



Family Handbook
2023-2024

Important Phone Numbers

Sue Buel Office
503-565-5500

Buel Fax
503-565-5506

Attendance Line
503-565-5500

Weather Line
503-565-4070

McMinnville School District Office
503-565-4000

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

Child Welfare (DHS)
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
1-855-377-8148

McMinnville Parks & Recreation
503-434-7369

Virginia Garcia Health Center
503-472-1338

Yamhill County Family & Youth
503-434-7462

Yamhill County Health Department
503-434-7525

Sue Buel Elementary School
1985 SE Davis Street
McMinnville, OR 97128
Phone: 503-565-5500 Fax: 503-565-5506
Office Hours 7:30am-4:00pm
www.buel.msd.k12.or.us
Facebook- @SueBuelElementary

SCHOOL COLORS: Blue and Gold
SCHOOL MASCOT: Husky
SCHOOL RULES: Be Respectful, Be Responsible, Be Safe,
Do Your Personal Best

SCHOOL DAY

Grades K – 5....8:00 a.m. – 2:30 p.m. M,Tu,Th,F
Wednesdays -9:00 am.-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.

K-5 School starts at 8:00 a.m. Students arriving before that time wait on the playground (3rd-5th grade) or the gym (K-2nd grade). There is no 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.

Adjusted Bell Times on Wednesdays

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

- MSD students will start one hour later every Wednesday

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.

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. (9:05 on Wednesdays) 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, they must be in school every day they are 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. Please notify the teacher or our office before 1:00 to ensure we have time to note the change.

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 Campfire 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.

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.

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 provides evidence of a legally binding document revoking these rights.

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.

PHOTOGRAPHY

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 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.

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 students.

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.

LOST AND FOUND ITEMS

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 and has been pre-approved by the principal.

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 is strictly prohibited. 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. Look-alike weapons are also not allowed at school.

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

Our school qualifies for the Community Eligibility Program (CEP) which means that all Sue Buel students will receive a healthy breakfast and lunch at no charge for the 2023-2024 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

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.

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:

- 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.
- Pants, shorts, and skirts should cover bottoms and undergarments appropriately.
- Clothing should be appropriate and safe for students. 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.

FAMILY INVOLVEMENT OPPORTUNITIES

Communication

We are honored to partner with you in supporting your child(ren) to learn and grow! Please let us know your preferred method and language of communication in order to keep our partnership strong.

Some predictable modes of communication you can expect from us are the following:

Parent Square

This is the primary method of mass communication in our district. You will receive regular messages from district and building staff about events, updates, and individual communication about your child. You are also able to send messages and respond/react to the messages you receive. If you need support in signing up for this app, please contact our school office.

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. 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.

Volunteers

We are excited to welcome our volunteers back into schools! We will continue to prioritize the safety of all members of the MSD community and follow the latest state requirements to keep our schools open.

If you are interested in assisting our schools, we encourage you to contact your local school to see what opportunities are currently available.

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.

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.

PTA officers:

President: Amy Dredge

Secretary: Maddy Podnar

Treasurer: Crystal Samsom

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! This year's conference dates will be

- 10/25-10/27 & 3/13-3/15

For additional information, please reference our district [Student Rights & Responsibilities Handbook](#).

Board Adopted 3.13.2023



McMinnville
SCHOOL DISTRICT

2023-24

Academic Calendar

Key Dates

First Day of School August 28	End of 1st Semester January 26
Evening Parent Conferences October 25-26 March 13-14	Graduation - June 7 End of 2nd Semester/ Last Day of School June 13

No School Days

Labor Day - September 1 & 4
 State In-Service Day - October 13
 Fall Conferences - October 26-27
 Inservice/Q1 Grading Day - November 3
 Veterans Day - November 10
 Thanksgiving Break - November 22-24
 Winter Break - December 22 - January 5
 Martin Luther King Jr. Day - January 15
 Inservice/Q2 Grading Days - January 29-30
 President's Day Weekend - February 16 - 19
 Spring Conferences - March 15
 Spring Break - March 25-29
 Inservice/Q3 Grading Day - April 12
 May Break - May 10
 Memorial Day - May 27
 Juneteenth - June 19

The McMinnville School District mission is to honor, empower, and prepare each individual to thrive and contribute.

McMinnville School District
503-565-4000
www.msd.k12.or.us

July 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023

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20	21	22	23	24	25	26
27	28	29	30	31		

September 2023

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24	25	26	27	28	29	30

October 2023

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22	23	24	25	26	27	28
29	30	31				

November 2023

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19	20	21	22	23	24	25
26	27	28	29	30		

December 2023

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29		

March 2024

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24	25	26	27	28	29	30
31						

April 2024

Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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June 2024

Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						Potential Make-up Days

Sue Buel Elementary Staff

2023-2024

Office

Veronica Chase
 Sandra Mix
 Esmeralda Llerenas
 Laura Rivas
 Erin Combs
 Treva Schoof
 Sara Manriquez
 Marti Couch
 Jean Edwards
 Nikki VanDoren

CUSTODIAL

Cindy Perry
 Nick Griffith

Kitchen

Karin Nichols
 Kathy Leach
 Ellie Cruz

CLASSROOM TEACHERS

Emma Velazquez	PK
Veronica Fajardo	K
Maddy Podnar	K
Nancy Vezinet	K
Amber Williams	1
Karly Knauss	1
Ivett Llerenas Mendoza	1
Christi Krause	2
Anne Massey	2
Malinda Asada	2
Emily Brighthouse	3
Samantha Alexander	3
Cameron Gallop	3
Jennifer Allen	4
Anna Houchin	4
Sarah Banbury	4
Carrie Munger	5
Normandy Bernard	5
Cecilia Mazhary Clark	5

GENERAL ED ASSISTANTS

Sheyla Coello
 Dolores Garcia Flores
 Heidi Reinker
 Peggy Sage
 Vanessa Quintos

EL

Laura Kintz
 Barb Roush
 Nora Chavez
 Edith Arredondo

Principal
 Student Support
 Secretary
 Secretary
 Teaching & Learning
 Nurse
 Counselor
 Skill Builder
 Skill Builder
 School Psychologist

ELECTIVES

Brian Bixler
 Hannah Shuler
 Lance Trantham
 Kathy Valach
 Chase Wentz

STEM
 Art
 PE
 Spanish
 Music

LIBRARY

Maureen Tracy
 Rhonda Adovnik

MATH

Laura Hyman

READING

Kourtney Bradley
 Laurel Botes
 Suzanne Fuller
 Nancy Payne
 Jenelle Suarez
 Sarah Wise

Special Education

LRC

Erin Bracken
 Rosemary Maloney
 Jeanne Pardun

SPEECH

Makayla Phillips Koch

SPECIAL PROGRAMS

Terese Hooker
 Paige Spellman
 Allison Anderson
 Kara Ecker
 Gabriela Gallegos
 Lisa Inlow
 Amethyst Hancock
 Anastasia Barnes

EGC

Linda Jones
 Mattie Bunch
 Amy Holznagel
 Christy Reyes
 John Phelps
 Savannah Tommila
 Gabby Blaine-Adams
 Vicente Gonzalez

TAG

Suzanne Fuller

