

MEMORIAL ELEMENTARY SCHOOL

Family Handbook 2025-2026



*Achieving excellence through high standards of teaching and
learning*

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Memorial Elementary School

501 NW 14th Street
McMinnville, Oregon 97128
503-565-4800 Phone/Attendance 503-565-4806 Fax
<https://memorial.msd.k12.or.us/>

We are so pleased to welcome you to the Memorial Elementary School community! Whether you are a returning family or new to our school, we are honored to partner with you in supporting your child's growth and success. At Memorial, we are deeply committed to providing your student with excellent care, meaningful connections, and a strong foundation of academic instruction. We believe that every child deserves to be seen, heard, and challenged in a safe and supportive environment.

A key part of your child's success is our shared partnership between home and school. Attending school regularly—at least 90% of the school year—is one of the most important factors in ensuring progress in learning. We encourage consistent, open communication with our staff and invite you to reach out with any questions or concerns. In addition, we ask families to support student learning at home, especially through daily reading routines. These simple but powerful habits help build confidence, comprehension, and a lifelong love of learning.

The McMinnville School District and Memorial Elementary recognize and honor 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 or the district office at 503-565-4000.

We look forward to a joyful and successful school year ahead. Thank you for being part of the Memorial family—we're so glad you're here!

SCHOOL COLORS: **Red and Gold**

SCHOOL MASCOT: **Bulldog**

SCHOOL RULES: **Be Respectful, Be Responsible, Be Safe,**

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

SCHOOL DAY

Daily Schedule:

Mon./Tues. & Thurs./Fri..... 7:55am - 2:30pm *Students are expected to be in their seats by 8:00 a.m.
Wednesday..... 8:55am-2:30pm - Late Start every Wednesday

We encourage you to bring your student as close to 7:55am (8:55am on Wednesday) as possible. This is when exterior doors open and staff are visible both inside and outside the building. Do not drop your child off at the main entrance unattended before the doors open. If you must bring your child early, drive through the turn around on Elm St. for AM recess. Look for a staff member in a yellow vest on the playground before dropping off your child. Staff begin at 7:30AM to monitor the combined, kindergarten through fifth grade student recess. Students from the playground are lined up by grade level and walked into the building by a staff member at 7:55am or 8:55am (Wednesday).

Breakfast will be served everyday at 8:00am in the classroom to every student who would like one. Lunch is served in the cafeteria each day at your child's assigned lunch time. All breakfast and lunches are free to all students.

Buses will run the same routes everyday but will just adjust their time by one hour on Wednesday. This hour in the day will provide our staff time to work together to review student achievement data, develop common assessments, and discuss how they can adjust their instructional practices to address the needs of each student in their classroom.

ATTENDANCE

Attendance at school is very important and expected. In addition, the state of Oregon has a compulsory attendance law (ORS 339.010 & ORS 339.020) which requires school aged children to attend regularly. Parents need to call 503-565-4800 when their child will be absent or late on that day.

Students are expected to be on time and will be considered tardy if not in class at 8:05 a.m. Students arriving after 8:05 a.m. must check in at the office on 14th St.

Research shows that attendance is directly related to student achievement.

According to the Oregon Department of Education, students who are absent more than 10% of the school year are considered *chronically absent*. As a school community (students & staff) we strive for an annual 95% attendance rate (approximately 8 days absent for the year). 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 and will be referred to our attendance team. Families on an approved in district or out of district transfer run the risk of revocation in the event of chronic absences.

Vacations that have students missing 3 or more days of school need to be pre-arranged with the office in order to be considered Excused Absences. **Students who leave for vacation for more than 3 days are at risk of being marked *chronically absent*.** Please work with our school team to reduce the number of absences due to vacation days.

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. Please send a note to your child's teacher with any changes to the dismissal routine. At this time students who are not registered for the bus must have a note from the office in order to ride home with a peer.

At Memorial we offer an after school care program for families through YMCA of Columbia-Willamette. If you are interested in your child enrolling, please visit their website: <https://www.ymcacw.org/>

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. Consider adding additional family members, friends, and/or neighbors to the emergency contact list in case we are unable to reach you.

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/DIRECTORY INFORMATION/PHOTO RELEASE

Directory information is "personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released." Information includes the student's name, address, phone number and ID photo. The most common use for directory information is the school photo used for the school yearbook.

Release of directory information follows MSD policy [JOA](#). Families that would like to opt out of the release of their students' directory information must provide written notice to the school.

At times we take pictures and videos of our students in the classroom, on the playground, or participating in year-round learning activities to share what's going on in our schools and district. This information may be used for teacher professional development and to publicize good news about district learning programs including honor roll, achievement awards, academic or athletic accomplishments, and other activities. These photos/videos may be published in school yearbooks, school and district newsletters, district advertising, school and district websites and social media, local public access television, and news releases to the local newspaper.

If you do not want your child's photo, name or schoolwork included, please inform the school office in writing by the first day of attendance. *Please note: the status on file for your student will remain in place unless a change is submitted.*

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 returned 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 our Family Resource Center. **Please label your child's jackets, lunchboxes, and other personal items.** The lost and found is located in the cafeteria. Encourage your child to check for lost items as they walk by the Lost and Found each day. Unclaimed items are donated to the Family Resource Center at the end of each quarter.

STUDENT DELIVERIES

Due to safety concerns, schools do not accept special occasion deliveries from third parties (including businesses), for individual students. These deliveries include flowers, balloons, birthday cupcakes and other treats.

CELL PHONES/SMART WATCHES, TOYS AND PETS BROUGHT TO SCHOOL

Memorial Elementary School is aligned with Governor Tina Kotek and the executive order mandating a ban on student cell phone usage during school hours in K-12 schools. This means students will not be allowed to use their cell phones during the school day, including lunch, except when following medical protocols. The use of smart watches in the classroom is also prohibited. Should your child need either of these items due to parent communication after school, they must be silenced and remain in your child's backpack until off of school grounds. McMinnville School District will be adopting a policy prohibiting cell phone use by October 31st, 2025. Prior to the ban, Memorial Elementary school already followed a “no electronics during school hours” policy.

The school provides appropriate playground balls and equipment for student use during recess. ***Toys, including fidget spinners, balls, Pokemon cards and other valuables are not to be brought to school.***

Memorial Elementary School is not responsible for the loss or damage of items brought from home.

Some students are allergic to animals. Students or parents wishing to bring in an animal to class must abide by the school board policy, **IIABA-AR**, along with prior approval from the principal in advance. Please do not arrive with your pet unannounced.

WEAPONS OR DANGEROUS INSTRUMENTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon capable of causing physical injury to another on the school grounds. This includes replicas, photos, images, or clothing that depicts a weapon (ie: gun, knife, tank, etc.). 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

Crossing Streets: Students and adults should always use sidewalks and marked crosswalks, especially on 14th St. 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. This ensures safety for all and sets a positive model for students. Harassment of school staff enforcing these guidelines at arrival and dismissal will be reported to our district safety manager.

Bikes/Scooters: Bike and scooter riders must wear helmets and walk bikes and scooters on school grounds. The school district will not be held responsible for lost or stolen items. Please help your child plan an established route to and from school and review stranger safety.

Parking: There is no parking in the yellow bus lane on 14th St. or in the crosswalks at any time of the day. These spaces are only for loading and unloading students. **U-turns are not allowed and create a danger to other drivers and pedestrians.** Every year we have parents make U-turns right in front of the school at arrival and dismissal. We urge you to abide by traffic laws at all times to keep our students and staff safe. Please note that 14th St. south of the main entrance is for bus loading and unloading only.

All exterior doors of the building are locked at all times. If you need to access the building at any time, you must come to the main entrance and push the button to speak with an office staff member.

Morning/Afternoon Arrival/Dismissal Procedures & Safety

- **The earliest drop off time is 7:30 AM and only in the turn around off Elm St. when you see a staff member in a yellow safety vest. There is no staff supervision until 7:30 AM.**
- You may not double park in the K-1 turnaround. The inside lane is for cars to pull through the turn around.
- Crosswalks must remain clear of all vehicles during arrival and dismissal.
- Parents are not permitted to use the gated areas between modular buildings on Birch St.
- Remember to abide by our pet policy, **IIABA-AR**, and leave family pets at home at arrival and dismissal. This honors our students with allergies or who may be afraid of some animals.

HEALTH

MEDICATIONS

If your child requires any type of ***prescription medication or non-prescription medication (must be FDA approved)***, 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 to be kept in the office. The school does not provide these. A parent permission form must be on file designating school personnel to administer the medication.

STUDENT ILLNESS

Please be sure to screen your child and keep them at home if they have any of the following symptoms: new fever (100.4 F or higher) or chills, new or worsening cough, shortness of breath, new loss of taste or smell, severe sore throat, new or worsening headache, new or worsening muscle or body aches, new nasal congestion/runny nose, excessive tiredness, excessive loss of appetite, or abdominal pain/vomiting/diarrhea. If your child develops any of these symptoms while at school, our main office will contact you. If your child vomits two or more times, he/she must stay home for 48 hours before returning to school and or 24 hours after a fever, with no fever reducing medications.

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

School staff will screen students who complain of head lice symptoms or when a staff member recognizes symptoms. Students who present with live lice will be sent home at the end of the school day; the parent will be notified and provided with treatment instructions. The student will be excluded from school attendance while live lice are present. Students excluded from school will be readmitted after treatment is completed and live lice have been completely removed. Schools with siblings of the identified student will be contacted to determine if a screening is necessary. Parents must accompany their student to school for re-admittance or provide a signed statement that a recognized treatment was initiated. A maximum of 2 days of excused absences will be allowed for the treatment and removal of live lice. The student will be readmitted subject to a screening by designated personnel. In the event the student is not readmitted to school and must be sent home, the school will notify the parent. A recheck will be performed on day 7 and a second recheck will be performed on day 14. If there are still nits present on day 14, the student will be excluded from school until they are free of live lice or nits.

PLEASE KEEP STUDENTS WITH SYMPTOMS OUT OF SCHOOL

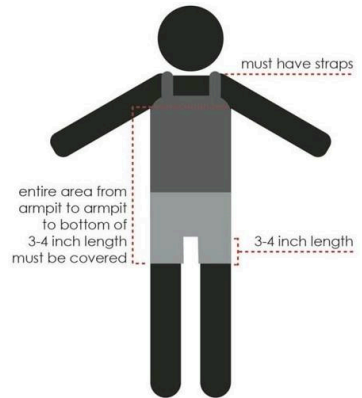
This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER...
 Fever: temperature of 100.4°F (38°C) or greater	*Fever-free for 24 hours without taking fever-reducing medicine.
 New cough illness	*Symptoms improving for 24 hours (no cough or cough is well-controlled).
 New difficulty breathing	*Symptoms improving for 24 hours (breathing comfortably). <i>Urgent medical care may be needed.</i>
 Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	*Symptoms improving for 24 hours (no more than two bowel movements more than normal and no longer having accidents) with orders from doctor to school nurse.
 Vomiting: two or more episodes that are unexplained	*Symptom-free for 24 hours OR with orders from doctor to school nurse.
 Headache with stiff neck and fever	*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. → <i>Urgent medical care may be needed.</i>
Skin rash or open sores	*Symptom free , which means rash is gone OR sores are dry or can be completely covered by a bandage OR with orders from doctor to school nurse.
Red eyes with colored drainage	*Symptom-free , which means redness and drainage are gone OR with orders from doctor to school nurse.
Jaundice: new yellow color in eyes or skin	*After the school has orders from doctor or local public health authority to school nurse.
Acting differently without a reason: unusually sleepy, grumpy, or confused.	*Symptom-free , which means return to normal behavior OR with orders from doctor to school nurse.
Major health event , like an illness lasting 2 or more weeks OR a hospital stay, OR health condition requires more care than school staff can safely provide.	*After the school has orders from doctor to school nurse AND after measures are in place for the student's safety. Please work with school staff to address special health-care needs so the student may attend safely.

DRESSING APPROPRIATELY

The responsibility for dress and grooming rests with the student and parents. We ask that all students wear a top and a bottom that cover all private areas as well as shoes that are appropriate for the day (recess and PE). If your family is in need of clothing or shoes please let our school team know and we would be happy to help you with items for your student. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. Please support your student with the following:

- No hats, hoods, or beanies inside the school building
- No Halter tops, tops showing the midriff. Spaghetti straps are ok as long as not low cut.
- NO shorts that are above the middle of the thigh
- Flip flops, slides, high heels, wheelies, or musical shoes are not appropriate for play. Students wearing flip flops, slides, or high heels may be asked not to participate in P.E. for their own safety.
- Any clothing that is gang-related, contains obscene or profane language, graphics, or drug, tobacco and/or alcohol advertising is prohibited.



INCLEMENT WEATHER

Information about changes in school operations due to inclement weather will be sent out via ParentSquare. Families can also find information on the [district website](#) or local television/radio stations.

Meal Service

Breakfast is served to ALL students, everyday, free of charge. This will be a grab and go breakfast and include a dairy, fruit, and whole grain each day. These are eaten in the classroom between 8:00 and 8:15am. Please be sure your student is at school ON TIME so they can finish breakfast before 8:15am.

Lunch is also free for ALL students. Our lunch schedule is as follows:

Kindergarten and 3rd Grade Students-10:55-11:30am

1st and 4th Grade Students-11:25am-12:00pm

2nd and 5th Grade Students-11:55am-12:30pm

Due to the high number of students in the cafeteria during lunch time, we cannot accommodate visitors wishing to eat with their student. Thank you for your understanding.

FOOD SUBSTITUTIONS

If a student has food allergies, substitutions will be considered after an approved medical 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.

VOLUNTEER 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 during school hours, help with special events, chaperone field trips, and even help with projects from home. All volunteers must be registered (see link below), and pass a background check. This process takes about a week to complete so please plan ahead.

For more information regarding becoming a volunteer, or to apply, please visit our website at www.msd.k12.or.us/volunteers or contact Melanie Jobb, HR Admin Assistant at mjobb@msd.k12.or.us.

A great way to volunteer is by joining the **Memorial PTA (Parent Teacher Association)**. The PTA 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, jog a thon, and the school carnival. Regular monthly meetings are held to set goals and plan activities for the school year. Check the Bulldog Folder each month for more information, or our website, memorialbulldogspta@gmail.com for happenings and meeting times. This is an amazing group of families and staff! **Please join us!**

VISITORS

Examples of essential visitors are: autism specialist, audiologist, occupational therapist, etc. For the safety of our students and staff, we will not be allowing non-essential visitors into the building to observe classrooms or take tours.

We know the beginning of the year can be hard on both students and parents as we learn a new routine together. After the first day or two, parents will watch for the staff member at each entrance and will say their goodbyes at the door, instead of walking them into the building. Don't worry! We rocked this the last six years and our students proved their great independence! It also greatly helps the staff start their day as a classroom community and provides that clean break between home and the school day. We have all eyes on your kiddos and will help them get to their classrooms! We understand this practice may be difficult for some parents, however, fewer, non essential visitors does create a safer school environment as we are unable to monitor such a large group of visitors each morning.

Our primary focus is the safety and well being of your student.

We appreciate your understanding by following this important safety practice and saying goodbye to your student in the car, at the bus stop, or at the exterior door to the building. **There will be an exception to this rule for school events such as the first day, Open House, and Conferences.**

CLASS PLACEMENTS

Our educational team works together to create balanced classrooms each year through an equity lens. At Memorial, we are not able to honor parent requests for specific teachers. With almost 600 students each year it is impossible to remain balanced if such requests are granted. Thank you for understanding and trusting in our equitable systems as we place students in classrooms each year.

I want to thank you for being an essential part of the Memorial Elementary community. Our dedicated school team strives every day to create an environment where students feel safe to take risks, try new things, and celebrate their learning. We teach and model kindness, encourage students to take pride in their accomplishments, and nurture a genuine joy for learning. We want every child—and every family—to feel excited to come to school each day.

Memorial Elementary has proudly served the children and families of McMinnville since 1948. Our school is deeply rooted in this community and in our unwavering commitment to students' well-being and growth. We are honored to continue that legacy alongside you.

Please join us in building a strong and positive partnership between home and school—one that supports your child's academic development as well as their social and emotional learning. Together, we can ensure your child feels safe, confident, and ready to thrive—both at Memorial and throughout their educational journey.

With gratitude and excitement for the year ahead,

Kim Price
Principal, Memorial Elementary School



"Once a Bulldog, Always a Bulldog"

