Newcastle Elementary inspires academic excellence through quality learning time in a compassionate environment.

Welcome to Newcastle Elementary! Schools operate with so many policies and procedures that it can be quite confusing and overwhelming. So this document is meant to capture some of the basic information parents need but also to direct you to other resources on our school and district website that can be of help in various circumstances. If you are having trouble finding the information you need, don’t hesitate to call our office at 425-837-5800 for assistance.

Rich Mellish, Principal

Overview

Hours & Contact Information. This section offers information on our hours and who to contact for further information. A complete staff contact list is available on our website [click here].

Important Policies & Procedures. This section offers essential information parents need to function in the school. The section is divided into sections for Parent & Family policies (attendance, visitors…) and Students (Dress code…)

Links. For additional information see the school web page and select Policies and Procedures.

Absence Reporting & Requests. Critical. We have to keep track of students so please read this policy and procedure on reporting absences to the school.

Code of Conduct (School Rules & Discipline Policy). Critical. Information for all parents and students to know regarding the school rules, expectations, how we address social and behavior issues.

Drop-Off / Pick-Up Procedures. Critical. Please read this procedure if you are driving your child to or from school.

Issaquah School District Parent Handbook. Important policy and procedure information

Family Resources. A wealth of information and resources for parents provided by our school district.
Hours & Contact Information

Our School Hours:

<table>
<thead>
<tr>
<th>Monday, Tuesday, Thursday, Friday</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>9:00-9:15 Morning Drop-Off</td>
<td>9:00-9:15 Morning Drop-Off</td>
</tr>
<tr>
<td>9:15-3:40 FDK, grades 1st-5th</td>
<td>9:15-1:30 FDK, grades 1st-5th</td>
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<tr>
<td>9:15-11:45 AM kindergarten</td>
<td>9:15-12:00 AM kindergarten</td>
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<tr>
<td>12:25-3:40 PM kindergarten</td>
<td>No school for PM kindergarten</td>
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Office Hours: 8:30-4:00

Our contact info: 8400 136th Avenue S.E. Newcastle, WA 98059 (425) 837-5800 www.newcastle.issaquah.wednet.edu

Who to contact… | When you need help with…
Laurie Holmes, Secretary/Registrar holmesl@issaquah.wednet.edu | Absences, Enrollment, Free/Reduced Lunch, Volunteer Approval
Donna Wood, Principal’s Secretary woodd@issaquah.wednet.edu | Payments & Fees
Karen Herring, Nurse herringk@issaquah.wednet.edu | Health plans, Medications and other health concerns
Cathy Martin, Health Room martinc@issaquah.wednet.edu | Health Room Action slips
Richard Mellish, Principal mellishr@issaquah.wednet.edu | Support with instructional and/or classroom issues. Please address issues with the classroom teacher first when possible.
Trent Neugebauer, Dean neugebauert@issaquah.wednet.edu | Student discipline &/or conflict such as playground problems, harassment, intimidation or bullying
Laura Meserole, Counselor meserolel@issaquah.wednet.edu | Social and emotional challenges, Friendship issues

Important Policies & Procedures: Parents & Families

Absences / Tardies
Verifying student attendance is a high level of concern for student safety. We need your help to be accurate and timely in accounting for all children every day.

- Unexpected absences: please call the school attendance line (425-837-5800 Option 1) or email the school office to report your child’s unexpected absence or tardy as early as possible. Please call as early possible but certainly by 9:30 am.
- Planned absences of 1-2 days. Please notify BOTH the office and teacher in advance of the absence. (phone call, email, or note)
- Planned absences of 3 or more days will require principal approval using a preapproved absence completed prior to the absence. Without this form your child’s absence is considered unexcused. You may access this form on our website.
**Supervision**
Children should not be on the school grounds before 9:00 AM. No supervision is provided beyond the immediate dismissal time. Accompany and monitor your child at all after hour’s functions.

**Drop-Off / Pick-Up**
If you are driving your child to or from school, please follow the school procedure in our school handbook website.

**Parking Lot Safety and Courtesy**
Please drive safely in the parking lot, following the signs and directions, parking in properly marked stalls and refrain from using your cell phone while driving.

**Late Arrival**
Please accompany your student into the office if they arrive after car drop off has concluded. Once the staff member supervising drop-off re-enters the building around 9:15, parent need to sign their student into school in the main office. If students go straight to the classroom, they will remain marked absent and, parents will receive an absentee call.

**Early Dismissals**
If you need to pick up your student prior to regular dismissal time, please send a note in the morning to your student’s teacher. At the pick-up time, please come to the office, sign your child out and the office staff will call the child to the office.

**Bus Passes**
If your child will be riding a bus that is not his/her typical route or needs to use a different bus stop than normal, a bus pass is required. To issue a bus pass the SCHOOL OFFICE will need a written note or email from a parent.

**Transportation Changes:**
If making a change in after-school transportation please notify the school office and teacher by email or note in the morning stating the plan for after school. We ask that you inform your child BEFORE they leave for school in the morning what their afternoon routine will be for the day. When the office is asked during the day to inform a child of any changes, it causes a great disruption in the classroom and interferes with student learning.

**Visitor/Volunteers IMPORTANT SAFETY MESSAGE:**
For the safety of our school community, all visitors and volunteers are asked to sign in at the office upon arrival and sign out when leaving. Name badges or “Volunteer/Visitor” badges should be visible at all times. In the event of an emergency drill where we exit to the playground, please check in with office staff as soon as you get outside. All students, staff and volunteers/visitors must be accounted for before the drill is considered complete.

**Meeting with School Staff**
If you need to talk with your student’s teacher (or other Newcastle staff members) please make an appointment in advance whenever possible. To make an appointment it is recommended you email the staff member to make arrangements. You may also call and will be directed to voice mail if the staff member is teaching or otherwise busy.

**Deliveries**
If a student leaves non-essential items at home, we ask that they not be delivered to the school. Items that must be delivered to the student should be left with the office staff and will be delivered to students at an appropriate time that minimizes disruptions to the class.

**Other Parents Responsibilities**
* **No Animals:** Issaquah School District will not allow animals to be brought onto the school property.
* **Siblings:** Younger siblings are not allowed to accompany parents when volunteering with classrooms or the workroom. (see full sibling guidelines for more information on when siblings are allowed.)
**Important Policies & Procedures: Students**

Please also see the Code of Conduct.

**Dress Code**
Child safety and an environment conducive to learning are paramount goals at Newcastle. The following dress code is designed to facilitate these goals.

**Shoes:** Shoes must be worn to school. For safety reasons, flip flops, slippers and shoes with wheels are not appropriate on the school campus, playground or at P.E.

**Tops:** All tops need to be long enough to cover the midriff at all times. Tank tops may be worn only if the straps are 2 fingers in width. Designs and logos on clothes must be appropriate for a school setting as determined by school staff.

**Shorts and Skirts:** Shorts and skirts must be a respectable length. When standing with arms at sides, shorts and skirts need to fall within the finger area. Pants, shorts, and skirts should cover underwear at all times.

**Hats & Hoods:** Students may be asked to remove hats or hoods when in the building.

**Personal Items**
- If personal items brought to school from home interfere with learning or cause social problems, students will be asked to discontinue bringing them, and items could possibly be held in the main office.
- Buying, selling or trading items is not allowed.
- E-readers are allowed but require a parent consent form, available in the school office.
- Other Electronic Devises (phones, mp3 players, games) should not be on, heard or visible except when explicitly allowed for academic purposes.

**Birthday Policy**
Birthday treats are not allowed. Teachers offer non-food recognition to honor the birthday child.

**Recess & Lunch**
- Each grade level has a 10 minute morning recess, 15 minute recess before lunch, 20 minute lunch period and a 15 minute afternoon recess.
- Once lunch recess is over, students line up for lunch. There is a hand washing cart for all students to use as they enter the cafeteria.
- Students have the opportunity to purchase a hot lunch or bring one from home.

**Walking and Biking to School**

*Bicyclists and scooter riders must:*
- Be in grades 3-5 to ride to school.
- Wear a helmet.
- Dismount and walk bike/scooter on the school grounds for the safety of those on foot.

*Pedestrians have the right-of-way.*

*Park and lock bike/scooter at the rack located at the school.*

*Walkers must:*
- Cross at the appropriate crossings and follow the directions of the school patrol.
- Stay out of neighbors’ yards.
- Dispose of all trash properly.
- Stay on the sidewalk and walk directly to and from school.

*Be alert and aware of bicyclists/scooters on the sidewalk.*

*Safely walk and watch for turning vehicles when crossing side streets.*
Non-Discrimination Statement
The Issaquah School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination

Parent/Volunteer and Employee/Applicant-Related Issues
Lisa Hechtman, Executive Director of Personnel Services
565 NW Holly Street
Issaquah, WA 98027
425-837-7060
hechtmanl@issaquah.wednet.edu

Student-Related Issues
Dennis Wright, Director of Career and Counseling
565 NW Holly Street
Issaquah, WA 98027
425-837-7046
wrightd2@issaquah.wednet.edu