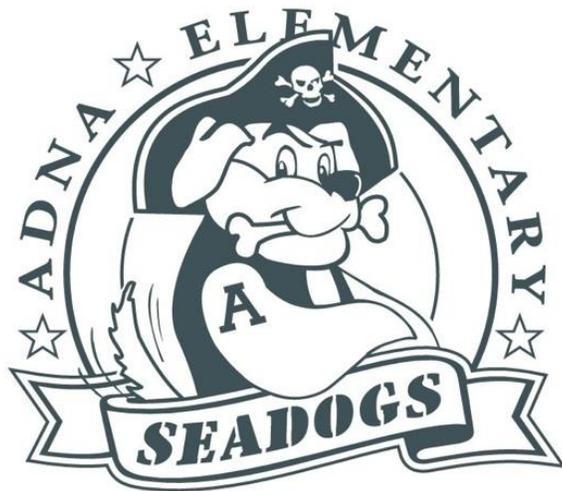


# Adna Elementary Seadogs



Parent & Student  
2018-2019 Handbook

ADNA ELEMENTARY HANDBOOK

**2018-2019 SCHOOL YEAR**

**ADNA SEADOGS**

We are the ADNA SEADOGS. **A Seadog is a Pirate’s best friend!** 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 Ms. Chris Johnston, Mrs. Tiffany Metzberg  
1<sup>st</sup> Grade Mrs. Jennifer Humphrey, Ms. Jordan Ray  
2<sup>nd</sup> Grade Ms. Marci Bower, Mrs. Kelly Prouty  
3<sup>rd</sup> Grade Mrs. Marinda Boyd, Mr. Jim Brooks, Mrs. Amy DeBolt  
4<sup>th</sup> Grade Mrs. Teresa Berg, Mr. Barry Wrzesinski  
5<sup>th</sup> Grade Mrs. Krissy Davis, Ms. Grace Hylton  
Resource Ms. Jeanice Baglien  
Reading Specialist Mrs. Cristi Parks  
Music/Title I Director Mrs. Shawn Meagher  
PE/Title I Math Mrs. Marcy Scheuber  
Nurse Mrs. Teresa Ramsey  
Paraprofessionals Mrs. Lindsey Beaulieu, Mrs. Ali Davis, Mrs. Tobi Dawes, Ms. Haley Minkoff, Mrs. Trisha Newman, Mrs. Jody Stewart, Mrs. Emily vonFlotow

**DAILY SCHEDULES**

Breakfast/ <b>Playground Supervision</b>	<b>8:10</b>
School begins	8:30
Recess 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	10:00 to 10:15
Recess K, 1 <sup>st</sup> , 2 <sup>nd</sup>	10:15 to 10:30
Lunch:	11:00 to 11:40
Kindergarten	11:00
1st	11:05
2nd	11:20
3rd	11:25
4th	11:40
5th	11:45
Recess K, 1 <sup>st</sup> , 2 <sup>nd</sup>	11:40 to 12:10
Recess 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	12:10 to 12:40
Recess K, 1 <sup>st</sup> , 2 <sup>nd</sup>	1:40 to 1:50
Recess 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	1:50 to 2:00
<b>Dismissal</b>	<b>2:50</b>

## **ARRIVAL/DISMISSAL**

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, 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 arrive after 8:10.**

We dismiss at **2:50** 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.

**Please send a note if your child's transportation changes.**

## **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.

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.**

### **Excused and Unexcused Absences District Policy 3122**

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian to document a student's excused absences.

## **2SHB 2449 Changes to the BECCA Bill Expansion of Elementary School Conferences**

Districts are required to conference with the parent/guardian and child in an elementary school for any student who has five or more *excused* absences in a month or ten or more excused absences in the current year except when (1) prior written notice was given or a doctor's note was provided; and (2) an academic plan was put in place to keep the student on track.

The conference must include a school district employee such as a nurse, counselor, social worker, teacher, or community human services provider at a time reasonably convenient for all persons for the purpose of identifying the barriers to attendance and supports and resources so that the child may regularly attend school. If the child has an IEP or a 504 plan, the team that created the plan is required to attend the conference.

A conference is not required if there was prior notice or a doctor note was provided to the school *and* there is an academic plan put into place to ensure the student does not fall behind.

### **Early Intervention**

After two *unexcused* absences in a month, schools are additionally required to take data-informed steps to eliminate or reduce the student's absences. These steps include application of the Washington Assessment of Risks and Needs of Students (WARNS) by a school district's designee and, where indicated, provide an approved best practice and/or research-based intervention consistent with the WARNS profile.

### **Excused Absences**

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid excuses for absences:

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

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

- A. If an absence is excused, the student will be permitted to make up all missed assignments outside of class under reasonable conditions and time limits established by the appropriate teacher; except that in participation-type classes, a student's grade may be affected because of the student's inability to make up the activities conducted during a class period.
- B. An excused absence will be verified by a parent/guardian or an adult, emancipated or appropriately aged student, or school authority responsible for the absence. An absence will be considered unexcused until such time the absence may be verified by a parent or other responsible adult.

### **Unexcused Absences**

- A. Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence.
- B. As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused will experience the consequences of his/her absence. A student's grade may be affected if a graded activity or assignment occurs during the period of time when the student is absent.
- C. The school will notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification will include the potential consequences of additional unexcused absences.
- D. A conference with the parent or guardian will be held after two unexcused absences within any month during the current school year. A student may be suspended or expelled for habitual truancy. Prior to suspension or expulsion, the parent will be notified in writing in his/her primary language that the student has unexcused absences. A conference will be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school. If the parent does not attend the conference, the parent will be notified of the steps the district has decided to take to reduce the student's absences.
- E. Not later than the student's fifth unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.
- F. If such action is not successful, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year.
- G. All suspensions and/or expulsions will be reported in writing to the superintendent within 24 hours after imposition.

### **BREAKFAST/LUNCH PROGRAM**

Meal services are provided twice daily.

Breakfast \$1.45

Lunch \$2.60

Milk \$0.35

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

## **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)748-7029.

## **CURRICULUM**

**Reading** is being taught using the Houghton-Mifflin reading series titled Journeys. This series was adopted in the 2014-2015 school year. The curriculum was selected based on its ability to reinforce the Common Core Standards which prepares students for the Smarter Balanced Assessment. The series uses a lot of varied literature. It starts with a whole language approach, but 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 My Math resources published by McGraw-Hill. This curriculum was adopted in 2013. The students are learning to problem solve and to master computational skills. The curriculum was selected based on its ability to reinforce the Common Core Standards which prepares students for the Smarter Balanced Assessment. For more information online [www.mhmymath.com](http://www.mhmymath.com). We also make use of the online IXL program to reinforce the state standards.

**Social Studies** is being taught using the Social Studies Weekly series which was adopted in 2017. First grade studies about their families and neighborhoods. Second grade study about their neighborhoods and transportation. The third graders focus on communities. The fourth grade researches Washington State History and the Oregon Trail which culminates in a city report. The fifth grade studies United States History and produces a state report.

**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. We require a pair of shoes for gym use that remains at the school.

**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:** is being taught using Interactive Science published by Pearson. This curriculum was adopted in 2016. The state has developed the Next Generation Science Standards(NGSS) for Science. Students are learning inquiry methods to make use of data to draw conclusions. 5<sup>th</sup> grade students participate in a Science Fair in the spring.

## **DANGEROUS WEAPONS ON SCHOOL PREMISES REGULATIONS**

School Board Policy No. 4210

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

The superintendent is directed to see that all school facilities post “Gun-Free Zone” signs, and that all violations of this policy and RCW 9.41.280 are reported annually to the Superintendent of Public Instruction.

The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

- A. Persons engaged in military, law enforcement, or school district security activities;
- B. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course;
- C. Persons competing in school authorized firearm or air gun competitions; and
- D. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- A. Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- B. Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of district policy.

School officials will promptly notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy will be subject to discipline, including a one-year expulsion for a violation involving a firearm. However, the superintendent may modify the one-year expulsion on a case-by-case basis.

In regard to pocketknives, squirt guns, and look-alike weapons: The consequence for the possession/use of these items is determined by the intent of the individual in possession. Example--A pocketknife may be confiscated and a behavior referral may be issued. However, if the pocketknife is used to threaten or assault a student or staff member, the student shall be expelled.

## **DISCIPLINE**

### **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.**

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.

### **4 Being a Quality Student:**

On the 4<sup>th</sup> day of the month all students that have followed the 4 rules at all times will get 4 extra minutes of recess and 4 names will be drawn for prizes.

### **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. Students should travel one way on all bars and rings.
4. Do not sit on the top of the monkey bars.
5. 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.

Not all visits to the office are for the principal to discipline the student. Students are 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 are given opportunities to share classroom work with the office staff.

### **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.
- 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 require a pair of shoes for gym use that remains at the school.

We want to keep students safe and focused on learning.

*SPIRIT FRIDAYS* We count the number of students wearing only our school colors **Blue&Gold!** If they have a shirt that has ADNA, that also counts. The class with the highest percentage gets the *SEADOG SPIRIT* banner for the week!

### **DRUG FREE SCHOOL**

The Adna School District is designated 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.

### **FIELD TRIPS**

Parents may join at their own expense. Due to the responsibility of supervision of all students, we discourage bringing siblings. If siblings are allowed, then parents will have to provide their own transportation.

For safety and liability reasons it is expected that students travel to and from field trips on the school bus. If the teacher allows, a student may be released from a field trip to ride home **with his/her parent or guardian only**, provided that a dated, written release has been received and personal contact has been made with the teacher at the field trip site.

## FUNDRAISING

**Book Bingo:** Bingo with all the prizes being books. We want all children to win a book of their very own. Look for this in November.

**Book Fair:** Scholastic Books is our sponsor for this event which is held during Spring Conferences. Students have an opportunity to also purchase the books during the day. All proceeds are used to purchase books for our library and classrooms.

**Box Tops:** You can find the decals on such items as General Mills Cereals, Fruit Snacks, Yoplait Yogurt, Pop Secret Popcorn, Golden Graham Treats, Nature Valley Granola Bars...

**Fall Fundraiser:** Students sell items from a catalog that can be use for the holidays.

**Harvest Party:** This is a family friendly atmosphere with games, food and crafts. Everyone is encouraged to come in costume.

**Snack Friday:** Fridays at lunch recess a 25 cent snack is sold. There is a 2 snack limit per child. Snacks include treats such as Airheads, Laffy Taffy, licorice, rice krispie treats.

We appreciate your support and volunteer time for these events. If you have a great idea for something new, please contact the PTO.

## 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 trimester. The first trimester 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.

## 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 sever, 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. For additional information and to report harassment the district has posted Board policy/procedure 3207, Prohibition of Harassment, Intimidation and Bullying on the website. [www.adnaschools.org/anti-bullying-policy-and-procedure.html](http://www.adnaschools.org/anti-bullying-policy-and-procedure.html). District Compliance Officer: Lisa Dallas 360-748-0362 or [dallasl@adnaschools.org](mailto:dallasl@adnaschools.org)

## **SEXUAL HARASSMENT**

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

**Sexual harassment is unwelcome behavior or communication that is sexual in nature when:**

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

### **Examples of Sexual Harassment:**

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, Lisa Dallas [dallasl@adnaschools.org](mailto:dallasl@adnaschools.org) or 360-748-0362. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: [http://www.adnaschools.org/uploads/5/5/4/6/5546109/5011pr\\_sexual\\_harassment.pdf](http://www.adnaschools.org/uploads/5/5/4/6/5546109/5011pr_sexual_harassment.pdf)

## **LOST AND FOUND**

Every year we send 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.

## **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.

While cell phones, iPads are allowed on the bus, these items need to be kept in their backpacks while at school. 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.

## **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 can 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.**

## **MOVIE POLICY**

Movies may be shown to enhance the educational experience related to classroom activities. For example, after reading the book Charlotte's Web, the movie will be compared to the book. Students must have parent/guardian permission to view movies that are not rated G. Alternative activities will be provided by the teacher for those students not viewing the movie.

## **NONDISCRIMINATION**

The Adna 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, gender 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(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights and Section 504 Coordinator James Forrest PO Box 118, Adna, WA 98522 ph.

(360) 748-0362, forrestj@adnaschools.org

Title IX Officer's Lisa Dallas PO Box 118, Adna, WA 98522 ph. (360) 748-0362,

dallasl@adnaschools.org

You can report discrimination and discriminatory and/or sexual harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here:

<http://www.adnaschools.org/notifications--statements---policies--procedures.html>

## **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.

## **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 learning challenges and how to best meet the students' needs.

### **Extra Math and Extra Reading:**

These programs make use of federally and state funding for reading, math and language arts instruction. In our school we are serving students who show a need for additional assistance in reading and math based on teacher recommendation and assessment data. Parent permission is required before a student receives this help.

### **Highly Capable:**

This program is designed for students that possess the following characteristics:

Capacity to learn with unusual depth of understanding, to retain what has been learned, and to transfer learning to new situations; Capacity and willingness to deal with increasing levels of abstraction and complexity earlier than their chronological peers; Ability to make unusual connections among ideas and concepts; Ability to learn very quickly in their area(s) of intellectual strength; Capacity for intense concentration and/or focus.

Students may be nominated by teachers and parents. Qualified students participate in quarterly enrichment activities.

### **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.

### **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

having therapy once or twice a week can help them. 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 identified developmental delays. These children are tested to determine their qualifications for the program. This program is a federally funded program.

### **SECTION 504**

Section 504 of the Rehabilitation Act of 1973, commonly called "Section 504," is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district's Section 504 Coordinator:

**James L. Forrest**  
**PO Box 118**  
**Adna, WA 98522**  
**360-748-0362, [forrestj@adnaschools.org](mailto:forrestj@adnaschools.org)**

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099. Phone: 206-607-1600/TDD: 206-607-1647 Website: [www.ed.gov/OCR](http://www.ed.gov/OCR)

### **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.

### **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.

### **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-Phyllis Sappenfield, Treasurer-Lindsey Beaulieu, Secretary-Ali Davis.

## **TEACHER EVALUATION**

Washington State requires parent notification of the teacher evaluation process. Adna School District adopted the University of Washington Center for Educational Leadership framework for teacher evaluation. Teachers will be classified as Unsatisfactory, Basic, Proficient or Distinguished according to the state criteria.

## **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

## **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 going home with 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**

**Bus questions, contact Sharma Compton 360-748-0388**

## **VISITORS**

We ask that all visitors or guests to our building stop at the front office, sign in and put on a badge. 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.

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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**