

# Sumas ELEMENTARY SCHOOL

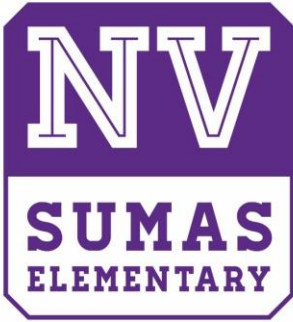


*"Pioneering Excellence"*

2021-22  
PARENT & STUDENT HANDBOOK

1024 Lawson Street  
Sumas, WA 98295

Phone 360-988-9423  
FAX 360-988-0505  
[www.nv.k12.wa.us](http://www.nv.k12.wa.us)



# SUMAS ELEMENTARY SCHOOL

## WELCOME TO SUMAS ELEMENTARY!

As Principal, I am very excited about this upcoming school year. The staff at Sumas Elementary are committed to high expectations for all students and providing the best possible learning environment. We will work as a team of students, teachers, parents, and community as we encourage our students to believe in themselves, grow academically, use a growth mindset and gain social skills in order to become successful at whatever they attempt as they move through their academic years. I realize it takes communication and support from all of us to meet each child's needs. We look forward to working with you to allow your children the best year possible!

Sincerely,

*Megan Vigre*

Megan Vigre  
Principal

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# **NOOKSACK VALLEY SCHOOL DISTRICT #506**

## **BOARD OF DIRECTORS**

Jason Heutink  
Stephen Jones  
Mark Olson  
Cheryl Thornton  
Randall Wright, Chairman

## **SUPERINTENDENT**

Matt Galley

## **ASSISTANT SUPERINTENDENT**

Cindy Stockwell

## **DISTRICT DIRECTORY**

District Office .....	360-988-4754
Everson Elementary School.....	360-966-2030
Nooksack Elementary School.....	360-966-3321
Sumas Elementary School .....	360-988-9423
Middle School.....	360-966-7561
High School .....	360-988-2641
Transportation Department.....	360-966-2311

# **NOOKSACK VALLEY SCHOOL DISTRICT**

## **MISSION AND VISION FOR THE FUTURE**

*ENSURING THE SUCCESS OF ALL STUDENTS*

### **Students**

*Students have a shared responsibility to acquire the knowledge, skills and behaviors for a successful future.*

### **Teaching and Learning**

*We have a quality system where focused instruction and high standards result in learning by all.*

### **Assessment and Performance Accountability**

*Results are used for improvement and accountability for all students, staff and schools.*

### **Staff Development**

*All staff members are expected to be and supported as continuous learners.*

### **Leadership**

*Leadership is shared with all actions based on our vision.*

### **Parents, Community and Learning Partnerships**

*Parents, schools and community are responsible partners in ensuring success for all students, staff, and schools.*

### **Curriculum**

*Our aligned curriculum is based on high standards with literacy as the focus of a strong academic core.*

## **CERTIFICATED STAFF**

Principal .....	Megan Vigre
Preschool.....	Jana Dietz Dakota Garl Tammy Hickey Tami Postma
Kindergarten .....	Traci Koranda Kalli Kritsonis Kayla Larson
First Grade .....	Abbie Ball Kelli Bauman
Second Grade .....	Charley Englehart Amy Moss Jessica Wilkinson
Third Grade .....	Rachel Hopkins Megan Tran
Fourth Grade .....	Emma Jacobsen Augie Potter Amy Venter
Fifth Grade .....	Sarah Condreay/Barbi Som Rebecca Gibbons
Support Teachers .....	Kristin Carlson Patti Wells
Resource Teachers .....	Kasey Coons Roseann Fuhrman Autumn Griffith
Counselor .....	Heather Taylor
District Mental Health Counselor .....	Lindsay Anderson
Physical Education/Health. ....	SueAnn Newton
Music .....	Landon Wynne
Speech Therapist .....	Melody Young Deanna Sloane
Psychologist .....	Sharon Missiaen
Occupational Therapist .....	Christine Vaughan

**CLASSIFIED STAFF**

Administrative Assistants .....	Melanie Jensen Amy DeWaard
Preschool Para Educators .....	Candee Blake Deniece Pfeif Marlys Warner
Para Educators .....	Lorinda Coppinger Debbie Huskey Dianne Jackson Marlys Lambert Melissa Moreno Jessica Olney Patti Simonsen Katie Stauffer Esmeralda Suarez Cruz
Cafeteria .....	Laurie Scheffer Tracie Neitling
Custodial .....	Roger Nelson Debbie Huskey Kurt DeVries
Library/Media Specialist .....	Kathy Bronkema
District Nurse .....	Elizabeth Diaz
Nurse Technician .....	Tammy Ferris
Transportation .....	Chris Haugen Kurt Devries Natalie Daniels Robert deGraaff Darla Lambert Kelli Rogers Pete Robbin



# DAILY SCHEDULE

**Students May Arrive .....8:45 a.m.**  
School Begins .....9:00 a.m.  
Lunch/Recess

Students have two recess periods a day along with a lunch break at varying times during the school day.

**School Dismissed .....3:15 p.m.**

Students are required to stay on the school grounds from the time they arrive at school until the time they are dismissed.

**On EARLY DISMISSAL days, our school is dismissed at 12:50 p.m.**

Preschool students attend school in the morning from 9:00 a.m. to 12:30 p.m. Tuesday thru Friday. Afternoon preschool students attend school in the afternoon from 12:45 p.m. to 2:45 p.m. Tuesday thru Friday. There is no preschool on Mondays.





## **ENROLLMENT REQUIREMENTS**

### **Kindergarten**

A student must be five years old on or before August 31<sup>st</sup> of the school year in which they enter kindergarten. A birth or baptismal certificate is required at the time of registration. Physical and dental examinations are recommended for children entering school for the first time.

### **Immunizations**

**The requirements (WAC 246-100-166) for children entering kindergarten through 5<sup>th</sup> grade are:**

1. Hepatitis B vaccine – 3 doses (3<sup>rd</sup> dose must be given on or after 24 weeks of age)
2. DTaP (Diphtheria, Tetanus, Pertussis)– 5 doses\*  
\*Four doses of DTaP acceptable if 4<sup>th</sup> dose is given on or after 4<sup>th</sup> birthday with minimum of 6 months between dose 3 & 4.
3. MMR (Measles, Mumps, Rubella) 2 doses (1<sup>st</sup> dose of MMR on or after 12 months of age)
4. IPV (Polio) – 4 doses (3 doses acceptable only IF 3<sup>rd</sup> dose is given on or after the 4<sup>th</sup> birthday and there is a minimum of 6 months from previous dose.)
5. Varicella (Chicken Pox) 2 doses of vaccine or verification from health care provider that the child had the disease. (1<sup>st</sup> dose must be given on or after 12 months of age)

### **Requirements for children entering grades 1 through 5:**

1. Three doses of DTaP – 3<sup>rd</sup> dose on or after 4<sup>th</sup> birthday.
2. One dose of Varicella vaccine required for grades 2 & 3; recommended, but not required, for grades 4 & 5.

**Students must get vaccine doses at the correct time frames to be in compliance with school requirements.**

**Parents are required to provide proof of medically verified immunizations before a student may attend classes.**

### **Exemptions:**

Students may be exempt from immunization requirements for medical, religious, or philosophical reasons. **Please note: personal/philosophical exemptions are no longer allowed for the MMR vaccine.** A physician's signature must accompany exemptions, and a parent or guardian's signature is necessary to exempt a student. If you choose to exempt your child from any immunizations, you must provide the school with the completed and signed exemption form before your child attends school. While the law allows children without immunizations who have an exemption to attend school, it also allows the local health officer to order the school to exclude them from school during an outbreak of any communicable disease.

### **Medically Verified Immunization Records required:**

As of August 1, 2020, the revised immunization rules require medically verified immunization records for school and child care entry. Medically verified record includes one or more of the following:

- A Certificate of Immunization Status (CIS) printed from the Immunization Information System (IIS).
- A [physical copy of the CIS form](#) with a healthcare provider signature.
- A [physical copy of the CIS](#) with accompanying medical immunization records from a healthcare provider verified and signed by school staff.
- A CIS printed from [MyIR](#)

If you have any questions or more information regarding immunizations, please contact the school nurse at your child's school.

### **Boundary Exceptions**

A parent may request a boundary exception for a variety of reasons. The boundary exception must be initiated by the parent at the home school. The exception will be approved or denied based on space availability. Boundary exceptions are granted for one year only and must be renewed each year.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Board policy emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged.

Any student who willfully performs any act which materially interferes with or is detrimental to the orderly operation of a school, a school sponsored activity or any other aspect of educational process within the Nooksack Valley School District, shall be subject to discipline, suspension or expulsion. Such acts shall include, but not be limited to, those enumerated below.

The following acts by a student on school premises (or in reasonable proximity thereto) or off school premises at any school sponsored activity shall constitute sufficient cause for discipline, suspension or expulsion: disruptive conduct; disobedience of reasonable instructions by school authorities; immoral conduct; vulgarity or profanity; possession or use of tobacco; possession or use of alcoholic beverages, drugs or narcotics not prescribed by a physician; destruction or defacing of school property; extortion, intimidation, or harassment of another student or staff member; assault of another student or staff member; stealing; possession or use of any dangerous weapon or object; and the commission of any criminal act as defined by law. There is a one year mandatory expulsion for firearm possession subject to appeal.

Furthermore, harassment or intimidation of a school employee or student, vandalism, and/or defacing or destruction to personal property of a school employee or student shall also constitute sufficient cause for suspension from school (including extracurricular activities), loss of credit, or expulsion.

### **Harassment – Racial, Sexual, Or Other Discrimination**

Harassment or discrimination of any individual(s) on the basis of age, disability, national origin, race, marital status, religion, sex, or socio-economic status by words, in writing, by gestures, or actions that persistently disturbs, torments, or pesters will not be allowed.

Nooksack Valley 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.

**You can report discrimination and discriminatory harassment** to any school staff member or to the building administrator(s). You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact the school or district office.

### **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, email, 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, building administrator or to the district's Title IX officer. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or district office.

## **Prohibition of Harassment, Intimidation and Bullying Policy**

The 2011 Legislature passed and the governor signed a bill requiring school districts to adopt or amend a policy by August 1, 2011, prohibiting harassment, intimidation and bullying between students. Legislation states 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 RCW 28A.300.285, or other distinguishing characteristics, when the intentional written, verbal or physical act: a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school.

The statutory referenced above is to the criminal malicious harassment statute. The characteristics identified in RCW 28A.300.285 are race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability. Other distinguishing characteristics can include, but are not limited to: physical appearance, clothing, socioeconomic status, gender identity and marital status.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral or physical actions.

Finally, the new law prohibits retaliation against those reporting bullying and false reporting of bullying incidents. Students, volunteers and staff are encouraged to report incidents of bullying.

In July 2011, Nooksack Valley Schools' board of directors amended our policy and procedures implementing the new law. The policy covers all bullying, regardless of motivation and regardless of whether or not the bullied student even has the characteristic for which he or she is being bullied. The Nooksack Valley School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and to change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation.

Informal reports may be made to any staff member, although staff shall always inform complainants of their right to and the process for filing a formal complaint.

Informal complaint process does not have rigid steps. Instead, the process depends on the requests of the complainant. Informal methods might include the following if desired by the complainant:

- Talking directly with the harasser to say that the behavior is unwelcome
- Using a neutral third party, such as the compliance officer, to talk with the harasser
- Writing a letter to the alleged harasser, identifying what happened and how it made the complainant feel
- Putting a copy of the district's harassment, intimidation, bullying policy in the alleged harasser's mailbox
- Using a mediator to meet with the alleged harasser

Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to be more thoroughly investigated.

Anyone may initiate a formal complaint of harassment, intimidation or bullying. The formal reporting procedure involves filing a formal, written complaint with the compliance officer. Once you have notified the compliance officer of your complaint, a thorough investigation will occur. If your complaint is found to be true, appropriate corrective action will occur.

In all instances, the complaint and investigation will be handled in a confidential manner. No employee or student will be retaliated against in any way for complaining of harassment, intimidation or bullying. For more information about harassment, intimidation and bullying policy and procedures, contact Mark Johnson at (360) 988-4754.

## **Weapons Prohibited on School Grounds**

State law makes it illegal for a person to carry a weapon on public or private school premises or “school-provided transportation, or areas of facilities while being used exclusively by public or private schools.” Carrying a firearm onto school property or possessing one will result in a mandatory one year expulsion. Possessing a dangerous weapon will result in emergency expulsion subject to appeal in accordance with due process requirements. Parents and law enforcement will be notified.

## **Drug Free Schools**

Nooksack Valley School District prohibits possession, use or distribution of illicit drugs and alcohol on school district property and as a part of any district sponsored student activity. Disciplinary sanctions consistent with local, state, and federal laws will be imposed on students and employees who violate this law. Community members are reminded to refrain from use of tobacco products on school property and at school sponsored events. This includes E-cigarettes and vaping.

## **Tobacco Products Illegal Anywhere Anytime**

Effective June 11, 1998, state law made it illegal for students or any person less than 18 years of age to possess tobacco at school or school activities. The police will be notified. The penalty for a person under age 18 to possess tobacco products is (1) \$50.00 fine; or (2) up to 4 hours community service; or (3) participation in a smoking cessation program; (4) or all three.

## **Student Dress**

Students’ clothing must not be disruptive to the educational process or cause health/safety problems. Appearance should be consistent with the following restrictions:

1. Shoes are required to be worn at all times.
2. Shorts and skirts must be mid-thigh or longer in length.
3. Spaghetti strap tops are not permitted unless a shirt, blouse or vest is worn over them. Sleeveless tops are expected to cover under-garments at all times. Bare midriffs are not permitted.
4. Clothing and other items that promote gangs and gang related activities, drugs/alcohol and tobacco products, or has sexual connotations are not allowed.
5. Dress and/or appearance which constitutes a clear and present danger to student/ staff health and/or safety or which causes interference with work or creates a classroom or school disruption, will not be permitted.
6. We promote that hats are to be off in the building as a sign of respect.

Students will be directed to change clothes or go home. Repeated violations are subject to consequences.

# DISCIPLINE PLAN

## Discipline Philosophy

Students thrive when they feel a sense of safety, belonging and significance. Students do better socially and academically when they believe they are an integral part of their community, and when they know that others care for them. Our goal is to create an environment that invites and expects both a sense of high social responsibility (community) and academic excellence.

## Our Approach:

We use a positive discipline approach that is firm and kind. We help children feel a sense of connection, teach important social skills, and invite children to discover how capable they are through solution-focused problem solving.

All students are guaranteed the right to learn and play in a safe, orderly environment. At SES...

1. We teach and re-teach school expectations with students throughout the year.
2. Students are active participants in creating and monitoring classroom and school norms and routines.
3. We work as a team of students, teachers and families to promote and support positive student behavior.
4. We help students learn how to solve problems and make amends when mistakes occur.
5. We encourage and recognize students for their successes along the way.





# HEALTH & SAFETY

## Illness At School

Please keep sick children at home. Students who have any of these class A symptoms should not be at school, and will be sent home for any of the following:

- Temperature of over 100 degrees
- Cough
- Shortness of breath
- Loss of sense of taste and/or smell
- Chills

Students who have two of more of these class B symptom will be sent home:

- Fatigue
- Headache
- Muscle or body aches
- Sore throat
- Congestion of runny nose
- Nausea or vomiting
- Diarrhea (defined as 2 or more loose stools in 24 hours)

Your student may return to school with a negative COVID test result and fever free for at least 24 hours (without medication) AND symptoms have improved.

If a COVID test is completed and is positive OR no COVID test completed, isolate for at least 10 days since symptom onset AND 24 hours fever free (without medication). Symptoms must be improved.

If a health care provider makes an alternative diagnosis that explains symptoms without performing a COVID test, students must be fever free for at least 24 hours (without medication) AND symptoms have improved.

**Red Eyes:** A child should not attend school if they have red, inflamed, or draining eyes. The child may return to school when you have permission from his primary care provider.

You can reduce the risk of getting sick by encouraging frequent hand washing. If soap and water are not available, hand sanitizer can be used. It is suggested that children be taught to cough or sneeze into a bent elbow. 16

## **Self Monitoring**

All Students and staff will be asked to self-monitor for symptoms of COVID-19. If they are feeling sick for any reason, they should stay home from school. If they are experiencing symptoms of the virus, they should stay home, consult a healthcare professional right away and notify the school office.

## **The Three W's: Wear face covering, Wash hands, Watch our distance**

To help mitigate transmission of the virus and other typical seasonal illness, school will implement "The Three W's".

*All students, school staff, bus drivers and visitors will be required to wear masks of face coverings on school transportation and in school buildings.*

- Students should plan to provide their own cloth face coverings or masks. If families are unable to provide their own face coverings, please contact your school office and we will be able to supply a cloth face covering for your student.

*Students and staff will be frequently reminded about the importance of proper handwashing.*

- Hand sanitizer stations will be available throughout our buildings. Teachers and other staff will help by building in daily routines and reminders for keeping hands clean and sanitary throughout the school day.

*We will be watching our distance in buildings by reducing the number of students per classroom and arranging seating to be 6 feet apart.*

- Adjustments will be made for the way students are grouped and move between classrooms and other spaces to avoid large groups of gathering in one place. This will include lunch, recess, arrival/dismissal times, etc.

### ***Additional health and safety measures:***

- School custodians will implement cleaning and disinfection protocols of high touch areas during the school day and evenings.
- Supervised separate space will be provided for students not feeling well to minimize contact with others.
- District administrators and the school nurse will work on contact tracing in collaboration with the Whatcom County Health Dept.
- Parents and students who have been exposed to a positive COVID-19 case and require quarantining should consult with their school principal/classroom teacher about remote learning.

When students become ill at school, authorized personnel will notify you to arrange for your child to go home if the situation warrants. In case no one is home during the day, we will attempt to call a cell phone, work number, or reach one of the emergency contacts you have provided.

### **Medications**

If possible, please try to administer medications at home. (Ex. "three times a day" medications can be administered before school, after school, and at bedtime.) State law requires the following procedures to be followed for students receiving medication at school: If it is necessary for a student to receive either prescription or over-the-counter medication during the school day, we must have authorization from parents and a physician before we can dispense it. "Permission to Medicate" forms are available in the school office for this purpose. We suggest you take one of these forms with you whenever you take your child to the doctor.



Prescription medication must be furnished in an original container from the pharmacy labeled with the student's name, the name of the medication, and the amount to be given. Over-the-counter medication must be furnished in the original container from the manufacturer and be labeled with the student's name.

**It is the parent's responsibility to deliver the medication to school. The student or school bus driver may not deliver the medication.**

**Children with Life-Threatening Conditions**

House Bill 2834 took effect June 13, 2002 and a new school board approved policy was adopted in June of 2003. The law defines life-threatening condition as “a health condition that will put the child in danger of death during the school day if a medication or treatment order and nursing care plan are not in place.” Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc., are now required to have a medication or treatment order and a nursing care plan in place before they start school. The medication or treatment order must be from the child’s licensed health care provider.

If a medication and treatment order is not provided, the Principal in the building your child attends is required to exclude the child until such an order has been provided. This new requirement applies to students new to the district and students who are already enrolled. Our exclusion procedures are in accordance with the rules (WACS) of the State Board of Education.

# STUDENT SAFETY

## **School Closure/Delays**

If the weather conditions are severe enough to close school, delay its starting time, change bus routes, or send students home early, school closures, late starts or early releases due to inclement weather will be announced through our **K12 alert system**. Announcements will be sent to the primary guardian via email or phone call. Closures and late starts can also be found on the school website: [nv.k12.wa.us](http://nv.k12.wa.us) and also aired by 6:45 a.m. on *KGMI 790 AM* radio. They also list the school closures on their website at [www.kgmi.com](http://www.kgmi.com). Scroll down on their home page to find this information.

If no announcement is made, school will be operating on the normal schedule. You may need to continue to listen in case the situation changes. If school begins late, students should arrive no more than fifteen minutes before school starts. Please do not drop off students at the school if you are unsure of the start time. If the weather is severe, please make sure that school is actually open before leaving school grounds.

In the event of a major disaster (e.g. bad weather, flooding, earthquake), please listen to the radio. *KGMI 790 AM* will be notified if school will be dismissed early, and a **K12 alert** will be sent out to the primary guardian. We appreciate phone lines left open for emergency communications.

## **School Accident Insurance**

School insurance is available to all students. Information and application forms are available in the office and are sent home with each student in the fall.

## **Changes In Student Information**

It is important that we have up-to-date addresses, telephone numbers (home, work, and cell), emergency numbers, medical information, and changes in custody. Please send a note to school, call the office, or change the info through your Skyward account if any of this information needs to be updated in your child's records. If you are planning to move, please inform the school as soon as possible.

## **Outdoor Recess**

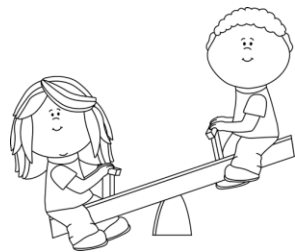
Schools do not send students outdoors in inclement weather conditions, but provide alternative indoor activities. Outdoor recess is an important part of the elementary student's day and the much-needed fresh air adds to student success in the classroom. Students need to be properly dressed for the weather.

## **P.E. Participation**

Please send a note to the classroom teacher if your child is unable to participate in P.E. **A note excusing the student from P.E. will also excuse the student from participating in recess activities.** The classroom teacher will notify other staff, as needed. Also, if your child has a doctor's note excusing the child from physical activity, the doctor will need to write a second note for your student to be allowed to participate again.

Please check your child's schedule and on the days they have P.E., remind them to wear comfortable shoes and clothing. Flip-flops, slip-ons, and open-toed shoes hinder the child's activity and safety, as do shoes worn untied. Send an extra pair of shoes for P.E. in their backpack if they wear shoes to school not suitable for P.E. Some of the activities we do are difficult with dresses and can be embarrassing to the child.

*Note: Flip-flops often break. Anytime a student wears flip-flops to school, please include another pair of shoes in their backpack.*



# STUDENT ISSUES

## Attendance

Attending school regularly is one of the most important ways to ensure academic performance and success. Missing just two days a month adds up to 18 absences in a school year, which is considered chronic absenteeism.

Students who attend classes consistently are more likely to succeed and school attendance is a key factor in promoting academic achievement.

All absences must be excused by a parent either verbally or in writing. Please follow these steps in the event your child is absent:

- Call the school office in the morning to report your child's absence for that day.
- If we have not been notified by telephone, please complete the green School Absence Note or write your own note explaining the absence/tardy. It is important to include the date(s) and your signature. Send the note to school with your child the first day he/she returns from an absence.

If we have not been notified, we will attempt to phone you. Failure to provide either verbal or written notice will result in an “unexcused” absence.

If your child is tardy (arrives any time after 9 a.m.) or leaves early (any time before 3:15 p.m.), please check your child in or out at the office by providing the reason for arriving late or leaving early.

Please try to schedule appointments outside of school hours whenever possible. If you wish to pick up schoolwork, please call the office and arrange to come after school. (If you are interested in more information about our school district attendance policy, visit our website at [www.nv.k12.wa.us](http://www.nv.k12.wa.us) or contact the office.)

### **Arriving Late**

Students arriving after 9 a.m. must check in at the school office before going to class. **We strongly encourage punctuality.** By arriving on time, your child will be present for the opening directions of the day. This saves your student embarrassment and will show respect to the teacher and other students in the class. **Late arrivals will be reflected on your child's attendance.**

### **Picking Up Your Child Early**

Please send a "**Student Change Notice**" (**pink slip**) with your child if you will be picking up your child before the end of the school day. Students can only be removed from school classrooms, buildings, or grounds by a parent having legal custody, a legal guardian, or a person designated by the parent/guardian. When you (or the individual you designate) arrive, come to the office and sign your child out and an office attendant will call the student from their class to minimize classroom disruptions. **Early pick-ups will be reflected on your child's attendance.**

### **Invitations and Gifts**

In the interest of sensitivity to the feelings of children, **you are asked not to bring gifts or invitations for parties to school.** Please do not send flowers and balloons on special occasions to your student as the buses cannot accommodate these extras.

### **School Supplies**

For the 2021-2022 school year, the Nooksack Valley School District will provide the basic school supplies that in the past parents have been asked to purchase for their students. For the elementary schools, K-5, a backpack and a water bottle are the **ONLY** items that we request families provide. If you have any questions, please contact your child's school.

Fines may be assessed on textbook or library book damage beyond normal wear that occurs from usage.



### **Messages for Students**

Please make every effort to avoid calling the school to leave a message for your child. If an emergency message is received, we will make every reasonable effort to deliver the message. **Please be aware that messages coming in after 2 p.m. are difficult to deliver and your student may not get the information.**

### **Lost and Found**

Please label coats and other belongings with your child's name. Please encourage your child to check the lost and found frequently. Lost and found for small items, like eyeglasses and jewelry, are kept in the office. Money should only be brought to school for school related expenses. Unclaimed lost and found articles are donated to charity.

### **Valuables in school**

Students are cautioned not to bring valuables to school. Personal listening devices, cell phones, cameras, Gameboys, Nintendo DSs, electronic tablets are not allowed at school and subject to confiscation as they are disruptive to the learning environment. Expensive toys or extra money should also be left at home as we have no insurance to cover loss or theft of valuables. Items will be held by the teacher and returned to the student at the end of the day. A second occurrence of these items coming to school will require the parent to come in to pick them up.

### **Cell Phones**

Cell phones are not allowed at school or on the bus. If a student brings a cell phone to school, it is with an understanding that the phone is turned off and put away only for after-school use. Any cell phone being out or used in school will be confiscated and will need to be picked up by the student's parent or guardian.

### **Student Use Of School Phone**

The school phone lines are often busy with teachers and staff making official business calls. **Students will only be allowed to use the phones for emergency purposes.** Please encourage your child to make after-school plans at home as these are not considered emergencies.

**Behavior Expectations: Common Areas** Common areas such as hallways, bus area, the cafeteria, the gym, the library, etc. are considered to be extensions of the classrooms. Students are expected to conduct themselves in an appropriate manner in those areas of the school. The following expectations will be adhered to:

- 1) Students will walk in the hallways – *following arrows* - no running will be allowed.
- 2) Students will use appropriate language, tone, and level. Foul, abusive, or obscene language will not be allowed.
- 3) Students will interact respectfully. No inappropriate Public Displays of Affection (i.e. kissing, hugging, hand holding).

**Student Directory and Photo Information**

You must complete and a “Release of Directory Information Opt Out Form” each year if you do not want photos or directory information released about your student for specific purposes. If no documentation is on file, it will be assumed that permission for release of directory information has been granted. Please use one form per student. You may also opt out your student online through Skyward Family Access.



# FAMILY/COMMUNITY CONNECTIONS

## **PTO**

The PTO is an integral part of the total school program. It serves the students in many ways, and thus serves the school. To function effectively, the PTO needs volunteer workers with a broad range of talents and skills. We urge all parents to become involved. The purposes of the parent organization are to facilitate communication between home and school; to provide a vehicle through which parents can provide service and financial support to the school; and to promote a sense of community by providing opportunities for social interactions. All parents are invited to belong to the PTO.

## **Volunteers/Visitors**

**(Please contact the school for current guidance during Covid)**

School volunteers play an important part in the services provided in our school. For the safety of all students we require that a background check be completed for all adults who are on site and interacting with students. This includes coming for breakfast or lunch with your child, attending field trips and volunteering in the classroom. Volunteers must complete a Washington State Patrol Request for Criminal History form accompanied by a copy of his/her driver's license. Volunteer forms are available at the school office, and the background check is good for 2 years. Upon arriving at the school, please sign in at the office and pick up your volunteer badge. Please be advised it may take up to four weeks for the background check to be processed.

**Photos:** Due to confidentiality and parental opt out rights, school volunteers can only take pictures of their own child.

## **Voter Registration**

One way to become a participating citizen is through voting. Mail-In Voter Registration Forms are available in each school office during regular school hours. You may also register at the County Auditor's Office or online at [www.secstate.wa.gov](http://www.secstate.wa.gov).

# **SUMAS ELEMENTARY SCHOOL**

## **2021/2022 Parent Partnership Plan**

### **What We Believe**

We believe that the education of children is a joint responsibility shared with parents, the school and the community. Strong communication and partnership between home and school must be maintained, and parents should be given regular opportunities to share their ideas, questions and concerns about the educational needs of their children. The focus of a strong parent and school partnership should be on increased home-school communication and providing parents with information, support and, if needed, training to help their children succeed in school.

### **Communication**

- An annual meeting will held each fall to provide parents with information about the Sumas Elementary Educational program and gather input.
- A Migrant Parent Action Committee (PAC) will meet three times a year to discuss issues directly related to the Migrant Education Program and students.
- A variety of zoom parent meetings will be held in the evenings throughout the year to allow for more parent participation in the planning, review and improvement of programs. Teachers and the principal can be reached via school email or phone with any questions, concerns or celebrations
- We will strive to communicate with families in the language of the home to the greatest extent possible.
- Weekly Notes Home from the school and website updates provide essential school information to families.

## **Information/Support**

To ensure effective involvement of parents and to support a partnership with our school to improve student academic achievement, we believe, and act on, the following:

- Parents always have the right to get timely information regarding their child’s program and progress in school including grades and test results, information about the learning goals for each grade level.
- Sumas Elementary has an “Open Door” policy. Parents are encouraged and welcomed to volunteer.
- In September of each year, our home/school learning agreement between everyone responsible for improving student achievement will be reviewed by parents and staff to ensure that it accurately reflects commitment to student success.
- Assist parents in understanding the challenging state academic standards, how to monitor a child's progress, and how to effectively work with their child’s teacher.
- Provide materials and training to help parents work with their children to ensure growth and achievement.
- This Sumas Elementary Parent Partnership Plan has been reviewed and revised jointly with parents of children participating in our school. The plan will be distributed to all parents in our school handbook each year.

## **Washington State Report Card**

Important information about our school and district can be found online on the Office of Superintendent of Public Instruction (OSPI) website. Simply Google “OSPI” and click on State Report Card. At this site, you will find information about special programs, student enrollment as well as academic assessment data.

# TRANSPORTATION



## Bus

Many students ride buses and we want the ride to be safe and pleasant. Bus drivers and teachers go over bus rules with students and the rules are sent home at the beginning of every year. Glass items, pets, and band instruments larger than lap size are not allowed on school buses for safety reasons. Children should be extremely careful at bus stops and when crossing streets. We encourage parents to provide supervision at bus stops before the bus arrives. Bus route information can be obtained from the bus garage at 360-966-2311 or by visiting the Nooksack Valley webpage.

## Bus Rules

- Remain in your assigned seats.
- Keep your hands and feet to yourself.
- Quiet voice (only talk to the people in your seat).
- No food, gum, drinks, or toys. You may read a book.
- Use kind, respectful, and helpful words.

## Behavior Steps

*All students will receive three verbal reminders from the bus driver prior to each step.*

**Step 1:** Preventative meeting with child, bus driver and counselor. Meet to discuss lagging skill and make a plan with check-ins.

**Step 2:** If the behavior continues, the “Bus Communication and Support Plan” form will be sent home. Your child’s bus driver will contact you to discuss behavior.

**Step 3:** If the behavior continues, the “Bus Communication and Support Plan” form will be sent home. Your child’s principal will contact you to discuss the behavior. The bus driver, principal, and child will meet together to discuss a plan.

**Step 4:** If the behavior continues, the “Bus Communication and Support Plan” form will be sent home. The transportation director will meet with you, your child, and the principal to discuss alternative transportation.

Please complete both sides of the “**Student Change Notice**” (**pink slip**) if your child is to ride a different bus at the end of the day. Your child gives the pink slip to their teacher at the beginning of the school day. A supply of pink slips will be sent home with every student at the beginning of the year and are available at any time from the school office.

The district transportation office handles all bus schedules and route planning. You may contact them with questions about bus routes and pickup times at 360-966-2311.

### **Bicycles/Walk/Private Vehicle**

Please teach your child the appropriate safety rules prior to allowing them to walk or ride their bicycles to school. We encourage all students who ride bicycles to wear helmets and lock their bicycles in the bike rack located in front of the school.

Students who walk, ride their bikes, or are transported by private vehicle are not to arrive before 8:45 a.m. and are to leave the campus promptly upon school dismissal at 3:15 p.m. We are concerned about your child's safety and supervision is available only from 8:45 a.m. until school is dismissed.

# FOOD SERVICES

## NV Meal Service for School Year 21-22

ALL enrolled Nooksack Valley Students will be offered breakfast and lunch at NO cost while on campus during the school day throughout the entire school year 21/22. Meals and entrees will remain simplified to ensure quick and efficient service to ALL students who choose to eat with us. Your child will be offered a breakfast in the classroom when they arrive to school and will be able to order a lunch for that same day at that time.



## **2021-22 Free and Reduced Household applications are available!**

Even though meals will be offered at no charge to all students, meal applications will still be accepted and processed. If you qualify for free or reduced-price meals, you may be eligible for decreased fees to participate in other school or community programs.

### Meal applications are available:

- \*Available to print from the NV Food Service page (located under Free & Reduced)
- \*In the entrance way at NV District Office (There is also a DROP box for completed applications)
- \*Apply online at MyMealTime.com (you will need your student ID number to complete this online form)
- \*Once school starts, they will be available at each school's main office or upon request can be sent home with your student

For questions, contact the Food Services Office at 360-988-4754 or email [Melissa.Paulus@nv.k12.wa.us](mailto:Melissa.Paulus@nv.k12.wa.us)



## FERPA NOTIFICATION

**The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:**

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. S.W.  
Washington, DC 20202-4605

Educational record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this District to forward school records, without parent consent, to a school in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school.

Also, federal law permits a school district to identify certain information as "directory information" which may be publicly released without the permission of the parents. Nooksack Valley School District identifies this information as the following:

- ◆ parent and/or student name
- ◆ address and telephone number
- ◆ date and place of birth
- ◆ major field of study
- ◆ participation in activities and sports
- ◆ dates of attendance
- ◆ diplomas and awards received
- ◆ recent school attended
- ◆ weight and height of members of athletic teams
- ◆ photographs for public information purposes

*Forms are available in the school office if you would like to restrict directory information from being released.*

## 2021-2022 SCHOOL CALENDAR

September 1	School Begins – First Student Day (1-5)
September 6	<b>No School</b> – Labor Day
September 7	First day for Kindergarten
September 9	First day of Preschool
September 15	<b>Early Dismissal – K-5 12:50 p.m</b>
September 16	School Board Meeting
September 29	<b>Early Dismissal – K-5 12:50 p.m</b>
October 13	<b>Early Dismissal – K-5 12:50 p.m</b>
October 21	School Board Meeting
October 22	Individual Photos
October 27	<b>Early Dismissal – K-5 12:50 p.m</b>
November 7	Daylight Savings Time Ends, Turn Clocks Back
November 11	<b>No School</b> – Veterans Day
November 12	<b>No School</b> – Teacher Work Day
November 18,19,22,23	<b>Early Dismissal – K-5 12:50 p.m (Conferences)</b>
November 18	School Board Meeting
November 24	<b>Early Dismissal – K-5 12:50 p.m. MS/HS 11:45 a.m.</b>
November 25-26	<b>No School</b> – Thanksgiving Vacation
December 1	Retakes/Sibling Photos
December 8	<b>Early Dismissal – K-5 12:50 p.m</b>
December 16	School Board Meeting, Time TBD
December 20-31	<b>No School</b> - Winter Vacation
January 3	School Resumes
January 12	<b>Early Dismissal – K-5 12:50 p.m</b>
January 17	<b>No School</b> – Martin Luther King Jr. Day
January 20	School Board Meeting
January 28	<b>No School</b> – Teacher Work Day
February 2	<b>Early Dismissal – K-5 12:50 p.m</b>
February 17	School Board Meeting
February 18	<b>No School</b> – Teacher Work Day
February 21	<b>No School</b> - Presidents' Day
February 23	<b>Early Dismissal – K-5 12:50 p.m</b>
March 3-4	<b>No School</b> – Mid-Winter Break
March 9	<b>Early Dismissal – K-5 12:50 p.m</b>
March 13	Daylight Savings Time Begins, Turn Clocks Forward
March 17	School Board Meeting
March 23	<b>Early Dismissal – K-5 12:50 p.m</b>
April 4-8	<b>No School</b> – Spring Vacation
April 20	<b>Early Dismissal – K-5 12:50 p.m</b>
April 21	School Board Meeting
May 11	<b>Early Dismissal – K-5 12:50 p.m</b>
May 19	School Board Meeting
May 30	<b>No School</b> – Memorial Day
June 16	Last Day of School – Early Dismissal 12:50 pm