



**Wascher Elementary School
Parent and Student Handbook
2016-2017**

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<http://www.schools.msd.k12.or.us/wascher>

Principal: Kourtney Ferrua

WELCOME to Wascher Elementary School- a strong and vibrant learning community where **WE CARE... to support students, WE DARE... to embrace high expectations and WE SHARE... a passion for learning.** This is truly an extraordinary place for teaching and learning and I'm honored to serve as the principal of this very special school. 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 do make a difference. Your thoughts, questions or concerns are always welcomed and encouraged.

Please stop by or give us a call any time! This is going to be an incredible year.

~Kourtney Ferrua, Principal

SCHOOL COLORS: Red and Black

SCHOOL MASCOT: Wildcat

SCHOOL MOTTO:



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 accomplishment of all.

TOGETHER WE MAKE A DIFFERENCE.

OFFICE HOURS

7:00 AM – 4:00 PM

SCHOOL HOURS

Grades K– 5....8:00 AM – 2:30 PM

AM Preschool....8:15-10:45 AM (pick up & drop off at front office)

PM Preschool... 11:45-2:15 PM (drop off at front office, pick up on playground)



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SCHOOL HOURS

School starts at 8:00 a.m. Our hallways are closed to students and families until 7:55 AM. We do not have supervision for students prior to 7:30 AM; our front doors will remain locked until that time. Our school day ends at 2:30 PM. Afterschool 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 AM must check in at the office for a tardy slip.

Please call the attendance line (503) 565-5403 if your child is going to 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. Safe Child Checks will take place after three days of absences with no parent contact to the school. This will involve a home visit from school personnel or law enforcement. These procedures are in place to keep students safe.

Students should strive to miss less 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.

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.

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. Parents are encouraged only use this for emergency purposes, important learning is missed when children leave early.

DISMISSAL SAFETY

Parents who are picking up students at dismissal may do so at the pick-up turn around on the east side of the building. Parents are asked to stay in their cars and wait for their students to be loaded into their vehicle. The front of the school is a bus zone only at the end of the school day, cars are not allowed to pull through until the buses have gone.

In the turnaround at the back of the school, we have numbered signs; we use these numbers to load up to 5 cars at one time. This helps the process move quickly so that we can get every student loaded in less than 15 minutes. Please pull all the way forward, and wait to pull away until all of the children in that group have been loaded.

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 in the pick-up turn around.

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. (Note: While Wascher School provides racks for bikes and scooters, we cannot be held responsible for lost or stolen items, please use at your own risk.)

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 25th. 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, where you can also sign up for the FLASH ALERT system, or you can call the District Weather Line at 503-565-4070.

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.

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.

Visitors should arrange the visit in advance with the principal or classroom teacher. For the safety of our students, visitors are encouraged to complete a *Criminal History Verification* form, which is available in the school office. Visitors must be in the presence of a school employee at all times while on campus.

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.

ROOM PARTIES

There are three classroom holiday parties each year: Harvest, Winter and Valentine's Day. Every classroom is asked to find a "room parent" for the classroom to help organize these parties and act as the contact person for PTA events. Please consider volunteering in this important way!

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. Birthday treats must follow the district wellness plan. (See below)

HEALTHY SNACKS ONLY

All treats must be store bought and meet district wellness guidelines. Store bought cupcakes, candy and cookies are no longer allowed by our district to be served as treats. 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 nutrition services at 503-565-5647.

CHARACTER TRAITS

In the 2015-16 school year Wascher staff and students will be focusing on character trait words that help students build the skills they need to be successful in school and beyond.

Quarter One: **LOVE OF LEARNING**

Quarter Two: **CHALLENGE**

Quarter Three: **DETERMINATION**

Quarter Four: **KINDNESS**

BEHAVIOR

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

BE SAFE

BE RESPONSIBLE

BE RESPECTFUL

Students will be taught 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. All students are expected to learn and follow these rules.

We expect students in elementary school to be learning socially and emotionally as well as academic. It is normal for students to have misunderstandings or conflict with one another at times. Our staff will work with students to hear the perspective of others, understand the impact of their actions and strive toward impacting future behavior. We work with students to understand the difference between mutual conflict and bullying behaviors.

Mutual Conflict: A disagreement of difference of opinion between two people which can involve emotions and aggression. In a conflict, both people have the power to influence the situation.

Bullying: Unwanted, aggressive behavior between students that involves a power imbalance and is repeated over time.

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

BEHAVIOR REFERRALS

In elementary school we expect students to build their skills both in and outside of the classroom. It is not uncommon for students to make mistakes in this learning process that impact their community. At times when this happens students will receive a behavior referral. The referral process is meant to provide students with an opportunity to understand how their behavior choices impacted others in the school community and make different decisions in the future. Parents will receive a copy of the referral and in the cases of a "major" referral will receive a phone call from the classroom teacher or principal within 24 hours of the event. Students may also be given a consequence for their behavior which may include time in the office or the loss of a privilege. It is vital in these circumstances that school and home work together to send a strong message about appropriate behavior for the school setting. When students have repeated concerns with behavior we will work with families to create a plan for support to encourage student success.

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

Wascher 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

At Wascher we believe that the integration of technology is a vital part of preparing our students for 21st Century learning. We use iPads in kindergarten through 2nd grade, and Chromebooks for 3rd through 5th graders. 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 Wascher 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.

LUNCH AND BREAKFAST PROGRAMS

McMinnville School District is pleased to offer **free breakfast and lunch for all students**. This is an incredible opportunity to feed all students in our building and we hope that you will take advantage of it. Menus will be sent home monthly and each morning students are able to select a lunch choice in their classrooms. We encourage parents to help students make lunch decisions in advance so they can quickly select their favorite meal.

At Wascher we will serve **Breakfast in the Classroom**. This allows us to make sure that every student comes to learning with a full stomach. The breakfasts will be “grab and go” and students will pick them up as they walk into the classrooms. The food is designed to be able to be eaten as students are sitting down for their morning work activities and finished within the first 10 minutes of the day. Studies from this program in other schools have shown that student focus and performance increased while reports of students not feeling well and needing to go to the office decreased. Below is a sample menu of what Breakfast in the Classroom might look like:

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Bar & Apple or Or Banana, Oranges halves, Grapefruit halves	Blueberry mini waffles & apple Or Banana, Oranges halves, Grapefruit halves	Cheese stick and maple bar & apple Or Banana, Oranges halves, Grapefruit halves	Strawberry mini pancake & apple Or Banana, Oranges halves, Grapefruit halves	Breakfast round & apple Or Banana, Oranges halves, Grapefruit halves

Since **Breakfast in the Classroom** will be happening for all children, we encourage students who walk or are picked up to sleep in those extra minutes and come to school no earlier than 7:50 AM. Our hallways open to classrooms at 7:55.

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 dress that are **not** part of school attire include, but are not limited to:

- Make up or face paint
- Hats inside the school
- Halter tops, tops showing the midriff, and spaghetti straps
- Shorts that are above the middle of the thigh
- Loose shorts or skirts that show undergarments while sitting crisscrossed
- High heels, flip flops or slippery shoes that are unsafe on play equipment & PE
- Any clothing that is too tight or too loose that may shift to show private areas of the body while students are moving from sitting to standing during learning activities
- Any clothing that is gang-related, contains obscene or profane language, graphics, drug/tobacco/alcohol advertising or graphics that are disrespectful to adults

KIDS-ON-THE-BLOCK AFTERSCHOOL PROGRAM

Students in grades 1-5 can participate in the after school program Kids-on-the-Block (KOB). Students also receive a snack. KOB is from 3:30-5:30 and focuses on enrichment and recreation. The McMinnville School District, the KOB Board and the McMinnville Parks and Recreation Department jointly operate this program. For more information you can 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.

SUCCESS NOW

Wascher School is pleased to offer our academic enrichment afterschool program called Success Now! This program is designed to be targeted and focused on helping students build the skills they need to be successful in the classroom. We will have four sessions of Success Now this year, which will run for 6 weeks from 2:30-3:30 on Tuesday, Wednesday and Thursday. Students will be invited by teachers to attend and the cost will be \$5.00 per 6 week session. Please look for invitation sign-up sheets in Tuesday folders!

TITLE ONE

Wascher Elementary is a schoolwide Title One school. Title One 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. In our building the Title One program offers additional support in the way of instructional assistants and a 0.5 reading teacher. We are grateful for our Title One program as it helps us support reading success for all students. We recognize that this is a partnership between teachers, parents and students and we look forward to working together.

FAMILY COMMUNICATION

School communication will come to you in two ways, a Wildcat Folder, which will be sent home every **Tuesday** and through Peachjar, our new email communication system. Most school fliers will be delivered to you electronically in order to make our communication easier, more efficient and user friendly. We will continue to send home Tuesday folders for items that need to be returned to school, student work and teachers notes. Parents are asked to read all communications and return the folder on Wednesday.

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 – Wednesday, November 23rd
Thursday, April 13th – Friday, April 14th

SAFETY

Safety of students and staff members is a top priority at Wascher Elementary. For this reason our campus is completely locked from 8:05 AM-2:25 PM each and every day. We also have several video cameras used for surveillance around our building. All visitors to our building must enter through the front door. Students and staff are not allowed to open side doors even to known adults.

Front doors are wired with a buzzer system. To the left wall of the front doors there is a button that will ring into the front desk. Please announce who you are and the reason for your visit. If granted entry, please report immediately to the front desk to sign in and receive a visitor's badge.

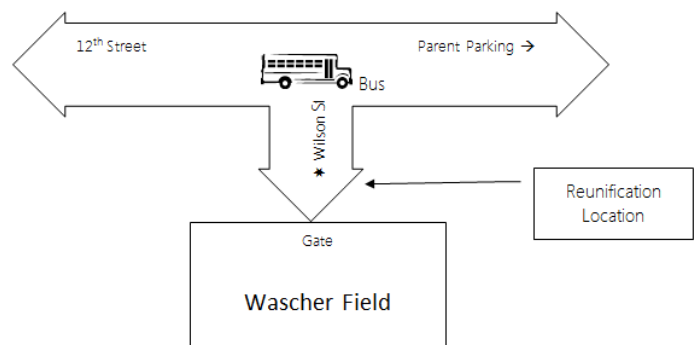
Students and staff will receive training in emergency preparedness drills for the following:

- **Evacuation:** Entire building is quickly evacuated to identified locations in the front and back of building (Example: fire, hazard in the building, etc.)
- **Shelter in Place:** Drop, cover and hold for immediate safety (Examples: earthquake, tornado, flood, etc.)
- **Lockout:** Secure the perimeter of the school, maintain business as usual (Examples: dangerous animal on school grounds, criminal activity in area that does not involve school, etc.)
- **Lockdown:** Locked classrooms, lights out, students and staff hidden out of sight (Examples: dangerous animal in school building, angry or violent person, intruder or active shooter, etc.)

REUNIFICATION

In the event of an emergency where Wascher staff are unable to use regular dismissal protocols using our entrance on 7th Street Extension, (examples may include: car accident on 7th Street, following an emergency at school that involves first responders, etc.) we will implement the following reunification plan. Parents will be notified through the district office's emergency system using phone calls and text messages. Students will be evacuated through the back of our field into the cul-de-sac on Wilson St. & 12th Street. A First Student Bus will be on sight to secure the cul-de-sac to help us maintain our safety protocols for dismissal. Students will only be dismissed to adults who have permission to pick them up.

Please make sure that phone numbers and emergency contacts are updated in our office. This is critical to our ability to contact you in the case of an emergency.



LOST AND FOUND ITEMS

The lost and found is located near the cafeteria. 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. (This includes bikes and scooters.)

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.

Students who find, see or hear about dangerous instruments while at school are required to tell an adult immediately. **School safety is all of our responsibility.** A child will never be punished for telling an adult about a potential safety hazard.

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.

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.

NONDISCRIMINATION NOTICE

The McMinnville School District and Wascher School recognizes the diversity and worth of all individuals and groups. It is the policy of the McMinnville School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

District and Wascher School meeting locations are accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting. Please contact the school office at [503-565-5400](tel:503-565-5400) or the district office at [503-565-4000](tel:503-565-4000).

PARENT OPPORTUNITIES

Volunteers

Volunteers are very important to the success of the educational program at Wascher 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 President 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)

PTA (Parent Teacher Association)

The Wascher 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.

Meetings are on the 1st Thursday of every month from 6:30-7:30 in the school library.

Board Members

President- Talle Malmstrom

Vice-President- Sara Pattison

Secretary- Katie Cox

Treasurer- Keesha Neal

Volunteer Coordinator- LaVonne Morgan

Box Top Coordinator- Jolina Brandon Sanchez



PTA Supported Events

Back to School Night..... Thursday, September 22nd, 6:30-8:00

Fall Jog-a-Thon..... Friday, October 7th

Wascher Carnival..... Friday, April 28th, 5:30-8:00

Teacher Appreciation Week..... Monday, May 1st – Friday, May 5th

Classified Appreciation Week..... Monday, March 6th - Friday, March 10th

Secretary's Day..... Wednesday, April 26th

Principal's Day..... Wednesday, May 24th

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SITE COUNCIL

Wascher Elementary 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.

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, October 3rd.**

WEBSITES

Additional information can be found at our District website: www.msd.k12.or.us and Wascher website <http://www.schools.msd.k12.or.us/wascher/> both of these sources are maintained by our district technology department. Please notify us immediately if information is incorrect or outdated.