

# WASCHER ELEMENTARY SCHOOL

2012-2013

## PARENT HANDBOOK



**Josephine Wascher Elementary School**

986 7<sup>th</sup> St. Ext.

Lafayette, OR 97127

503 565-5400

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

Our School Rules:

Be safe Be responsible Be respectful

Our School Mascot:

We are the Wascher "Wildcats"!

Our School Colors:

Black and Red



# WILDCATS



## **WE CARE**

We support children's physical, social-emotional, environmental and academic needs.

## **WE DARE**

We embrace high expectations for ourselves and our students. We intentionally use data to design learning experiences that are engaging, meaningful and challenging.

## **WE SHARE**

We share a passion for learning. We are a family and learning community living each day with purpose and celebrating the accomplishments of all.

**Together we are making a difference!**

## **NOSOTROS NOS PREOCUPAMOS**

Nosotros apoyamos a los niños en sus necesidades físicas, sociales/emocionales, ambientales y académicas.

## **NOSOTROS NOS RETAMOS**

Nosotros adoptamos expectativas altas para nosotros mismos y nuestros estudiantes. Nosotros intencionalmente usamos datos para diseñar experiencias de aprendizaje que son cautivadoras, significantes, y desafiantes.

## **NOSOTROS COMPARTIMOS**

Nosotros compartimos la pasión por el aprendizaje. Nosotros somos una familia y comunidad de aprendices que vive cada día con propósito y celebrando los logros de todos.

**¡Juntos estamos haciendo una diferencia!**

## School Day

Students may enter the building at 7:30 a.m. and are expected to be in classrooms at 8:00am. The school day ends at 2:30pm.

**The teachers' day begins at 7:45 a.m. and goes to 3:45 p.m.** Teachers have regular staff meetings after school on Tuesdays and often on other days. If you need to meet with your child's teacher we encourage you to schedule an appointment.

## Student Information

If you do not want the school to publish your child's name, photo or schoolwork, please notify the school in writing by September 20. These items are published most often in school yearbooks, school and district websites, school and district newsletters and local newspapers. We will publish student names, photos and schoolwork—especially in publicizing good news about our students—unless you tell us in writing by September 20 to withhold your child's information.

If you do not want the school to release your child's name, address, phone number or other directory information to third parties, please **notify the school in writing by September 20 to withhold your child's information.**

## Meal Prices

Breakfast: Elementary \$1.25

Lunch: \$2.50 (includes milk or juice)

Adult: \$3.50 without milk/\$4.00 with milk

Reduced Priced Meals: Breakfast \$0.00, Lunch \$0.40

Milk or Juice: \$0.50

Children may pay in advance to the food services person who will enter their payment in a computer account. Checks or cash will be accepted. Payment may also be made by credit card using our online service at [www.mymealtime.com](http://www.mymealtime.com). There is a charge of 2.45% of the amount deposited (i.e. A \$25.00 deposit will be charged as \$25.62). **Students and adults are not allowed to charge meals.**

## Alternate Meals

Alternate meals are designed for and served to students who have forgotten to bring money for their mealtime account. Notification will be sent home as a reminder to parents when an alternate meal is served.

The alternate meal will consist of a peanut butter and jelly sandwich or cheese sandwich depending on availability, fruit or vegetable of the day and milk. If a student is allergic to any food item, a doctor's statement is required before a substitution can be made. You may pick up a form from the main office of our schools. A doctor's signature is required.

## Attendance

- **Attendance**

Parents and the school must work cooperatively to ensure students' success in school by encouraging regular attendance. Students are expected to be on time and will be considered tardy if not in class when school begins.

Students arriving after 8:00 a.m. must check in at the office so their attendance can be corrected.

**Parents need to call 503-565-5400 when their child will be absent or late on that day.** During an extended absence, parents may 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.

- **Safety Checks**

If we do not know why a child has not arrived at school we will either check with a sibling at school or call your home. **We do this to assure that all children who have left home for school have arrived here safely.**

- **Early Departure**

To minimize the disruption of the classroom at the end of the school day, we ask that students NOT depart between 2:00-2:30. This is an important time for teachers giving end-of-day information to the whole class. Thank you!

If you need to pick up your child from school before the end of the school day we must have you check in at the main office and sign our checkout notebook. Our office staff will either call for your child or staff will go personally to the room to get them. This is a safety measure and one that we must strictly enforce. We ask that adults not go directly to rooms and remove children.

## **Inclement Weather**

Information concerning school closures is broadcast on the radio and television stations at regular intervals beginning at 6:30 a.m. It is best if parents tune in for these announcements rather than calling the school. School closures will also be posted on the district website at: [www.msd.k12.or.us](http://www.msd.k12.or.us) or call 503-565-4070.

## **Address and Telephone Number Changes**

**Please return the emergency card at the beginning of each year.** Our ability to contact parents or guardians, in case of emergency, depends on the accuracy of this information. It is extremely important that the office be notified immediately in the case of telephone or address changes.

### **After School Programs:**

#### **Power Hour**

#### **Kids On The Block**

**Power Hour** is a program that provides first through fifth grade students with an hour of academic support Monday through Thursday on days school is in session. There is a fee for participation. For more information please contact the after school coordinator **at 503 565-5400.**

**Kids on the Block** is an after-school program that provides supervised activities for first through fifth graders. The program runs Monday through Fridays until 5:30 PM on days school is in session and in coordination with the Linfield College calendar. For information regarding the program, costs and dates please call **503 434-7310.**

### **Homework**

Research shows that students who are involved in constructive homework assignments on a regular basis have a higher learning rate than students who do not. Also, homework reinforces learning that has taken place when the student needs additional practice. The responsibility for completing homework and turning in homework on time lies with the student.

Parents requesting homework for students who have been ill are asked to allow staff 24 hours to prepare homework assignments. Some suggestions that may assist parents are:

- **Establish a specific study time and area.**
- **Monitor student progress on an assignment, not the time spent.**
- **Show interest, be supportive, give guidance but let the child do the work.**
- **Encourage your child to contact their teacher when confusion or frustration appears.**

## Safety

Adult safety patrol members assist with the safety of students when they arrive at the crossings near the school.

- **When students approach a crosswalk where the safety patrol member is standing at the curb, they are to stop behind the flag and wait quietly to be crossed.**
- **Bikers must dismount and walk bikes across the street.**
- **Bikers must continue to walk bikes to the bike racks after they have crossed the crosswalk. They should also walk bikes to the crosswalk after school. Bikes are not to be ridden on school grounds.**
- **Students should use existing crossing areas with safety patrol members to assure safe crossing.**
  - **Failure to follow bike safety rules may cause the child to forfeit the privilege of riding to school.**
  - **The school grounds are posted "No biking, skateboards or roller blades".**
  - **Students are not allowed to wear Heelies on school property with the rollers in place.**
  - **We discourage students from bringing scooters, skates or skateboards to school due to congestion on the sidewalks**
  - **To prevent possible theft, children are to park bikes in the space provided and lock them securely.**

## Student Pick Up and Parent Parking:

- As a safety measure, when **dropping off** your child, we ask that parents stay in their car and follow the flow of traffic entering the parking lot entrance in front of the building.
- As a safety measure, when **picking up** your child, we ask that parents stay in their car and follow the flow of traffic entering the parking lot entrance. Staff will load your child when you pull to the back of the building.

**Cars are NOT to block the front of the school where buses must be able to move in and out of the parking lot. The front of the school is to be kept clear of cars. Parents are asked to please park in designated parking areas.**

## Objects Brought to School

The school provides appropriate playground balls and equipment for student use during recess times. Toys, cameras, gameboys, radios and other valuables are to be brought to school with **special permission only**. **No form of gun, knife or item, which could in any way, be used as a weapon will be allowed on school grounds. State and federal laws have strict prohibitions about such items.**

### Cell Phones

Cell phone use during class time is strictly prohibited. Cell phones are to be kept in the student's backpack on silence or turned off. Cell phones can also be kept in our school office. Students may pick them up at the end of the day. Cell phones 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.

## **Student Use of Technology**

If you do want your child to have access to the Internet at school, please notify the school in writing by September 20. 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.

**All students will receive access to the Internet, unless you tell us in writing by September 20 *not* to give your child access.**

Students are expected to treat school technology with care. Parents may be held financially liable for intentional misuse by their child.

## **Lost and Found Items:**

Throughout the year there are many unclaimed items that have to be donated to charity. Please label your child's jackets, lunch bags, backpacks and other personal items. Any item labeled will be returned to your child.

The lost and found is located in the cafeteria.

## **Birthday Treats**

It is the policy of the McMinnville School District to take a proactive approach to encourage students to make nutritious food choices. In accordance with our district policy we encourage parents to send healthy birthday treats, or a book for the classroom, or some other small trinket for students to share on their birthdays. Parents may order birthday treats from our kitchen by going to the following website:

[http://www.msd.k12.or.us/sites/www.msd.k12.or.us/files/HealthyCelebration\\_PricesEng4-22-10.pdf](http://www.msd.k12.or.us/sites/www.msd.k12.or.us/files/HealthyCelebration_PricesEng4-22-10.pdf)

## **Visitors and Volunteers to the School:**

All volunteers must complete a background check. You may pick the form up in our office. We encourage parents to come and visit their child's classroom. Such attention gives your child the assurance that you feel his or her education is important. A note or call to the teacher prior to a visit is appreciated. **All persons must stop at the office when entering the school. They must sign in and wear a visitor badge.**

**No non-enrolled students may attend school. We do not have the ability to supervise students who are not enrolled in our building. We ask that student visitors arrange to visit staff and tour the building during non-instructional times and when an adult can accompany them. Students who are planning to enroll may visit during school times by arrangement with the school principal.**

## **Discipline**

**A copy of the McMinnville School District Student Rights and Responsibilities handbook is provided to each family. Please review it and discuss the information with your child.**

All students have a right to learn in a supportive environment, to have their property and feelings respected and to be free from physical and verbal abuse. We believe that all children need to feel safe, have a sense of belonging to the school community and develop competence both academically and behaviorally.

Each individual must assume responsibility for his or her actions. Students who display inappropriate behavior or continue to act out will have a behavior program developed. This will involve, home, school staff and the student. If a student severely misbehaves, the support of special school personnel may be involved as well as parental involvement.

## Dress and Grooming

A student's dress or grooming should not affect participation in school classes, programs or other school related activities except as provided below, nor should it be disruptive in any way. If the student's attire does prove to be disruptive to the educational process, the school administrator may require the student to change or modify his/her attire.

- **Dress and grooming shall be clean and in keeping with health, sanitary and safety practices;**
- **Dress and grooming shall not be such as to disrupt the teaching and learning process;**
- **Students shall refrain from wearing attire that contains obscene or profane language or graphics or display articles of "clothing" that are unique to gang affiliation or promotes/advertises the use of alcohol or tobacco.**
- **Shorts need to be walking length**
- **Midriffs must be covered**
- **No halter tops or spaghetti straps (a good guide is to have straps that are two adult finger widths)**
- **Hats are to be removed when entering the building**

## 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 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.

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- **Head Lice**

Periodic **head lice** checks will be made in each classroom to prevent the spread of lice. Lice is not life threatening. Unfortunately, it is easily spread among children and is a condition under which students are excluded from school until they are lice and nit-free.

- **Food Items**

Another health issue is that of **food items** which may be brought to the school for the purposes of a class or whole school activity. All such items **must be store bought** and cannot be homemade.

We have children and adults in our building who suffer from allergic reactions to vinyl, flowers and certain foods. We, therefore, discourage balloons and flowers being sent to classrooms. Health issues aside, not every child's family is able to provide these gifts. We ask that these be saved for special celebrations at home to avoid hurt feelings. If they are sent to school, we will hold them in the office and notify the student to collect them at the end of the day. Balloons are not allowed on school buses.

### School and Home Communications

Each Tuesday your child will bring home a Communication Folder. It will contain important information from the classroom teacher and other school personnel. It contains homework, the school newsletter, and event notifications. Please be sure to sign the communication folder every week to indicate that you have received the information. Communication folders are to be returned the next day.

### Wascher PTA

**The Wascher PTA (Parent Teacher Association)** encourages all families to be a member of this important group. The PTA sponsors many worthwhile projects throughout the year, such as assemblies, field trips, jog a thon, and our spring carnival. In the past PTA has purchased playground equipment, a climbing wall, risers and recess equipment with funds raised. Meetings are held the 2nd Wednesday of each month at 7:00pm in our community room to set goals and plan activities for the school year. Please come and get involved!!