



# **Wascher Elementary School Parent and Student Handbook**

**986 7<sup>th</sup> Street Extension  
Lafayette, OR 97127  
Phone: (503) 565-5400  
Fax: (503) 565-5406**

**Scott Murphy  
Principal**

WELCOME to Wascher Elementary School- We are a strong community where **WE CARE... to support students, WE DARE... to embrace high expectations, and WE SHARE... a passion for learning.**

Wascher is an important part of our community, and I am honored to be its principal. This handbook will assist you with pertinent information you will need throughout the year. We value every family and know that we make a difference by working together. Your input is always welcomed and encouraged. Please stop by or give us a call anytime!

~Scott Murphy, 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 the front office, pick up on playground)

**WEBSITE & SOCIAL MEDIA CONNECTIONS**

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

Facebook: Wascher Elementary & Wascher PTA

## TABLE OF CONTENTS

Access and Release of Student Records	6
Address & Telephone Number Changes	5
After School Arrangements	4
Attendance	4
Behavior	7
Behavior Referrals	8
Bullying vs. Conflict	7
Cell Phones	13
Character Traits	7
Conferences	11
Directory Information	9
Dressing and Grooming	10
Family Communication	11
Health	14
Healthy Snacks	7
Inclement Weather	6
Leaving Early	5
Lost and Found Items	13
Lunch and Breakfast Programs	10
Nondiscrimination Notice	14
Objects Brought to School	13
Parent Opportunities	16
Photography	9
PTA	16
Reunification	12
Room Parties	7
Safety	12
School Hours	4
Site Council	17
Student Rights and Responsibilities	17
Student Use of Technology	9
Text Messages	5
Title One	11
Use of Tobacco	13
Visitors	6
Weapons or Dangerous Instruments	13
Websites	17
Wildcat Folders & Family Communication	11

## SCHOOL HOURS

School begins at 8:00 am. and the hallways are closed to students until 7:55 am. Our front doors will remain locked until that time. Our school day ends at 2:30 PM. After school, any student not picked up by 2:45 will be brought back into the office to call home.

## ATTENDANCE:

At Wascher School, we are committed to meaningful daily teaching and learning. Parents and the school must work cooperatively to ensure student success by encouraging regular attendance. Punctuality is a necessary trait to develop. Students are expected to be on time and are 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 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 the student's 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. Safe Child Checks by school personnel or law enforcement may occur after three days of absences with no parent contact with the school. These procedures are in place to keep students safe.

**Students who are absent more than 10% of the school year are considered *chronically absent*.** Current research from the Oregon Department of Education shows that chronically absent students are at risk of falling significantly behind in school, with a long-lasting impact on their education. In addition, the state of Oregon has a compulsory attendance law (ORS 330.010) that requires school-aged children to attend regularly. If this inconsistent attendance pattern continues, the school district attendance officer will be contacted.

## AFTER-SCHOOL ARRANGEMENTS

If you wish for your child to go home in a different way than usual, you must make a special arrangement. If the student must ride a different bus or get off at a different stop, your child must have a written note explaining the change. The bus driver will not allow any changes without written permission. This rule also applies to students who walk or get picked up by car. **For safety reasons, we will accept phone requests for changing a student's route only under emergency situations.**

Please communicate your after-school plans to your child before they leave for school in the morning. The school telephone is a business phone and is 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 to use this for emergency purposes. Students miss meaningful learning when children leave early.

## ADDRESS AND TELEPHONE NUMBER CHANGES

Please notify the office 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. Families should check their registration information each August before returning to school. **Please check the information on our website, make changes if needed, and resubmit. We will not release your child to anyone who is not listed on this card without parent/guardian permission.**

## PARENT SQUARE

Wascher wants to keep in touch with parents and families about the latest events in our building. We use Parent Square to do this communication. It is straightforward for parents to do.

The first step is ensuring we have your most-recent contact information. Then you will be sent an email requesting you join Parent Square.

You can create an account in that email link.

Parent Square offers important communication tools:

- District-Wide Parent Information
- Building Specific Information
- Classroom posts and newsletters
- Direct back and-forth contact with your child's teacher
- Families can choose the language that is best for communication
- Families can opt for email, text messaging, or both, depending on preference.
- 

Thank you for opting into this vital communication tool.

## INCLEMENT WEATHER

Information concerning school closures due to inclement weather is broadcast on radio, MSD's Facebook, MSD's Twitter, and television stations at regular intervals beginning at 6:30 a.m. The district will also send this information out via Parent Square.

**It is best if families tune in for these announcements rather than call the school.** McMinnville School District will post information on the website at [www.msd.k12.or.us](http://www.msd.k12.or.us). You can also sign up for the FLASH ALERT system on the website or 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 educational records of a student under 18 unless the school district is provided evidence of a legally binding document revoking these rights.

## Visitors and Volunteers

Families are an essential part of our school community. However, under current guidance, we have restrictions on allowing parents and volunteers into the building. **Parents may not walk children to class for our students' safety.** Please contact our office to enroll in our online verification and sign-up system for families who want to volunteer. All volunteers must complete this online registration and be scheduled for volunteer time in the buildings. "Drop-in" volunteers will not be allowed in the building. School doors are kept locked during the school day.

## Volunteer Exemptions

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.

Effective for the 2023-2024 school year, volunteers working for periods of 15 minutes or more are required to have an approved volunteer application on file. This requirement does not apply to volunteers who are onsite for shorter periods of 15 minutes or less.

Volunteers on approved exceptions must agree to follow additional requirements deemed appropriate by McMinnville School District.

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

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).

## ROOM PARTIES

There are four classroom holiday parties each year: Harvest, Winter, Valentine's Day, and End of Year. We will work to provide fun activities for your child in celebration of these events throughout the year that will look different than our typical parties.

Some parents enjoy celebrating with their child's class a student's birthday. We strive to make shared birthday treats follow the recommended guidelines from our Nutrition Services Department (see below.) guidance. Please connect with your child's teacher for additional ideas on how to celebrate.

## HEALTHY SNACKS ONLY

The following is a list of approved treats that students might bring in their lunches: 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 wellness guidelines information, visit the McMinnville School District website at [www.msd.k12.or.us](http://www.msd.k12.or.us). You can also contact nutrition services at 503-565-5647.

## BEHAVIOR

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

### **BE SAFE    BE RESPONSIBLE    BE RESPECTFUL**

Students are taught how to apply these rules in various settings around the school, such as in the classroom and on the playground. We have systems that encourage positive behaviors and track undesirable behavior. At Wascher, we expect all students to learn and follow these rules.

We expect students in elementary school to be learning socially, emotionally, and academically. It is normal for students to have misunderstandings or conflicts 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 conflict and bullying behaviors. These are the distinctions we make in types of behavior:

- **Teasing:** Everyone is participating, having fun, and nobody's getting hurt.
- **Conflict:** No one is having fun, and there is a possible solution to the disagreement. There is an equal balance of power.
- **Mean Moment:** Someone is being mean on purpose as a reaction to a strong feeling or emotion, but this is an isolated event.
- **Bullying:** Someone is attacked physically, emotionally, or socially causing hurt. There is an unequal balance of power, and it happens more than once over a period of time.

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

## **BEHAVIOR REFERRALS**

In elementary school, we expect students to build their skills in and outside 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 helps provide students with an opportunity to understand how their behavior choices impact others in the school community and make different decisions in the future.

Parents will receive a copy of the referral and, in the case of a “major” referral, will receive a phone call from the classroom teacher, student management teacher, or principal within 24 hours of the event. Students may also have consequences for their behavior, including time in the office or losing a privilege. In these circumstances, school and home must work together to communicate about appropriate behavior for the school setting. When students have repeated behavior concerns, we will work with families to create a plan for support to encourage student success.



## DIRECTORY INFORMATION

Following State and Federal laws, the district maintains an educational record of each student. Part of the student record is directory information. Directory information means information that is not generally considered harmful or an invasion of privacy if disclosed. You can find further information 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.**

## PHOTOGRAPHY

At times, we take pictures and videos of our students in the classroom, on the playground, or participating in learning activities to share what's happening in our schools. This information is used for teacher professional development and to publicize good news about students, such as honor roll, achievement awards, academic or athletic accomplishments, and other successes. Photos could appear in school yearbooks, school and district newsletters, 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 your student's first day of school. Please note that your student's current status will remain in place unless a change is submitted.

## STUDENT USE OF TECHNOLOGY

At Wascher, we believe integrating technology is vital in preparing our students for current learning techniques. We use Chromebooks in our classrooms, pre-K through fifth grade. Students are 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.
- Student internet use is supervised by Wascher staff.
- 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 this may make it difficult for students to access the curriculum like classroom peers.**

## LUNCH AND BREAKFAST PROGRAMS

**Wascher Elementary qualifies for the Community Eligibility Provision (CEP), which means meals will be free for all students in our school.** It is an incredible opportunity to feed all students in our building, and we hope you will take advantage of it. Each morning, students can 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. Please communicate with our office immediately if your student has a food allergy. We will need annual documentation from your medical provider.

At Wascher, we serve **Breakfast in the Classroom**. Students eat lunch in our cafeteria. This allows us to ensure that every student can learn with a full stomach throughout 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	Mini waffles	Cheese stick	Mini pancake	Sausage corn dog
Apple	Oranges	Maple bar	Banana	Raisins
Milk	Milk	Grapefruit halves	Milk	Milk
		Milk		

## 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, or 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
- Shirts that do not cover private areas adequately
- Shorts that are above the middle of the thigh
- Loose shorts or skirts that show undergarments while sitting crisscrossed
- High heels, slides, 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 gang-related clothing, contains obscene or profane language, graphics, drug/tobacco/alcohol advertising or graphics that are disrespectful to adults

## **TITLE ONE**

Wascher Elementary is a school-wide Title One school. Title One is a program created by the United States Department of Education to distribute funding to schools and districts with a high percentage of students from low-income families. At Wascher, the Title One program offers additional support through 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 this partnership between teachers, parents, and students and look forward to working together.

## **FAMILY COMMUNICATION**

School communication will come to you in two ways. A Wildcat Folder is sent home every **Tuesday** when school is in session in the building and through Parent Square, our email and text-based communication system. We will deliver most school fliers to you electronically to make our communication easier, more efficient, and user-friendly. We will continue to send home Tuesday folders for items that must be returned to school, student work, and teacher's notes. Parents should 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**

**Wednesday, October 25th – Friday, October 27th**

**Wednesday, March 13th – Thursday, March 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-2:30 PM** 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 cannot open side doors even to known adults.

**Front doors open with a buzzer system.** To the front door's right 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.

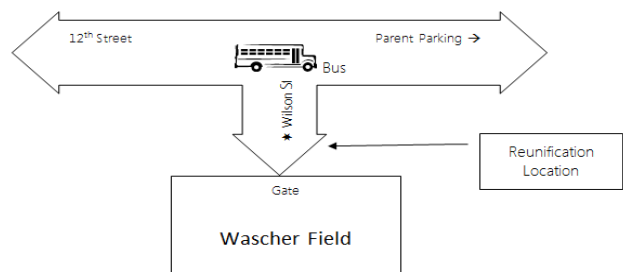
Students and staff will receive training in emergency preparedness drills for the following:

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

## REUNIFICATION

In the event of an emergency where Wascher staff cannot use regular dismissal protocols using our entrance on 7<sup>th</sup> Street Extension (examples may include: a car accident on 7<sup>th</sup> Street, following an emergency at school that involves first responders, etc.), we will implement the following reunification plan. The school will notify parents 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. & 12<sup>th</sup> 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 released to adults with permission to pick them up.

**Please make sure that phone numbers and emergency contacts are updated. It is critical to our ability to contact you in 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, playground balls, electronic devices, and other valuables should not 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 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 can pick up their cell phones for the first violation at the end of the school day. Subsequent violations necessitate a parent coming to school to retrieve the cell phone. **Students are responsible for their property. The school will not be held responsible for damaged, lost, or stolen cell phones.**

## WEAPONS OR DANGEROUS INSTRUMENTS

A student will not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon that is 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 at school must 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

### Arrival and Entry

Each student will have access to three entry points during our arrival time. The playground is supervised and available at 7:30 am for parents needing early arrival. Students on the playground will enter through the doors at the back of the building. The front entrance will be open for all students at 7:55 am. The side entrance near the gym will be available for 4th and 5th-grade students at 7:55 am. We encourage our older students to use this door to limit traffic at the front while welcoming our younger students.

Hand-sanitizer stations are placed by each entrance, and students can use classroom stations to wash their hands upon entry and before breakfast in the classroom.

### Medications

If your child requires any type of prescription 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 stings or other anaphylactic 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 time.

### Immunizations:

All students who are enrolling for the first time must provide evidence of immunization before enrolling. A Certificate of Immunization, 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. Parents of children with head lice will be notified. Guidelines for treatment can be obtained from the school or the school nurse. Please see the district policy for additional details.

## NONDISCRIMINATION NOTICE

The McMinnville School District and Wascher School recognize 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

### PTA (Parent Teacher Association)

The Wascher Elementary PTA encourages all families to join 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 2nd Tuesday of every month from 6:30-7:30**

#### Board Members

President- Sarah Horst

Co-Vice-Presidents- Carolyn Stanton and Angela Quinn

Secretary- Hilary Malcomson

Treasurer-Amanda Johansen

Volunteer Coordinator - Jennifer Logan



### PTA Meeting Schedule 2022-2023

PTA	Date	Purpose Statement
6:30 -7:30 PM Once per month Library	September 12	PTA is a partnership organization between families and school employees to enhance resources and build community in our school. The PTA provides fundraising and family nights for Wascher.
	October 10	
	November 14	
	December 12	
	January 9	
	February 13	
	March 12	
	April 9	
	May 14	
	June 11	



## 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 found at this [link](#). It gives information about school and district philosophy and the steps to establish and maintain a positive school environment. Please go over this information carefully and review it with your child. **Be sure to sign and digitally return the enclosed form indicating that you have received the handbook by Saturday, September 30th.**

## WEBSITES

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