



**Family Handbook  
2024-2025**

## **Important Phone Numbers**

Sue Buel Office  
503-565-5500

Buel Fax  
503-565-5506

Attendance Line  
503-565-5500

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 Staff

## 2024-2025

### OFFICE

Erin Combs  
Sandra Mix  
Esmeralda Llerenas  
Laura Rivas  
Miranda Medrano  
Treva Schoof  
Sara Manriquez  
Kara Missildine  
Jean Edwards  
Nikki VanDoren

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

### ELECTIVES

Brian Bixler  
Hannah Shuler  
Lance Trantham  
Kathy Valach  
Erica Westendorf

STEM  
Art  
PE  
Spanish  
Music

### CUSTODIAL

Cindy Perry  
Nick Griffith

### KITCHEN

Karin Nichols  
Kathy Leach  
Elisena Contreras-Cruz

### CLASSROOM TEACHERS

Emma Velazquez	PK
Veronica Fajardo	K
Maddy Podnar	K
Nancy Vezinet	K
Amber Powlison	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
Gracie Hardy	4
Carrie Munger	5
Normandy Bernard	5
Cecilia Mazhary Clark	5

### GENERAL ED ASSISTANTS

Dolores Garcia Flores  
Heidi Reinker  
Peggy Sage  
Vanessa Quintos  
TBD

### TAG

Suzanne Fuller

### LIBRARY

Maureen Tracy  
Rhonda Thielke

### MATH

Laura Hyman

### READING

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

### EL

TBD  
Barb Roush  
Nora Chavez  
Edith Arredondo

### SPECIAL EDUCATION

#### LRC

Erin Bracken  
Rosemary Maloney  
Jeanne Pardun

#### SPEECH

TBD  
Eric Graboyes

### SPECIAL PROGRAMS

Terese Hooker  
Allison Anderson  
Ruth Flores  
Amethyst Hancock  
JT Barnes

#### EGC

Linda Jones  
Mattie Bunch  
Gabby Blaine-Adams  
Ena Blair  
Savannah Tommila

# Sue Buel Elementary

1985 SE Davis Street  
McMinnville, OR 97128  
**Phone:** 503-565-5500 **Fax:** 503-565-5506

**Office Hours:** 7:30am-4:00pm  
**Website:** [www.buel.msd.k12.or.us](http://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

Grade K - 5	8:00 a.m. – 2:30 p.m. (M, Tu, Th, F) 9:00 a.m. – 2:30 p.m. (Wednesdays)
AM Pre-School	8:15 a.m. – 10:45 a.m. (Monday - Thursday)
PM Pre-School	11:45 a.m. – 2:15 p.m. (Monday - Thursday)

**Kindergarten - 5th grade:** School starts at 8:00 a.m.

Students arriving between 7:30 and 8:00 can wait on the playground (3<sup>rd</sup>-5<sup>th</sup> grade) or the gym (K-2<sup>nd</sup> grade). There is no supervision available before 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.

### **Late Start Wednesdays:**

MSD students will start one hour later every Wednesday. We will have adjusted bell times on Wednesdays.

Buses will run the same routes on Wednesdays, but 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 plan how they can adjust 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.

Water bottles are approved to bring to school if they are not glass. Water bottles are for water only. Water bottles with a pop top are preferred to prevent spills.

**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 AND SMART DEVICES**

It is becoming increasingly common for students to have cell phones and smart devices (watches or other smart devices). 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. If watches are being used beyond their time telling feature, those too will be sent to the principal's office. Students will be able to pick up their cell phone or watch at the end of the school day for the first violation. Subsequent violations will necessitate a parent coming to school to retrieve the device.

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

## **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 2024-2025 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.

## **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.

If your family is in need of clothing or shoes please let our school team know.

## 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. 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. If your child develops symptoms while at school, our main office will contact you. If your child vomits, 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.

## 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... *The list below tells the shortest time to stay home. A student may need to stay home longer for some illnesses.
 <b>Fever:</b> temperature of 100.4°F (38°C) or greater	<b>*Fever-free for 24 hours</b> without taking fever-reducing medicine.
 <b>New cough illness</b>	<b>* Symptoms improving for 24 hours</b> (no cough or cough is well-controlled).
 <b>New difficulty breathing</b>	<b>* Symptoms improving for 24 hours</b> (breathing comfortably). <b><i>Urgent medical care may be needed.</i></b>
 <b>Diarrhea:</b> 3 loose or watery stools in a day <b>OR</b> not able to control bowel movements	<b>*Symptoms improving for 24 hours</b> (no more than two bowel movements more than normal and no longer having accidents) <b>OR</b> with orders from doctor to school nurse.
 <b>Vomiting:</b> one or more episode that is unexplained	<b>*Symptom-free for 24 hours OR</b> with orders from doctor to school nurse.
 <b>Headache with stiff neck and fever</b>	<b>*Symptom-free OR</b> with orders from doctor to school nurse. Follow fever instructions above. <b><i>Urgent medical care may be needed.</i></b>
<b>Skin rash or open sores</b>	<b>*Symptom free</b> , which means rash is gone <b>OR</b> sores are dry or can be completely covered by a bandage <b>OR</b> with orders from doctor to school nurse.
<b>Red eyes with colored drainage</b>	<b>*Symptom-free</b> , which means redness and drainage are gone <b>OR</b> with orders from doctor to school nurse.
<b>Jaundice:</b> new yellow color in eyes or skin	<b>*After the school has orders</b> from doctor or local public health authority to school nurse.
<b>Acting differently without a reason:</b> unusually sleepy, grumpy, or confused.	<b>*Symptom-free</b> , which means return to normal behavior <b>OR</b> with orders from doctor to school nurse.
<b>Major health event</b> , like an illness lasting 2 or more weeks <b>OR</b> a hospital stay, <b>OR</b> health condition requires more care than school staff can safely provide.	<b>*After the school has orders</b> from doctor to school nurse <b>AND</b> 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.

## **FAMILY INVOLVEMENT OPPORTUNITIES**

We are honored to partner with you in supporting your child(ren) to learn and grow!

### **Communication**

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:

#### **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 is to increase communication between school and home.

### **Volunteers**

We are excited to welcome our volunteers into our school! 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 school, we encourage you to apply to become a volunteer.

For more information regarding becoming a volunteer or to apply, please visit our website at [www.msd.k12.or.us/volunteers](http://www.msd.k12.or.us/volunteers) or contact Melanie Jobb, HR Admin Assistant at [mjobb@msd.k12.or.us](mailto: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: Karina Olea
- Vice President: Brianna Malott
- Secretary: Ana Lampman
- Treasurer: Amy Dredge

## **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

- October 23-25, 2024
- March 12-13, 2025

## **STUDENT RIGHTS & RESPONSIBILITIES**

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

## McMinnville School District Title I-A School Level Plan

This school is identified as receiving school-wide Title I-A federal funding. The purpose of Title I, Part A is to provide all children significant opportunity to receive a fair, equitable and high-quality education and ensure that all children meet challenging academic standards. Title I-A provides financial assistance to districts and schools who serve a larger population of children from families experiencing poverty.

The schoolwide plan for this investment is as follows:

Title I teachers and assistants provide additional support in reading to students who are below grade level on district assessments. Each quarter, school and district staff look at district assessments to determine the number of students in the at-risk category and ensure that all of them are receiving an appropriate intervention for reading. Title I assistants and teachers are utilized in a similar way to support students with math intervention using district data to determine need. This directly ties to the school and district goals of ensuring the targeted intervention to promote growth for each student based on their individualized learning needs with a multitiered system of support approach. This promotes equity of outcome for our students, especially those in focal populations historically underserved in educational systems.

Title I-A is a program created by the United States Department of Education to distribute funding to schools and school districts with a high percentage of students from low-income families. This elementary school is a school wide Title I-A school. In our building the Title I-A program offers additional support in the way of instructional assistants and a full time reading teacher. Our district and schools recognize that this is a partnership between teachers, parents and students with the following commitments:

- Commitment to strong attendance
- Commitment to regular communication about student progress
- Participation in family/teacher conferences
- High quality materials for instruction
- Highly supportive learning environment

MSD [board policy](#) outlines parent rights with the following policies:

KAB & KAB-AR Parental Rights

IGBC & IGBC-AR Title I-A Parental and Family Involvement

Questions about Title I A can be directed to:

Erin Caldwell, Sue Buel Elementary principal

Kourtney Bradley and Laurel Botes, Sue Buel Elementary reading teachers

Dr. Kourtney Ferrua, D.Ed., Director of [Curriculum, Instruction & Assessment](#)

# MSD ACADEMIC CALENDAR

July 2024

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			

Board Adopted 3.13.2023



McMinnville  
SCHOOL DISTRICT

January 2025

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 2024

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

## 2024-2025 Academic Calendar

### Key Dates

First Day of School August 26  
End of 1st Semester January 24  
Evening Parent Conferences October 23-24  
Graduation - June 6  
March 12-13  
End of 2nd Semester Last Day of School June 11

February 2025

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	

September 2024

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					

March 2025

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					

October 2024

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		

April 2025

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		

November 2024

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

May 2025

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

December 2024

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				

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](http://www.msd.k12.or.us)

June 2025

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					

Potential Make-up Days