



Parent and Student Handbook

2016-2017

Sue Buel Elementary School
1985 SE Davis Street
McMinnville, OR 97128
Phone: 503-565-5500 Fax: 503-565-5506
www.buel.msd.k12.or.us

WELCOME to Sue Buel Elementary School- an extraordinary place! We are committed to a laser-like focus on: (1) student achievement and academic excellence for all, (2) creating an optimal setting for teaching and learning, and (3) building community-family-school partnerships for student success. This handbook has been provided to assist you with pertinent information you will need throughout the year. We value each and every family and know that by working together, we can make a difference. Your thoughts, questions or concerns are always welcomed and encouraged. Please stop by or give us a call any time! We are thrilled that you are a part of our very special school!

~Darlene Geddes, Principal



SCHOOL COLORS: Navy Blue and Gold

SCHOOL MASCOT: Husky

SCHOOL MOTTO: Learners Today, Leaders Tomorrow

OFFICE HOURS

7:00 a.m. – 4:00 p.m.

SCHOOL HOURS

Breakfast....7:30 a.m. – 7:55 a.m.

Grades K – 5....8:00 a.m. – 2:30 p.m.

AM Pre-School (Monday – Thursday)....8:15 a.m. – 10:45 a.m.

PM Pre-School (Monday – Thursday)....11:45 a.m. – 2:15 p.m.

School starts at 7:55 a.m. Students arriving before that time wait on the playground or go to the cafeteria for breakfast. Students are not to go to classrooms before 7:55 a.m. without the written consent of a teacher. There is no playground supervision available until 7:30 a.m. or after 2:45 p.m. Any student not picked up by 2:45 will be brought back into the office to call home.

ATTENDANCE

Parents and the school must work cooperatively to ensure students' success in school by encouraging regular attendance. Punctuality is an important trait to develop. Students are expected to be on time and will be considered tardy if not in class when school begins. Students arriving after 8:05 a.m. must check in at the office for a tardy slip before reporting to class (8:20 a.m. for AM Pre-School and 11:50 a.m. for PM Pre-School).

We ask that all parents call the school office before 8:30 a.m. when their child will be absent. When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. During an extended absence, parents should call the school to request homework. 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. Superintendents are required by state law (SB 99, effective Sept. 1, 1995) to issue attendance citations to a student's parent or guardian for chronic absences and tardies.

Students should strive to miss no more than 5 days in one school year. We will work with you to develop regular attendance if your child misses more than 5 days. In order for your student to achieve at the state level of expectations, he/she must be in school every day he/she is able.

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 or provide you with a release form to give to your child's teacher.

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 explaining the change. The bus driver will not allow any changes without written permission. This rule also applies to students who walk or are picked up by car.

For safety reasons, requests over the phone for a change of a student's route home will only be accepted under emergency situations.

Please communicate after school plans to your child before he or she leaves for school in the morning. The school telephone is a business phone and not to be used by students to make personal arrangements, such as requesting permission to go to a friend's home after school.

TRAFFIC SAFETY

We need your help! We encourage parents who are picking up their students to use caution and respect. Parents and students need to be extremely careful around the congested areas of the school. Be aware of bus zones, the crosswalks and the areas where parking is and isn't allowed. We ask that parents never leave their cars when parking along the curb directly in front of the school. Parents who are dropping off or picking up students (staying in their cars) may do so at the front of the school. Please do not drive into the back parking lot to drop off or pick up students (with the exception of pick up from the Kids-on-the-Block (KOB) program). This is the bus zone.

Walkers should always use sidewalks and marked crosswalks. Bikers and scooter riders should wear helmets, walk bikes and scooters on school grounds and lock their bikes and scooters in designated racks. Please help your child plan an established route to and from school and review stranger safety.

ADDRESS AND TELEPHONE NUMBER CHANGES

It is extremely important that the office be notified immediately of any telephone or address changes. Our ability to contact parents or guardians in the case of an emergency depends on the accuracy of this information. Attached to this handbook is a copy of your Emergency Information Card. **Please check the information on the card, make changes if needed, sign and return it to school by Friday, September 16th. We will not release your child to anyone who is not listed on this card without parent/guardian permission.**

INCLEMENT WEATHER

Information concerning school closures due to inclement weather is broadcast on 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. Information is also posted on the McMinnville School District website at www.msd.k12.or.us or you can call the District Weather Line at 503-565-4070. Additionally, you can sign up for school closure information via email or text message on the McMinnville School District website.

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.

DIRECTORY INFORMATION

In accordance with State and Federal laws, the district maintains an educational record on each student. Part of the student record is directory information. Directory information means information that would not generally be considered harmful or an invasion of privacy if disclosed. Further information can be found in the *Student Rights and Responsibilities Handbook*.

Student Directory Information

Sue Buel Elementary and the McMinnville School District may want to release directory information about students.

- Directory information such as student names, addresses and phone numbers may be published in class phone lists or school rosters.
- Directory information such as student names, photographs and schoolwork may be published in achievement awards and other news related to school academics, activities and/or athletics. It may be published in school yearbooks, school and district newsletters, school and district websites and news releases to the media.

If you do not want us to release directory information about your student, please notify us in writing within 30 days.

Student Use of Technology

Students are expected to treat school technology with care. They may face school discipline if they do not follow district guidelines regarding technology use. Parents may face financial liability for intentional misuse by their student.

Students at Sue Buel Elementary will have access to the Internet. 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.

If you do not want your student to have access to the Internet at school for educational purposes, please notify us in writing within 30 days.

Please note that restricting student access to the Internet may make it difficult for students to complete school assignments in a timely manner.

BEHAVIOR

At Sue Buel Elementary we have a schoolwide behavior management system that is focused on teaching and reinforcing appropriate behavior. Our school rules are:

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

Staff members design lesson plans that teach how to apply these rules in various settings around the school, such as in the classroom, on the playground, in the commons and on the stairways. We have reward systems to encourage positive behaviors and 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. All students are expected to learn and follow these rules.

At Sue Buel Elementary, we strive for a safe, responsible, and respectful learning environment. There is no tolerance for bullying, threats, or harassment.

SCHOOLWIDE EXPECTATIONS

Classrooms

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Enter classroom quietly ▪ Ask permission to leave ▪ Follow directions and procedures ▪ Keep walkways clear ▪ Keep hands, feet, and items to yourself ▪ Use equipment and supplies appropriately 	<ul style="list-style-type: none"> ▪ Be prepared and on time ▪ Take care of yourself ▪ Complete classroom assignments and homework ▪ Be organized ▪ Stay on task ▪ Clean up after yourself 	<ul style="list-style-type: none"> ▪ Use respectful words ▪ Treat others' property with respect ▪ Listen ▪ Allow others to learn

Bathrooms

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Use a bathroom pass ▪ Keep feet on floor (no climbing) ▪ Wash hands with soap and water ▪ Keep soap and water in the sink 	<ul style="list-style-type: none"> ▪ Flush toilets once after use (up for liquid, down for solid) ▪ Clean up after yourself ▪ Put towels in garbage ▪ Turn off water ▪ Notify staff member if there is a problem ▪ Return to classroom promptly 	<ul style="list-style-type: none"> ▪ Give people privacy ▪ Use quiet voices

Commons

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Wash hands before eating lunch ▪ Walk at all times ▪ Carry tray with two hands ▪ Get adult help for accidents and spills ▪ Keep all food to yourself ▪ Sit with feet on floor, bottom on bench, facing the table 	<ul style="list-style-type: none"> ▪ Take what you plan to eat and ordered ▪ Get all utensils, milk, etc. before sitting down ▪ Follow directions of the commons supervisors ▪ Sit at assigned table ▪ Raise hand to clear tray and then return to table ▪ Remain seated until given dismissal signal 	<ul style="list-style-type: none"> ▪ Use please and thank you ▪ Allow anyone to sit next to you ▪ Eat politely and use good table manners ▪ Use quiet voices ▪ Leave your eating area clean for the next person

Library

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Enter library quietly ▪ Keep hands, feet, and items to yourself ▪ Use books and materials correctly 	<ul style="list-style-type: none"> ▪ Use shelf markers only to look for books ▪ If you don't know where a book belongs, put on cart ▪ Take care of books and library materials at school and at home ▪ Return books on time so others can enjoy them 	<ul style="list-style-type: none"> ▪ Listen for directions where to sit ▪ Stay in student areas ▪ Raise hand when you want to talk ▪ Take turns using search stations ▪ Use quiet voices during checkout

Office

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Walk to office ▪ Stay on other side of counter ▪ Keep hands, feet, and items to yourself ▪ Sit square in the chair 	<ul style="list-style-type: none"> ▪ Let office staff know why you are here ▪ Demonstrate self control ▪ If you borrow something, return it ▪ Clean up after yourself 	<ul style="list-style-type: none"> ▪ Use a quiet voice ▪ Use please and thank you ▪ Greet people by name ▪ Wait your turn ▪ Knock on closed doors and wait for someone to answer

Hallways

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Stay to the right ▪ Walk facing forward ▪ Keep hands, feet, and items to yourself ▪ Ask permission from an adult before opening a locked door for another person 	<ul style="list-style-type: none"> ▪ Use a hall pass ▪ Select one person to hold doors 	<ul style="list-style-type: none"> ▪ Hold the door open for the person behind you ▪ Use quiet feet and voices off ▪ Wait to enter until previous class exits

Stairways

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Stay to the right ▪ Hold the handrail ▪ Keep eyes forward ▪ Keep hands, feet, and items to yourself 	<ul style="list-style-type: none"> ▪ Walk on each step facing forward ▪ Keep hands and body off of balcony railing 	<ul style="list-style-type: none"> ▪ Use quiet feet and voices off

Lining Up

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Walk to line ▪ Keep hands and feet to yourself 	<ul style="list-style-type: none"> ▪ Stop playing and line up when signaled ▪ Wait quietly for directions 	<ul style="list-style-type: none"> ▪ Line up in your class line ▪ Follow directions of the adult on duty

Playground and Recess

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Walk from line to playground and playground to line ▪ Stay within the boundaries ▪ Play beyond the blue line in the covered area ▪ Be aware of the activities/games around you ▪ No play fighting or chasing games ▪ Use equipment appropriately 	<ul style="list-style-type: none"> ▪ Share equipment ▪ Follow all rules for games and equipment ▪ Use hall/bathroom pass when leaving the area ▪ Line up quickly when whistle blows ▪ Return equipment to the proper place 	<ul style="list-style-type: none"> ▪ Avoid physical contact with others ▪ Play fairly ▪ Include everyone ▪ Follow directions of adults on duty ▪ Be respectful of others' games ▪ Wait patiently in line

Walkers and Parent Drop Off and Pick Up

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Wait in arranged areas for siblings and parents ▪ Walk on sidewalks and crosswalks ▪ Wait to cross with crossing guard ▪ Look both ways when crossing the street ▪ Only get into cars along the sidewalk or in parking spots ▪ If still waiting at 2:45, go into the office ▪ Keep hands, feet, and items to yourself 	<ul style="list-style-type: none"> ▪ Arrive on time ▪ Go straight home after school ▪ Get staff permission to use the office phone ▪ Remember your belongings 	<ul style="list-style-type: none"> ▪ Wait patiently ▪ Follow adult directions

Bus Arrival and Dismissal

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Walk to and from bus on sidewalk ▪ Wait for siblings directly outside bus door ▪ Wait for bus driver to let you on and off bus ▪ Keep hands, feet, and items to yourself 	<ul style="list-style-type: none"> ▪ Enter and leave bus by walking ▪ Remember your belongings 	<ul style="list-style-type: none"> ▪ Use quiet voices on bus ▪ Follow the bus driver's directions

Alternate Transportation

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Wear your helmet ▪ Watch out for others ▪ Get off bike, scooter, skateboard, or Heelys and walk when you reach school grounds ▪ Walk on sidewalks and use the crosswalks ▪ Wait to cross with crossing guard ▪ Look both ways when crossing the street ▪ Keep hands, feet, and items to yourself 	<ul style="list-style-type: none"> ▪ Arrive on time ▪ Lock your bike ▪ Carry scooter or skateboard to assigned area ▪ Leave other bikes alone ▪ Go straight home after school ▪ Remember your belongings 	<ul style="list-style-type: none"> ▪ Follow adult directions

Recycling

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Watch out for sharp edges 	<ul style="list-style-type: none"> ▪ Recycle clean materials only ▪ Know what items can and can't be recycled ▪ Put items in the correct container 	<ul style="list-style-type: none"> ▪ Tell others in a kind way what can be recycled

Assemblies

Be Safe	Be Responsible	Be Respectful
<ul style="list-style-type: none"> ▪ Enter quietly ▪ Walk up and down bleachers with quiet feet ▪ Exit quietly 	<ul style="list-style-type: none"> ▪ Arrive on time ▪ Follow directions ▪ Raise your hand to speak ▪ Remain seated until given dismissal signal 	<ul style="list-style-type: none"> ▪ Sit on your bottom ▪ Use audience manners ▪ Listen so others can hear ▪ Keep hands and feet still and quiet

LOST AND FOUND ITEMS

The lost and found is located in the main hall. Please encourage your child to check it often. At the end of each quarter, lost items will be donated to a local charity. Small lost and found items such as glasses, jewelry and keys are kept in the school office.

Please label your child's jackets, lunch bags, backpacks, and other personal items. Labeled items can be returned to your child.

OBJECTS BROUGHT TO SCHOOL

The school strives to provide appropriate playground equipment for student use during recess. Toys, trading cards, cameras, electronic devices, and other valuables are not to be brought to school unless the student has special, written permission from a teacher.

Students are responsible for their own property. The school will not be held responsible for these items from home should they be damaged, lost or stolen.

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 during class time is strictly prohibited. They may 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.

Students are responsible for their own property. The school will not be held responsible for damaged, lost or stolen cell phones.

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 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.

LUNCH AND BREAKFAST PROGRAMS

Breakfast and lunch are offered each school day. Again this year, McMinnville School District is participating in a new federally funded child nutrition meal program. The program is called the Community Eligibility Provision. Under this provision all students enrolled in McMinnville Schools are eligible to receive a healthy breakfast and lunch at school at no charge to your household throughout the 2015-16 school year. Daily, in addition to a choice of entrees, children may choose from several fruits and vegetables. Milk and juice are also available with each meal. A menu will be sent home monthly and is also posted on the McMinnville School District website at www.msd.k12.or.us.

Students are entitled to one breakfast and one lunch each day. Extra meals must be purchased at the full meal price. Milk or juice must also be purchased if it is to go with meals brought from home. Students should deposit money into their account before school in the commons. Checks or cash are accepted. The commons' doors are open daily at 7:30 a.m.

The new online meal pre-payment system, MySchoolBucks, is also available. MySchoolBucks allows parents to make secure debit or credit payment into their student's account and view all of their transactions and account balances. For more information about our online meal pre-payment system, visit the McMinnville School District website at www.msd.k12.or.us. Under *Parents and Students*, click on the *Nutrition Services* link and then *MySchoolBucks*. If you need help using the pre-payment system, including setting up a new account and password, please contact Debbie Vickers at 503-565-5648.

Insufficient Funds

If a check is returned for insufficient funds or any other reason, a fee of \$25.00 will be assessed. Payments for uncollected checks must be made at the McMinnville School District Office.

Elementary Meal Prices

Breakfast	\$1.25
Lunch	\$2.60
Milk	\$0.60
Adult	\$3.50 without milk, \$4.10 with milk

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. 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 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.

Health Room

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. Lice is easily spread among children and is a condition under which students are excluded from school until they are lice and nit-free. Parents of children with head lice will be notified. Guidelines for treatment can be obtained from the school or the school nurse. Students excluded from school will be readmitted after treatment is completed and nits have been completely removed.

SCHOOL UNIFORMS

Students are required to wear a school uniform Monday through Thursday. Our school uniform is a solid-colored, collared shirt in navy blue, light blue, burgundy or white. We encourage khaki, navy or denim bottoms that are plain and without embellishments. In the school office, we stock short-sleeved polo shirts with the school logo. The cost for one of these shirts is \$10.00. In addition, we have a uniform exchange program where you can donate or receive gently used uniform clothing. We will place special orders for additional school logo clothing on **October 14th** and **February 24th**. Order forms are available in the school office. Students can wear shirts with or without the school logo.

If a student comes to school not wearing a school uniform, they are given a shirt to borrow for the day and asked to write a letter to help remind them to wear their uniform the next day. According to McMinnville School District Policy JFCAA, students may opt out of the school’s uniform program by parent request to transfer to another school within the district. If the transfer is granted, parents will be responsible for transportation to and from school. The request to opt out of a school uniform program may be based on personal choice, financial hardship or objection based on religious grounds.

DRESSING AND GROOMING

The responsibility for dress and grooming rests with the student and parents. A student’s dress or grooming should not affect safe participation in school classes, programs, other school related activities, or be disruptive to the educational setting. Examples of our dress code policy include, but are not limited to:

- Uniform shirts are required to be worn Monday through Thursday.
- Shirts should cover the shoulder area by at least 2 inches and the midriff. For this reason, spaghetti straps, halter tops, thin straps and tops showing the midriff are not permitted.
- Shoes should allow students to run and play at recess and PE. For this reason, high heels, flip flops and slippery shoes are not permitted. Open-toe shoes are discouraged.

- Shorts and skirts should cover the legs appropriately. For this reason, they need to be longer than fingertips when standing.
- Pants should cover bottoms and undergarments appropriately. For this reason, saggy pants are not permitted.
- Clothing should be appropriate and safe for students. For this reason hats, hoodies, clothing that is gang-related, clothing that contains obscene, profane or violent language and/or graphics and clothing that contains drug/tobacco/alcohol advertising are not allowed.

VISITORS

Families are always welcome at school. Please come to visit your child's classroom and attend school activities. For the safety of our students, we require that all visitors enter the building through the main entrance, sign in at the office, and wear a visitor/volunteer badge. All other doors are kept locked during the school day.

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

PARENT OPPORTUNITIES

Volunteers

Volunteers are very important to the success of the educational program at Sue Buel Elementary. **We strongly encourage all parents to become a volunteer!** We guarantee we can find some meaningful way for you to contribute. Contact your child's teacher or the PTA Volunteer Coordinator and sign up to help. Your support is greatly appreciated and expected. (All volunteers are required to complete a *Criminal History Verification* form, which is available in the school office.)

Site Council

Sue Buel Elementary's Site Council works on continuous school improvement and staff development. Parent representation on the council is encouraged. Please contact the school principal if you are interested.

PTA (Parent Teacher Association)

The Sue Buel Elementary PTA encourages all families to be members of this important group. PTA helps you keep up with what's happening at our school, is a way for you to meet others, is a forum for exchanging ideas to make our school an even better place and provides you an opportunity to show your child how much you value education. Working together, we can meet the needs of the children.

The first PTA meeting is scheduled for Wednesday, September 28th at 6:30 pm. Spanish translation, a Spanish interpreter and child care is provided at every meeting. Please come and get involved!

Board Members

President- Kelly Messervy
Vice-President- Jeff Hanes
Secretary- Kimberly Corwin
Treasurer- Christina Holman
Volunteer Coordinator- Bryndie Gullede
Student Delegates- TBA

PTA Supported Events

Back to School Night.....Thursday, September 22nd, 6:30-8:00
Fall Jog-a-Thon..... Thursday, October 13th
Fall Fundraiser..... November TBA
Spring Jog-a-Thon..... Friday, March 3rd
Husky Fair..... Friday, April 28th, 5:30-8:00
Teacher Appreciation Week..... Monday, May 1st – Friday, May 5th
Family Nature Day..... Saturday, June 3rd, 10:00-2:00

ROOM PARTIES

There are three classroom holiday parties each year: Halloween, Christmas and Valentine's Day. Every teacher is required to find a "room parent" for the classroom to help organize these parties and other classroom events. Please consider taking on this responsibility!

Some parents enjoy celebrating with the child's class on the occasion of a student's birthday. Please contact your child's teacher if you wish to bring birthday treats.

All treats must be store bought and meet district wellness guidelines. The following is a list of approved treats: snack pack pudding, rice krispie treats, applesauce cups, cheese sticks, trail mix, fresh fruit, fruit roll ups, orange vanilla swirl ice cream cups. For other healthy snack ideas and additional information about our wellness guidelines , you can visit the McMinnville School District website at www.msd.k12.or.us. Under *Parents and Students*, click on the *Nutrition Services* link and then *Student Nutrition and Wellness Resources*. You can also contact Dusty Rose at 503-565-5647.

HUSKY FOLDERS

All students will be given a Husky 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. Third, fourth and fifth grade students will also be provided with a student agenda-planning book. Parents are encouraged to go over weekly assignments with their children. The purpose of the folders and agendas is to increase communication between school and home.

CONFERENCES

Twice this school year, you will be contacted by your child's teacher to arrange a conference time to sit down and talk about your child's academic achievement. Our goal is 100% attendance at these conferences!

Conference Dates

**Monday, November 21st, Tuesday, November 22nd and Wednesday, November 23rd
Thursday, April 13th – Friday, April 14th**

AFTER SCHOOL PROGRAMS

Students in grades 1-5 can participate in Kids-on-the-Block (KOB). KOB provides a safe, educationally rich environment for children to learn and play after school. It is from 2:30-5:30 and includes academic/homework assistance, a wide variety of enrichment and recreational opportunities and occasional special assemblies and field trips. Students also receive a snack.

The McMinnville School District, the KOB Board and the McMinnville Parks and Recreation Department jointly operate the program. For more information about KOB, please visit <http://www.ci.mcminnville.or.us>. You can also contact the McMinnville Parks and Recreation Department at 503-434-7310, located at the McMinnville Community Center. There is a fee for participation, however scholarships are available.

STUDENT RIGHTS AND RESPONSIBILITIES

A complete copy of the McMinnville School District *Student Rights and Responsibilities Handbook* is included with this Parent and Student Handbook. It gives information about school and district philosophy and steps involved in establishing and maintaining a positive school environment. Please go over this information carefully and review it with your child. **Be sure to sign and return the enclosed form indicating that you have received the handbook by Friday, September 16th.**

PRINCIPAL

Darlene Geddes

STUDENT MANAGEMENT

Sandra Mix

COUNSELOR

Jan Allen

CLASSROOM TEACHERS

PK- Emma Velazquez
K- Andrew Allen
K- Nancy Vezinet
K- Aimee Palacios
K- Jodi Vicknair
1- Kelsey Davison
1- Kim Mansfield
1- Darla Smith
1- Karen VanDerVeen
2- Laura Hyman
2- Kathryn Lundeen
2- Julie McAnally
2- Tammie Snyder
3- Malinda Asada
3- Alyssa Humberston
3- Tiffany Sauter
3- Laura Tiogangco
4- Angelica Chambers
4- Kathy Jabuka
4- Carrie Munger
4- Terri Rinehold
5- Anne Massey
5- Maylyn Kunita
5- Olivia Heath
5- Larissa Leavitt

LIBRARY

Sharon Buehler
Michelle Huber

MUSIC

Debbie Chiovaro

PE

Lance Trantham

EDUCATIONAL ASSISTANTS

Patty Melgoza
Miriam Saucedo
Jenelle Suarez
Carla Chambers
Shari Johnson

STUDENT MANAGEMENT**ASSISTANTS**

Sharon Butalla
Vanessa Quintos

TAG

Karen Willis

TITLE I

Debbie Pugh
Ali Taylor
Tricia Adams
Nancy Payne
Dena Rosenberg
Suzanne Strickland
Karen Willis
Sarah Wise

SPEECH

Janelle Carey

LRC

Erin Bracken
Brandie Dickey
Holli Carlson
Susan Heitz
Brenda Mishler
Robin O'Farrell
Julian Perez
Kari Roberts

SCHOOL PSYCHOLOGIST

Staci Vriese

EL

Grace Stroup
Amy Macy
Michelle Morain
Nora Chavez
Isabelle Etchebarren
Rosemary Maloney
Eva Medina

SECRETARIES

Esmeralda Llerenas
Patty Melgoza
Miriam Saucedo

NURSE

Heather Thomas

KITCHEN

Karin Nichols
Grace Driver

CUSTODIANS

John Bailey
Arek Johnson

SMART COORDINATORS

Suzanne Strickland and Chris Atree

