

Parent/Student Handbook

2018-2019

Mission Statement

"Climb every mountain, meet every challenge.
Work together to reach the summit.
Take pride in the successes of each other.
Share what we have with others.
Look for and appreciate the diversity found in our world.
Keep laughter and learning in our lives."

Principal: Drew Terry

Office Phone: 425-837-7300

Attendance Line: 425-837-7232

School Web Site: <http://connect.issaquah.wednet.edu/elementary/cougar/default.aspx>

PTSA Web Site: www.cougarridgeptsa.org

Issaquah School District: www.issaquah.wednet.edu

Mascot: Bobcat

Colors: Teal and Silver

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1. DISTRICT ELEMENTARY SCHOOLS PARENT HANDBOOK

At the start of the school year, parents are provided a copy of the district’s Elementary Schools Parent Handbook. There may be differences or further details between Issaquah School District Policy and Cougar Ridge Policy. Please refer to this handbook for information regarding the following topics:

Admission and Registration	Homework
Arrival and Dismissal	Insurance
Athletic Events	Laser Pens/Pointers Prohibited
Attendance	Lost and Found
Buses	Non-Discrimination Statement
Community Flies/Access to Resources	Parties/Celebrations
Computers/Technology	Pets/Animals
Curriculum	Photographs
Discipline	Problems/Concerns
Dress for School	Records & Student Information
Drug-Free	Reporting to Parents
Emergency Closures of Schools	Rights/Responsibilities
Family Educational Rights and Privacy Act	Safety
Field Trips	Supplies
Food Services	Telephone Use/Electronic Devices
Fund Raisers	Testing
Gifts	Transfers
Guidance/Special Services	Visiting the School
Harassment	Volunteers/PTSA
Head Start	Voter Registration
Health	Weapons
Home/Hospital Tutoring	

2. ATTENDANCE

Regular school attendance has a positive effect on student learning and achievement.

As provided in District Regulation 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. A computerized message will contact households in the evening informing parents that their student(s) missed one or more periods that day. The message will also notify parents of the potential consequences of additional unexcused absences. The following principles shall govern the development and administration of attendance procedures within the District:

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

1. Participation in a District or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

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

Required conference for elementary school students

If an elementary school student has five or more excused absences in a single month during the current school year or ten or more excused absences in the current school year, the district will schedule a conference with the student and their parent(s) at a reasonably convenient time. The conference is intended to identify barriers to the student's regular attendance and to identify supports and resources so the student may regularly attend school. A conference is not required if (1) prior notice of the excused absences was provided to the district by 9:10 a.m. on the day of the absence or (2) a pre-arranged absence form has been submitted or (3) if a doctor's note has been provided and a plan is in place to ensure the student will not fall behind in their coursework.

A conference with the parent or guardian will be scheduled after two unexcused absences within any month during the current school year. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be

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

Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010. Title IX Officer: Sena Camarata 425-837-7000

The school must be notified by a student's parent or guardian in order for absences to be considered excused. Notification should include the student's name, the date(s) of the absence(s), the reason for the absence(s), the parent/guardian's name, and the name of the student's teacher. You may notify the school through one of the following ways:

- Leave a voicemail message on the school 24-hour attendance hotline by calling **425-837-7232** as soon as possible, but no later than the start of school on the day of the absence(s);
- Send an email message to frankos@issaquah.wednet.edu as soon as possible, but no later than the start of school on the day of the absence(s). Only parents or guardians may send email messages; students are not authorized to send in their own messages; or
- Send a written note **signed by the parent/guardian** with your child upon his/her return to school. A written note from a doctor may be required for extended absences.

All student absences will be recorded as unexcused until parents or guardians notify the school of the reason for the absence. **Notification to your student's teacher of an absence may be in addition to, but cannot be instead of, notification to the school office.** When your child returns from an excused absence, his/her teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. The student is responsible for completing missed work. Make-up assignments are not provided in advance.

Early Dismissal. Per district policy, if a student is picked up for early dismissal, it will be marked on the student's attendance record (and show up as a tardy on report cards whether it is excused or unexcused). If a student needs to leave early from school, the parent or guardian of the student must notify the office and the teacher, giving the time of the early dismissal and the reason. The parent/guardian must come to the school office to sign the student out, **show current photo I.D.**, and provide a reason for the early dismissal. Parents/guardians are NOT to go to the student's classroom to pick the student up; the student will be called from class by the school office. Students will be released only to those persons designated to do so on the Emergency Information form submitted at the beginning of the school year, absent written parent/guardian permission.

Scheduling doctor/dentist appointments during off-school hours is encouraged to minimize time away from class. In addition, late arrival and early dismissal of students can be extremely disruptive to the class.

Unexcused Absences. If a student arrives at school after 11:15 a.m. and his/her absence is not excused, or if the school has not been notified of the absence, the absence will be considered unexcused.

Tardies. Daily punctuality is necessary to avoid classroom disruption and maximize student learning. It is also a basic principle of responsibility and common courtesy

"Tardy" is defined as a student not being in class when the bell rings at 9:15 a.m.

When a student arrives after the tardy bell, he/she must stop by the school office to check in and obtain a late slip prior to going to class. A slip from the office noting the tardy will go home with the student that day. The following is the Tardy Policy:

- “Tardy” is defined as not in class when the bell rings at 9:15 A.M.
- Dental and doctor appointments are considered excused tardies.
- An office slip will go home with the student on the day he/she is tardy.
- If a pattern of frequent tardies or absences develops, parents may be contacted via phone and/or mail to determine a course of action.

Late bus arrivals are not considered tardies; students arriving by bus after the school start time will be directed to their classrooms and do not need to stop at the office for a tardy slip. Excused absences are not considered tardies.

Tardies and Partial Day Absences

- A student is considered tardy upon arriving up to 2 hours late.
- An AM absence occurs after school has been in session for 2 hours.
- A student leaving school more than 2 hours before dismissal time will be marked as a PM absence.
- A student leaving school within 2 hours of dismissal time will be marked with a PM tardy.

Attendance Hotline. The Attendance Hotline (**425-837-7232**) enhances student safety and communication between the school and your home. If you receive a message that your child is absent from school and you believe your child to be at school, please call the office at 425-837-7300. Your child may have been tardy and not checked into the office, or he/she may have been out of the classroom when class attendance was taken.

3. ARRIVAL/DISMISSAL

Before School. Students should not come on school grounds before 9:00 am. There is no supervision for students prior to this time. Student’s line-up by classroom number in the back of the building and enter the building at 9:10 am.

School Buses. Students are expected to behave safely and properly on the bus and at bus stops. The Transportation Department provides a School Bus Information for Parents and Students handout at the start of the school year. It includes information about student conduct, school bus rules, emergency evacuation procedures, bus passes, parent-driver communication and other important information. Bus stop information is available on the district website: www.issaquah.wednet.edu. For further information, you can call the Transportation Department at 425-837-6333.

Bus Passes. Bus passes are required for students who want to get on or off the bus at a different stop or ride a different bus to or from school. Passes are issued on a space available basis only and there is no guarantee that a pass will be approved. To obtain a bus pass, parents are required notify the office the name of their child, the date, bus route number and person he/she is going with. Parents may also go to the Cougar Ridge website and print out a bus pass request at the following link:

<http://www.cougar.issaquah.wednet.edu/miscpdfs/Bus%20Pass.pdf>

The office will issue the bus pass and give it to the teacher or the student by the end of the day. **No bus passes are issued the first two weeks of school or the last two weeks of school, except in emergencies.**

Release of Students. A photo I.D. will be required to release a student to a parent or authorized adult.

Students will not be released to any person other than a parent or guardian unless authorized by the parent or guardian unless that person is on the student’s Emergency Information Form. Verification of the authorization by school personnel is appropriate, if there is any doubt about the authenticity of the request. In addition, once students have arrived on school grounds, they may not leave without permission. Students who are not picked up on time must sit in the office lobby to wait for a parent/guardian to come and sign them out after showing photo I.D.

4. SAFETY – VEHICLE, BICYCLE, AND PEDESTRIAN

With the support of parents, the Issaquah School District Transportation Department and the Bellevue Police, a set of rules has been established to facilitate pedestrian and automobile traffic in the parking lot. Violators will be reported to the Bellevue Police.

Vehicle Safety

Where to Park: Every staff member has been assigned a numbered parking space and these spaces are for staff use only until 4 p.m. Any other *unnumbered* or *unmarked* space is open parking. Parents are encouraged to park on the street, as parking is very limited in the parking lot.

Buses, Daycare Vans & Staff: Please see the diagram on the following page. Parents please do not enter the bus drop off areas.

Using Side Street Access: To avoid the parking lot many parents are using side streets and cul-de-sacs around the school. Families living in these neighborhoods ask that drivers be safe, considerate, and above all, PLEASE FOLLOW THE SPEED LIMIT!

Bicycle and Scooter: Children in grades K-2 may bike to school only when accompanied to and from school by a parent/guardian. Those children in grades 3-5 may ride to school unaccompanied. All children must wear helmets. All children must walk their bicycles off and on the school grounds, using the marked crossings, and are to follow the directions of the school patrol. Bicyclists need to give pedestrians the right of way on the sidewalks. In-line skates, wheelie sneakers, and skateboards are prohibited on school grounds.

Pedestrian Safety: Walkers should cross at the appropriate crossings and follow the directions of the school patrol. Students are asked to stay out of the neighbors' yards and to not litter. To provide additional safety, children should walk with other students.

Supervision: Supervision is provided by educational assistants ten minutes before the school day begins. Children should not be on the grounds unsupervised before that time. No supervision is provided beyond the immediate dismissal time.

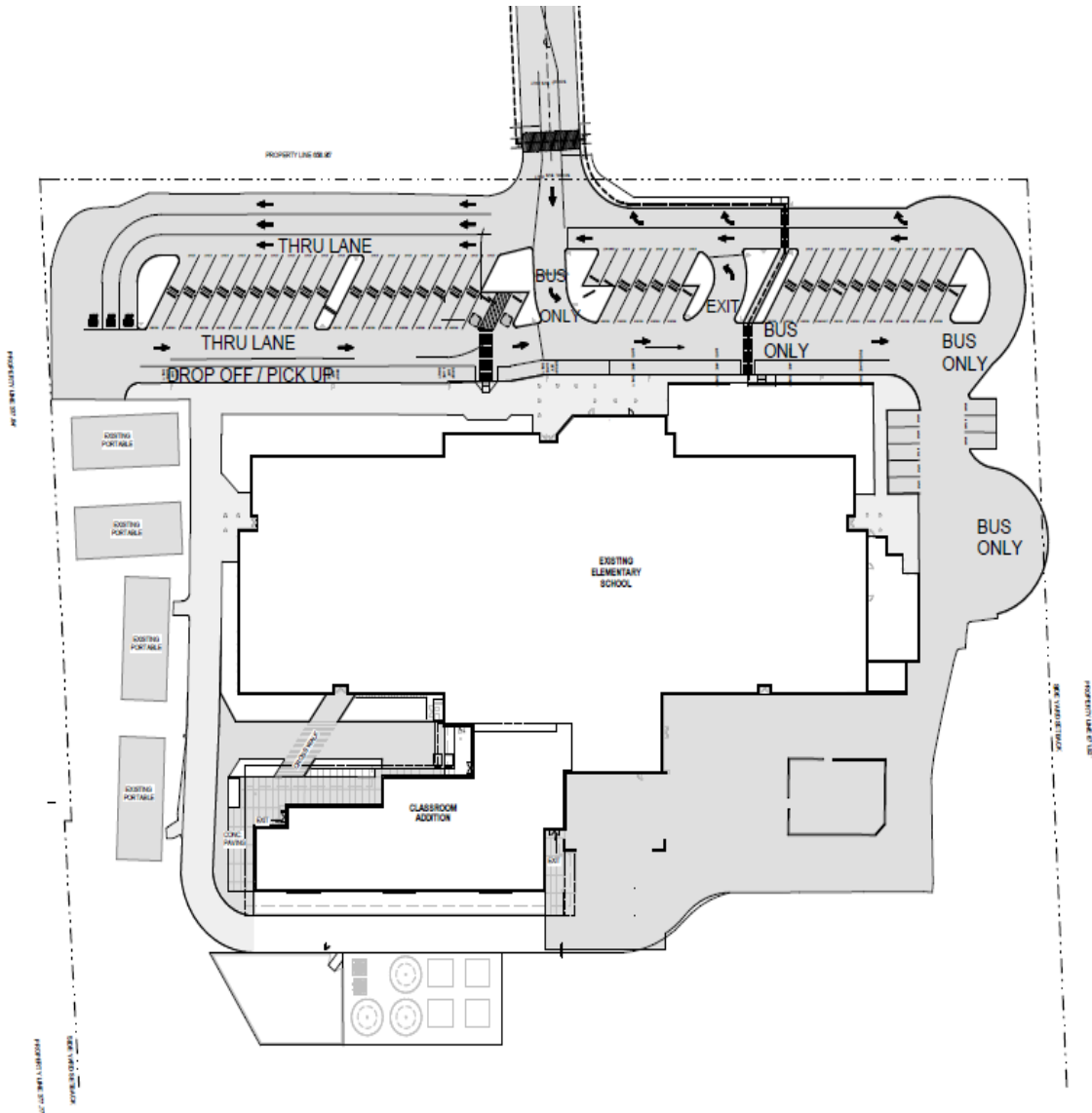
Safety Patrol: Being on Safety Patrol is an honor for fifth graders; they are selected based on their people skills and sense of responsibility. We ask students, and parents, to please obey their safety directions.

NO Dogs: Dogs are NOT allowed on school grounds **AT ANY TIME**, by Bellevue City Ordinance, for safety and sanitary reasons.

Drop Off/Pick Up At the Curb:

Our Parking Lot can become clogged with cars and extremely dangerous.

Please view the diagram on this page.



To ensure student safety during drop off and pick up please:

- Do not use your cell phone for talking or texting
- Drive slowly and follow procedures and directions from school staff
- Only drop off students in the CURBED drop off lane in front of the school
- Pull all the way forward before letting your student out of your vehicle on the curb side only
- If you (the driver) need to get out of your vehicle for any reason please park your car in a designated parking spot.

5. EXPECTATIONS FOR BEHAVIOR/DISCIPLINE/DRESS CODE

The Issaquah School District complies with all applicable federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities, or employment related matters, and provides equal access to the Boy Scouts and other designated youth groups.

The following employees are designated to handle questions and complaints of alleged discrimination: Executive Director of Compliance and Legal Affairs, District Title IX Coordinator, Section 504/ADA Coordinator or Compliance Coordinator for 28A.540 and 28A.642 RCW, in writing at or by telephone at 425-837-7060. The Issaquah School District will also take steps to assure that national origin persons who lack English language skills can participate in all educational programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact the Executive Director of Communications in writing at 565 NW Holly St., Issaquah, WA 98027 or by telephone at 425-837-7004.

Staff promises to respect all students and expects all students to be respectful.

The staff at Cougar Ridge is committed to establishing an environment that is safe, civil, and provides optimal learning time for all students. One of our main goals is to help develop citizens who take personal responsibility for their actions; citizens who consider choices, think about consequences (positive and negative) and base their actions on that information; and citizens who recognize that when they are in control they positively direct their own lives. The following expectations set a standard to guide that process. Please read the following and discuss it with your child.

Student Expectations: Living up to rules is an important step in being a responsible, successful member of our school community. The following is our “Bobcat Code” for student conduct:

1. Be Safe.
2. Be Kind.
3. Do Your Job.

Parent Expectations: The following information is provided to parents so that you may assist your child and the staff in making sure Cougar Ridge is safe for all children:

Respect the School’s Responsibility for Your Child

- Come to the office with your I.D. to sign your child in/out when arriving or leaving during the school day.
- Report an absence before the start of the day to the Attendance Line.
- Make good attendance and punctuality a priority for your child.
- School rules apply at all before and after school functions; please follow the rules.

Classroom Discipline: Each teacher will develop and visibly display a progressive discipline system for his/her classroom, consistent with school and district policies. The teacher will make the system known to students and parents.

School Discipline Plan: The School Discipline Plan is used in the following situations:

1. As the last step of the classroom discipline plan.
2. As the last step of the playground/lunchroom discipline plan.

3. For severe discipline issues as described in the Severe Discipline section below.

The School Discipline Plan is a progressive plan, so each incident will have a progressively severe consequence. Consequences for unacceptable behaviors depend upon the severity of the offense, student's age, and number of previous incidents. Consequences may include but are not limited to: warning/verbal reprimand, problem solving, loss of privileges, removal from class, missed recess, service to school, time out, time after school and/or parent contact/conference.

Severe Discipline: Unacceptable behavior that is severe in nature can result in more immediate disciplinary action that may include but is not limited to: extended loss of recess, removal from class, confiscation of dangerous items, restitution, in-school suspension, out-of-school suspension, or expulsion.

Severe, unacceptable behavior includes:

- Insubordination (refusal to follow directions)
- Fighting or causing physical injury
- Threats, harassment, bullying, intimidation
- Damaging or defacing property, arson

Personnel involved in resolving an issue may include student, parents, principal, and/or teacher, staff and district administrative personnel.

See the following Issaquah District Policies on student conduct and discipline for more details:

- Classroom Management, Discipline, and Corrective Action – Policy #3241
- Classroom Management, Discipline, and Corrective Action Procedure – Policy #3241P
- Student Conduct – Policy #3240
- Student Conduct Procedure – Policy #3240P
- Elementary Discipline Matrix – Policy #3240F

Harassment, Intimidation and/or Bullying: The Issaquah School District is committed to a safe and civil educational environment for all students that is free from harassment, intimidation or bullying. In order to ensure respect and prevent harm, it is a violation of District Policy 3207 for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

If your child feels he/she has been harassed or bullied, the incident(s) should be reported immediately to a teacher, counselor, or principal. Children bullied on the bus may report information to the Transportation Director.

The complete text of District Policy #3207: Prohibition Against Harassment, Intimidation, and Bullying, and District Policy #3205: Sexual Harassment of Students Prohibited can be obtained at any school or on the ISD website.

Chris Burton is the Issaquah School District HIB Compliance Officer. He can be contacted at 425-837-7056 or burtonc@issaquah.wednet.edu.

Dress Code:

- Revealing clothing such as low-cuts, cut-outs, belly-button showing, spaghetti strapped attire; sagging pants; and tight clothing are not allowed.
- Straps on tops must pass the "three finger" (child-size) width test. If the strap is narrower than three fingers, the top must have another shirt to cover it.
- Shorts and skirts may not be shorter than the student's fingers when arms and hands are extended down their sides.
- Bare or stocking feet or flimsy footwear (like flip-flops) are not allowed.

- Hats, caps, or other head coverings, and sunglasses are allowed to be worn outdoors, but not in the school building.

Technology:

- Use the internet in accordance with the District's Internet Policy and only with adult direction and supervision.
- Cell phones and other interactive technology devices must remain off and kept in a backpack during school hours unless used during teacher directed academic activities.
- Students must have a parent signed permission form, teacher permission, and follow all school procedures in order to bring electronic reading devices to use at school.
- If a student is found to be using a cell phone or other electronic device, other than when directed by a staff member, consequences will be administered.
- Parent volunteers are asked to put their cell phones on silent mode when in the building.

6. CALENDAR

The district calendar is available on the district website: www.issaquah.wednet.edu.

7. PARENT COMMUNICATION, CONFERENCES AND VISITATION

The CR Newsletter: Cougar Ridge publishes a weekly electronic newsletter highlighting past and upcoming events. The newsletter is available on the school's website: www.cougar.issaquah.wednet.edu. Just click on the newsletter link. Notification will be available to all families in a voluntary subscription email service. Information is also available on the district website: www.issaquah.wednet.edu. Click on Schools, then Cougar Ridge.

Parent-Teacher Communication: A parent-teacher conference is held every fall for grades 1-5. Kindergarten teachers hold parent conferences in the fall or winter. In addition, parents are welcome to call or email their child's teacher about academic or social concerns. Teachers will respond in a timely manner or may request a conference. In addition, teachers publish class newsletters and many have a classroom website.

Visiting the School: All visitors must sign-in and sign-out in the school office and wear a nametag that will be provided at sign in. Students know that adults with nametags are safe people. Please pre-arrange any visitation to the classroom to avoid disruption to the classroom. Parents also need to pre-arrange visits to any recess and be accompanied by the Principal or Program Assistant.

Volunteers: We welcome and value our volunteers. All volunteers need to complete the online volunteer application and follow the volunteer guidelines set forth in the application.

Item Drop off: At times, parents need to drop off an item for their student (i.e. lunch, library book, project, etc.). In order to minimize the disruption to student learning time, we ask that parents drop items off at the designated shelf in the main office. Please label the item with your student's name and teacher and email your child's teacher so they can let your child know to stop by the drop off shelf.

8. EMERGENCY PROCEDURES

It is very important that you notify the Cougar Ridge office throughout the school year of any changes in your work, home, or emergency contact numbers. As we think about potential emergency situations, we ask that you review with your child what they should do, according to their Emergency Plan, in the event school is dismissed early during the day. During a snowstorm, power outage, earthquake, etc., there is always the possibility this could happen. Expecting the school to contact you by telephone or your calling the school to make plans is not a realistic expectation. Announcements are made over various radio stations, TV stations and the internet/e-news

in the event school is cancelled, starting late, or dismissing early. Go to the district website for the most up-to-date information: www.issaquah.wednet.edu.

1. In the event of an emergency or disaster, all students will be asked to follow the school emergency plan, which is practiced every year. A new Student Emergency Information form is to be filled out each year. One copy of the completed form is kept in the child's classroom, and another is kept in the office.
2. If an emergency occurs, the student will be taken to a safe area of the school. A check-in/check-out point will be established and will be clearly marked. Parents/Guardians should go to this checkpoint when coming to pick up a child. Please note that the school gates will be locked to insure proper release of students. We understand that parents will want to get to their children quickly. However, please respect the emergency dismissal procedures. We are liable for every child's safety until a parent officially signs them out at the check-point with **a photo I.D.**
3. If you come to the school to pick up a child during an emergency, please maintain a calm and positive attitude in the presence of the children.
4. If an emergency should occur, please keep in mind that the school needs to keep phone lines clear for communication with the school district and emergency services. During power outages, the telephone lines could be unavailable. To be prepared for the worst-case scenario, the school has basic emergency supplies provided through the school district and Cougar Ridge PTSA. The basic food and survival supplies will cover 72 hours.

School Closures Due to Snow, Ice, etc. A general district bulletin regarding this subject will be issued early in the school year. The bulletin will instruct you to listen to your radio or television on the mornings of inclement weather. If there is no announcement about the Issaquah School District, regular school hours will be observed. Check the district website for the latest information: www.issaquah.wednet.edu. Another website to check for closures or delays is www.schoolreport.org

9. GENERAL SCHOOL INFORMATION AND POLICIES

Group Gift Policy: Parents, students and other interested parties are encouraged to express their appreciation to teachers and other staff members at the end of the school year with written letters of commendation and/or gratitude. It is also encouraged that copies of any such letters be provided to the principal of Cougar Ridge and the Issaquah School District superintendent. The giving of group gifts to teachers or other staff members is left solely to the discretion of the parents in each classroom. If parents desire to give a group gift, **donations are to be limited to no more than \$15.00 per student per school year.** Room parents collecting money for group gifts may not ask for any specific dollar amount and should advise families that contributions in excess of \$15.00 per student will not be accepted. **It shall be indicated that the group gift is from all children in the class, regardless of whether or not all families participate monetarily.** It is the responsibility of the room parents in each classroom to see that these policies are adhered to.

It is suggested that 20% of the total amount collected in each classroom for gifts be allotted to gifts for Specialists (defined as instructors for music, gym and library and/or other support staff), and that parents be advised that this amount may be so allotted prior to the collection of gift money. Room parents are requested to turn any such funds over to the PTSA Room Parent Coordinator, who will then purchase a gift of commensurate value for each specialist.

Parties and Birthdays: Cougar Ridge follows the District policy in asking parents not to send party invitations to school. It is our policy to have three classroom parties: Fall, Valentine's Day and an End-of-the-Year activity. Costumes may not be worn during the school day. In addition, no face makeup is allowed. Maximum party length is one hour and is scheduled at the teacher's discretion. **Teachers are to have input in the planning and**

approve the final plan prior to the party. Party planning, coordination, set up, activities, and clean up is the responsibility of parents, is usually coordinated by the room parent. The District Nutrition Policy (#6700P) should be followed (<http://www.issaquah.wednet.edu/district/policymanual/6000.aspx>). The cost of parties is funded by parental donation with party fund donations not to exceed \$5.00 per student per school year.

No Recess Equipment from Home: Balls, jump ropes, and other recess equipment will be provided by the school. Bringing personal recess equipment from home is prohibited.

10. HEALTH/NURSE425-837-7244

It is essential that emergency notification information be on file at the school and that it be kept current. Be sure to designate other individuals who can be contacted in case of emergencies. Although staff are trained to provide first aid, 911 will be called, and parents will be notified in case of serious injury or medical emergency. The district website contains links to school nurses, current health issues, district health policies and forms, and health resources for parents.

Communicable Diseases: Parents will be asked to pick up their child if a health problem occurs. Follow these guidelines for when to keep your child home from school:

- Fever--over 100 degrees F. orally. Temperature should remain normal (98.6 degrees) for 24 hours (without the use of fever-reducing medication) 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 is 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

Please notify the school office if your student has any communicable disease (such as strep throat, etc.) Classroom letters are sent home for a variety of communicable diseases in order to notify parents to monitor their child for symptoms of illness. Names of students are kept confidential. A school nurse is available for consultation and may be contacted through the school office.

Other Health Concerns: To prevent the spread of head lice and scabies, please notify the school if your child has one of these conditions. Children who have head lice or scabies will be excluded from school until treatment has been completed. An elementary student returning to school after treatment must be accompanied by an adult who will remain at school until the student has been checked. The nurse or trained school staff will determine if the student can be admitted back to the classroom. If parents have not completed treatment and/or live lice are present, staff may determine to exclude student from school. Head lice notification letters are sent home to parents of students in the classroom and names of students are kept confidential.

Immunizations: All students in Washington State must comply with immunization standards. Exceptions are allowed for religious, philosophical, or medical reasons. A personal, medical, or religious exemption requires the signature of a parent/guardian. Additionally exemptions for personal and medical reasons require a physician's signature. A completed Certificate of Immunization Status form must be submitted to the school on or before the first day of attendance. Students may not attend school until immunizations requirements are met.

Medications: The Issaquah School District is authorized to administer prescriptions and over-the-counter oral medications to students in accordance with state law. Medication administration forms are available in the school office and on the district website. Medication forms are valid for the current school year only and new forms must be completed each year that the medication is to be continued.

The administration of any prescription or over-the-counter medication to a student by a district employee must be requested and authorized in writing by both the parent and a licensed health care provider, along with specific instructions for administration. Epi Pen or Epi Pen, Jr. are the only injectable medications school staff are trained to administer.

All medications must be in their original containers, labeled with the name of the student, name of the medication and the dosage, and they must be hand delivered by an adult. Students are not allowed to carry medications with them during the school day. If the student must carry emergency medication, please contact the school nurse. Prescription medications must be labeled with the prescription label from the pharmacy.

Emergency Health Care Plans: If your child has Diabetes, an Epipen, or a Life-Threatening Condition, the laws require that a nursing care plan, medication orders and the medication(s) are in place at school before the child comes to school. Life-Threatening Conditions are defined as a health condition that will put the child in danger of death during the school day if a medication or treatment order and nursing plan are not in place. Contact the school nurse to discuss these conditions before your child comes to school each year.

11. LUNCH

School lunch menus are available on the District web page. Students who may be eligible for free or reduced cost lunch program should call District Food Services at 425-837-5060 for more information.

Issaquah School District's Meal Charge Policy

Charging a Meal: Every student enrolled in the Issaquah School District is assigned a lunch account that can be used to purchase standard program meals from the school kitchen.

In addition to the standard meal, a la carte food and beverage items are available for purchase. A student's lunch account must have sufficient funds to purchase a la carte items. A la carte items at the elementary level (i.e. a dessert or a second entrée) and at the secondary level (i.e. vendor pizza, chips and bottled beverages) will not be allowed to charge to the account without sufficient funds.

Applications for meal assistance are available online by visiting: <https://www.issaquah.wednet.edu/district/departments/operations/foodservice> or by contacting the Food Service Office at 425-837-5060. Applications are also available in the front office of each school building.

Balance Notification: Food Services partners with Myschoolbucks.com, a service that allows the use of credit cards to make payments for a student's lunch account. There is a \$2.49 fee per credit card transaction charged by Myschoolbucks.com however the use of their website to monitor a student's lunch balance is free. It is also free for users of Myschoolbucks.com to set up e-mail notifications when their student's lunch balance reaches a specified dollar amount. Families are encouraged to utilize this free service in order to receive automated reminders when their student's lunch balance is low. Log on instructions and link to Myschoolbucks.com can be found on the district website at <https://www.issaquah.wednet.edu/family/MySchoolBucks>

Food Services has developed an automated balance notification service that will notify the guardians via e-mail when the student's lunch balance is low and again when the lunch balance is in arrears. In addition to e-mail balance notifications each school kitchen will send negative balance letters once per week.

District initiated negative balance notification e-mails and negative balance letters will continue to be sent weekly until the unpaid meal charges have been resolved.

12. COUGAR RIDGE SITE COUNCIL

Site councils are established at each school to collaborate with the principal on how to advance student learning through strong shared planning, communication and problem solving. The curriculum programs are primarily handled by the district, not individual schools. Site Council provides a forum for the district, principal, staff and parents to discuss concerns and events that affect student learning. Site Council's job is to enhance student learning by supporting the school's Continuous Improvement Plan and also work on updating school rules and other matters that affect the learning environment at Cougar Ridge. Site Council is comprised of the principal, staff, parents and community representatives. An annual meeting calendar is established at the beginning of the year and is published in the Cougar Ridge Weekly. All parents and community members are welcome to attend.

13. COUGAR RIDGE PTSA (www.cougarridgeptsa.org)

PTSA partners with Cougar Ridge families and staff to enrich our school's activities and our students' educational success. PTSA and its members support the school in many, many ways, guided by these goals:

- To sponsor, organize and promote programs and events that encourage academic and civic development of our students, across all cultural backgrounds.
- To raise funds to purchase materials that will improve our school's curriculum and instructional tools, or add to the health and safety of our school environment.
- To educate parents about the school activities, school district policies and practices, and state legislative issues, and to encourage people to advocate for our community's children.

We are proud that our PTSA has been recognized for sound organization practices and for achieving 100% membership for fifteen consecutive years. We meet monthly at school; these meetings are open to everyone, and we encourage you to join us.

14. SERVICES AND SPECIAL PROGRAMS

English Language Learners425-837-7296

At times, volunteers are needed to assist in communication and interpretation in outreach to Cougar Ridge families for which English is a second language or not spoken. If you speak a non-English language and are willing to help, please contact the school.

Guidance Team.: The Guidance Team is a group of school professionals who meet to discuss concerns that staff and/or parents have regarding a particular student’s educational performance. The main goal is to bring multiple perspectives through a variety of team members to a problem-solving process. In the meeting, the team discusses the child’s strengths, background information, concerns, strategies that have been implemented, and possible interventions to try in the future. There are three possible outcomes from a guidance team meeting: a.) The team may recommend that additional interventions be implemented in the general education setting, such as classroom accommodations and/or particular instructional strategies. b.) The student may be referred to the 504 team. c.) The team may refer the student for a special education assessment. Parents must give their permission in order for a special education evaluation to be completed.

Special Services: The Special Services team works with families to determine if children qualify and demonstrate a need for specially designed instruction as defined by Washington Administrative Code (WAC). If a student qualifies for special education services and parents give consent to have their child receive these services, an Individual Educational Plan (IEP) is developed. The IEP describes the specific skills that the special education team will be working to teach the student. Also, the IEP lists the accommodations that will be implemented across school settings to assist the student in being successful. Parents are a part of the entire process and are encouraged to contact any of the following Special Services team members with any questions or concerns.

GUIDANCE COUNSELING.....	425-837-7283	READING CLUB	425-837-7296
RESOURCE ROOM TEACHER.....	425-837-7255	OCCUPATIONAL/PHYSICAL THERAPY.....	425-837-7235
NURSE.....	425-837-7244	SPEECH LEARNING PATHOLOGIST (SLP).....	425-837-7234
PSYCHOLOGIST.....	425-837-7252	DEAN OF STUDENTS.....	425-837-7274

For more detailed information, please refer to the *Guidance/Special Services* section of the *Elementary Schools Parent Handbook* for more information.

Lost and Found. The lost and found is located in the hallway between the Gym and Multi-Purpose Room. Items not picked up will periodically be donated to a clothing bank. Please label your child’s outer clothing, book bag and lunch box with their first and last name. Do not send items in a glass container to school.

Safety Patrol. Fifth grade students may serve on the Student Safety Patrol. Their supervisor can be reached through the school office.

SAGE — Special Approach to Gifted Education425-837-7298
SAGE is a weekly “pull-out” program designed to meet the needs of highly capable students. See the Issaquah School District website for further details.

Specialists. Students attend classes in the three following specialty areas during the week – Music, Library, and Physical Education. Specific class schedules for specialists will be communicated to parents on curriculum night.