

Arthur B. Ness Elementary School

Parent/Student Handbook



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Website: ness.wvsd.org
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Dear Ness Elementary students and parents,

In this handbook you will find information regarding all policies and procedures that help ensure that Ness is a safe engaging environment for learning.

The purpose of this handbook is to familiarize you with our guidelines and procedures. These reflect the most current research on creating a school environment where academic achievement can flourish. We know that high level learning takes place best in an environment where all adults in the school, regardless of their role, appreciate that they are teachers to all the children and where all members of the school community feel safe and respected. We know that safety and respect grow when expectations and procedures are clear and consistently reinforced.

Creating and maintaining a quality learning environment involves everyone...parents, students, teachers, support staff, and community members. We are very proud of the commitment to quality schooling and to the support shown by all those in our school family. They are essential ingredients in our school's success!

Please take time to review this handbook with your child(ren). If you have questions, please call us at 922-5470. We welcome any and all feedback regarding this handbook and about any aspect of our school.

We are looking forward to another terrific school year!

Sincerely,
The Ness Staff

Arthur B. Ness School Mission Statement

It is the goal of the Ness Community to provide a foundation
for every student to be a successful lifelong learner.

We believe we can best accomplish this:

By Establishing a

Nurturing Atmosphere

A nurturing atmosphere is one in which the community (Families, school personnel, students, and community volunteers) feel welcomed and valued.

By Building

Effective Partnership

Effective partnerships involve all of the significant people in a student's life (the students themselves, their families, teachers, administration, volunteers, tutors, and other community support people) in mutually respectful cooperation focused on the goal of promoting student learning.

Based on

Solid Foundations

Academic and Citizenship standards are priorities for effective learning to occur.

In a

Safe Environment

Ness will be a place where everyone involved is physically and emotionally safe.

Involving

Individualized Instruction

Students are unique, each having strengths which will be identified, utilized, and reinforced.

While pursuing

Excellence

Excellence is measured by doing our personal best! We will encourage each student to excel by providing appropriate challenges and supports and by modeling excellence in the staff, programs, partnerships and facilities.



POLICIES AND PROCEDURES

(IF YOU DON'T FIND INFORMATION YOU NEED, PLEASE LET US KNOW SO WE CAN INCLUDE IT NEXT YEAR.)

ATTENDANCE

State law requires students to attend school regularly and to be punctual. The attendance record becomes a part of the student's permanent file. Acceptable reasons for an excused absence are: illness, emergency, pre-arranged personal/family need. To ensure student safety, parents are asked to call in when your child(ren) are absent from school. PLEASE CALL 922-5470. If we have not heard from you, our attendance secretary will attempt to make contact with you by phone. A call or note from a parent is REQUIRED whenever a child is absent. If we do not hear from you...the absence will be considered unexcused. We are required by law to send out a letter asking about the absence. Repeated unexcused absences will result in conference with parent, student and principal. Children who have a large number of absences due to illness may be required to provide medical documentation of illness. Students from out of district must not have excessive tardies or absences in order to maintain their out-of-district "choice" status.

ARRIVAL TIME

For safety's sake, please do not send your child(ren) to school before 8:30 am. There is no outside supervision until 8:45 am. Students eating breakfast at school may enter the building at 8:30 am. Arriving to class on time is one important aspect of teaching student's accountability and discipline. We would appreciate your support in this matter.

BICYCLES

Bicycles are allowed to be ridden to school, but your child must have a bike lock for the bicycle for their own safety. We will not be responsible for the loss of a bicycle. Please instruct your child about bicycle safety rules. In general, the children should make sure their bikes are in good working order, keep to the right on roadways, ride in a straight line, observe traffic rules, and WEAR A HELMET! When arriving at school, get off your bike, park your bike in the bicycle rack, lock it up and play on the playground or go into the gym for breakfast. Bicycles are not to be ridden on the sidewalk or playground.

*****Note:** Skateboards, scooters, or roller blades/skates **are not** allowed at school or on the school bus!



BUS

Student safety to and from school is of the utmost importance. Students are to follow all Ness guidelines when on the school bus and while waiting at the bus stop. The bus driver's directions are to be followed at all times! Students who do not follow the guidelines may lose bus-riding privileges. Specific concerns should be directed to Tim Morgan, Transportation Director, at 922- 5467.

CHANGE OF ADDRESS, PHONE NUMBER, CUSTODY

We attempt to keep up-to-date school records. Should your child become ill or injured at school, accurate information is essential. Please help us by informing the office of any changes in your address, home/work/cell phone numbers, and emergency numbers. You can update information online. **Only those adults you list on the demographic form will be allowed to pick up your child. If you would like someone who is not listed pick up your child, you must contact our office.**

CURRICULUM

The West Valley School District has aligned the curriculum with the WA State Learning Standard. WA State Standards are available at www.k12.wa.us/curriculum/instruct. Classroom teachers will provide parents with the specifics of their program during conferences and/or parent meetings.

CUSTODY DOCUMENTS & COURT ORDERED PARENTING PLANS

Washington State Law requires that current custody papers for children of divorced parents be on file in the office. Documents must be issued in Washington State. Those from outside the state are not honored in Washington. Questions regarding custody issues and disputes should be referred to your attorney.

DRESS CODE

Dress or appearance that causes a disruption to the educational process or which presents health or safety problems are not allowed at school. Clothes and shoes that are safety hazards on the playground and during P.E. classes should not be worn. Clothing that does not cover the midriff, "Spaghetti Strap" tank tops, short shorts, and any clothing with inappropriate graphics or language will not be allowed at school (dress that is considered "gang related"). Pants must be worn with a belt and underwear should not be exposed. Otherwise, dress and appearance of the child are the responsibility of the parents. The final determination of the appropriateness of attire is the responsibility of the Principal. Winter hats are not to be worn in the building.



DROPPING OFF AND PICKING UP STUDENTS

During arrival and dismissal times (8:40-9:00am and 3:30pm) cars are not allowed in the bus area (right side of the parking lot). Marked with yellow painted lines and orange cones. Cars may enter the parking lot off Rudolf Road, but must turn left avoiding the busses. Please exit the parking lot out onto McArthur Road. This will alleviate congestion and be a much safer place for our children. Students are to remain on the sidewalk until the parent's car drives up. A staff member will walk your child to the car. Please check in at the office. No student or parent should be a teacher's classroom before or after school without the knowledge or consent of the teacher.

EMERGENCY PLANS

If there is an emergency and Ness students must be evacuated from the property, the students will walk to New Hope Christian Center on Boone between Argonne and Mullan or be transported to Orchard Center for Kindergarten through 2nd grade and Seth Woodard Elementary for grades 3, 4 and 5. Students may be picked up there, but will only be released to their parents/guardians.

FIELD TRIPS

Teachers will notify parents of upcoming field trips in a timely manner. A signed permission slip with emergency contact information is required for your student to participate.

FINES

Students are responsible for textbooks and other materials assigned to them and for library books they check out. Fines that cover book replacement costs will be levied if books are lost or damaged. Report Cards will be withheld until all fines are paid.

HEALTH CONCERNS

Students who become ill during the school day are sent to the office. The school staff determines whether or not the student should be sent home. If so, parents are contacted and the child must be picked up immediately. If your child exhibits any symptoms of illness in the morning, it is best to keep him/her at home for the day. A child must remain home if he/she has had a fever within the last 24 hours, has been vomiting or has diarrhea, has a persistent cough, or has a rash. In the case of some infectious diseases, a doctor's note may be required for re-admission to school. The school nurse is only in the building one or two times a week. Please do not rely on her presence for the diagnosis of illness.

In case of an accident, parents are contacted. Our files in the school office must contain updated information so we can quickly contact a parent should an emergency arise. **It is essential that we have an emergency name and phone number in case a parent cannot be contacted.** Please keep this information current. We can update your information over the phone, so please call us any time a change occurs.

Vision and hearing screening is done yearly. State Law also requires that all students in grade five be checked for scoliosis or lateral curvature of the spine. Parents will be notified before scoliosis screening occurs. If a problem is detected, parents will be notified as soon as possible.

HIV/AIDS Education begins in 5th grade. Parents will be invited to preview the curriculum prior to HIV/AIDS Education in the classroom.

Lice are treatable. If a student comes to school with live bugs, parents will be called to pick up their child, take them home and treat them with NIX or some other medically proven lice treatment. Before being readmitted to school, the child must be bug-free and the nits combed out. This ensures

other students will not come into contact with the bugs and create an epidemic in the classroom/school.

'Medically Fragile' students are students who have life-threatening health conditions. **Those students must have a written Health Care Plan on file prior to starting school.** Please contact our office if you have questions.

IMMUNIZATIONS

Washington State Law requires that all school-age children be current with their immunizations. If you have any questions or need shots, please check with the Public Health Department, your doctor, or the school nurse.

INCLEMENT WEATHER PROCEDURE

In the event of hazardous weather, school may be canceled or scheduled to begin late. Inclement weather during the school day may cause the district to dismiss school early. All information concerning any changes of the school schedule will be carried by our local radio and TV stations beginning at 6:00am. Parents and students need to listen or watch these stations for this information. **UNLESS ABSOLUTELY NECESSARY, PLEASE DO NOT CALL THE SCHOOL. TELEPHONE LINES MUST BE KEPT OPEN FOR EMERGENCIES.**

RADIO STATIONS

KISS 98.1
KKZX 98.9
CLASSY 99.9

TV STATIONS

KREM 2
KXLY 4
KHQ 6

LOST AND FOUND

Please label your child's clothing and other belongings with first and last names. Lost articles that have been found can be claimed in bins located in the gym. We are happy to assist children in locating lost items. **PARENTS, PLEASE CHECK THE LOST AND FOUND FREQUENTLY.** Unclaimed items

that are not claimed will be donated to charity or will be used in the Ness Clothing Bank.



MEALS

Breakfast is served in the gym beginning at 8:30am each day. Children who qualify for free or reduced lunches also qualify for free or reduced breakfast. **ONLY CHILDREN WHO ARE EATING BREAKFAST SHOULD BE IN THE GYM BEFORE SCHOOL BEGINS.**

We encourage all students eating breakfast and/or hot lunch to have money on their account. Money may be given to the office assistant in the morning before school begins. Lunch must be ordered by 9:15am. If family members would like to attend lunch with their child, the same procedure must be followed. Checks should be made out to **WEST VALLEY SCHOOL DISTRICT.**

Lunch Prices

Elementary Breakfast K-5	\$1.50
Elementary Lunch	\$2.60
Reduced Price Lunch	\$.40
Reduced Price Breakfast	FREE
Adult Lunch	\$4.00
Milk Prices	\$.60

Note: If you still have money in your account, it will carry over to the next school year.

Free or reduced lunch applications are available in the school office and online. Students who qualified for free or reduced lunches last year **MUST REAPPLY** to continue the free and reduced lunch program.

MEDICATION AT SCHOOL

West Valley School District is authorized by RCW 28A.31.260 to administer medication to students during school hours. It is state policy for schools to administer medication only when necessary to allow a child to attend school. *Medication* is defined as oral drugs, whether prescription or over the counter, including aspirin and cough drops.

To request the school to administer medication, the health professional authorized to prescribe medication **must** complete and sign an **Authorization for Administration of Medication at School** form. The signature of a parent/guardian is also required. We recognize that some children may need to carry and self-administer asthma inhalers. Any elementary student who carries and self-administers these medications must also have a back-up supply of the same medication provided by the parent and stored with school personnel.

Requests for the administration of medication are valid only for the medication listed and the dates indicated in writing on the request form. Requests are valid for a maximum of one year, but never beyond the end of the current school year. **Medication must be brought to the school by the parent/guardian and must be in the original labeled container(s).**

MUSIC/BAND/STRINGS

All students attend vocal music class twice a week for 30 minutes each time. Each grade level performs **one** evening concert per year. Please refer to the Ness newsletter for grade level concerts dates and times.

SPECIAL EDUCATION

The West Valley School District provides special programs for children identified with learning challenges. If you have a concern about your child's learning or behavior, please discuss it with the teacher.

STAFF

Updated staff roster can be found on our web site, www.ness@wvsd.org

STUDENT RELEASE

When a child needs to leave the school before the end of the day, the parent/guardian **MUST** come into the school office and sign out the child(ren). The child may not be picked up from the classroom or the playground. If anyone other than a parent/guardian comes to school to pick up a child, the parent/guardian will be called immediately. This is very important for ensuring student safety. In addition, the school office personnel will ask for identification of any adult other than the parent/guardian picking up a child. Please send a note before hand to let the teacher and the office know that your child will be leaving early and who will be picking him/her up. **THE OFFICE CLOSSES AT 4:00 PM.**

TARDINESS

Students are expected to be on time for school. Late arrivals cause interruptions and are disruptive to the learning process for your child and for the other children in the class. If, for some reason, your child has to be late to school, please call the school office (922-5470) and let the office personnel know your child will be tardy, not absent. Students being transported by parent/guardian from out-of-district must not have excessive tardies or absences in order to maintain out of district "choice" status.

VISITORS

For safety reasons, please check in with the office personnel and get a Visitor's Pass. Children visiting from other schools are not allowed to attend class with Ness students.

VOLUNTEERS (Mentors, PTA., Classroom Helpers)

Parent and other adult volunteer helpers are ALWAYS needed. Volunteers are needed for one-on-one tutoring (mentor or classroom), helping with fund-raising, after-school activities, chaperoning field trips, etc. Please be sure to fill out the Washington State Patrol form before volunteering. Most parents find helping out at school a very enjoyable and rewarding experience. The students are always thrilled when parent and other adults are involved at school. Please contact the office (922-5470) if interested.

WITHDRAWALS

If you are planning to withdraw your child(ren) from Ness, please let us know at least one week in advance so that we may prepare grades, files, and transfer letters. Personal belongings must be removed from desks and any outstanding textbook or library fines must be paid. All library and textbooks and music instruments must be returned before the student's last day of school.

BUS RIDING GUIDELINES

- Follow the Ness Guidelines for Success
- Be courteous and use appropriate language
- No eating or drinking on the bus
- Stay in your seat for the safety of yourself and others
- Keep your head, hands and feet inside the bus
- Your bus driver is authorized to assign seats

FAILURE TO FOLLOW THE RULES MAY RESULT IN A LOSS OF BUS RIDING PRIVILEGES. WHEN THIS OCCURS, PARENTS ARE RESPONSIBLE TO TRANSPORT THE CHILD.

BEFORE AND AFTER SCHOOL GUIDELINES

Students will arrive and depart in a safe and orderly manner. Any time students are on the Ness campus, they will follow the Ness Guidelines.

GENERAL GUIDELINES FOR BEFORE AND AFTER SCHOOL AND THROUGHOUT THE DAY

- Student will unload from buses in a safe and orderly manner, keeping their hands and feet to themselves.
- Upon arriving on campus, students will go directly to the playground. If students are eating breakfast, they are to go to the playground first and enter through the east side door into the gym.
- Bike riders will walk their bicycles on campus, park and lock them in the bike area.
- No scooters, roller blades or skateboards on campus.
- All items brought from home, including sharing items, will be kept in backpacks until they are in the classroom.
- CD players, i-pods, phones, texting watches, etc. must remain in the backpack throughout the day. Cell phones must be approved by the principal. Game Boys and other toys must be left at home. Items may be confiscated at the discretion of staff members if deemed to be a distraction.
- After the first bell rings, the students will calmly wait to enter the building until the teacher comes to pick them up. There will be no talking once inside the building as the students walk to their classroom.
- Hats must be kept in the backpack throughout the day.

