



Frequently Asked Questions (FAQ) of 6th Grade Parents

What do I or my student need to know before the first day of school?

THE BASICS

School Information: International School

445 128th Avenue SE, Bellevue, WA 98005 – Phone: 425-456-6500 – Fax: 425-456-6500
www.bsd405.org/international

When is the first day of school?

The first day of school for the 2019-2020 school year is Wednesday September 4, 2019. You can find the 2019-2020 school calendar here: <https://bsd405.org/about/calendar/> (The school year calendar is on the right side and may be downloaded.) Please look it over when planning for family trips or other events so that your student does not miss school.

What time does school start and end?

School starts at 8:15 AM and students are dismissed at 3:15 PM with tutorial running from 3:15 PM – 3:45 PM. On Wednesdays, school ends at 1:40 PM and there is no tutorial.

Where do I find the school schedule?

You can find the school daily schedule, along with our Wednesday's odd/even schedule on our school website under Resources and then Daily Schedule: <https://bsd405.org/international/resources/daily-schedule/>. There are three schedules: Monday/Thursday, Wednesday, and Tuesday/Friday. Sound confusing? Mondays and Thursdays are always 1st and Odd Periods 1, 3, 5 & 7. Tuesdays and Fridays are always 1st and Even Periods 1, 2, 4 & 6. Wednesdays alternate between periods 2, 4 & 6 and 3, 5 & 7. Don't worry, the students catch on quick!

What is tutorial?

Tutorial is an academic support system for all students. Many students go to their class tutorial when they need extra help or need to make up work/test. Tutorial happens every day of the week, except on Wednesday and runs for 30 minutes after school dismissal. Tutorial may also be assigned by a teacher/counselor to support students in achieving academically. All students are recommended to attend tutorial to make it a habit. It is similar to connecting with a professor in college during their "office hours."

How do I look up my student's grades?

Currently, the District's Grades and Attendance application (Synergy) allows you to view your student's information, address, and alerts. Students use StudentVue to view their grades. Parents use ParentVue to view their student's grades. ParentVue allows you to set up different alerts to let you know of things going on with your student's grades. We recommend that you review your student's grades with them on a weekly (not daily) basis. For more information, please go to this website: <https://bsd405.org/departments/district-technology/grades-attendance/> and if you are having difficulty accessing your ParentVue after following the instructions, you may e-mail for help to parenthelp@bsd405.org.



TRANSPORTATION/PARKING

What is bussing for International?

Students living outside International’s “walk boundary” use Metro Buses to get to school. In the afternoon, students take a yellow school bus from International to Big Picture and then transfer to another bus that takes them home. Detailed information may be found here:

<http://www.bsd405.org/departments/transportation/metro-transit/> (Information that is specific to International is found at the bottom of the page - “Neighborhoods with Limited Metro Access” and “Supplemental Yellow Bus Routes”)

Each student who lives outside the walking area of the International School receives an ORCA card to use on a Metro Bus. This is a great opportunity to give your student the independence and opportunity to learn how to negotiate mass transit – even for 6th graders! Bus passes will be available at Back to Business Day. The first pass is free and there is a \$25 fee for a replacement pass. To find the route, go to the Metro Bus site at metro.kingcountry.gov and click on “Plan a Trip.” Put in your address and our address (445 128th Ave SE, Bellevue, 98005) to find the route that best works for your student.

What if my student loses their ORCA card?

Each student who lives outside the walking area of the International School receives an ORCA card to use on a Metro Bus. If your student loses their ORCA card, they will need to fill out a form and pay the \$25 replacement card fee in the Front Office. You may find the replacement form here:

<https://bsd405.org/departments/transportation/metro-transit/>. Your student will receive a new ORCA card (able to use that day) after completing the form and paying \$25 in the Front Office.

What is the drop-off/pick-up procedure?

Our number one priority is the safety of your children. Please note that you are not allowed to drive in the bus lane – the right side of the lane. The District’s agreement with Metro is that they have a clear bus lane since they need to get in and out of our parking lot in a timely manner.

*Do NOT cut through the parking lot to drop off your students - this is unsafe and blocks the parking lot for those who need to park. The buses have priority, please give them the space they need to get in and out. Your best plan is to leave early and arrive at school before things get really backed up. Wednesday afternoons can get VERY congested (everyone is leaving at the same time), arrange with your student to pick them up after the buses leave and you will be glad you did! *It would really help our traffic flow problem if you allowed your student to take the bus.**

Where can I park at the school?

Parking is very limited at International School. During the school day, before and during, please only park in the visitor spots located directly in front of the school. All other spots are assigned to staff and students. If there are no spots you will need to find a legal spot to park on the street. The streets closest to the school are permit parking only.



TECHNOLOGY/CELL PHONES

Why do students get a laptop?

International School, as part of the Bellevue School District, is a one-to-one computing school. This means that all students will receive a school laptop that students check out at the beginning of the school year and check back in at the end of the school year after completing their Student Use Agreement Form. Students use their laptop daily in all classes including PE and elective classes. It is important that students bring their laptop each day to school and care for their laptop (including not misplacing it!).

What programs do students mostly use on their laptop?

Students primarily use OneNote and Outlook. Many teachers post their daily assignments under the Content Library on OneNote and/or on their class Outlook calendar.

When will 6th graders be issued their laptops?

The 6th graders typically receive their laptops during the first week of school after they have gone through the training and they and their parents have signed the necessary paperwork. You may find the Student User Agreement Form here: <https://bsd405.org/wp-content/pdf/technology/Student%20Use%20Agreement.pdf>.

What happens if my student misplaces their laptop or their laptop is broken?

We have our amazing Tech Specialist, Jess Albrecht, on school grounds to help all our students with their tech needs. Whenever a student needs a laptop due to a broken part, program, etc. or misplaces it, we will provide a loaner laptop until the student's own laptop is ready to use again.

What are the rules regarding laptop use?

We take safety seriously and because this is a school issued laptop, our school district reserves the right of access to each laptop. We highly recommend each family to go over the following Policy 2022P – Electronic Resources: Student Acceptable Use of District Network on our district website: <https://bsd405.org/wp-content/pdf/policy/2022P.pdf>.

How can I support my student's laptop use while keeping in mind issues around safety?

Bellevue School District has provided the application apParent for parents/guardians to use to monitor their child's laptop usage. With apParent, you can monitor your child's laptop use, set limits on usage, and go over browser history. For more information please go to this website: <https://bsd405.org/departments/district-technology/1to1/>. We also encourage parents to use Common Sense Media as a resource for internet safety: www.common sense media.org.

Can my student bring their cellphone to school?

Yes, your student may bring their cellphone to school. With that said, cellphones can be very distracting during class time. (Remember – your student already must manage staying on task with their laptop!) We encourage you to have a discussion with your student surrounding cellphone use during class time and turning on the Do Not Disturb setting.



LOCKER – PE – LUNCH

Can I bring in things to the main office if my student has left things at home, such as lunches, homework, and laptop?

Yes, you may but please note that we will not deliver these items or notes to your student in class. It is very disruptive to the entire class. Please discuss with your student before the school year starts that if they leave something at home to check in the main office to see if you have brought in their forgotten items. You may also text your student to let them know to pick up their forgotten items.

Will there be help in learning how to open lockers?

Yes, during Back to Business Day, there will be students here to assist the 6th graders on how to open lockers. There are also instructions posted in the 6th grade locker bay. You can take some time that day with them to work on it. The more practice they get the better able they are to open their locker. If your student forgets their locker combination, they will need to go to the attendance office and ask for it.

Will my child need athletic clothes and shoes for PE?

Yes, but there is not a set uniform. They are required to change clothes or dress down for PE – athletic attire and running shoes. We also recommend a waterproof jacket you can comfortably run in during times of rain and bring any change of clothes necessary from the rain such as extra socks. (Yes! We do still run with the rain!)

Do I need to purchase a PE Lock?

Yes, your student will need to lock up their belongings when they are in PE. 6th grade students need to buy locks from the school – the lock is \$10. Your student may use this lock for their entire stay at International School. Please put your student's name or initials on the back of the lock and keep the lock safely during the summer to be used for the following year.

How do I pay for lunch?

On Back to Business Day, you can put money into your student's account. Your student will access this account by using their student ID when they go through the lunch line. This is the same ID that they have had since they registered in the District. You can also pay on line by going to www.paypams.com. You can sign up there to check your student's balance and view their purchases. You will need to enter your student's name and birthdate for verification. You can also send a check in with your student and they can hand it to the cashier when they are getting their lunch.

How do I know what's for lunch?

Menus are posted on the district website at <https://bsd405.org/services/nutrition-services/lunch/>.

How do I apply for free/reduced lunch?

You may apply for free/reduced priced meals through the Nutrition Services website:

<https://bsd405.org/services/nutrition-services/free-reduced/>. We encourage all our families who may need financial support to apply as the program also provides fee waivers to many school activities such as Focus Week activities.



EXTRACURRICULARS AT IS

How can my student get involved right away?

Are there sports for middle school at International?

Yes, the sports listed below are offered as after school activities – after tutorial. Your student will need to listen to the morning announcements during 1st period to see when the interest meetings are happening for each sport. There are two groups offering sports, the Bellevue School District Middle Schools PE Department and Club Jubilee. The sports offered by the District require parents to drive their students to and from the games at the other schools. The Club Jubilee program pays for buses to take students to the games and then back to school. You will then need to pick up your student at the school. There is no activity bus to take students home after sports.

Season	Sport	Start Month	End Month	Led By
Fall	Cross Country	September	October	Jubilee REACH
Fall	Soccer	September	November	Jubilee REACH
Fall	Girls Golf	September	November	Jubilee REACH
Winter	Badminton	November	January	PE Department
Winter	Flag Football	November	January	Jubilee REACH
Winter	Volleyball	January	March	PE Department
Spring	Soccer	March	May	Jubilee REACH
Spring	Basketball	March	May	Jubilee REACH
Spring	Girls Golf	March	May	Jubilee REACH

*Exact dates to be determined in the Summer of 2019

Is there a drama program?

Yes, there is a fall drama and spring musical. The fall drama auditions are typically scheduled for the beginning of September. If you have any questions, please contact the drama teacher, Karen Gath, at gathk@bsd045.org.

Is there a student government/council at International?

Yes, International School has its own ASB – Associated Student Body. ASB is our student government and they are responsible for the social side of school – dances, socials, assemblies, spirit week, etc. Students may join by purchasing an ASB card. It is optional to join but some of the benefits of joining are discounts to socials and dances and the opportunity to run for office. Elections for 6th grade officers happen in early October. If your student is interested they will need to attend an interest meeting, fill out a form, campaign, and give a speech to their class. Being on ASB requires that they attend the socials to set up and clean up afterwards. It also requires some extra time after school for meetings. Elections for 7th – 12th grades happen in the early spring for the following year.

Are there Big Buddy events?

Yes, there are Buddy Lunches about 4 – 6 times a year. It is a great way for them to stay connected to their big buddy! The dates will be announced in the morning announcements.

**Are there middle school dances/socials?**

Yes, in middle school these events are called socials. Socials are more than just a dance there is basketball and games set up in the gym. The Commons is set up with a DJ for dancing. There is a minimal cost to attend, usually less than \$10. ASB will have posters around the school prior to each social with the prices. Only IS students are allowed to attend the socials. There are staff and parent chaperones present. This is a great opportunity to volunteer and see first-hand the social life of a middle school student.

When do middle school socials generally take place?

Usually, IS Middle School ASB hosts four socials and a movie night. Socials happen during the months of September, December, April, and May with movie night in February. Please check the morning announcements for exact dates and costs.

Are there middle school clubs?

Yes, we have a very active middle school club environment. From Art Club to FBLA and Writing Club, many of our school clubs are open to middle school students. Most clubs meet during lunch time once a week. Please check our school website for club information:

<https://bsd405.org/international/titans/clubs/>.

What other leadership opportunities are there for my middle school student?

Along with ASB and various clubs, we have three very active student staff collaborative groups: IS Next, Safety Team, and Tech Team. IS Next focuses on positive behavior supports at school and overall school climate. Students work with school staff to make this happen. Safety Team meets regularly to learn about safety for the school and leads the school in mandatory safety drills each month. Students work with school staff and the Safety Team from the Bellevue School District to create a physically safe environment for the school. Tech Team provides support in all areas of tech and an opportunity for students to learn about different technologies such as our MakerLab gadgets.

COMMUNICATION TO/FROM SCHOOL**How do I get on the school e-mail list?**

We use the e-mail from the registration form that you completed. Please let the school know if your e-mail changes. The principal, Tara Gray, and the middle school counselor, Arty Christiano, will frequently send out messages by e-mail. Teachers will also communicate with parents mostly by e-mail. So please keep your e-mail updated on ParentVue or registration form! Often, we find that e-mails bounce back because of incorrect spelling. Please help us double check so we do not miss you.

How can I contact staff, teachers, or counselors?

E-mail is the best and fastest way to reach staff. You can find email addresses on the school website: <https://bsd405.org/international/about/international-school-staff/>. Most but not all e-mails follow this rule: last name and the first initial of first name @bsd405.org (example of e-mail for John Smith, smithj@bsd405.org). Please help your student take the lead on communication! Teach them to write an appropriate and effective e-mail communication to staff.



PARENT INVOLVEMENT

How can I get involved?

Is there a PTSA?

Yes, International School has a strong PTSA and an award-winning e-newsletter: Monday Messenger. Please join! They will have a table at our Back to Business Day or you can join online. The PTSA provides support for the academic success of our school through teacher and staff grants, curriculum enrichment, monthly teacher appreciation lunches, and campus improvement projects. The two main fundraisers are a fall donation campaign and Spring Auction. Please visit their website at www.isptsa.org.

Now that my student is in middle school, can I still volunteer?

Yes! We love our volunteers and there are many opportunities to do so here. We feel it is one of the reasons our school is so successful!

Office Volunteers: Our office manager is the contact person to volunteer in the office. This is a great way to learn first-hand how the school operates and find out what is going on!

Classroom and Field Trip Volunteers: Our school secretary is the contact person for these volunteers. We especially need volunteers for Focus Week in May.

Chaperones for Socials and Dances: Our middle school socials and high school dances are made possible with the support of parent/guardian chaperones. It is a fun way to be near your student's social scene. E-mails will be sent out prior to each event asking for parent/guardian chaperones.

PE Running Chaperones: Please contact your student's PE teacher to offer to run with the students. You do not have to be a marathon runner, they can use all levels!

Driving on Field Trips: Each year you will need to fill out the Bellevue School District's Driver Authorization Form. Do this early in the school year and then you will be all set for the rest of the year! Here's the link to the form: <https://bsd405.org/wp-content/uploads/2018/08/2320P-Exh.-G.pdf>. You may return the completed form to the Front Office.

PTSA: PTSA has many positions and events where you can volunteer. When you join up in the fall, sign up to volunteer with them!

Do I need to be approved by the school district to be able to volunteer?

Yes, you do need to be an approved volunteer for the Bellevue School District to be able to volunteer in any capacity. For more information and to apply to become a volunteer, please go to this website: <https://bsd405.org/get-involved/volunteer/>.



WHAT IS...?

Morning Announcements

Each morning during the first couple minutes of either 2nd or 3rd period the morning announcements are read. This is how students find out what is happening that day and week at school. They are also uploaded to our school website each day so you can read them as well.

6th Grade Retreat

High school volunteers host a day of activities designed for 6th graders to get to know one another and learn more about International. There are staff and parent chaperones involved in the planning and attending the event as well.

Focus Week

Focus Week is when students participate in a week-long class in place of their normal classes. This is typically held in April or May. This is a required event and is counted as mandatory school time, so family vacations should be planned accordingly. Many students go on trips, with Washington DC and France as recurring trips. There are many groups that are local and do day trips from our campus. Each IS teacher sponsors a week. The brochure will be posted online with this year's choices and prices for Focus Weeks. You will have several weeks to decide and will be asked to make four choices that your student is willing to participate in. They will be placed in one of those four choices. There are limited scholarships available.

“Community”

Community is 35 minutes reserved on Wednesdays to conduct a gathering of students into various groups such as Class Meetings, ASB meetings, assemblies, meeting of mixed grades and Focus Week (elective) groups. Community options are being planned currently and will be presented to students at the end of September. They will have several days to decide which “community” they will want to attend for the year. Students who are in school leadership groups such as ASB, IS Next, or Safety Team must attend that community.

PE Runs

Our students run two to three times a week as part of mandatory PE classes. Students are required to run with a buddy and there are staff and parent volunteers that run with the students. There is an off-campus permission form that parents need to sign and return to the school for your student to participate in the off-campus runs. You can find this form on the website with the back to school information.

Spirit Week

Spirit Week happens twice a year – once in the fall and once in the spring – and is hosted by ASB. During Spirit Week, students dress to each day's theme such as Tropical Tuesday, College Day, etc. The grade level with the most points from participation will receive donuts.



HOW DO I...?

Take my kids out of school during the school day?

On the morning of the absence, send a note with the student to the attendance office, not to the teacher. The student needs to get a release slip from the attendance office. The student shows this slip to the teacher of the class where the student needs to leave early. It will indicate the time the student must leave class. It will be the student's responsibility to keep track of time and leave class to meet his/her parent or guardian at the attendance window to sign out. We will not call students out of class, as it is very disruptive to the entire class. Students must sign out when leaving campus at any time during the school day. Students will not be allowed to leave campus without a note to excuse them or their parent/guardian stopping by the office to sign them out.

Report an absence?

If a student is not going to be in school, the parent or guardian should call (425-456-6545) or e-mail the school attendance office (ISattendance@bsd405.org) early in the morning of the absence/tardy. If the school is not notified of an absence, a note from the parent or guardian will be required on the day following the student's return to school after the absence. If the excuse comes in after this time limit, the absence may not be excused. If no communication from the parent or guardian is received the absence will be considered truant. Additional information may be found here:

<http://www.bsd405.org/international/report-an-absence/>.

Prearrange an absence?

If a parent/guardian knows in advance that a student will miss school and would like the absence to be considered an excused absence, please contact the attendance office by note or email (ISattendance@bsd405.org) to request approval for an excused absence. The student will be given a pre-arranged absence form to be signed by all teachers affected by the absence and to be signed by the parent. The signed and completed paperwork must be submitted to the attendance office five (5) school days prior to the absence. Paperwork received less than five school days prior to the absence will be considered an unexcused absence. It will be the student's responsibility to complete the work missed due to the absence. *Pre-arranged absence forms are required for both excused and unexcused absences.*

Pay for school items?

Most items and field trips can be paid online at <https://touchbase.bsd405.org/>. You may also pay in the school office with cash, check, or credit card from during the school hours.

Contact my student during the school day?

We encourage you to communicate with your student before they come to school. It is disruptive to interrupt the entire class, so we will not take notes to the classroom unless it is an emergency.

Find lost items?

There are several locations for lost items. Each locker room has a lost and found for clothes. On the stage in the Commons is a large bin where clothes and other misc. items that are lost are stored. The office keeps the small and expensive items such as phones, jewelry and keys. The clothes are donated several times a year to different charities so please check right away if you think your student is missing something.

**Get a school directory?**

The ISPTSA provides an online directory of all families at our school. This is provided through an app called DirectorySpot. This app is free of charge and is available to every family at IS. Information for the directory is received from BSD and people may opt out of listing with the directory through the BSD. The directory is an important part of our community and we encourage everyone to have their families listed. The PTSA considers your information private and only IS families and staff may receive access to our directory.

MISCELLANEOUS QUESTIONS**Is there a school nurse?**

Yes, we do have a school nurse however our school nurse is only available part-time, one and a half day a week. For the 2018-2019 school year, our school nurse is Lori Wheatley who is at International School on Tuesdays and Wednesday mornings.

Can you give my student medicine?

Yes, but only if a Medication Authorization Form has been completed and turned in. For ALL prescription or over-the-counter medications to be administered at school, your doctor must sign off on this paperwork. The form can be found here: <https://bsd405.org/wp-content/pdf/health/med-authorization.pdf>

When is Curriculum Night?

Curriculum night is typically on a Thursday evening in late September/early October. Our parking lot is small and cannot accommodate all the people that will be coming so you will want to arrive early. You will first meet in the gym for a presentation by Tara Gray and then follow your student's schedule which they will be bringing home to you. Students may come but the evening is geared to parents and there is no child care available.