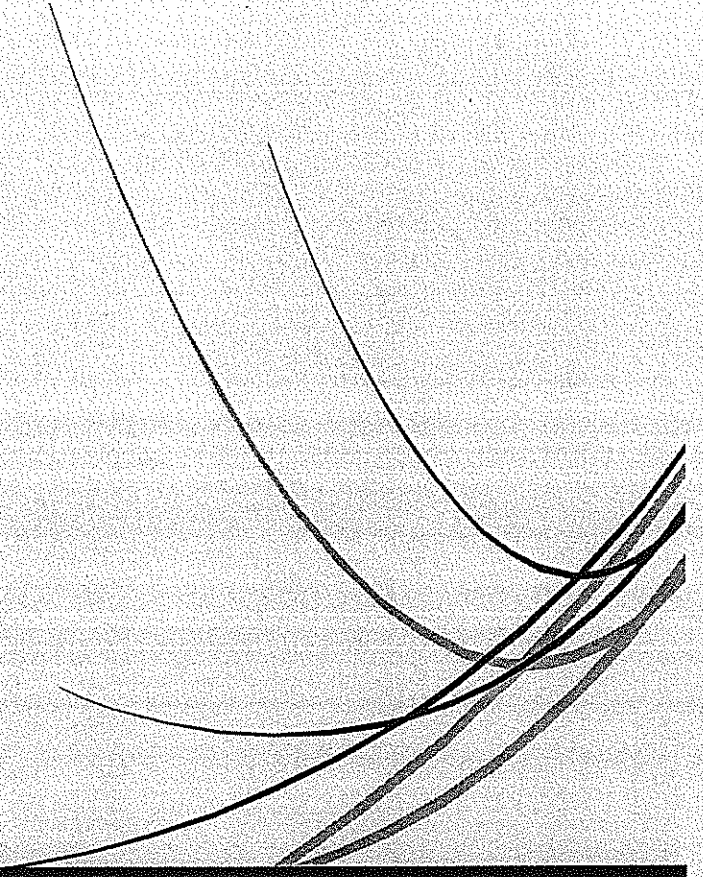


2014-15

# WILLOW SCHOOL PARENT HANDBOOK



SCHOOL CALENDAR  
2014-2015

<b>August</b>	25 School Begins
<b>September</b>	1 Labor Day (No School)
<b>October</b>	10 Statewide In-service (No School) 23 End of 1 <sup>st</sup> Quarter 24 Teacher Workday (No School) 27-28 Parent/Teacher Conferences (No School)
<b>November</b>	11 Veteran's Day Holiday (No School) 26 No PM Kindergarten 27-28 Thanksgiving Vacation
<b>December</b>	22 Winter Holiday begins
<b>January</b>	5 School resumes 16 End of 2 <sup>nd</sup> Quarter 19 Martin Luther King Jr. Holiday (No School) 20 Teacher Workday (No School)
<b>February</b>	6 Parent/Teacher Conferences (No School) 16 President's Day Holiday (No School)
<b>March</b>	20 End of 3 <sup>rd</sup> Quarter 23-27 Spring Vacation (No School) 30 Teacher Workday (No School)
<b>April</b>	10 Parent/Teacher Conferences (No School)
<b>May</b>	25 Memorial Day (No School) 29 End of 4 <sup>th</sup> Quarter
<b>June</b>	1 Teacher Workday (No School) 2 Parent/Teacher Conferences

TABLE OF CONTENTS

School Calendar.....	Page ..... 2
Enrollment.....	3
Daily Schedule.....	3
Staff.....	4
Information, Procedures & Suggestions:	
Absences .....	5
Change of Address .....	5
Medications/Field Trips/School Bus .....	6
Lost & Found/Visitations .....	7
Student Standards of Conduct .....	7-8
Building Security .....	8
Equal Educational Opportunities .....	9
Emergency Evacuation Plan .....	9
Discipline & Due Process .....	10-11
Title 1A .....	11-12

ENROLLMENT PROCEDURES

Parents will be asked to complete the following items when enrolling children in school:

- 1. Complete a registration form for each child.
- 2. Complete immunizations.
- 3. Copy of Birth certificate or other proof of age.

SUPPLIES

Grade KG will pay a \$25.00 supply fee for the 2014-2015 school year.

The following information will be sent home with students on the first day of school:

- 1. School Insurance information & application forms.
- 2. Free & Reduced - Price Lunch Information - Please complete this form whether you qualify or not. Return the completed form to Willow School.
- 3. Handbook for Parents and Students.

DAILY SCHEDULE

**Mondays - Late Start Schedule:**

- 9:00 AM Classes Begin
- 11:00 AM Classes Dismissal
- 12:20 AM Classes Begins
- 2:20 PM Classes Dismissal

**Tuesday-Friday Schedule:**

- 8:00 AM Classes Begin
- 10:40 AM Classes Dismissal
- 11:40 AM Classes Begin
- 2:20 PM Classes Dismissal

There will be supervision on the playground from 8:45-9:00 AM on Mondays and from 7:45-8:00 AM Tuesdays thru Fridays. During inclement weather, supervision will be provided in the gym. **There is no supervision before the afternoon sessions.**

WILLOW STAFF

Telephone	663-3550
Principal	John Tolan (2014-15)
Secretary	Sue Albers
KG Teachers	Justinn Droke Elizabeth Gregory Beth Huntington Sarah Swanson
Library	Joe Wing
Music	Carla Arnold
Resource Room	Sheri Elligsen
Title	Debbie Mills
Speech	Christine Wallender
Paraprofessionals	Rachael Goldstein Mindee Hayden Kim Isaacson Melissa Kohler Jan Musgrove Marilyn Ricker Amanda Swenson Jen Wilcox

## INFORMATION, PROCEDURES, AND SUGGESTIONS

### ABSENCES

Students and parents have responsibility for student attendance. School personnel shall keep students and parents informed of the student's attendance record. **All students are expected to attend school regularly and to be on time for classes.** There is a direct relationship between poor attendance and academic difficulties.

If your child is ill or otherwise cannot be at school, call the Willow Office at 663-3550 and give the reason for the absence.

### PROCEDURES FOR ACCOUNTING FOR ABSENCES:

Please call our office before 9:00 to give reason for the absence. As stated above, absences may also be pre-arranged through the office. The school will call the parent or guardian of absent students each day for your child's safety.

### RELEASE

Students may be released during school hours to parents or legal guardians only. If someone other than a legal guardian is to pick up a child from school, the alternate person must be on our release list, or a signed note from the parent or guardian giving the school permission to release the student must be presented at the school office

### LABEL BELONGINGS

Please label coats, hats, gloves, shoes, etc. Many good clothes are lost each year and never claimed.

### CHANGE OF ADDRESS

If you move to a new address, notify the school office right away. If you are moving out of the school district, request a transfer form and sign a statement that permits transfer of your child's personal record to the new school. The same procedure applies when transferring to another school within the district.

## MEDICATION

Medication cannot be dispensed at school without proper **authorization from a medical doctor**, and written permission from parents. If your child needs to take prescribed medication at school, please contact the school secretary to obtain a copy of the school board policy outlining the procedures to be followed. **All medication must be dispensed from the office.**

## FIELD TRIP PERMISSION

A **REGISTRATION FORM** will be available at registration time. This form gives your child permission to attend any school event approved by the building principal. It also asks for your permission to administer first aid for minor injuries, and to take your child to your doctor in case of injury. This would be done in the event that parents and emergency contact persons could not be reached. Teachers are encouraged to notify parents whenever a field trip is being scheduled.

## SCHOOL BUS

School District transportation instructions for students and parents will be sent home with regular bus students. These will cover regulations governing students riding a school bus.

In order for students who are not regular passengers to ride the bus, approval must be obtained by contacting Mid-Columbia Transportation, 963-6119.

Regular bus students shall have written permission to get off the bus other than at the regular departure place. The student is to give this note to the bus driver.

The bus driver is responsible for the safety of all students; therefore, cooperation of parents and students will be appreciated.

### LOST AND FOUND

A lost and found department is maintained at the office. At the close of the school year, any unclaimed items will be disposed of.

### ELECTRONIC DEVICES

Handheld radios and CD players, laser pointers, handheld games, portable TV's and similar electronic devices are not allowed at school. Regardless of the size, they will be confiscated and returned to the student's parent or guardian.

### STUDENT TRANSPORTATION

Transportation is offered to kindergarten students who reside more than one mile from Willow school. Contact the bus company for more details.

### DROPPING OFF STUDENTS

Students may be dropped off and picked up in front of Willow School.

### VISITATIONS

Parents are welcome to visit classes. Please notify teachers beforehand and sign in at the office when you arrive. To avoid disruptions to classroom routines, we would ask that parents not use visitation times for discussing items with the teacher. Conferences may be scheduled through the teacher.

Students are not permitted to bring brothers, sisters, or visitors to school.

### STUDENT STANDARDS OF CONDUCT

#### Philosophy

The Board of Education seeks to assure a climate in the schools which is appropriate for institutions of learning and which assures the safety and welfare of students and personnel.

Students who are disruptive of the educational setting, or who endanger the safety of others, will receive corrective counseling and be subject to disciplinary sanctions.

Willow students are responsible for being **Responsible, Safe, and Respectful.**

### Philosophy of Student Behavior

Guidelines for discipline

1. Student's self-esteem will be intact
2. Situation will be dealt with in a private manner.
3. Staff will guide student to solve problem.
4. Student will take ownership of problem.
5. Student will solve the problem so that it doesn't make a problem for others.

When students do not follow Willow guidelines the following interventions may occur:

- \*Reminders
- \*Problem Solving Guidance
- \*Loss of Privileges
- \*Parent Contact
- \*Suspension

**Classroom Expectations** will be set by the classroom teacher based on Responsibility, Safety and Respect.

**Hallway Behavior** - The Halls will be a safe environment where people move showing courtesy and respect.

**Playground Rules** - Rules will be taught and posted for playground expectations.

### APPROPRIATE SCHOOL DRESS

The following guidelines address the La Grande School District policy that states that dress will not disrupt or interfere with the educational environment of the classroom.

- \*no spaghetti straps
- \*skirts and shorts are to be worn at fingertip length or longer
- \*no midriffs showing
- \*tank tops with extra-large armholes are not appropriate
- \*see-through clothing is not a cover-up for inappropriate clothing
- \*Students should not wear "flip flops", as they are not appropriate for recess and PE. We also see a higher incidence of foot injuries when they are worn.

### BUILDING SECURITY

Visitors/Volunteers are to enter through the main entrance on Willow Street and report to the school office to sign in and obtain a visitor's name tag when visiting the school during the school day. Exterior doors will be locked each day with the exception of the main door on Willow Street.

### EQUAL EDUCATIONAL OPPORTUNITIES

Each individual should be given the opportunity to develop and achieve to the maximum extent possible, being limited only by individual differences. Therefore, the district will foster an educational environment that provides equal educational opportunity for all students.

Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, creed, sex, national origin, economic status, or handicap.

### EMERGENCY EVACUATION PLAN

In the event of an emergency which requires the evacuation of Willow School, (i.e., fire, flood, bomb threat) the following will apply:

Students will walk to the Senior Center located on Cove Avenue where they will remain until parents can be notified and transportation arranged. Notice of evacuation and procedures for picking up students will be broadcast on the radio.

If students need to be picked up at school (i.e., heating system failure, bathroom malfunction etc.) parents will be contacted via a phone tree calling system.

### SEXUAL HARASSMENT OF STUDENTS

The district is committed to maintaining a learning environment that is free of sexual harassment.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, or by a student to another student.

Any student who is subject to, or knows of, sexual harassment should immediately notify the building principal or the superintendent if the principal is the subject of the complaint. Staff members notified of sexual harassment shall inform the principal immediately.

The superintendent will develop a complaint procedure. All complaints will be promptly and thoroughly investigated.

### DISCRIMINATION:

The district or any of its employees shall not, on the basis of handicap, exclude a student from any program or service provided by the district. Students will have an equal opportunity to enjoy the full range of services offered by the district. The district will not deny access to any programs or services and will not provide programs or services for the handicapped that are not as effective as those provided for the non-handicapped.

### Suspension, Expulsion

A student whose presence is detrimental to the best interest of the school may be suspended or expelled in accordance with Oregon Revised Statutes and School District Administrative Rules. Such rules and procedures shall insure careful consideration of the rights and needs of the individual concerned, as well as the best interests of other students and the school program as a whole.

### DISCIPLINE AND DUE PROCESS

School disciplinary actions are a civil, not a criminal matter. Therefore, the usual court procedure, the power to subpoena witnesses and trial by jury, do not apply. Rather, due process in schools must clarify rights and procedures that assure fair treatment for each student in a learning environment.

- A. Students will comply with the rules for government of schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teacher's authority. (ORS 339.250)
- B. The following types of conduct shall make students liable to discipline, suspension, or expulsion:
  1. Disruption of School - any conduct that substantially disrupts a school function or is likely to, is forbidden.
  2. Damage or Destruction of School Property - a student shall not cause damage to school property or steal or attempt to steal school property. (ORS 339.260)
  3. Damage or Destruction of Private Property on School Grounds - a student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property on the school grounds, or during a school sponsored activity.
  4. Assault on a School Employee, Another Student, or Other Person Not Employed by the School - Weapons and Dangerous Instruments - a person shall not intentionally do bodily injury or threaten any person or knowingly

possess, handle or transmit any object that can reasonably be considered a weapon: a) on the school grounds during and immediately after school hours, b) on the school grounds at any time when the school is being used by a school group, c) off the school grounds at any school activity.

5. Profane or Obscene Language - the use of profane or obscene language and threats of harm to persons or property are prohibited.
6. Willful Disobedience - willful disobedience, open defiance of the teacher's or school official's lawful authority, shall be sufficient cause for discipline.
7. Physical Restraint - A teacher or administrator is authorized to employ physical restraint when, in his/her professional judgment, the restraint is necessary to prevent a student from doing harm to others or himself. When so employed, physical restraint shall not be considered a form of physical discipline.

#### TITLE IA - A SCHOOL WIDE PROGRAM 2014-2015

##### **What Does Title IA Mean to Willow?**

Willow Elementary School funds a half-time reading specialist and one part-time paraprofessional to provide instructional services to students in small groups.

The Title IA teachers work in conjunction with your child's classroom teacher to provide additional instructional support to students.

All programs and methods are supported by research and all instructional staff are highly qualified under the guidelines of the No Child Left Behind Act. Title IA funds are granted by the federal government to supplement state and local education efforts. The purpose of the program is to help all students meet the same high academic standards expected of all children.

##### **What Does This Mean for My Child?**

Title IA staff try to reach as many children as time allows, and we hope to serve your child in some way this year. Many students are invited to participate in before and after school programs. Others are served in small groups during the school day, and others are assisted while in the classroom.

Unfortunately, we often do not have the resources to reach all children who qualify for services. In this case, students are placed on a waiting list and are served in the order of greatest need.

##### **How Can I Be Involved?**

We need your help in making our Title IA program the best it can be. Please contact Debbie Mills at 541-663-3550 if you would like to participate in our review of Fall Student Assessment Data, our Family and Community Involvement Review and Revision, or our Parent, Student and Teacher Compact Review and Revision. Title IA also offers parent trainings and free home learning materials 3 times each year. You will be notified when they are happening, and we hope to see you there!

##### **Title IA Staff at Willow:**

Principal - Judy ~~Trilley~~ **John Tolan**  
Teacher - Debbie Mills  
Paraprofessional - Melissa Kohler

##### **Website Information:**

To locate the Willow Elementary School website for further information, please go to the La Grande School District home page, click on the tab to "Our Schools," then click on "Willow." To locate Title I information, go to the La Grande School District home page, click on "Departments," then click on "Title Programs."

##### **August 2014 - Attention Families!**

The Willow Kindergarten program uses the Nellie Edge alphabet to teach children their letter names, sounds, and word associations. If you google [www.sign2me.com](http://www.sign2me.com), you will find a free tutorial for families to practice at home. Title I and classroom teachers can provide free paper copies if you do not have internet access at home.