located at Apollo. MERLIN stands for Mind Education Right and Left (brain) Integration. To qualify, students need a score at or above the 97th percentile on an ability measure; and scores above the 90th percentile on achievement tests in reading and math, with at least one of those scores being at or above the 97th percentile. The academic program is accelerated and extended beyond the basic curriculum.

SAGE is a weekly program for highly capable third, fourth, and fifth grade students at each district elementary school. SAGE stands for Special Approach to Gifted Education. Students are identified for the SAGE program through district-wide testing at the end of second grade. To be admitted, students need to score at or above the 97th percentile on a cognitive abilities measure. Once admitted students may remain in the program throughout their time in the district.

PE and the Gym

Gym Guidelines:

Be respectful:

- Stay in the student spaces, respect that the gym office is not an instructional area; students should not go in the gym office.

Be Responsible:

- Lights will be turned on and off by the teacher in charge.
- Students are to be in the gym only with adult supervision.
- Take care of the equipment; put it in the proper place.
- Do your best work in P.E.

Be Safe:

- Proper shoes should be worn at all times.

Playground Rules

Be Respectful:

- Always show respect for others and settle problems peacefully using conflict resolutions strategies.
- Follow the directions of the playground supervisors.

- Say hello to the playground supervisors.

Be Responsible:

- It is advised that you do not bring any kinds of toys to school. It is disappointing when beloved toys are lost.
- Stay out of puddles and muddy areas.
- Tell the recess supervisors where you are going. Ask permission to leave the playground area. If you are sick or hurt, get a pass for the health room from the Recess Supervisor.
- Stay where you can be seen by an adult. Do not play in the center courtyard.
- Use the restrooms by the ball room.
- When the bell rings, quickly return all equipment and walk back to your line-up area.
- If the green sign is in the library window, students may go to the library using the side door nearest the playground.
- Return equipment to the equipment cart in an orderly manner at the end of recess.

Be Safe:

- Always walk on the walkways, in the hallways, in the courtyard and on all paved surfaces.
- Play safely. No rough, aggressive, or dangerous play is allowed. No pushing, tackling, kicking, fighting, climbing trees, etc.
- Running is allowed only on the sand or grass field.
- Play safely on all climbing toys. No running around or jumping off or playing tag around or near the climbing toys or stumps. Only go down the slide or parallel bars.
- Play safely with all recess equipment. Balls may be kicked only on the fields, against the back wall – not in the covered area. You may bring balls and safe play equipment from home as long as the equipment is approved by a Recess Supervisor and it has your name on it.
- Don't throw or otherwise use rocks, bark, sticks, pine cones, etc.
- Stay five giant steps back from the fence where the goats live. Do not touch or play with any animals at recess. This includes squirrels and birds.

*Apollo is not responsible for personal items brought out to recess that become lost or stolen. Please do not bring items of great importance to you or your family. **Electronic toys and trading cards are not allowed. Never bring knives, matches, lighters, or other dangerous objects to school.***

Selling Items

Buying, selling, or bartering items for personal gain is not allowed without permission of a building administrator.

Student Dress

Student's dress or grooming should not disrupt, interfere with, disturb, or detract from school activities. It also should not create a health or other hazard to the student's safety or to the safety of others. It should not promote by printed word or symbol the use of alcohol or other

illegal substance or other prohibited activities, which may include but not be limited to intimidation, harassment, vulgarity or obscenities.

The following items are also prohibited from being worn at school:

- tank tops with spaghetti straps
- shorts or skirts shorter than where your fingertips touch
- flip flops or thong sandals (not safe for recess or PE activities)
- shirts that show the midriff
- hats in building
- hair coloring that is a distraction to the learning environment (except on Crazy Hair Days as authorized by teacher)
- t-shirts that advertise inappropriate substances or items

Supplies

Student supply lists are posted on Apollo's website before school starts. They are also available at the Apollo office.

Volunteers

We love and welcome our volunteers and thank you for the time and dedication you provide our school and your students. To volunteer within the classroom please check with your child's teacher in order to arrange a schedule that meets the needs of that classroom. We ask that child care arrangements be made for younger siblings while you volunteer in the classroom.

As a volunteer always sign in at the office so we can account for all people in the building should we have an emergency drill.

All volunteers must have filled out and on file a volunteer form packet which includes a Washington State Patrol Form. They are available in the office, from the classroom teacher, or on our website www.apollo.issaquah.wednet.edu.

Please be sure to turn your cell phone to vibrate or the off position when you are volunteering in a classroom. If you do receive a call that needs to be answered, please conduct your conversation in the hallway outside of the classroom.

Weather and Emergency Closures:

In the event of weather conditions that might force the delay or closure of school, you have several ways to access the information:

- District Web Site: www.issaquah.wednet.edu and click on Emergency Information
- District Voice Message Hotline: (425) 837-7000
- Apollo's Phone Message: (425) 837-7500
- Emergency Weather Network:
 - **AM Radio:** KCIS 630, KIRO 710, KIXI 880, KOMO 1000, KYCW 1090, KLAY 1180, and KRKO 1380

- **FM Radio:** KPLU 88.5, KSER 90.7, KVTI 90.9, KLSY 92.5, KUBE 93.3, KMPS 94.1, KUOW 94.5, KBSG 97.3, KMTT 103.7, KCMS 105.3, and KRWM 106.9
- **Television:** KOMO 4, KING 5/KONG 6, KIRO 7, and KCPQ 13

Check the November Calendar page of the District calendar for more information about Transportation Emergencies.

Additional information is also available in the annual Emergency Transportation Bulletin mailed to each district family in November. If you need another copy, please call (425) 837-7113.

Discipline Policy

Discipline/Behavior Management Policies/Rules

Behavior Guidelines

To provide a positive learning environment for all children at Apollo, we have developed the following behavior guidelines. The behavior guidelines below are applicable in all settings in the school; they should be followed at recess, in the cafeteria, on the bus, in the halls, in the classroom, etc. Because it is in the best interest of all of us to work together, we ask that you review them with your child. Expectations are taught and behavior is modeled and discussed throughout the year beginning with the first day of school and includes much positive student recognition.

Behavior Guidelines/ School Rules

Be Respectful.

Be Responsible.

Be Safe.

Weekly Principal/Teacher Recognition

At Apollo we recognize students who are good school citizens, thinkers and workers. Staff will be on the look-out for students who exemplify the qualities listed below. Certificates will then be awarded to those students. Student names will be announced over the intercom, photos will be taken, and then certificates and photos will be displayed on the bulletin board outside the principal's office.

Students can earn recognition by being:

- A Self Directed Learner
- A Community Contributor
- A Complex Thinker
- An Effective Communicator
- A Collaborative Worker
- A Quality Producer

Rocket Slips

Rocket Slips are given to students in the lunchroom, at recess, and on the bus to students who make exceptionally good choices and follow the behavior guidelines. Students write their names on the Rocket Slips and turn them into a designated bucket at lunch. Once or twice a week two students from each lunch will be drawn and those students will receive a prize.

Classroom Positive Recognition

Each teacher has a plan for positive classroom recognition for following the class behavior guidelines. This may include verbal praise, team points, special privileges, positive notes, class celebrations, etc.

When Behavior Issues Occur

As educators we understand that behavior issues will occur. It is our belief that behavior expectations must be taught and re-taught and that children need guidance in learning to solve the problems related to behavior. The following is a limited list of possible consequences that may be used to help students change behavior.

Corrective Action:

- Problem solving conversation with student and staff
- Conference with parents, student and staff
- Student writes or calls parents to notify them of the infraction
- Development of an individual behavior plan

Discipline Action:

- Loss of recess
- Special assignment
- Restriction of activities
- Removal from class

Suspension:

- In-house suspension
- Short term suspension
- Long term suspension
- Emergency expulsion
- Expulsion

Behavior Reports

Behavior reports and/or phone calls are used to communicate inappropriate behavior to students, parents and staff. Infractions, as well as their severity and consequences, are noted on these reports. Parents should expect teacher and/or principal communications regarding any major infractions.

Referral to the Principal

Most discipline and behavior issues can be solved in the classroom and with parent support and ongoing communication. However, there may be the occasional circumstance that requires the immediate attention of the principal. These cases usually involve safety but are not limited to behaviors like, aggression, fighting, extreme disrespect, extreme disruption, vandalism, stealing, abusive language, and the misuse of materials or outside objects brought to school.

State and District Policies

Weapons

Violence or threats of violence are not tolerated in any school. A weapon or facsimile brought onto school property, or areas used for school sponsored activity or school-provided transportation may result in an Emergency Expulsion. **Possession of firearms on school**

property will result in a one year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420)

The following is a list of weapons or facsimiles as stated in the law (ESSB 5307):

- ◆ Any firearms
- ◆ Any dangerous weapon (including firecrackers, explosive devices, knives, or any item used in a threatening manner such as a baseball bat or lighter)
- ◆ Any device commonly known as “nun-chu-ka sticks” or “throwing stars”
- ◆ Any air gun, including any air pistol or air rifle

Drug Free/Tobacco Free/Gun Free Zone

In accordance with state law and district policy, all schools and school property are considered to be drug free/gun free/tobacco free zones. Please refrain from smoking and chewing tobacco products while on school district property or at school district sponsored activities. Any person found guilty of dealing in illegal drugs within 1000 feet of school grounds is subject to double the usual penalties.

Apollo Elementary School
FAMILY TRIP APPROVAL REQUEST

***This form is required for all planned absences of one or more consecutive school days and must be returned to the school office one week prior to the first day of absence. Please read carefully.*

Series 3000: Students Policies

Excused and Unexcused Absences - 3122

Regular school attendance is necessary for mastery of the educational program provided students. Daily attendance and active participation in each class are critical parts of the learning process. Students, at times, may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

A. Excused Absences (School Day and Individual Class)

1. Excused absences are absences due to:

- a. illness or a health condition,
- b. a religious observance, when requested by a student's parent(s),
- c. school-approved activities,
- d. family emergencies,
- e. required court proceedings,
- * f. with prior administrator approval, family trips,
- g. and, as required by law, disciplinary actions or short-term suspensions.

*Since high school coursework generates credit toward graduation, family vacations may only be excused in exceptional circumstances.

The principal or designee may only grant permission for a student's absence providing such absence does not adversely affect the student's educational process.

I am planning on having my child, _____, absent from school beginning (date) _____. My child will return to school on (date) _____.

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

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

I have spoken to my child's teacher and have informed the office staff, including the principal, of this planned absence.

Parent Name (please print)

Parent Signature

Principal Approval

Required Signatures

2013-2014

***Please sign below acknowledging that you have received and read through this HANDBOOK and DISCIPLINE POLICY with your child/children. Return this page to the school office along with school required forms.**

We have read and understand the expectations and procedures of Apollo Elementary School students and agree to abide by these guidelines.

Parent Signature _____

Student Signature _____ Grade ____ Teacher _____

Student Signature _____ Grade ____ Teacher _____

Student Signature _____ Grade ____ Teacher _____

Grade _____ Teacher _____