

The Ultimate Guide to Island Park Elementary

Updated 9/19/2024

Everything you need to know, all in one place.

Table of Contents

Welcome to Island Park Elementary.....	2
Mercer Island School District.....	3
Nuts and Bolts (General School Procedures and Practices).....	4
Communication	8
Transportation.....	9
Health Services	10
Volunteering.....	11
Support Services.....	11
Instruction and Assessment.....	13
School Expectations.....	15
District Policies	15
School Safety	16
Fundraising.....	16
School Activities and Events.....	18
Your Mercer Island Community.....	18
Appendix A, Mercer Island School District Policies and Procedures	19

This document has been put together to help Island Park families find information quickly and easily. If you have questions about items not included in this document, please let us know. You are encouraged to keep this guide handy for your reference.

Welcome to Island Park Elementary

We hope you find our environment warm and inviting to new children and families. Please do not hesitate to contact us if you have any questions or if there is anything we can do to help.

Principal's Message

Welcome to Island Park! We are thrilled that your family is a part of our school community. Please use this guide to help acquaint yourself with Island Park Elementary School and the Mercer Island School District. Feel free to reach out if you have questions. We look forward to serving you and your family.

Sincerely,

Joby McGowan, Principal

Mercer Island School District

The Mercer Island School District consists of four elementary schools—Island Park, Lakeridge, West Mercer, and Northwood, one middle school—Islander Middle School, and two high schools—Mercer Island High and Crest Learning Center. Information about the Mercer Island School District can be found on the [MISD Website](#)



Board Policy 0001

Values

Students are the priority. We believe in:

- Supporting the whole child
- Creating inclusive and equitable learning settings
- Ensuring our school communities are safe and supportive
- Providing rigorous and challenging learning

Vision

Inspiring our students to be lifelong learners as they create their futures.

Mission

The District will foster learning by engaging students in thinking critically, solving problems creatively, and working collaboratively.

Operational Expectation 1800 OE-1 Student Focused Fundamentals

In accordance with the values, vision and mission stated in Board Policy 0001, the District will strive to achieve

the following fundamentals, goals and objectives:

1. Create a personalized learning environment where differentiated instruction, student-centered education and varied learning opportunities are responsive to students' strengths, needs interests and passions.
2. Maintain the highest learning standards in the areas of fine arts; health and physical education; English language arts; mathematics; financial education, science; environment and sustainability; social studies, world languages; computer science and educational technology.
3. Develop self-awareness, empathy, emotional/social intelligence, responsible decision-making and citizenship.
4. Engage students in analytical and critical thinking in order to identify and address global concerns.
5. Foster and embrace diversity, inclusiveness, and equity with a focus on respect and acceptance of every student.

The “Nuts and Bolts” of Island Park

Here's the place to find the basic information you'll need. From school hours to dropping things off, your most common questions will probably be answered here!

General Contact Information

Island Park Main Office: 206-236-3410

Absentee Alert: 206-236-3411

Transportation Office (Bus): 206-236-3338

District Emergency Number: 206-236-3366

District Webpage: <https://www.mercerislandschools.org/>

Daily Schedule

Office Opens	8:00 AM
Tardy Bell (School begins)	9:15 AM
Grades K-2 Recess	10:15-10:30 AM
Grades 3-5 Recess	10:35-10:50 AM
Grades K-3 Lunch	11:40-12:00 (Recess 12:00-12:20)
Grades 3-5 Lunch	12:10-12:30 (Recess 12:30-12:50)

WEDNESDAY DISMISSAL 2:05 PM

Grades K-2 Recess	2:10-2:25 PM
Grades 3-5 Recess	2:30-2:45 PM
School Day Ends (M, T, Th, F)	3:45 PM
Office Closes	4:00 PM

School Hours

Normal school hours are 9:15 AM to 3:45 PM, Monday, Tuesday, Thursday, and Friday and 9:15 AM to 2:05 PM on Wednesday. The playground and school grounds are unsupervised before and after normal school hours. *Children playing on school grounds outside of normal school hours must be under the supervision of an adult. Please plan and provide adult supervision to your child if they are on school grounds before 9:00 AM or after 3:45 PM (2:15 PM on Wednesdays).*

Teachers often are in their classrooms before and after school preparing for the school day, grading papers, collaborating with their peers, attending meetings and working on curriculum. In consideration of their busy schedules, please schedule an appointment if you would like to meet with them during these times.

Visitors

When you visit Island Park Elementary, please check in at the front office window to sign in and receive a badge. Please bring your Driver's License/Identification Card with you to check in.

If you are visiting a classroom, please silence or turn off your phone. If you must text or take a call, please ensure students are supervised and remove yourself from the learning environment before you do so. Thank you for limiting cell phone usage while at school.

School Calendar

The [Student Calendar](#) is available online on the district website. Important events will also be included in the Island Park PTA's newsletters and here [Island Park PTA](#).

Dropping Off Forgotten Items

If you need to get an item to your child, please bring it to the front office so as to not disturb the teaching and learning environment. We will deliver these items to your student at an appropriate time that won't interrupt learning.

Lost and Found

The Lost-and-Found is always full of coats, sweatshirts and other items. Please check it regularly for your child's lost items. Please label all removable clothing, water bottles, lunch boxes etc. Every attempt will be made to return lost items to students. Items not claimed will be donated to local charities.

School Supplies

School supply lists are posted on the websites of the school and the PTA. Families are asked to purchase the listed supplies for their child and bring them to school on the students first day of school.

Logo Spiritwear

Island Park Logo shirts and sweatshirts are available for purchase through the PTA website [here](#).

School Lunch and Snacks

Students may bring a lunch from home, or purchase a school lunch. Additionally, students may want to bring a healthy snack for a classroom snack break. *Students are to eat their own food. Trading food items is not allowed as a precaution against food allergens.* When packing a lunch or snack, please help your child by using containers or packaged food items that they can manage to open on their own. If you have a child with serious food allergies, please consult the school nurse to get information on establishing a plan with the school. Unless directed by staff, all food is to be consumed inside the building during the school day.

School Lunch Program

Information about the school lunch program can be found [HERE](#) or on the District website. Hot lunches are served daily. A menu is posted on the website each month.

Lunch Accounts

Money may be added to your child's account online [Lunch Payment online](#) or in the front office. *Checks can be dropped off in the main office at Island Park. Checks should be made payable to "Mercer Island School District-Food Services".* Credit and debit cards are NOT accepted in the front office.

Free and Reduced Lunches

Under provisions of the National School Lunch Act, free and reduced price lunches are available to children of families who qualify. In certain cases, foster children are also eligible for these benefits.

[Free/Reduced lunch application](#) forms are available online. Occasionally, a change in family income or size during the school year may qualify youngsters who were previously not eligible. Should this be your case, please complete the form or contact the Director of Food Service. We encourage all families who might qualify to submit the application.

Healthy Foods Focus

At Island Park, we do all that we can to foster a healthy and nutritious school environment. At the school we focus on non-food incentives and rewards. As a parent, we encourage you to support this effort by: 1) sending your child to school with healthy snacks and lunches if you don't participate in the school lunch program and 2) providing nutritious party snacks if you choose to bring them for classroom celebrations (e.g. Valentine's Day, Halloween).

Library Books

Each classroom has a 35-minute library period per week during which children are able to check out and return library books. Guidelines for the number of books and length of borrowing time varies by grade. Remember our wonderful Teacher-Librarian is available to help if your child needs reading suggestions.

Attendance

Students develop attendance patterns early in their school career. By keeping students home from school only when necessary, parents can help their youngsters develop good attendance patterns. *As soon as you know your student will be absent, please call the school Absentee Alert number at 206-236-3411.* Leave the name of your child, the teacher and the dates and reason for their absence on the recording. As a safety protocol, if your child is not in school and you have not reported his/her absence on the Absentee Alert line, a school staff member will call you to verify the reason for the absence.

Student Sign-In/Sign-Out

Students must be signed in and out from the office whenever their arrival or departure is not at the normal time, regardless of the reason. For security reasons, please follow proper school check-out procedures.

Illness

If your child is ill, please keep them home. We do not have adequate facilities to care for ill children nor do we want to expose other students and staff to their illness.

When children become ill at school, the parent/designated person is called to pick them up. *It is extremely important to keep the office up to date with any telephone number changes.* It is important to provide a local Mercer Island phone number for emergency contacts. MISD policy states that a child with a fever of 100 or greater must be kept home for 24 hours after a normal temperature is reached without the aid of fever-reducing medications. A child who

has vomited must also be kept home for 24-hours after the last vomiting incident.

Tardiness

Classroom doors are opened at 9:15 AM or they will be considered tardy. Instruction begins promptly at 9:15 AM, so students arriving after 9:15 AM will be considered tardy. Tardy students must check in at the front office before going to their classroom. Frequent tardiness is disruptive to a child's learning and the classroom environment; please help your child arrive at school on time.

Excused Absences

Excused absences include: illness, medical, or dental appointments, bereavement, and unforeseen emergencies. All absences must be reported on the Absentee Alert number at 206-236-3411. Vacations are unexcused absences as per MISD policy.

Vacations

We encourage families to follow the school calendar when scheduling a family vacation. When children are missing from the classroom, the dynamics of the classroom and learning are affected. Scheduled district vacation days are identified on the [school calendar](#). If you cannot follow the school schedule and you will be gone for 3 or more days, you must complete the [Pre-arranged absence form](#) which can be found on the Island Park Elementary website. Absences due to vacation are unexcused per District policy.

Pre-Arranged Absences

On an increasing basis the Mercer Island Elementary School administration and teachers are experiencing difficulties because students are missing school for prolonged periods of time associated with family vacations. It is likely that parents are not aware of the impact such absences have on their child's education and on the ability of the school to function in a manner that serves the children best. If your child will be absent for three or more consecutive days, please complete the [Elementary Notification of Absence Form](#).

- Teachers will not prepare special homework packets in advance for families to take with them on vacation.

- WHEN APPROPRIATE teachers will save (all) work that was handed out during the child's absence. This work should be completed AT HOME when the child returns to school.

- Upon a student's return from an absence, parents are responsible for reviewing with their child/children work that was missed.

- Parents should not request that teachers make-up work with students.

- Children will miss some learning that cannot be made up.

- It is recognized that there is educational value to travel. It is highly desirable for vacation activities to be blended into a child's education. Examples include keeping a journal or scrapbook for travel; digital records of trips, reading related books, maps or other educational material. At the discretion of the teacher, some makeup work may be substituted for travel experiences.

Early Dismissals

If your child needs to leave early from the classroom for any reason, please report to the Main Office for your child to be called out of the classroom. Allow 10 minutes for your child to gather belongings and walk to the front office. You need to sign the student out at the Main Office. For security reasons, please follow proper school check-out procedures.

Birthdays

Birthdays are exciting! If your child is planning to invite classmates to a birthday party, please arrange for

invitations to be delivered off campus. Students are not permitted to distribute invitations for birthdays or any other celebration at school.

Communication

Island Park is a busy place with a lot going on! To ensure clear and open communication, each teacher maintains his or her own classroom communication plan which he or she will share with you at Curriculum Night. Both parents and teachers have busy schedules, so be sure to note the best form of communication for your particular teacher. If you would like to meet with your teacher in person, please make an appointment ahead of time. This allows the teacher time to focus and prepare for your meeting. As a general rule, telephone calls and email messages will be returned within 48 hours.

Island Park Website

Lots of good information is on the [Island Park website](#).

Island Park Directory

The Island Park Directory is available on the PTA website with an Island Park PTA membership.

District Announcement Emails

The email address that you provide in your child's enrollment paperwork will be used for District and school email communications and announcements.

Email Distribution Method: Parent email addresses from the Skyward system will be used as the initial distribution list for Island Park communication. If you wish to subscribe to our communication with a different email address, log into your parent Skyward account to make this change.

Backpack Mail

Check those backpacks! Notices, communications, homework, and completed student work will come home regularly from your child's teacher. Check your child's backpack daily.

Classroom Email Lists

Each classroom teacher collects email addresses and utilizes them for classroom communication. Classroom emails might include information about classroom activities, special events, and teacher questions. Teachers use the "blind cc" feature so that your email privacy is protected. PTA gathers family email addresses separately. Due to privacy concerns the school will not share family contact information with anyone, including the PTA.

Parent Advisory Council

The Parent Advisory Council is an advisory team consisting of parents, a Board member, and school staff. If you have a question or concern about the school community, ask your Parent Advisory Council representative.

PTA Website

You can find out more information about our very active PTA on our website [Island Park PTA](#).

Emergency Contact Information

Each fall parents are requested to complete the RSVP process online. You will have the opportunity to review and update family information and who to contact in an emergency, including who is authorized to pick up your child from

school. It is essential that this information be kept up to date as it is vitally important when your child is ill, or in an emergency. Please keep us informed of any changes. It is important to have at least 2 emergency contacts. It is strongly preferred that these be Mercer Island contacts for ease of access.

Parent Packs

Our PTA and payment information are [ONLINE!](#) The E-Parent Pack contains information on PTA Membership, and donation opportunities.

Privacy Policy

You will find a link on our school's home page entitled "[FERPA](#)". This link will contain a Notification of Rights under the Family Educational Rights and Privacy Act which outlines information collected by the school and its scope of use. As a part of that form, parents and/or guardians of children can submit an **annual exception request***. If families desire to be opted out of various information uses for the current school year, return this completed form to the school on or before the 10th day of school.

** Please note that if you determine that signing this form is best for your family, your child's name and/or work will NOT appear in the directory, on 5th grade sweatshirts, in the yearbook, on websites or in other public contexts. This means that you will not receive any PTA communications or key pieces of information from the PTA including monthly newsletters, unless you sign up with the PTA directly.*

Transportation

At Island Park the safety of our children is paramount. Our busy location will always be a challenge. If your child's neighborhood is provided bus service, the safest and most socially conscious way to get him or her to school is to send your children on the bus. If you are in a walking zone, please review the designated safe walk routes and teach your children to walk to school safely. We strongly encourage it!

Buses

Bus service is available for many students based on their home location in the Island Park boundaries. Students in a bus zone are highly encouraged to use bus transportation to and from school in order to keep traffic in and around the parking lot to a minimum. There is a separate parking lot for bus use only and students will be dropped off there in the morning and will line up by bus number after school in the same place. You can find information about bus transportation through the [Transportation Services](#) link.

Note that Kindergarteners will not be dropped off at their bus stop without an adult meeting them unless a release form has been signed.

Students will not be allowed on a bus they don't normally ride without a bus pass. The school office staff will issue a bus pass if your student brings a signed and dated note from a parent or guardian with details of any change of plans.

Walking

If your child will be walking home without an adult, please do a practice walk both to and from school so that the child is familiar and comfortable with the route you have chosen and has safe walking practices. When approaching the school, students should use designated crosswalks with Safety Patrol personnel present.

Kiss-and-Go Zone (Parking Lot Pick-up and Drop-off)

The Kiss-and-Go Zone and the parking lot is at the front of the school building. Our Kiss-and-Go Zone can accommodate an efficient drop-off and pick-up process if all parents and students follow these guidelines:

- Use the school bus or walk whenever possible.
- Never leave your vehicle at the curb, even for "a minute."
- Use the inside curb lane for picking up or dropping off your children. Do not allow your children to dash across the lot to find

you.

- Children should enter/exit cars on the curbside for safety.
- As you enter the lot, pull up as far as you can when dropping off or picking up your child.
- Be ready. Please have backpacks ready, coats on, breakfast eaten BEFORE you enter the drop-off line so your child is ready to “Kiss-and-Go” when you stop the car.
- Please exercise patience at all times.
- Refrain from cell phone use while operating your vehicle in the parking lot.
- If your child care provider or other family member will be dropping off or picking up your children, it is your responsibility to make sure that those designated persons are also familiar with these policies and routines.
- If you need to park, please use a designated parking spot, get out of your car, use the crosswalk to meet your child(ren), and use the crosswalk to escort them back to your car.
- There are parking lot “attendants” present at pickup and drop off. Their primary responsibility is student safety.
- The parking lot layout can be confusing. The goal is to get the children to school safely and keep the cars moving. Please follow the “parking attendants” directions when in the parking lot.

Bikes and Scooters

A student must be in 3rd grade to ride a bike or scooter to school without parent/adult supervision. Bikes and scooters must be walked at the crossings and while on school grounds. Students are required to wear helmets while riding to and from school. During the school day bikes must be locked to the bike racks which are provided on the school grounds. The racks are located throughout campus and are “off limits” during the school day.

Going Home with a Friend / Play date

We require a written note or email if you request a schedule change (e.g. riding a different bus, being picked up by someone else, walking home/riding a bus when not routine). This note must be dated and signed by the parent or guardian or come from your email account. In the absence of a note or email, we will proceed with your child’s typical routine. For a change in routine, please do not rely on an email sent to a teacher during the teaching day. Teachers are often unable to check email until after students are dismissed at the end of the day. Please contact the office to be certain that we are aware of your request, especially if it is a same day change.

Transportation Department Contact Information

The Transportation Services department can be contacted at 206-236-3335 if you have specific questions about your bus route or transportation questions. See [Transportation Services](#) for more information.

Health Services

Our school has a health room staffed by a nurse to care for ill or injured students. It is important for us to have up-to-date information about what you would like us to do in case of illness or emergency. Please be sure we have a local Mercer Island emergency telephone number where you, or a person you designate, may be reached.

Food Allergies

If your child has serious food allergies, please contact the school nurse about a plan for your child.

Health Information

Please keep us informed of any change in your child's health status and activity restriction.

Medication

We are unable to give any medication at school without a written request from a doctor or dentist. This ruling also applies to all over-the-counter medications including aspirin, vitamins, cough drops, throat lozenges, etc. Inhalers are categorized as medication and will require written permission and instructions. Please find the form here: [Medication authorization form](#). Students may NOT carry medication back and forth to school. IT must be dropped off by a parent or guardian in the health room.

Health Screening

Vision screening for near-sightedness and hearing screening are given at the school. Parents are advised if the results show a need for additional follow up. These are screening services only and do not take the place of regular examinations performed by your eye specialist or family physician.

Immunizations

Immunization information can found here [Immunization Information](#).

Volunteering

Parents are the first teachers of their children. The public schools extend a cooperative and professional hand to foster life-long learning skills and interests. We welcome your involvement at school and your attention to the program at home. There are many ways we invite parents to participate.

Island Park Elementary has a great tradition of volunteerism.

PTA

The Parent and Teacher Association is a vital part of Island Park School. Your membership dues support school programs and your active involvement keeps you informed, as well as offering enrichment to the students. Many one-time and on-going activities need your help; if you can offer, please do!

Opening Day Coffee

Volunteer opportunities abound at our "Opening Day" coffee. Held on the first day of school, the coffee is a great place to meet other parents, see all of the volunteer opportunities available to you and talk to others about what might work best for you. Parents of Kindergarteners who don't start school on the first day should also plan on attending. Supervised children are welcome.

Mandatory Volunteer Orientation

All volunteers at MISD elementary schools are required to watch a training video and complete paperwork found under the heading "Parents & Students, Volunteer Training" on the school website or follow this link [volunteer information](#). Once you have viewed the video, print the quiz page, complete the quiz, sign it and return it to the office. Only those who have a signed form and completed background check will be allowed to volunteer in the classroom.

Island Park Support Services

We are fortunate at Island Park to have a broad range of support and specialists on staff to aid in the education, development, and welfare of the entire student body.

Counselor

The elementary school counselor works with students, teachers and parents in order to provide students with the best available learning environment. This position is funded by Mercer Island Youth and Family Services. To help students, the counselor provides guidance and counseling in the areas of educational and social-personal-behavioral concerns. In working with teachers, the counselor helps identify and provide appropriate programs for students with special learning difficulties. The counselor also works closely with parents to help them better understand the school environment, the way their children function, and provide referrals to parents who need further support.

English Language Development (ELD)

The first step in determining if students qualify for ELD services is to ask parents/guardians during the registration process to complete a home language survey which identifies the child's primary language. Parents who indicate on the home language survey that their student has a primary language other than English will be assessed before starting school or within ten days of attendance using a Washington English Language Proficiency Assessment (WELPA) test to determine eligibility for the ELD program. The test covers listening, speaking, reading, and writing skills. Any student who scores a level one (beginning/advanced beginning), two (intermediate), or three (advanced) will be eligible for English language instruction in the program. Parents/guardians are notified soon after testing. Upon meeting with the parents/guardians after initial testing and gathering more information about the student, the ELD coordinator will recommend appropriate placement. Please note that all eligible K-5 students are placed at their neighborhood schools and all ELD students will attend regular class(es) while participating in the ELD Program. For more information about our ELD program, please visit the district website under [Multi Language Learners](#) in the Learning Services tab.

Highly Capable Program

In accordance with the philosophy to develop the special abilities of each student, the Mercer Island School District offers appropriate instructional programs to meet the needs of highly capable students of school age. The framework for such programs shall encompass, but not be limited to, the following objectives:

- Expansion of academic attainment and intellectual skill;
- Stimulation of intellectual curiosity, independence and responsibility;
- Development of a positive attitude toward self and others; and
- Development of originality and creativity.

Highly Capable 3-8: The grades 3-8 Highly Capable Program is self-contained in grades 3 through 5 at Lakeridge Elementary only. Students in the Highly Capable Program remain with their class throughout the day and move to their elective studies (PE, art, music, and library) with their class.

For more information about Mercer Island School District's Identification and selection process, please visit the district webpage [Learning Services, Highly Capable Services](#)

Special Education

Special Education services are available to students who qualify for specially designed instruction. Learn more here [Special Services](#).

Learning Support

Island Park students benefit from additional support inside and outside of the classroom. State funded programs provide early intervention which is essential to the success of our students. The goal of the Learning Support Services (LSS) is to improve educational opportunities for students by helping them: 1) succeed in the regular classroom; 2) obtain grade-level proficiency; 3) improve achievement in basic and more advanced skills that all students are expected to master. The purpose of the Learning Support Services team is to provide a problem-solving forum for school personnel working with struggling or at-risk students as identified by teachers, parents, and or/counselors. The

team may include a broad range of staff members as well as outside professionals, as necessary, for the particular child.

Occupational Therapist

Island Park has an Occupational Therapist for students who qualify for help with daily living functions to support well-being. OT's use self-care, work, and play activities to increase independent function, enhance development, and prevent disability. In the school setting, this means helping students with their main occupation, being students.

Speech Therapist

Also known as a Communication Disorder Specialist or Speech Language Pathologist, this professional is available to provide individual speech and language therapy for students who have difficulty pronouncing some speech sounds and/or correctly putting words together into sentences. Parents who are concerned about their child's speech, language, or hearing should contact Speech Therapist or their child's teacher.

School Psychologist

School psychologists are assigned to all elementary schools within the district. They work cooperatively with the elementary school counselor to aid teachers and parents in understanding their children's learning and social abilities. Children are referred to the psychologist through the Building Guidance Team (see below) which is managed by the building principal.

Instruction and Assessment

Curriculum

Adopted curriculum and district targets can be found here [Curriculum information](#).

Curriculum Night

In the fall of each school year, the school holds "Curriculum Night" in each classroom. The teacher presents the curriculum for the year, their teaching philosophy, operational guidelines and policies, answers questions and has classroom volunteer sign-up sheets available. Attending Curriculum Night will give you a great sense of what to expect in your child's classroom for the year. You will also have the opportunity to sign up for volunteer spots in your child's classroom at Curriculum Night.

Assessment

State mandated assessments include:

- 3rd grade: Smarter Balanced English Language Arts and Math Assessments.
- 4th grade: Smarter Balanced English Language Arts and Math Assessments.
- 5th grade: Smarter Balanced English Language Arts and Math Assessments.
- 5th grade: Smarter Balanced English Language Arts and Math Assessments as well as Measure of Student Progress Science

For more information on state testing, please visit [OSPI - State Testing](#).

Placement

All of the elementary schools use the same process for class formation. Balanced class groupings are created that accommodate individual needs by distributing student abilities, behaviors and interests evenly among the classes. Teachers are then randomly assigned to the balanced class groupings. This process achieves a learning environment that will enable all children to grow to the maximum of their abilities. Please be aware that we are unable to accommodate parent requests for specific teachers. It is the principal's responsibility to assure that all teachers are

qualified and work hard to meet the needs of all children. Notification of placement for the next school year will be available through Skyward at the end of August, just prior to school opening.

Progress Reports

Progress Reports are given each trimester (November, March and June). They are distributed via our online system known as Qmlativ.

Teacher Conferences

The parent of each child will have one formal parent/teacher conference scheduled in the fall. If you want to discuss your child's school work or progress at any other time, please schedule an appointment in advance with your child's teacher. This allows your child's teacher adequate time to prepare for a meaningful exchange of information. "Drop-in" conferences tend to be non-productive and take away valuable learning time from all students.

Technology

Please visit this link to learn more about our District's use of technology in the classroom [Technology resources](#).

School Expectations

Code of Conduct

The Island Park Code of Conduct incorporates three core expectations with the belief that our students are capable of making positive choices and taking responsibility for their choices. We work to have students consciously aware that they can choose positive thoughts, actions and feelings. We believe in students. The development of personal responsibility will empower them to become successful learners and productive citizens.

1. Be Safe
2. Be Respectful
3. Be Responsible

Classroom Preparedness

Students are expected to make choices in preparation for their day, and we believe they can take responsibility for these choices. Preparation for the day includes supplies, homework, lunch, musical instruments, and appropriate clothing.

Dress

Dress for the school day should reflect good choices. We ask that students dress for safety, comfort, weather conditions, and the job. If clothing is substantially distracting to the student himself/herself or to others, it is inappropriate. Clothing that promotes or contains references to alcohol, drugs, or tobacco use, or poses a serious threat to school safety through pictures, messages, innuendo, or slogans—is prohibited. Please help your child with these choices for their own well-being. Please label all items of clothing with your child's first and last name.

Cell Phones, Smart Watches, Electronic Devices and Headphones

Electronic toys and music listening devices—including (but not limited to): cell phones, smart watches, i-pads, Nintendo DS games, Gameboys, radios, MP3 players, etc. - are not to be brought to school. Students who bring any electronic device to school will surrender it to a staff member. The item will be returned at the end of the school day. Thank you for your help monitoring what your child(ren) brings to school.

Toys at School

Toys at school can be lost, broken and, above all, a major distraction to learning and supervision. Accordingly, personal toys, sports equipment, electronic games, and other like play items should remain at home. Exceptions may be made by classroom teachers for one-time special projects/presentations and for therapeutic uses mutually agreed upon by staff, parents/guardians, medical personnel and 504/special education teams.

Food/Gum/Beverage

We appreciate clean hallways, classrooms, and classroom equipment. Students are expected to be responsible for making appropriate use of trash cans and drinking fountains. Gum chewing is not permitted at the school.

Pets

In order to maintain an environment that is healthy for everyone, including those with allergies, please do not bring pets to school. No pets are allowed on school grounds at any time as it is against state law.

District Policies and Procedures

This section of the handbook provides general guidelines for the operation of MISD elementary schools. To view District policies and procedures applicable to our school, please see Appendix A, Mercer Island School District Board Policies.

School Safety

The safety of our children is of key concern and gets regular attention. The building and grounds are inspected and monitored consistently for repair needs and safe conditions.

Hours

Students are to be on campus only between 9:00 AM and 4:00 PM on Monday, Tuesday, Thursday and Friday; and between 9:00 AM and 2:15 PM on Wednesday, unless they are enrolled in an on-campus before or after school activity.

Before school, students will line up by their outside classroom door, not the playground. Teachers open the classroom doors at 9:10 AM. After school, students proceed to the front of school if they are being picked up by car, or board their bus next to the gym. Again, students may not wait on the playground. Students on the playground before 9:10 AM or after 3:45 PM (2:05 PM on Wednesdays) must have parent/adult supervision. There is no before or after school supervision provided by school personnel. Before and after school care is available on-site by a private agency, [Innovation Learning](#).

Visitors

We require all visitors (parent and community) to come to the office when visiting or volunteering at school. Because safety and security is of the utmost importance at the school, it is important that we know who is in the building at all times. Please check in at the Main Office and obtain a badge. It is required that you wear a badge while in the school building or on campus during normal school hours. You will need your Driver's License/Identification Card to check-in at the office. Only pre-arranged volunteers or parents with appointments should go to the classrooms. No children may be left unattended in the office while parents are in meetings or other activities at the school. Please do not bring siblings to wait in the office or accompany you while volunteering. You must find alternative childcare arrangements for meetings and activities.

Safety Drills

Safety drills are conducted monthly during the year to practice for emergencies such as fire, earthquake, bus exiting, and incidents which require the school to lock down.

Money and Valuables

Money, valuable jewelry, sporting goods, cameras, radios, video games, and playthings are not to be brought to school. Personal items of any kind are brought at the students' own risk.

Emergency School Closure

It is the policy of the Mercer Island School District to hold school whenever possible. However, there may be days when school must be closed or start later than usual due to weather or emergency conditions. A school closure message may be accessed by calling the District's emergency number at 206-236-3366 or on the website at [closure information](#). This link also provides information on how to register for email and/or text alerts in the event of a closure. Closure information and updates will be available on several local radio and TV stations.

Emergency Procedures

During any Emergency Procedure, we ask that telephone inquiries be made to the Mercer Island School District Emergency number at 206-236-3366. The comfort, safety, and preparedness of our Island Park School community are our greatest priorities.

Parents should know:

- The school has monthly drills
- The school interfaces with Fire, Police, and City of Mercer Island personnel as needed
- The school has a container with emergency supplies that provide for at least 48 hours of student and staff needs

Fundraising

The generosity of the Mercer Island Community is astounding every year. Fundraising efforts allow us to differentiate curriculum and resources and increase the enjoyment of learning for our children. Go to the [Island Park PTA](#) webpage to find information about the latest community fundraisers.

Mercer Island Schools Foundation

The Mercer Island Schools Foundation is an active and important part of our community. Money raised by the foundation funds programs in every school. Their annual phone-a-thon takes place in the fall and an additional event in the spring. The Mercer Island Schools Foundation can be reached at 206-275-2550, or by visiting their website at [Mercer Island Schools Foundation](#).

School Activities and Events

Art Docent

Art Docents are parent volunteers who visit classrooms to give an art history lesson using reproductions of artworks from the PTA's collection of prints or online resources. Usually, the art docent will select a theme, such as a genre of art (impressionism, abstract art, etc.) or theme (children in paintings, dogs in art, etc.) The class discusses the artwork and then completes an art project exploring the theme.

Assemblies

Island Park is lucky to have great assemblies each year that tie into the curriculum or citizenship focus of the school. Some assemblies are for the entire student body, while others are for specific grade levels.

Band

Fifth grade students may participate in Band or Orchestra twice weekly before school at Islander Middle School or Mercer Island High School. Specific information comes home with 4th graders in the spring.

Birthday Celebrations

If you wish to send a non-edible birthday treat to school, please schedule it in advance with your child's teacher. In an effort to be conscious of potential allergy issues, food treats should not be sent. Small birthday treats such as pencils, erasers, or other trinket type items are acceptable. Balloons, flowers and birthday surprises are disruptive in the school setting, so please save them for home. If your student has a birthday party planned outside of school, please deliver invitations through the U.S. mail—not receiving an invitation can make other children feel left out, and teachers are asked not to support or facilitate their distribution in class.

Field Day

Each spring, during a designated school day, the entire student body participates in outdoor athletic activities to celebrate fitness and spring.

Field Trips

The PTA enrichment budget provides funds to classrooms for field trips throughout the year. All field trips are directly related to the current curriculum. Your teacher will provide information regarding specific field trips either by backpack mail, email, or both.

Fine Arts Showcase

The district-wide Fine Arts Showcase is a not-to-be-missed art extravaganza at the high school. All elementary students will have an art piece on display.

Artwork is displayed from elementary through high school, and all of our school music programs perform over the course of this two-day event.

New Family Coffee

The first month of school there is a coffee for all parents new to Island Park Elementary. More information will be shared by the PTA.

Opening Day Coffee/Volunteer Sign Up

This event is held on the first day of school. Parents can socialize with each other, learn about our PTA and how to get involved. This event offers an opportunity to learn about volunteer opportunities at school and how to sign up. The Principal and PTA president will be present and available to the group. Younger children not in school yet are also welcome. It is a great way to make connections and start the school year!

Parent Education Events

Regular parent education events are scheduled throughout the school year on a broad range of topics. PTA members are automatically a member of Parent Edge. Specific events are shared via the PTA newsletter.

PTA Meetings

The PTA holds regular general membership meetings that are open to everyone. We count on you to help shape our programs for the year. A meeting calendar is published at the beginning of the year. The meeting schedule can be found on the PTA website.

Safety Patrol

Safety Patrol is open to fifth grade students. The safety patrol student volunteers provide before and after school crossing help at supervised crosswalks and in the parking lot. All training is provided and the program has a teacher coordinator.

School Pictures

Each fall, arrangements are made for a photographer to take individual pictures of students for the student records. As a service to the parents, these pictures may be purchased on a prepaid basis.

Yearbook

Island Park PTA puts out a yearbook at the end of the year which provides wonderful memories of classmates, teachers, and activities.

5th Grade Special Events

In their final year of Elementary school, Island Park fifth graders enjoy several unique events and activities.

Outdoor Education Experience. Fifth-grade students at Island Park Elementary School have the opportunity to participate in an overnight outdoor education experience. This is designed to educate and inspire environmental and community stewardship with a focus on science and sustainability. The curriculum ties into our state science and social studies standards.

Fifth Grade Activity. This culminating event held at the end of the school year celebrates the culmination of the elementary school experience. The scope and type of event will change from year to year, with the objective being to give students a unique and memorable experience. The event is held towards the end of the year.

Sweatshirts. The PTAs create sweatshirts each year that list all 5th graders across the district. The tradition of having sweatshirts with all of the names of the 5th graders in the district has come to mean a great deal to students.

Middle School Transition Day – Gator for a Night. A very special opportunity for 5th graders to spend some time at Islander Middle School for orientation. Prior to transition day, IMS staff come to IP to provide information and answer student questions.

Your Mercer Island Community

Happy kids are active in their community. Here on Mercer Island we are lucky to have a rich set of community resources to choose from for children and families. Don't know where to sign up for soccer? For summer camp? Want to know where to go swimming? Here are some of the places and things Mercer Island kids (and their families) enjoy. While kids often do things off Island, we've limited this guide to Mercer Island-based resources.

Community Resources

Mercer Island Parks and Recreation

You can reach MI Parks & Rec at 206-236-3545 or visit their website at [MI Parks & Rec](#).

Youth and Family Services

The Mercer Island Youth and Family Services (MIYFS) school-based mental health counselor works with students, teachers and parents to provide students with the best available learning opportunity. To help students, the MIYFS

school-based counselor provides guidance and counseling in the areas of social/emotional development. In working with teachers and parents, the counselor helps identify and provide appropriate support for students with anxiety, symptoms of depression, relational/friendship issues, and behavior concerns. The counselor can also work with parents and provide referrals to additional services.

Mercer Island Library

Our local library, located at 4400 88th Ave SE, is part of the King County Library System. This local branch has an extensive youth section serving elementary students and even has a “teen area” for kids to do homework after school. Providing more than just great books, our library also sponsors a full calendar of activities for children and adults. See their website [MI Library](#) for the calendar, library hours and additional information or reach them by phone at 206-236-3537.

Boys and Girls Club

The Mercer Island Boys and Girls Club of King County is a non-profit organization serving children ages 6 – 18 with a broad range of programs from arts and sports, to career development with a concentration on themes of citizenship and leadership. It’s great to be on their email list, as they send reminders of sign-up periods and other notifications. You can contact the MI Boys and Girls Club at 206.232.4548 or visit their website [MI Boys & Girls Club](#)

Mercer Island Swimming Pool (formerly Mary Wayte)

Operated by Northwest Center Pools, the Mercer Island Pool offers public swim and family swim time for a nominal fee. Check their schedule by calling 206.296.4370 or visit their website [MI Pool](#)

Parent/Teacher Conferences

The parent of each child will have one formal parent/teacher conference scheduled in the fall. If you want to discuss your child’s school work or progress at any other time, please schedule an appointment in advance with your child’s teacher. This allows your child’s teacher adequate time to prepare for a meaningful exchange of information. “Drop-in” conferences tend to be non-productive and take away valuable learning time from all students.

Mercer Island School District Policies

Follow this link to view District Policies and Procedures [Mercer Island School District Policies and Procedures](#).

Harassment, Intimidation, and Bullying (HIB) of Student Prohibited

Promoting safe and healthy learning environments is a core value of the District. Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities.

What is HIB?

District [Policy 3207](#) and its associated [procedures, 3207P](#), defines HIB as any electronic, written, verbal, or physical intentional act of a student that physically harms a student or damages their property, severely interferes with education, or fosters an intimidating or threatening educational environment for students. Often, though not always, HIB incidents involve an observed or perceived power imbalance and are repeated multiple times or are highly likely to be repeated HIB is not allowed, by law, in our schools.

Reporting HIB:

If you feel your child has experienced or observed a HIB, please speak up as soon as possible so we can begin to address it but in no event later than one year. We encourage our students to do the same. All school staff are committed to preventing and addressing HIB so feel free to raise your concerns with whoever you feel most comfortable, be it an administrator, teacher, paraeducator, nurse, counselor, etc.

Reports about HIB can be made in writing or verbally. You may use our District's [HIB Reporting Form \(3207F\)](#). This form should be submitted to an administrator, HIB compliance officer, or a trusted adult staff member. The HIB reporting form is designed to help you think and write down the key information the school will need to look into your concerns.

Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report.

Reports can be made anonymously 24/7, 365 days a year using [Say Something Anonymous Reporting System](#) accessible via an App installed on District-provided student devices, online via web-browser, and by phone (**1-844-5-SayNow**).

No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

Staff Handling of HIB:

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our District has a **HIB Compliance Officer** - Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org) - who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Under [District Policy](#), retaliation against those who report HIB is strictly prohibited. Our staff are committed to enforcing this Policy and taking actions designed to protect reporters from retaliation.

What is the investigation process?

When you submit a complaint, either the administrator leading the investigation or our HIB Compliance Officer will promptly notify the families of all students involved and initiate a thorough investigation. This process is typically completed within five school days, unless you agree to or circumstances necessitate a different timeline, in which case we will communicate

with you to set a mutually agreeable deadline. If the complexity of a HIB requires extended time, you will be kept informed of the anticipated completion date.

Upon concluding the investigation, the responsible administrator or the HIB Compliance Officer will, within two days, inform the person who reported the incident about the outcomes. The response from the district will include:

- A summary of the investigation findings,
- A determination of whether the allegations of HIB were substantiated,
- Any necessary corrective measures or remedies, and
- Detailed information on how to appeal the decision, should you find it necessary.

This process, which is outlined in greater detail in [Policy 3207P](#), ensures that each case is handled with the seriousness it deserves and keeps you informed every step of the way.

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the Superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please review the District’s policies and [HIB webpage](#) or the District’s [Prohibition of HIB Policy 3207](#) and implementing procedure, [3207P](#),

We Stand Against Discrimination in All Forms

Our District upholds the principle that all students, staff, and community members have the right to a safe and equitable environment. Discrimination, which includes any unfair treatment based on membership in a protected class, is strictly prohibited under [Policy 3210](#). Protected classes include race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, veteran, or military status. We are committed to promoting inclusivity and taking decisive actions against discrimination within our educational community.

What is discriminatory harassment?

Discriminatory harassment includes behaviors like teasing, name-calling, threatening physical harm, or other actions that may be harmful or humiliating. This type of harassment creates a hostile environment when it is so severe, pervasive, or persistent that it interferes with or limits

a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

What happens after I file a discrimination complaint?

If you file a discrimination complaint, a school administrator will discuss your concerns with you directly to understand and address the situation effectively. Complaints can be addressed informally at the building level or formally through the District's Civil Rights Compliance Officer or designee. Discrimination complaints can be handled informally, meaning at the building level, or formally with the District's Civil Rights Compliance Officer or designee. At any time, a complainant can request that their complaint be handled formally.

Regardless of how a discrimination complaint is handled, you will receive a copy of the District's discrimination complaint [procedure](#) which outlines the process, timelines, and appeal process.

To review the district's Nondiscrimination [Policy 3210](#) and Procedure [3210P](#), visit our [Website](#) and navigate to our Non-Discrimination Resources.

What is sexual harassment?

Sexual harassment consists of unwelcome conduct or communication of a sexual nature that substantially disrupts a student's education or creates an intimidating, hostile environment. This could involve pressuring someone for sexual favors, unwanted physical or sexual contact, rumors, sexually explicit materials, or sexual assault or rape. Like other forms of harassment, sexual harassment is not tolerated under any circumstances.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the District's Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, an administrator or designee must promptly investigate the matter and take effective steps to stop the harassment, remedy its effects, and prevent its recurrence.

What can I do if I'm concerned about discrimination or harassment?

Raise your concerns with a school staff member, administrator, or coordinator as soon as possible so that the concerning behavior can be promptly addressed. You can always submit a written complaint to a school principal.

You may also contact the following people who are designated points of contact to whom you may report your concerns, ask questions, or learn more about how to resolve your concerns.

- ***Harassment, Hazing, Intimidation or Bullying (HIB):***
HIB Compliance Officer: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)

- **Discrimination:**
Civil Rights Coordinator: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)
- **Sexual harassment/Discrimination:**
Title IX Coordinator: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)
- **Disability Discrimination:**
Section 504 Coordinator: Melissa Robertson, Director (206.236.3329 & melissa.robertson@mercerislandschools.org)
- **Gender Identity Discrimination:**
Gender-Inclusive Schools Coordinator: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)

What happens after I file a discrimination complaint?

If you file a discrimination complaint, a school administrator will discuss your concerns with you directly to understand and address the situation effectively. Complaints can be addressed informally at the building level or formally through the District’s Civil Rights Compliance Officer or designee. At any time, a complainant can request that their complaint be handled formally.

An investigation into discrimination must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, you will be notified in writing with the anticipated date for a response.

When a formal investigation is complete, the school Superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

Regardless of how a discrimination complaint is handled, you will receive a copy of the District’s discrimination complaint [procedure](#) which outlines the process, timelines, and appeal process.

What are the next steps if I disagree with the outcome?

If you are dissatisfied with the outcome of your complaint, you have the right to appeal. The administrator who handled your case will provide information on how to proceed with an appeal. This could be to the School Board. Once the School Board renders a decision on appeal, you can further appeal that decision to the Office of Superintendent of Public Instruction (OSPI).

More information about this process, including important timelines, is included in the District's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) so as to address all aspects of your complaint.

Our Schools are Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Please follow the following links to access the District's Gender-Inclusive Schools Policy [3211](#) and procedure, [3211P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator, Erin Battersby, at 206.230.6227 or erin.battersby@mercerislandschools.org.

Who else can help with HIB or Discrimination Concerns?

- *Office of Superintendent of Public Instruction (OSPI)*

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

- *OSPI Equity and Civil Rights Office* (For questions about discrimination and sexual harassment)
 - Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
 - Email: equity@k12.wa.us
 - Phone: 360-725-6162

- *Washington State Governor's Office of the Education Ombuds (OEO)*
 The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K- 12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.
 - Website: www.oeo.wa.gov
 - Email: oeoinfo@gov.wa.gov
 - Phone: 1-866-297-2597

- *U.S. Department of Education, Office for Civil Rights (OCR)*
 The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.
 - Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
 - Email: orc@ed.gov
 - Phone: 800-421-3481