

MEMORIAL ELEMENTARY SCHOOL

Parent and Student Handbook

2016-2017



Home of the Bulldogs

Important Phone Numbers

Memorial Office
503-565-4800

Memorial Fax
503-565-4806

Attendance Line
503-565-4803

Weather Line
503-565-4070

McMinnville School District Office
503-565-4000

Bus – First Student
503-434-5631
503-434-5815

Child Welfare (DHS)
503-378-6704
800-854-3508
503-472-4634

Community Center
503-434-7310

Head Start
503-472-2000

Juliette's House
503-435-1550

Oregon Healthy Kids
1-877-314-5678

McMinnville Parks & Recreation
503-434-7369
503-434-7311 (KOB)

Virginia Garcia Health Center
503-472-1338

Yamhill County Family & Youth
503-434-7462

Yamhill County Health Department
503-434-7525

Memorial Elementary School

501 NW 14th Street
McMinnville, Oregon 97128
503-565-4800 Phone 503-565-4806 Fax
503-565-4803 Attendance Line 503-565-4070 Weather Line
www.msd.k12.or.us/schools/memorial

Memorial Elementary is an exceptional school where children are encouraged to do their best, staff members strive for excellence in teaching and learning, and families are actively involved in our caring school community. We hope this handbook provides you with useful information and will be a good reference. Please let us know if you have questions. Refer to the McMinnville Student Rights and Responsibilities Handbook for further information.

Across the nation standards and expectations for student achievement are rising. We need your help to make sure that your child can meet or exceed these challenges. Good attendance, positive behavior, and quality work at school combined with homework and daily reading are critical components for student success. We are proud of our students' accomplishments and want them to continue to reach high levels of learning. We are truly grateful for all of your support. By working together we know we will make it a great year at Memorial Elementary School!

The McMinnville School District and Memorial School recognizes the diversity and worth of all individuals and groups. It is the policy of the McMinnville School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

District and Memorial School meeting locations are accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. Please contact the school office at [503-565-4800](tel:503-565-4800) or the district office at [503-565-4000](tel:503-565-4000).

SCHOOL COLORS: **Red and Gold**

SCHOOL MASCOT: **Bulldog**

SCHOOL RULES: **Be Respectful, Be Responsible, Be Safe,
Do Your Personal Best**



Be Respectful

- Actively listen
- Use Kind words and actions – No put downs

Be Responsible

- Be honest
- Be trustworthy

Be Safe

- Use equipment and materials correctly
- Keep hands and feet to yourself
- Use common sense

Do Your Personal Best

- Be caring
- Show effort
- Cooperate
- Take pride

SCHOOL DAY

Daily Schedule:

Kindergarten-5th 7:55 a.m. - 2:30 p.m.

Students are expected to be in their seats by 8:00 a.m.

Breakfast 7:30-7:55 a.m.

The school building opens at 7:30 a.m. for breakfast. Students need to be dropped off at the school cafeteria in the turnaround drive. There is no playground supervision available until 7:35 a.m. or after 2:45 p.m. Any student not picked up by 2:45 must report to the office.

ATTENDANCE

Attendance at school is very important. State school funding and Oregon State Report Cards include attendance criteria for schools. Parents and school staff must work cooperatively to ensure students' success in school by encouraging regular attendance. Parents need to call 503-565-4803 or email at mgomez@msd.k12.or.us when their child will be absent or late on that day.

Good attendance and punctuality are important traits for students to develop. Students are expected to be on time and will be considered tardy if not in class at 8:05 a.m. Students arriving after 8:00 a.m. must check in at the office. Research shows that attendance is directly related to student achievement.

During an extended absence, parents may call the school to request homework. A doctor's note may be required if a student is absent for more than 3 days. We ask that vacations not be taken when school is in session, however, sometimes this may be unavoidable. Vacations that have students missing 3 or more days of school need to be pre-arranged with the principal in order to be considered Excused Absences. Pre-arranged absence forms can be picked up at the front office.

If a pattern of tardiness or absenteeism persists, we will contact home to see how we can work with the family to solve this problem. Irregular attendance as defined by Oregon Law is four or more unexcused absences in a 20-day period.

LEAVING EARLY

Early release of a student during the school day will not be allowed unless a parent or designated adult signs the student out at the office. **Office staff will call your child to the office when you arrive.**

AFTER SCHOOL ARRANGEMENTS

If you wish your child to go home in a different way than normal, special arrangements must be made. To ride a different bus or get off at a different stop, your child must have a note signed by the parent explaining the change. The note must be brought to the office in the morning. The bus driver will not allow any changes without written permission from the parent.

Before your child leaves for school in the morning, please be sure he or she knows their after school plans. Emergency schedule changes called in prior to 2:00 will be delivered to your child. Please do not try to make changes after 2:00. The school telephone is a business phone and may not be used by students to make personal arrangements, such as requesting permission to go to a friend's home after school.

ADDRESS AND TELEPHONE NUMBER CHANGES

It is extremely important that the office be notified immediately in the case of a telephone or address change. Our ability to contact parents or guardians in the case of an emergency depends on the accuracy of this information. We ask that parents complete an Emergency Release Information Form each year. Please contact the office if you have questions.

ACCESS AND RELEASE OF STUDENT RECORDS

By law, both parents whether married, separated or divorced have access to the records of a student who is under 18 unless the school district is provided evidence of a legally binding document revoking these rights.

STUDENT INFORMATION

If you do not want the school to publish your child's name, photo or schoolwork, please inform us in writing. Student information is most often published in school yearbooks, school and district websites, school and district newsletters, and local newspapers. We will publish student names, photos and schoolwork—especially in publicizing good news about students—unless you tell us in writing by September 30 to withhold your child's information.

STUDENT USE OF TECHNOLOGY

McMinnville School District will be using the Oregon Google Apps for Education in classrooms. Use of Google Apps for Education is an integral part of the education process at McMinnville School District and Memorial Elementary. **Your student will not be able to use these services unless the permission form is signed and return to the school office.** Please note that:

- Instruction using the Internet at school is for educational purposes only.
- School technology limits, filters and strictly controls what Internet sites are available to students.
- Students do not have a reasonable expectation of privacy when they use school technology.
- Restricting student access may make it difficult for students to complete assignments.

Unauthorized access, including so-called "hacking" and other unlawful activities by students online is prohibited. Unauthorized disclosure, use and dissemination of personal information and pictures of students, staff, or other volunteers are prohibited.

Students are expected to treat school technology with care. They may face school discipline, including loss of computer privileges, if they do not follow district guidelines regarding technology use. Parents may be held financially liable for intentional misuse by their child.

LOST AND FOUND ITEMS

During each school year there are many unclaimed items that have to be donated to charity. **Please label your child's jackets, lunchboxes, and other personal items.** The lost and found is located in the cafeteria; please encourage your child to check it often. Unclaimed items will be donated to a local charity at the end of each quarter.

TOYS AND PETS BROUGHT TO SCHOOL

The school provides appropriate playground balls and equipment for student use during recess. ***Toys, balls, cameras, Gameboys, iPod and MP3 players and other valuables are not to be brought to school.*** Some students are allergic to animals. We must have two weeks notice before pets are brought to school so the teachers may notify parents.

WEAPONS OR DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon (including replicas) capable of causing physical injury to another on the school grounds. This is in effect during and immediately before or after school hours, or at any other time when the school is being used for an activity or special event. This also applies when students are attending a school event off school grounds.

USE OF TOBACCO

McMinnville School District policy prohibits the use of tobacco products on school property by anyone. We urge your help in keeping our children's environment tobacco-free.

SAFETY

Walkers should always use sidewalks and marked crosswalks. **Bike and scooter riders must wear helmets, lock their bikes in designated racks, and walk bikes and scooters on school grounds.** Please help your child plan an established route to and from school and review stranger safety. Please take care driving around school grounds. There is no parking in the bus lane. There is no parking in the cross walks at any time of the day. There is no parking in front of the school from 2:00-2:45. These spaces are only for loading at this busy time of the day. Please do not let children cross in the middle of the street instead of using the crosswalk. Cars and pedestrians must honor the safety patrol members. U-turns are not allowed. Following these rules will help keep everyone safe.

HEALTH

MEDICATIONS

If your child requires any type of ***prescription medication or non-prescription medication***, we will need a signed Medication Release form (available in the office) filled out before medication can be administered (including cough drops, Tylenol, eye drops, lip balm, etc.). **ALL** medication must be kept in the office and in the **original container**. A parent or guardian must bring the medication to the school and pick up any unused medication. ***Students are not allowed to transport medication to and from school.*** Children with severe and/or bee sting allergies should have their own epinephrine kit at school. It will be kept in the office. A parent permission form must be on file designating school personnel to administer the medication.

STUDENT ILLNESS

Please check your children before they come to school if they do not feel well. Sick children will recuperate faster at home and will not “share” their illness with others. We do not have a place at school for a child to rest for an extended period of time.

IMMUNIZATIONS

All students who are enrolling for the first time are required to provide evidence of immunization prior to enrolling. A Certificate of Immunization, which is signed by the parent and filed with the student’s records, shall document this evidence.

HEAD LICE

Periodic head checks will be made in each classroom to prevent the spread of head lice. Parents of children with head lice will be notified to pick their child up from school. Guidelines for treatment can be obtained from the school or the school nurse. To re-enter school, your child must be lice and nit free.

DRESSING AND GROOMING

The responsibility for dress and grooming rests with the student and parents. Examples of dress that are **not** part of school attire include, but are not limited to:

- Hats inside school
- Halter tops, tops showing the midriff, and spaghetti straps
- Shorts that are above the middle of the thigh
- Flip flops, high heels or slippery shoes, wheelies, or musical shoes. Students wearing flip flops or high heels may not participate in P.E.
- Any clothing that is gang-related, contains obscene or profane language, graphics, or drug, tobacco and/or alcohol advertising.

INCLEMENT WEATHER

Information concerning school closures due to inclement weather is broadcast on the radio and television stations at regular intervals beginning at 6:30 a.m. It is best if families tune in for these announcements rather than call the school. You may also request closure/delay information to be sent to your phone or home email through the Flash News website (see address below).

Website: www.flashnews.net Click on Portland and then on View Current Info.

Radio Stations: KLYC 1260 AM
KWIP 880 AM
KINK 101.9 FM
KISN 97.1 FM

Television Stations: KATU
KOIN
KGW

District Weather Phone: 503-565-4070
District Website: www.msd.k12.or.us

McMinnville School District Nutrition Program 2016-2017 School Year

The District is participates in a federally funded child nutrition meal program. The program is called the Community Eligibility Provision. Under this provision all students in McMinnville School District will be offered a breakfast and lunch at no charge. The provision covers the first meal only and all meals must meet federal guidelines to qualify.

Free or Reduced price meal applications will not be required this year. All students will be eligible for meals at no charge the first day of school.

The District will continue to take payments on line and at the schools for families wishing to pay in advance for extra meals, milk or a la carte items. The online payment system is at www.myschoobucks.com. The first time an account is set up parents will use the District student ID number. Call Debbie Vickers at the McMinnville Nutrition Services Office at 503-565-5648 for assistance.

MEAL PRICE STRUCTURE

| <u>Breakfast</u> | | <u>Lunch</u> | |
|-------------------------------------|-----------|-------------------------------------|-----------|
| First Elementary Breakfast: | NO CHARGE | First Elementary Lunch: | NO CHARGE |
| Second breakfast: | \$1.25 | Second Lunch: | \$2.60 |
| Extra milk or purchased separately: | .60 cents | Extra milk or purchased separately: | .60 cents |
| Juice | .60 cents | Juice | .60 cents |

FOOD SUBSTITUTIONS

If a student has food allergies, substitution will be considered after an approved statement is completed. A new statement is required each year. Forms are available at your school cafeteria and on the district website under Nutrition Services.

PAYMENTS FOR MEALS

Students may pay for meals before school or during the lunch time. Checks or cash will be accepted. Payment may also be made by debit/credit card by using our on line payment system at www.MySchoolBucks.com or by going through the district website at www.msd.k12.or.us. The first time an account is set up; parents will use the District student ID number. Contact Debbie Vickers at the McMinnville Nutrition Office at 503 565-5648 with questions.

RETURNED CHECKS

Checks written to School Cafeterias and returned for any reason will result in termination of check acceptance for the remainder of the year. There is a \$25.00 charge for all returned checks. Your student's meal account will show a negative balance and the student will need to bring cash only for meals. All payments for NSF checks should be taken to the Nutrition Services Office. (503-565-5648)

ADULT MEAL GUIDELINES

Federal regulations stipulate that all subsidized meals served under the National School Lunch or Breakfast Programs are to be served to children. Adult meals are not subsidized by National School Lunch, Breakfast, or After School Dinner program funds.

AFTER SCHOOL PROGRAMS

Kids on the Block

The School District and McMinnville Parks & Recreation Department jointly operate this after school program for students in **grades 1-5**. Success Now and Kids-On-The-Block are after school programs for students in grades 1-5 from 2:30-5:30pm, Monday thru Friday. Further information about KOB programs will be sent home through newsletters and the Bulldog Folder. Cost and dates can be obtained from the by calling the Parks & Recreation Department at 503-434-7311.

SUCCESS NOW!

This program is designed for students who may be experiencing challenges or below grade level in reading and or math. Program support & capacity is based upon invitation only from the child's teacher after review with principal and student intervention team. There are 3 sessions throughout the year. More information will be forthcoming in the school year in Bulldog Folder.

PARENT OPPORTUNITIES

You are encouraged to get involved at school. Parent Volunteers are very important to the success of our students and the educational program at Memorial School. Some parents volunteer at school during the day, others help with special events, and other parents help with projects from home. All volunteers must pass a background check before they may work with students or go on field trips. The form is available in the office. Contact your child's teacher, the parent coordinator, or the school office so we can get you started with a volunteer job that works for you. Your support is greatly appreciated.

The Memorial PTA (Parent Teacher Association) encourages all families to be a member of this important group. The PTA sponsors many worthwhile projects throughout the year, such as art enrichment, assemblies, field trips, and the school carnival. Regular meetings are held to set goals and plan activities for the school year. Check the Bulldog Folder each Tuesday or our website for PTA happenings and meeting times. **Please come and get involved!**

MEMORIAL SCHOOL BULLDOG FOLDER

ALL students will be given a ***Memorial School Bulldog Folder***, which will be sent home every Tuesday. All school communications such as homework assignments, newsletters and calendar events will come home once a week in this folder. Parents are asked to read all communications and return the folder on Wednesday. Kindergarten, first and second graders will be provided with a Homework Folder. Third, fourth and fifth grade students will be provided with a student agenda-planning book. Parents are encouraged to go over weekly assignments with their children. These folders and agendas are designed to increase communication between school and home.

VISITORS

For the safety of our students, we require that all visitors enter the building through the main south entrance, sign in at the office, and wear a visitor badge. **All other doors are kept locked during the school day.**

Any person wishing to visit a school must make an appointment with the principal or the principal's designee in advance for approval. The principal or the principal's designee will greet the visitor and communicate visitor guidelines and expectations. Visitors must be in the presence of a school employee at all times while on campus.

Parents wishing to visit their child's classroom to observe shall arrange the visit in advance with the principal. The principal may guide the timing of the visit to ensure minimal disruption to the educational process.

We discourage visits from students who attend other schools. It is disruptive to the learning environment and student visitors should be attending their home school. Special arrangements can be made for lunch visits. Prior notice is required.

BEHAVIOR

Our staff has implemented a school wide behavior management system that is focused on teaching and rewarding appropriate behavior. We have four major school rules for success:

- ☞ **BE RESPECTFUL**
- ☞ **BE RESPONSIBLE**
- ☞ **BE SAFE**
- ☞ **DO YOUR PERSONAL BEST**

We teach these rules in various settings around the school such as the playground, hallway, cafeteria, bathrooms, and leaving the school at the end of the day. ***We expect all students to learn and follow these rules.*** We have reward systems, which encourage students to remember these positive behaviors. We also have an office referral system which tracks undesirable behavior. We ask parents to support the school by reinforcing these rules and meeting with us when there is a problem that needs follow-up.

We strive for a risk-free, safe, caring, and respectful learning environment at Memorial School. There is no tolerance for bullying, threatening, or harassment at Memorial School.

CELL PHONES

It is becoming increasingly more common for students to have cell phones. While we understand the comfort and convenience that this provides parents and students, it also means that we must establish clear expectations regarding their use at school.

Cell phone use (calls and texting) during school time is strictly prohibited. They may only be used before and after school. Use during the school day will result in the cell phone's confiscation and forwarding to the Principal's office. Students will be able to pick up their cell phone at the end of the school day for the first violation. Subsequent violations will necessitate a parent coming to school to retrieve the cell phone. We appreciate your cooperation.

STUDENTS RIGHTS AND RESPONSIBILITIES

A complete copy of the McMinnville School District Student Rights and Responsibilities Handbook is included with this Parent/Student Handbook. Please go over this information carefully and review it with your child. These booklets give information about school and district philosophy and steps involved in establishing and maintaining a positive school environment.

TITLE 1 SERVICES

The school is able to provide some additional support services for students who are below grade level in reading. We want to work with you to do everything we can to help students reach and maintain grade level standards. Memorial Elementary School students, staff and parents are asked to commit to working as a team so that all students make progress, feel safe, respected, and valued.



At Memorial Elementary School we strive to provide an environment where students try their best, care about each other and their school, take pride in their accomplishments, and experience the joy of learning.