

ADNA ELEMENTARY HANDBOOK

2010-2011 SCHOOL YEAR

ADNA SEADOGS

We are the ADNA SEADOGS. We show our school spirit by wearing the Adna colors of blue and gold on Fridays. Our student body is being prepared to progress through high school. Our staff has taken the responsibility of teaching students the academic skills necessary to eventually earn a diploma.

STAFF

Principal	Mrs. Lisa Dallas
Secretary	Mrs. Pam Beaulieu
Kindergarten	Mrs. Tiffany Metzenberg
1 st Grade	Mrs. Jenny Ashmore, Mrs. Jennifer Humphrey
2 nd Grade	Ms. Marci Bower, Mrs. Jenny Minkoff
3 rd Grade	Mr. Jim Brooks, Mrs. Elaine Johnson
4 th Grade	Mrs. Teresa Berg, Mr. Barry Wrzesinski, Mrs. Michelle Jeffries
5 th Grade	Mrs. Cheryl Gibson, Mrs. Toni Moran
Resource	Ms. Chris Johnston
Reading	Mrs. Patty Johnson
Music	Mrs. Shawn Meagher
PE	Mrs. Marcy Scheuber
Nurse	Mrs. Dom Walker
Paraprofessionals	Mrs. Juli Aselton, Mrs. Amy Berg, Mrs. Tobi Dawes, Mrs. Kim Bradeen, Mrs. Shannon Gaffney-Vestal, Mrs. Jody Stewart

DAILY SCHEDULE

Breakfast/Playground Supervision	8:10
School begins	8:30
Primary recess (K, 1, 2)	10:00
Intermediate recess (3,4, 5)	10:15
Lunch:	11:10 to 11:40
Kindergarten	11:10
1st	11:15
2nd	11:20
3rd	11:25
4th	11:35
5th	11:40
Lunch recess	
K,1st, 2nd	11:45 to 12:15
3 rd , 4th, 5th	12:00 to 12:30
Afternoon recess for everyone	1:40 to 1:50
Dismissal	2:40

VISITORS

We ask that all visitors or guests to our building stop at the front office and sign in. Sometimes we will have a phone call for someone visiting and we are not sure if you are here. If we can check the sign-in form, we can locate you. Custody cases are becoming more common and we need to know who is in our building or on the playground. Please take the time to sign in when you enter the building.

BREAKFAST/LUNCH PROGRAM

Meal services are provided through IPM Interpacific Management twice daily.

Breakfast \$1.35 Lunch \$2.40 Milk \$0.35

We encourage all those that qualify to sign up for free/reduced meals.

Online payments and account balances can be accessed at MyNutriKids.com. Students with more than 3 charges on the account may be served a cheese sandwich for the entrée.

MEDICATIONS AT SCHOOL

There are times students will need to take medications while attending school. We require that all prescription medications be brought to the office with a **signed authorization form from the parent and physician** indicating what medicine we are administering, how much to give, and at what times. All medicine must be in the original container with the doctor's name and directions. Medicines should not be kept in lunch boxes or plastic sacks in desks. **Due to current regulations, over the counter medications cannot be given at school. The parent will have to come to the school to administer these medications. If a doctor prescribes an over the counter medicine, it will be treated the same way as a prescription. The doctor and the parent will need to sign the authorization form.**

TRANSPORTATION CHANGES

Please notify the office in advance if there is to be a change in transporting your child. If no notification is received, your child will follow his/her regular method of getting home. If they are visiting a friend, we require that both parents send notes that state the change. Bus drivers are not allowed to let a child off the bus at a different location unless they have a signed note from the office. If a late change is inevitable, we ask you call the school office **before 2:00 p.m.**

Bus questions, contact Sharma Compton 748-0388

ARRIVAL

The school day at Adna begins at 8:30 a.m. for the students. We ask that they arrive on the school grounds after 8:10 a.m. when breakfast begins and there is someone outside to supervise. If you are bringing your child to school please drop them off at the front of the building. Only the busses use the back driveway. The students should then report to the playground to wait for the bell to ring. If they arrive before staff supervision, they will be on the playground unsupervised. **Please arrange your schedule so children do not arrive before 8:10.**

DISMISSAL

We dismiss at 2:40 in the afternoon. Children who are being picked up go to the front of the building and are dismissed by the person at the door. Those who ride the bus are escorted to the busses at the back of the building. Walkers or bike riders are not dismissed until the busses leave the school. They also wait at the front of the building.

Students who are picked up early are marked tardy for the records. The students are expected to stay until school is dismissed unless there is an appointment or emergency reason they need to leave early. The last few minutes of a day the teachers give important information about the next day and they summarize what is expected from the students. When children are requested to leave the room, it adds to the confusion on the last few minutes and can cause them to miss important information they need.

ATTENDANCE

All children are expected to be in attendance each day unless they are ill or a family emergency arises. The school curriculum is built day by day and if a child misses school, they miss the continuity and sequence that occurs. Class discussions and interactions are an important tool in the progression of skills. When children miss school they may grasp the skill, but they may not have the opportunity to relate a concept to a discussion that occurred when they were absent. Attendance and tardies can affect a child's progress and feeling of belonging that is important.

RCW28A.225.010 is the compulsory education law for the state of Washington. The Adna District recognizes illness, doctor/dentist appointments, and preapproved trips as excused absences. Other absences are unexcused and according to state law RCW28A.225.020 (also known as the Becca Bill) requires schools to follow specific steps if a child is absent from school without an excuse.

We ask that you call the school before 9:00 on the day a student is absent. If we have not heard from you, we will call to verify the reason for the absence. These phone contacts will count as an excused absence if they meet the requirements. If we did not talk to you then we need you to send written notice of why your child was absent from school. If these excuses are not received, the absence will be noted as unexcused. **Please note: All trips (even for one day) must be preapproved by the principal in order for them to be considered an excused absence.**

DRESS CODE

The intent of the dress code is to reinforce an educational environment such that the clothing does not interfere with the learning. We believe the way a child is dressed can affect their behavior. School is a place of work for the child. They should be comfortable and feel good about their clothes.

- Tops and pants should meet with no stomach or underwear showing.
- Shorts and skirts below your fingertips.
- Shoes should be appropriate for students to run and play. Footwear needs to stay on while playing and protect your feet, not flip flops.

- T-shirts should also reflect good taste if they have messages on them. Beer, drug, and tobacco logos are not acceptable in the school setting.
- Hats are not allowed to be worn in the building.

We want to keep students safe and focused on learning.

MATERIALS

When your student brings school materials to school, we ask that they be marked with their names. Coats, sweaters, hats, playground equipment, etc., should always be marked so if they are lost we can locate the owner.

Game Boys, Nintendo DS, MP3 or other radios are not allowed at school. While they are allowed on the bus, these items need to be kept in their backpacks. They are too expensive and cause distractions. We feel elementary students should be spending their free time at school working with other students and learning to communicate with their classmates.

Materials brought to school that cause a disruption or that can be viewed as causing a potential problem will be removed from the student and kept until the end of the day or until a parent can be called to pick up the item. We do not allow trading of cards, games, clothing or any personal items.

CELL PHONES

Cell phones are to be turned off and in the student's backpack during school hours. This minimizes class disruptions. If you would like to contact your child during the day, please call the office (360)748-1869.

LOST AND FOUND

Every year we sent two or three bags of clothes to a charity organization. We have a lost and found area in the hall between the Library and Gym. We try to display shirts, coats, jackets, and hats in this area. Please check for lost items. Small toys, jewelry, glasses, etc. are kept in the office area and must be identified.

GRADES

Our grading marks are 1 = well below grade level standard, 2 = below grade level standard, 3 = at grade level standard, 4 = above grade level standard.

Report cards are sent home each quarter. The first quarter we also have parent teacher conferences. The teachers will contact parents if there is a concern about unfinished work, inability to understand the materials, or if they see lack of interest. We try to keep in close contact so the student continues to make progress. If there is something happening at home that may affect your child's attitude at school, please contact the school and let us know so we can work with you to make the best situation for learning.

CURRICULUM

Reading is being taught using the Houghton-Mifflin reading series. This series was adopted for the 2006-2007 school year after two years of piloting different books. The series uses a lot of varied literature. It starts with a whole language approach, but the phonics instruction is also an important component of the program. Writing and Spelling are important parts of this reading series. The highest objective we have in teaching reading is to create life long readers who enjoy reading. Each classroom has access to the Accelerated Reading Program. This program encourages students to read and then take a short quiz. The students are given points based on the book and the score they receive on the quiz. Rewards are given for reaching a certain point value. These tests can be taken from each classroom.

Math is being taught using the Scott Foresman/Addison Wesley resources. This curriculum was adopted in 2004. The students are learning to problem solve and to master computational skills. The curriculum was selected based on its ability to reinforce the Grade Level Essentials(GLE) which prepare students for the Measurement of Student Progress(MSP).

Social Studies is being taught using the Ginn series. First grade studies about their families and neighborhoods. Second grade study about their neighborhoods and transportation. The third graders get into communities. The fourth grade studies Washington History and the Oregon Trail. The fifth grade studies United States History.

Physical education and Health are taught by a certificated teacher. The Five For Life curriculum integrates components of Health in a variety of physical activities. Good sportsmanship is emphasized in all of the activities. Testing is done at the end of the year utilizing the Presidential Fitness Standards.

Music is taught on Mondays by a certificated teacher. Students learn components such as rhythm, notation, playing a recorder, and singing in harmony. Classroom Based Assessments(CBA) are given each semester.

Art is an area that enriches all subjects. The classrooms do many projects and we have some great posters and crafts the students make. We are striving to increase the type of lessons we have in art instruction. The teachers are stressing an awareness of different art forms by introducing students to the Artists. We have a series of lessons that walk the students through different media techniques. Every student is given the opportunity to display artwork at the Spring Youth Fair.

Science: The state has developed the essential learnings for Science. We are using FOSS science kits for classroom experiments to be done quarterly. Students are learning inquiry methods to make use of data to draw conclusions.

PROGRAMS

Adna Elementary offers many programs to help students in their progress.

Resource Room:

The resource room is available for students who meet the qualifications of the special education law. Students who have auditory, visual, kinesthetic, or other learning disabilities are served in the resource room. These students are tested by our school psychologist and the resource room teacher to identify their learning problem and how to best meet the students' needs.

Title I:

Title I is a federally funded program for reading, math and language arts instruction. In our school we are presently serving students who show a need for additional assistance in reading. Parent permission is required before a student receives this help.

LAP:

Learning Assistance Program is a state-funded program that is to supplement the programs of Title I. We use the monies to provide additional help in the area of math. Parents are asked for their permission before the student receives additional help. When possible, this help is given in the regular classroom. At other times a small group may be pulled out to work on a specific skill.

Computer Lab:

We have 24 internet accessible computers attached to the network in the library. Every classroom has Internet access with at least one computer available for classroom use. The classrooms also have email access for the teachers to communicate with parents. This service is district wide. We are continuing to build on our technology capabilities and instruction.

Speech Therapy:

Our speech therapist works with articulation (production of sounds) and with language, expressive and receptive. If a child is having difficulty being understood, the teacher may ask for your permission for the speech therapist to screen your child. This screening may determine if they can be helped by having therapy once or twice a week. Some students also have difficulty with classification, organization, and identifying grammatical patterns. The speech therapist again may be consulted with your permission.

Occupational Therapy:

The occupational therapist offers assistance to students who have body control or strength problems. It may affect their gross motor abilities like catching a ball, skipping, hopping, etc. or they may have difficulty cutting on the lines or writing within a limited space. The therapist is trained to help strengthen their ability to perform the tasks needed to be successful in the classroom. Again, the parent must grant permission before any testing or screening can be done.

Preschool:

We offer an early learning program for children three to five who have some developmental delays. These children are tested to determine their qualifications for the program. This program is a federally funded program.

PARTIES

The classrooms have three holiday parties. We celebrate Halloween, Christmas, and Valentine's Day. Parents assist in planning and organizing these parties. Teachers may sometimes reward students with other activities or 'parties' during the year.

We will spend a few minutes recognizing birthdays during the year. Please check with the classroom teacher if you plan to bring a special treat for a birthday. If you have flowers or balloons delivered, they will normally be taken to the classroom at the end of the day so as not to cause a distraction to the learning environment. Balloons and flowers are not allowed on the bus so arrangements must be made to pick your child up after school if you send these items.

FIELD TRIPS

Designated chaperones will have their way paid, but cannot bring any siblings. They will be responsible to supervise a group of students. Depending on the trip, parents may join at their own expense. If siblings are allowed then parents will have to provide their own transportation.

SCHOOLWIDE DISCIPLINE

A quality student at Adna Elementary uses appropriate behavior.

- **I use polite language.**
- **I keep objects, hands and feet to myself.**
- **I respect other's property.**
- **I am a good and respectful listener.**
- **I will not tolerate bullying or threatening words or actions.**

When a child is sent to the principal for disciplinary consequences, it is regarded as a serious matter. The first time a student is sent to the office for a disciplinary action, the principal will have a conference with the student to counsel about behavior and to determine a consequence that fits the situation. The second time a student is sent to the office, a plan of action will be determined. The third visit will require a parent/student/teacher and principal conference. A determination for short-term suspension or in school suspension may be decided at that time. We reserve this action because with all of us working together to show respect for each other, we can usually prevent drastic measures.

Not all visits to the office are for the principal to discipline the student. Students are also sent to the office for a time out, to complete an assignment, or discuss an issue. The

principal also meets with students to encourage positive behavior. Students also are given opportunities to share classroom work with the office staff.

HARRASSMENT/ASSAULT (VERBAL, PHYSICAL, SEXUAL)

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

If a child is harassing or bullying on the school grounds or in the classroom, they will be sent to the principal's office. The parents will be contacted regarding the appropriate consequence for the situation. Parents may be required to remove the student from the school immediately.

CLASSROOM DISCIPLINE

Classroom teachers will determine their own classroom rules and consequences. The principal will review a copy of the classroom plan and consequences. When the plan is approved, the plan will be sent home to the parents. For some children we may need to work out an individual contract with the child, teacher, and parent. These contracts are to help overcome specific problems a child may be having in the school setting.

PLAYGROUND DISCIPLINE

In order to provide a safe and comfortable environment, there have to be expectations for students. Part of the school procedure is to help students become aware of following rules and dealing with the consequences if those rules are not followed. This is noted in the long-range plan of the district as "everyone is responsible for their own actions." We also want to encourage proper behavior by recognizing those who do follow the rules. To this end, we have developed the following procedures at Adna Elementary.

Safety rules for the Playground Equipment:

1. Students using a slide should come down feet first.
2. Slides only go one way - down and not up.
3. One at a time on the slides.
4. Students should travel one way on all bars and rings, starting from the inside.
5. Do not sit on the top of the monkey bars.
6. Students may not lift one another to reach the playground equipment.

Consequences:

1. Wall time for 5 minutes.
2. Miss the next recess.
3. Removal from the playground for one day and parents contacted.
4. Severe clause: In school suspension.
5. Games that may cause injury or continual disputes will be discontinued.

Verbal warnings will be given to students when they are engaging in an activity that will lead to consequences. Parents will be contacted to support the consequences and develop a plan of action to change the behavior.

DANGEROUS WEAPONS

(All information in this category is taken directly from the state directive. Spelling and grammar are from the state ruling.)

It is unlawful for any person to carry onto public elementary school premises, school provided transportation, or areas/facilities while being used exclusively by public or private schools any firearm or dangerous weapons. Dangerous weapons as defined by RCW 9.41.250 and 9.41.280 include: Instrument or weapon of the kind usually known as a slung shot, sand club, or metal knuckles, or spring blade knife, or any knife the blade of which is automatically released by a spring mechanism or other mechanical device, or any knife having a blade which opens, or falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; who shall furtively carry with intent to conceal any dagger, dirk, pistol, or other dangerous weapon; who shall use any device commonly known as "num-chu-ka sticks", consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means; or any device, commonly known as "throwing stars", which are multi-pointed, metal objects designed to embed upon impact from any aspect; or any air gun, including any air pistol or air rifle designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas. Violators are guilty of a gross misdemeanor.

Any violation of the above by an elementary student constitutes grounds for expulsion "from the state's public schools in accordance with RCW 28A.600.010." Further, violation of the section having to do specifically with firearms SHALL result in expulsion in accordance with the aforementioned RCW. Schools must notify promptly law enforcement and the student's parent or guardian regarding any allegation or indication of such violation.

Look alike toys, squirt guns, paint ball guns, etc. are not allowed at school. Pocketknives are not to be brought to school. These will be removed from the students and the parents will be called for a conference. Our society demands that we take a strong stance with these situations.

DRUG/GUN FREE SCHOOL

The Adna School District is a Drug and Gun Free School. Any person with drugs will be removed from the premises. The incident will be reported to the proper authorities.

TOBACCO

The use of tobacco or tobacco products is not allowed on school property or in school vehicles. Employees and students are subject to discipline for violations of this policy, and school district employees are responsible for the enforcement of the policy.

RCW70.155.080

PESTICIDES

The law requires that all schools follow a specific pesticide application notification procedure. This procedure may include posting a notification of a pesticide application in a prominent place in the main office of the school and/or at the application site. Also, any student, parent/guardian or staff member may contact the school and request that officials personally contact them prior to pesticide application.

PARENTAL INVOLVEMENT

School Board Policy No. 4130

I. The Board recognizes that parent involvement contributes to the achievement of academic standards by students participating in district programs. The Board views the education of students as a cooperative effort among school, parents and community. The Board expects that its schools will carry out programs, activities and procedures in accordance with the statutory definition of parental involvement. Parental involvement means the participation of parent in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- A. Play an integral role in assisting their child's learning;
- B. Are encouraged to be actively involved in their child's education at school; and
- C. Are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child.

II. The board of directors adopts as part of this policy the following guidance for parent involvement. The District shall:

- A. Put into operation programs, activities and procedures for the involvement of parents in all of its Title I schools consistent with federal laws. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children;
- B. Work with its schools to insure that the required school-level parental involvement policies meet the requirements of federal law, including a school parent compact;
- C. To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format in a language parents understand including alternative formats upon request; and
- D. Involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent.

Title I Parent Participation

PTO will review the Title I program at the October meeting.

Title I families will meet in the fall to review student work and the program. This will include dinner and childcare.

Parents will sign a compact with the teacher at the Parent Teacher conferences in November.

Parents will have teacher conferences in April to review student progress.

Parents will be given an evaluation to complete in the spring.

PTO - Parent Teacher Organization.

This group is a support group for the school. They work to improve the offerings at Adna Elementary. They provide the extra hands and organization for many of the projects we accomplish. They also help to raise funds for school functions. The PTO officers are President: Jen Humphrey , Treasurer: Teresa Berg, Secretary: Julie McGregor.

FUNDRAISING

General Mills Cereals have a Box Top for Education drive. We receive 10 cents for every box top with the decal. You can also find the decals on such items as Fruit Snacks, Yoplait Yogurt, Pop Secret Popcorn, Golden Graham Treats, Nature Valley Granola Bars, and Sweet Rewards.

Our fundraisers include Snack Friday, Flower Sales, Harvest Party, Bingo, and Scrapbooking Day. We appreciate your support and volunteer time for these events.

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**AT ADNA ELEMENTARY
CHILDREN ARE OUR FIRST PRIORITY
AND
EDUCATION IS A TEAM EFFORT
WITH
THE HOME, SCHOOL AND COMMUNITY
WORKING TOGETHER FOR SUCCESS**