

Yamhill Carlton Elementary School

Parent/Student Handbook

2019-2020



We are Tigers. Hear us ROAR!

Dear Parents,

We are looking forward to working with your child during the coming year. We believe the guidelines in this handbook will help each student experience success and positive self-esteem at school. We also expect students to understand and be responsible for the choices they make.

Please READ and DISCUSS this handbook with your child. This book will provide information that will:

1. Give students a clear understanding of school expectations.
2. Give students a clear understanding of the consequences of their behavior.
3. Help teach students the skills needed to make responsible choices.

Afterwards, please sign the accompanying sheet and return to your child's classroom teacher.

We have high expectations of the students and ourselves. With your help, we'll give students attending Yamhill Carlton Elementary the support they need to grow and succeed.

Thank You,
Chad Tollefson, Principal

SCHOOL INFORMATION

Yamhill Carlton Elementary
420 South Third St.
Carlton, OR 97111

Office Phone:
(503) 852-7161
Fax #: (503) 852-7364

Principal:
Lead Secretary:
Front Office Secretary:

Chad Tollefson
Kelli Fletcher
Kristin Pond

YC School District Office
120 N. Larch Pl.
Yamhill, OR 97148

District Office Phone:
(503) 852-6980
Fax #: (503) 662-4931

Superintendent:
Admin. Assistant:
Special Programs:

Charan Cline
Shauanna Kaufman
John Horne



YAMHILL CARLTON ELEMENTARY SCHOOL STAFF

Principal
Office Staff

Chad Tollefson
Kelli Fletcher
Kristin Pond

Kitchen

Becky Stapleton
Audra Folsom

Counselor

Sheryl Rindel

Maintenance
Custodians

John Mortimore
Mark Braukman
Vickie Roberts
Jon Fleury

Kindergarten
Kindergarten
Kindergarten
Kindergarten

Rachael Ezell
Tina Hoyt
Emily Chadwick
Shelly Campbell

Library
Life Skills Classroom
BAASE
Special Education
Title 1
ELL
STAGE
P.E.
Speech/Language

Cindy Roberts
Kennedy Osegueda
Jon Lucero
Christi Vance
Lisa Heatherly
Cassie Andresen
Stephanie Belt-Verhoef
Reid Tramelli
Kim McNinch

1st Grade
1st Grade
1st Grade

Emily McCathron
Kelly Van Horn
Emma Hoover

2nd Grade
2nd Grade
2nd Grade

Megan Anderson
JoAnn Sisto
Joe Wilkins

Assistants

Melody Sauer
Emily Delgado
Lonnie Adams
Sherri Nauman
Megan Sprute
Karissa Peterson
Jessica Zmuda
Whitney Knapp
Victor Osegueda
Trina Martin

3rd Grade
3rd Grade

Susie Schulze
Danna Johnson/Andy Rabung

3rd/4th Grade

Abby Stevens

4th Grade
4th Grade

Kay Echaury
Kristin Nance

SCHOOL HOURS

Kindergarten-4th Grade 8:05 – 2:45 *(Tardy bell at 8:15am)*
Wed. Early Release 1:20pm

Please do not drop your child off at school before 7:40am. Front doors open at 7:40am. First bell is at 8:05am. Classrooms open at 8:15am after announcements in the gym. **Buses will pick up Yamhill Students @ 2:45pm and Carlton Students @ 3:10pm.** Please contact the office before 2:00pm for any changes to your child's afternoon pick-up.

BREAKFAST\LUNCH PROGRAM

Breakfast:

K-4 th	\$1.75
Adult	\$2.50

Lunch:

Students K-4	\$2.90
Adult	\$4.00

Milk:

\$0.50

Breakfast and lunch menus are sent home at the beginning of each month. Each student's account is maintained in a computer database. Money can be sent to school at any time.

Applications for free or reduced price meals are available in the school office or online anytime during the school year.

You may also go online to: mymealtime.com to view your child's account or make a deposit. Please check your child's lunch balance regularly.



SCHOOL VISITORS/BACKGROUND CHECKS

All visitors to the school must report to the school office, sign in, and get a visitor badge.

Student visitors are not allowed at any YC District School. All parents who would like to visit, volunteer, or participate as a chaperone must have passed a background check. Background check forms are available in the office.

FIELD TRIPS

Field trips are an extension of your student's learning process. Classroom attendance and completed assignments are necessary before participation on any field trip. Students **MUST** complete and return a permission form signed by their parent/guardian by the due date. If the student does not return a permission slip form to the teacher, the student will not be allowed to participate. All school rules and student expectations apply during field trips.

Chaperone Responsibilities

Volunteers chaperoning students on field trips are responsible for group safety, everyone's enjoyment, and the students' academic success during field trips. All persons chaperoning a field trip must have a valid Criminal History Verification on file with Yamhill Carlton School District (*see Background Check above*).

- Siblings are not allowed to accompany chaperones on school-sponsored field trips.
- Please leave your cell phone off during the trip, unless needed for an emergency.
- Please stay with the class throughout the activity unless you have made prior arrangements with the classroom teacher.
- You may be assigned a child or a group of children to supervise. Students assigned to your supervision have been directed to follow your directions. Please supervise the behavior of these students to ensure that they are safe, respectful of the rules, and courteous to all. It is preferred that chaperones ride on the school bus, as that is part of the supervisory process for each trip.
- Please refrain from buying souvenirs or other items during the trip, to make it an equitable experience for all students.

SAFETY GUIDELINES

In order to maintain a safe school, the following guidelines have been developed:

- All students picked up prior to the regular dismissal time **must** be picked up in the office and signed out by a parent.
- All visitors **must** enter and check in with the office.
- Bicycles must be walked on school grounds and parked and locked in the bicycle rack upon arrival at school.
- Skateboards, scooters, and roller blades are not allowed on school grounds and should not be brought to school.

MEDICATION POLICY

The school is only able to give your child medication that is prescribed by a doctor and is in its original prescription container. The school must have a signed permission form to give medications on file. The form is available in the school office.

All medications, prescription or non-prescription, must be administered by office staff or parents at school. Parents must complete and sign our authorization form to have medications administered at school. All medication must be brought in the original container with dispensing directions.

The school is not authorized to give medication of any kind to students without the above procedures in place.

OTHER MEDICAL NEEDS

If a student comes to the office with a fever, vomiting, or diarrhea, office staff will contact parents to pick up the child. The child should stay home until all symptoms have subsided.

Students who are found to have lice or nits will be sent home. The office will need to check students before they are able to return to the classroom.

The office tries to keep clean clothing on hand for accidents and emergencies. Students who come to the office after having an accident will be given clean clothes, if available. Office staff will contact parents to make them aware of the incident, as well as to obtain clothing if none is available.

If your child comes to the office for a sting, scrap, or cut, office staff will clean with soap and water and provide a bandage, if necessary. For all stings, parents will be notified in case of allergy. Parents will be notified for other injuries based upon their severity.



PERSONAL PROPERTY

The Yamhill Carlton School District will not be held responsible for personal property that is brought onto campus. Toys, sports items, electronic devices, trading cards, or other similar personal items are best left at home. All electronic sound or communication devices such as cell phones and MP3 players that may be brought to school cannot be used during the school day. All transportation devices, including cars and bicycles, are the responsibility of the party bringing them on campus. The school district does not take responsibility for items that are damaged or stolen on school grounds.

INCLEMENT WEATHER

In the event of school closure or delayed opening due to bad weather, Portland area television and radio stations will be notified as soon as a decision is made, usually by 6:30 AM. If in doubt, call the Bus Barn @ (503) 662-3300. You may also go online to flashalert.net for more information or to have automated notices sent to your phone or e-mail.



LIBRARY MEDIA CENTER

The Media Center is a place where students may do research, teachers can get curriculum materials, and where you can find a good book to read. We have tried to make finding materials user-friendly, while setting up policies and procedures that are fair and reasonable.

Hours: 8:10am -3:15pm each week day. (We are happy to help you, however, please understand we are working with students during most of the day.)

Check Out: Each patron (student, staff, and community member) is given a patron number, which allows him or her to use the library materials. This same number is kept until patrons move or are promoted to the Intermediate School.

How many books: K - 1st grade students may check out one book at a time.
2nd - 4th grade students may check out two books at a time.
Community members may check out up to four books at a time.

Overdue Material: Overdue notices are given each week to each class. Patrons who have overdue materials out may not check out any other materials until over-dues are cleared up. Community members will be given or mailed an overdue notice. No fines are charged for overdue materials until it is determined the item is lost.

Fines: Damaged Barcodes = \$1.00
Damaged books = Half the price of the book
Lost book = Full price of the book. If book is older than 5 years, the fine is the cost to replace.



DRESS CODE

Clothing worn by students should be neat and clean. Students will be asked to change if they wear clothing that may pose a safety problem or is revealing. Students may not wear any clothing that has words or symbols that promote drugs, alcohol, tobacco, violence, profanity, and inappropriate language.

Additionally, students are not to wear hats (except for Friday, see below), tube tops, halter tops, spaghetti straps, strapless dresses or clothing with excessive or inappropriate holes. Tops of any type must cover midriff area. Shorts may be worn, but should appropriately cover the body. Appropriate shoes must be provided for PE/ Rhythm & Dance.

Hat Day on Fridays: \$0.50 (Funds go to help needy students/families)

ATTENDANCE

We believe it is important for students to attend school and learn to be punctual. We encourage prompt and regular attendance, as it is very important to your child's academic success. If your child must be tardy or absent from school:

- It is required for you to call or send a note to the school office stating the reason for the absence in order for the tardy or absence to be considered as excused. Without a reason for the excuse, notified absences will be marked as verified unexcused. If able please call in before 8:45am.
- ORS 339.065 requires us to excuse absences for reasons of sickness of the student or someone in the student's family, or for an emergency.
- For illnesses longer than 3 days in duration, we request a doctor's note.
- The law also allows for excused absences for other reasons providing it has been arranged in advance with the principal. In instances where these requirements are not met, absences and tardies will be recorded as unexcused.
- After four unexcused absences, parents/guardians will be notified by phone and/or mail of being in violation of ORS.339.065.

Punctuality is important in getting the instructions for the day and having a good start for the day. Announcements will begin in the gym at 8:05am each day, with the late bell ringing at 8:15am. After that time, your child will be marked tardy.

Behavior Rules and Expectations

Common Area	Be Safe	Be Respectful	Be Responsible
Hallway	Walk single file Stay in a line Stay to the right	Use quiet voices Keep hands, feet and objects to self Hold outside door for the next person	Keep moving Remove trash from the floor
Gym	Avoid stage Keep hands and feet to self	Play fair Follow instructions Be a good listener Good Sportsmanship	Use equipment properly Clean up after yourself
Assembly	Sit on bottom and face forward Keep hands, feet and objects to self	If you're called up front, go to the end of your row Be good listeners Clap when appropriate If called on, keep comments positive	Follow directions Use restroom before or after the assembly
Office	Wait your turn Keep hands, feet and objects to self	Use manners with office staff Keep voice low	To use the phone, have a phone pass and ask permission
Library	All chair legs on floor Keep hands, feet and objects to self Walk in library	Patiently wait your turn to talk to the librarian or to check out books Use quiet voices Listen to directions	Return materials in good condition and on time
Bathroom	Wash hands before leaving Keep garbage in the garbage can Keep water in the sink	Respect school property Respect privacy Use quiet voices Close doors quietly	Return to room promptly Flush Report problems

Playground Rules and Expectations

Be Safe	Be Respectful	Be Responsible
<p><u>Slide</u> Stairs are for going up. Slides are for going down. Slide in a sitting position. One person on the slide at a time. No twirling on the bar before sliding down the slide.</p> <p><u>Swings</u> Stay clear of moving swings. Swing sitting in a sitting position facing the playground only. Do not bail out or climb poles.</p> <p><u>Bars</u> Do not stand or kneel on top of bars. One person at a time in one direction. No cherry drops.</p> <p><u>General</u> Play tag in grass only. Keep hands and feet to yourself. Balls are to be kicked on the fields only. If the field is wet and muddy, stay on the school side of the orange cones. The spinning seats are for sitting only. The “watcher” is only one person, who is responsible for managing the spinning of the chair for a friend. Jump ropes are just for jumping – no helicopters, tug, of war, or flicking. Hula Hoops are just for that – no jumping, rolling, or flinging.</p>	<p>Follow directions of staff the first time.</p> <p>Stay out of quiet zone.</p> <p>Ask for permission to leave the playground for the restroom, to get a drink, or to go to the office.</p> <p>Use appropriate language.</p> <p>Throw away trash.</p>	<p>Ask permission to go to the lower fields to play.</p> <p>Food and drink are to remain in the classroom.</p> <p>Personal items are to remain in the classroom.</p> <p>Stay in appropriate playground area.</p> <p>Must have a pass from a teacher to go to the classroom.</p>

<p><u>Covered Area</u> Half-court basketball is OK. Wall Ball is OK. The doorway cubbies by the locker rooms are off limits. No running or tag in the area, expect for movement in basketball and wall ball. No jump ropes or football playing. Voices should be at a respectable level – no screaming.</p>		
<u>RAINY DAY RECESS</u>		
Be Safe	Be Respectful	Be Responsible
<p>Jump ropes are just for jumping – no helicopters, tug, of war, or flicking.</p> <p>Hula Hoops are just for that – no jumping, rolling, or flinging.</p> <p>Half-court basketball is OK. Wall Ball is OK.</p> <p>The doorway cubbies by the locker rooms are off limits.</p> <p>No running or tag in the area, expect for movement in basketball and wall ball.</p> <p>No football playing.</p> <p>Voices should be at a respectable level – no screaming.</p>	<p>Follow directions of staff the first time.</p> <p>Stay out of quiet zone.</p> <p>Ask for permission to leave the playground for the restroom, to get a drink, or to go to the office.</p> <p>Use appropriate language.</p> <p>Throw away trash.</p>	<p>Food and drink are to remain in the classroom.</p> <p>Personal items are to remain in the classroom.</p> <p>Stay in appropriate under-covered area.</p> <p>Must have a pass from a teacher to go to the classroom.</p>

Recess Student Management Process:

The steps listed below are used by YCES supervision staff to ensure that recess is safe and fun for all students.

- 1. Verbal warning, refer to PAX Positive Choices.**
- 2. Wall time, refer to PAX Positive Choices.**
- 3. Sent to RIO room for problem solving session.**
- 4. FYI written and parent/guardian contacted, RIO room for problem solving session.**
- 5. Referral written and parent/guardian contacted. Consequence assigned after problem solving session.**

Note: Severe behavior may warrant going straight to a referral.



Yamhill Carlton Elementary Discipline Levels

This is a guideline for behavior interventions and consequences. Exceptions and variations can be made. Consequence for misbehavior will factor the seriousness of the problem, attempts to change the student's behavior, the student's prior discipline history, and other subjective factors such as attitude.



Behavior Definitions

Arson or Attempted Arson: Intentionally starting any fire or combustion on school property or any action, which attempts to cause a fire.

Suspension/Expulsion. (Parent/Police Contact).

Assaults: The physical abuse of another, but not the mutual participation. May include the use of a weapon and/or sexual assault.

Suspension/Expulsion. (Parent/Police Contact).

Breaking and Entering: The unauthorized entry into a school building or restricted area.

Suspension/Expulsion. (Parent/Police Contact).

Forgery and Cheating: The providing of a false signature or altering a document. The intentional use of others people's work or other resources in an attempt to complete task in an unfair manner. (Parent Contact).

Dangerous Items: The possessions (on person, in locker, in book bag, etc.) of any dangerous items (may include but not limited to: matches, lighter, mace or hot pepper canisters, fireworks, ammunition, toy-like weapons) is prohibited on the school district premises or any other premises where official school functions are being conducted. The dangerous items will be confiscated. (Parent and/or Police Contact).

Defiance of Authority/Insubordination: Repeated insubordination or refusal to comply with a reasonable staff request.

Deliberate Misuse of Property/Theft: The intentional use without proper permission of property belonging to the school or any individual for a purpose other than that for which it was intended or in a manner likely to damage the property. Restitution will be required, as appropriate.

Disruption: Behavior in a manner, which disrupts or interferes with school activities.

Extortion: The forcing of another person to act against their will by demanding threatening money or property. (Parent and/or Police Contact).

Fighting: Having intentional physical contact with another person by making the effort to cause them harm. Injury may or may not occur. (Parent and/or Police Contact).

Harassment/Bullying: Disturbing others by teasing, pestering name calling or tormenting. Hazing, harassment, intimidation by students, staff, or third parties is strictly prohibited. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to, and including, suspension. (See Board Policy : GBNA, JFCF)

Sexual Harassment: Making sexually derogatory remarks or verbal or physical advances to student or district personnel, and/or making unwelcome sexual advances and/or physical contact.
(See Board Policy: GBN, JBA)

Threats of Violence: Using force or threat to prevent another from moving or acting in accordance with school policies or personal choice. (Parent /Police Contact).

Physical Mischief: Students are to keep their hands and feet to themselves. No horseplay (grabbing hats, scuffling), pushing or shoving.

Truancy: The failure to report to class without permission/excuse or leaving the classroom/building/assigned areas without obtaining prior permission. (Parent Contact).

Vandalism: Intentionally causing damage to school or another's property. Restitution will be required as appropriate. (Parent and/or Police Contact).

Profanity/Vulgarity/Language: Use of profanity, making derogatory remarks or comments to students or staff members.

Tobacco Use: Students who are in possession of tobacco on District property during school hours, or at any school sponsored activity.
(See Board Policy: GBK)

Weapons: See Board Policy: GBJ

**DISTRICT BOARD POLICY SUPERCEDES ALL BUILDING HANDBOOK POLICIES AND IS SUBJECT TO CHANGE WITHOUT NOTICE.