

MEMORIAL ELEMENTARY SCHOOL

Family Handbook 2023-2024



Achieving excellence through high standards of teaching and learning

TABLE OF CONTENTS

Memorial/School Information.....	2
Vision.....	2
Colors and Mascot.....	2
School Day/Times.....	3
Attendance.....	3
Leaving Early.....	3
After School Arrangements.....	4
Contact Information.....	4
Student Information.....	4
Photo Release.....	4
Technology.....	4
Lost and Found.....	4
Student Deliveries.....	4
Bringing Items from Home/Pets.....	4
Safety.....	5
Health.....	5
Head Lice.....	6
Health Chart.....	7
Dressing and Grooming.....	8
Inclement Weather.....	8
Breakfast and Lunch.....	8
After School Opportunities.....	9
Volunteers.....	9
Visitors.....	9
Classroom Placements.....	10
Expectations.....	10
Principal Message.....	10

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/>

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 throughout the year. Please let us know if you have any questions and 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! **Strong attendance**, positive behavior, and quality work at school combined with consistent routines, both at school, and at home, are critical components for student success. One of the most important things you can do to help your child succeed is read with them EVERYDAY! Research proves this is key to your child becoming a strong reader and we hope they learn to love it too! We are proud of our students' accomplishments and want them to continue to reach high levels of learning. By working together we know we will make it another 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,**

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

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 available for purchase in the cafeteria each day starting at 7:30am (8:30am on Wednesday). Please drop your student off at the cafeteria door in the turn around off Elm. St. Once your student is finished, they will join students on the playground for AM recess.

As announced last spring, we have adjusted bell schedules for students on Wednesdays.

- Elementary students will begin one hour late (8:55am) every Wednesday
- This aligns with middle school and high school schedules

Buses will run the same routes on these days, they will just adjust their times by one hour. 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.

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.

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.

Frequent absences significantly compromise a child's ability to read at grade level by the end of third grade.

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.

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.

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 may not ride home with a friend on the bus.

At Memorial we offer an after school care program for families. If you are interested in your child enrolling in CampFire here is the link: <https://www.campfirecolumbia.org/programs/before-after-school/mcminnville/>

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/DIRECTORY INFORMATION

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 student's name, address, phone number and ID photo. The most common use for directory information is student ID photos 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.

ELECTRONICS, TOYS AND PETS BROUGHT TO SCHOOL

At the elementary level, we ask that all electronics such as cell phones, cameras, Gameboys, SMARTwatch, IPod and MP3 players, are left at home. If your child needs a cell phone or SMARTwatch for safety purposes (such as walking home), please contact their classroom teacher and plan on these items remaining in your child’s backpack until after dismissal.

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.***

Use of these items during the school day will result in confiscation and forwarding to the Principal’s office. Students will be able to pick up their item at the end of the school day for the first violation. Subsequent violations will necessitate a parent coming to school to retrieve the item. We appreciate your cooperation and strongly encourage your child NOT to wear a SMARTwatch during the school day as it may be damaged during physical activities. 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 (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 in the turn around, 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 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 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 (staff parking lot to 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

- You may not drop your student off until 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 then.
- It is illegal to make u-turns, park in crosswalks, and speed.
- 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.
- Following the school board policy & for the safety of students with allergies, please do not bring pets to drop off and pick up

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 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.

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

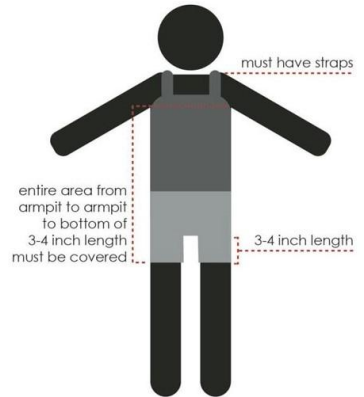
This list is school instructions, not medical advice. Please contact your health care provider with health concerns.

SYMPTOMS OF ILLNESS	THE STUDENT MAY RETURN AFTER...
 Fever: temperature of 100.4°F (38°C) or greater	<p style="text-align: center;">*The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.</p> <p>*Fever-free for 24 hours without taking fever-reducing medicine.</p>
 New cough illness	<p>* Symptoms improving for 24 hours (no cough or cough is well-controlled).</p>
 New difficulty breathing	<p>* Symptoms improving for 24 hours (breathing comfortably). <i>Urgent medical care may be needed.</i></p>
 Diarrhea: 3 loose or watery stools in a day OR not able to control bowel movements	<p>*Symptom-free for 48 hours OR with orders from doctor to school nurse.</p>
 Vomiting: one or more episode that is unexplained	<p>*Symptom-free for 48 hours OR with orders from doctor to school nurse.</p>
 Headache with stiff neck and fever	<p>*Symptom-free OR with orders from doctor to school nurse. Follow fever instructions above. <i>Urgent medical care may be needed.</i></p>
Skin rash or open sores	<p>*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.</p>
Red eyes with colored drainage	<p>*Symptom-free, which means redness and drainage are gone OR with orders from doctor to school nurse.</p>
Jaundice: new yellow color in eyes or skin	<p>*After the school has orders from doctor or local public health authority to school nurse.</p>
Acting differently without a reason: unusually sleepy, grumpy, or confused.	<p>*Symptom-free, which means return to normal behavior OR with orders from doctor to school nurse.</p>
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.	<p>*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.</p>

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 (New school policy for the '23-'24 school year).
- No Halter tops, tops showing the midriff. Spaghetti straps are ok as long as not low cut.
- 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.

McMinnville School District Nutrition Program 2023-2024 School Year

PLEASE NOTE SIGNIFICANT CHANGES MEMORIAL SCHOOL

Due to changes in community economic conditions, students at Memorial Elementary School do not qualify for free breakfasts and lunches. Please log onto our website: www.msdk12.or.us and go to Departments, Nutrition Services, Free and Reduced Meals/Fees to fill out an application for free and reduced meals. Any previous applications have expired and the income level to qualify for free and reduced meals may have changed. This means more families than before may qualify for free or reduced meals for their students. Eligibility for assistance is effective the date the application is processed so we recommend parents fill out this form as soon as possible. Any charges accrued before qualifying is still the responsibility of the parent.

See the district website under ["Nutrition Services"](#) for an online application or contact the school office for assistance.

OREGON EXPANDED INCOME GROUP INCOME CHART For School Year 2023-24

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
- 1 -	43,740	3,645	1,823	1,683	842
- 2 -	59,160	4,930	2,465	2,276	1,138
- 3 -	74,580	6,215	3,108	2,869	1,435
- 4 -	90,000	7,500	3,750	3,462	1,731
- 5 -	105,420	8,785	4,393	4,055	2,028
- 6 -	120,840	10,070	5,035	4,648	2,324
- 7 -	136,260	11,355	5,678	5,241	2,621
- 8 -	151,680	12,640	6,320	5,834	2,917
Each add'l household member	15,420	1,285	643	594	297

Students wishing to purchase meals may bring cash or checks to the cafeteria to deposit funds. Families may also log on to www.MySchoolbucks.com to deposit funds into student accounts online. The first time an account is set up; parents will use their student's school ID number. Contact the McMinnville Nutrition Office at 503-565-4046 with questions. Breakfast may be purchased for \$2.00 and will be served in the cafeteria, Lunch may be purchased for \$3.00, and milk not included with a school meal will be \$.75. Milk to accompany a meal brought from home must be purchased and is not included as a part of approved meal benefits.

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.

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. (503-565-4046)

AFTER SCHOOL PROGRAMS

Camp Fire Columbia

McMinnville Parks & Recreation Department operates this after school program for students in **grades K-5**. More information may be found by visiting their website www.campfirecolumbia.org.

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.msdk12.or.us/volunteers or contact Melanie Jobb, HR Admin Assistant at mjobb@msdk12.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, memorial.pta@yahoo.com for happenings and meeting times. This is an amazing group of families and staff! **Please come and get involved!**

VISITORS

For the safety of our students and staff, we will not be allowing non-essential visitors into the building. Examples of essential visitors are: an autism specialist, audiologist, occupational therapist, etc. Parents will watch for the staff member at each entrance and will not be walking students into the building at arrival, but don't worry! We rocked this the last four 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 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.

EXPECTATIONS

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

- 👉 **BE RESPECTFUL**
- 👉 **BE RESPONSIBLE**
- 👉 **BE SAFE**

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 a Positive Behavior Incentive Systems, which encourages 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/if a problem arises..



At Memorial Elementary School we strive to provide an environment where students try their best, care about their school and each other, take pride in their accomplishments, and experience the joy of learning. We want kids and families excited to come to school each day and ready to be brave at trying new things!

Please join us in creating a positive home to school partnership that will benefit and strengthen your child's social, emotional, and academic skills. Together we can ensure a culture of safety and confidence for your child to nurture and grow while here at Memorial, and their many years to come!

With Appreciation,

Kim Price~Principal

