

IMPORTANT!
Save this book all year.



Newby Elementary School Parent/Student Handbook 2020-21

SCHOOL HOURS:

8:00 a.m. - 2:30 p.m.

It is very important for students to arrive at school no later than 7:55 a.m.

**Attendance: Call to report absences.
(503) 565-4900 or email rtanner@msd.k12.or.us**

1125 NW Second Street
McMinnville, Oregon 97128
TEL: (503) 565-4900
FAX: (503) 565-4943
<http://www.schools.msd.k12.or.us/newby>

Dear Parents of Newby Students,

Along with the entire staff, I welcome you to Newby Elementary School and the new school year! We are excited to make this a fantastic year of learning and growing and I invite you to be partners in the educational process, for together we can make great things happen! You are critical members of our school community and the success of our students as citizens and learners is determined by the partnership we create together.

Here at Newby, we believe that a positive academic and social climate is critical to student success in school. As a school community, the Newby staff is dedicated to providing an environment where all students are respected for their unique individual personalities, talents and abilities. We promote multi-cultural awareness, critical thinking and curiosity on a daily basis, as students build upon their prior knowledge and life experiences that they bring with them to school.

Newby Elementary School Mission
Learning, Sharing, Caring- By all, For all

Newby Elementary School Rules:

Be Safe

Be Responsible

Be Respectful

It is very important for you to review the following pages of this parent/student handbook, for they contain valuable information regarding the operation, policies, activities and volunteer opportunities here at Newby Elementary School.

When we are doing in person learning it is critical that students arrive at school no later than 7:55 a.m. to start each day. We don't want them to miss out on the first part of the day, which includes setting goals and an overview of the learning that will occur that day. Students who arrive to school late are at a major disadvantage, so please help your child start each day in a positive way!

Don't hesitate to call or make an appointment when you have a question or concern. We're always glad to help!

Sincerely,

Davey Altree, Principal

NEWBY ELEMENTARY SCHOOL COMMUNITY PLEDGE STUDENTS/ PARENTS / STAFF

All Newby School students, staff and their parents are asked to commit to working as a team so that all students feel safe, respected and valued while becoming the best student and citizen possible:

Student Agreement

Be Safe

- Walk quietly in the halls and keep your hands and feet to yourself
- Follow playground rules
- Make healthy choices

Be Respectful of People and Property

- Be a good listener
- Be polite and courteous
- Follow all school rules

Be a Responsible Learner

- Attend School every day, unless sick
- Arrive at school on time and ready to learn
- Follow adult directions throughout the school
- Do your BEST
- Take an active role in your learning (be curious in your desire to learn new things)

Parent Agreement

Be a Partner in the Educational Process

- See that my child is punctual, attends school regularly and is ready to learn
- Support the school in its efforts to maintain proper discipline
- Communicate with my child's teacher on a regular basis
- Provide quiet time for homework
- Encourage my child's best efforts and stay aware of what my child is learning
- Ensure that my child reads at home daily for 15 minutes or more

Staff Agreement

Be a Positive Role Model

- Teach, model, practice, monitor, re-teach and celebrate desired behaviors
- Provide excellence in instruction to maximize learning for all students
- Maintain supervision over students at all times
- Make learning enjoyable, relevant and successful
- Communicate with parents on a regular basis about the progress of their child

OUR ACADEMIC PROGRAM

At Newby School each student is placed with a classroom teacher for instruction in the **core curriculum** of reading, writing, mathematics, problem solving, science and learning about other people and the world around us. In addition, students will have opportunities for contacts with many staff in varied learning situations. Along with the basic skill areas, we offer instruction in **physical education, music, and library/media**. We incorporate state and district learning goals for students in all grade levels.

In all areas of curriculum, students will be working toward becoming effective communicators, collaborative workers, perceptive and critical thinkers, quality producers, self-directed learners, involved citizens, and personal managers. We provide **Special Education** services for students with learning disabilities. Our **Child Development Specialist** offers counseling services, as well as instruction in developing school and social skills to enhance student learning. **Title I** services are available for students who are in need of additional support in reading and/or math. Our **ELL program** serves English Language Learners to assist them with their English language development, both in social and academic contexts.

Students are assessed to determine their progress toward meeting state standards in academic areas. Based on these assessments, we set our School Improvement Goals for the following school year. Student achievement is the underlying motivation of our work as educators.

HIGHLY QUALIFIED TEACHERS IN MCMINNVILLE SCHOOLS

We have great teachers in the McMinnville School District and are continually looking to bring the best teaching talent to our schools. We are committed to hiring and retaining only Highly Qualified staff. This is a rigorous standard of schooling and training that ensures the staff are of the highest caliber.

TITLE I SERVICES

The school provides special services for disadvantaged learners. Parents of eligible students are encouraged to become involved in the organized, ongoing planning, review and improvement of the school's Title I program efforts. Notification will be provided of meetings held to inform parents of participating students of the school's participation in and requirements of Title I. Students or parents with questions should contact the Director of School Improvement at the District Office, (503) 565-4000.

FAMILY COMMUNICATION

During Comprehensive Distance Learning (CDL) we will be communicating with families using Parent Square. This is a communication tool that all families can take advantage of and even set priorities as how they would like to receive this communication. Please contact our office if you need assistance in getting this set up. While we are doing in person learning very Wednesday you can expect communication to come home in a Communication Folder. Please look for important information from teachers, the principal, the PTA, or other approved community programs. Parents are asked to read all communications. There may be items that need to be returned to teachers. These items can be returned along with the folder on Thursday mornings.

STUDENT ASSESSMENT

Student understanding is assessed on a day-to-day basis by our teaching staff. As students complete work, they are provided immediate support and encouragement and are often asked to provide a critical assessment of their own work in relation to guidelines for projects. Although informal reporting to parents is done often throughout the year (phone calls, conversations), there are some formalized progress reporting times: **Fall Conferences**— You will be contacted by your child's teacher to schedule a conference time. During this conference, teachers will share assessment results from the beginning of school year and will review behavioral and social standards.

Report Cards and/or Progress Reports are provided at the end of each quarter. The purpose of these reports is to share with parents the progress and efforts of their child as assessed by the teacher in relation to the expectations for learning during the span of time since the prior report.

Benchmark Reporting is provided at the end of each school year. We report on student progress against the standards set by the State of Oregon. This report is completed for all students in grades 3 through 5, with Benchmark scores in reading and mathematics.

State Assessments are given to students in grades 3, 4, and 5. This testing checks student progress against grade level standards, and provides another snapshot of student achievement. These state assessments help measure not only the student progress, but school programs and progress, as well as a measurement of this school among the rest of the state.

Our staff is striving at all times to provide the highest quality education possible. It is always our goal to have **all** students meet or exceed the standards set by the state in their respective grade level. Students who are below state standards have the opportunity to participate in additional support programs, such as Title I, designed to bring them up to the state standards.

STUDENT RECORDS

Student records are kept in our school office. All student records are confidential except directory information:

- Student Name, Address and Telephone number (unless you indicate it is unlisted)
- Student photo

If you do not wish the school office to release directory information to room parents or publish your child's name and photo, you must indicate this to our office in writing. Forms are available in our school office. Parents have the right to review their child's student records. We ask that you make an appointment through our school office to do this.

If you move, the State of Oregon requires the following:

1. The school shall transfer **originals** of all student records requested to the new school.
2. Schools transferring original student educational records shall make and retain readable photocopies of the following documents:
 - the student's permanent record, and
 - special education records as are necessary to document compliance with state and federal audits.

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. **Please check the Emergency Information Card for accuracy, make changes if needed, sign and return to school by the end of September. We will not release your child to anyone who is not listed on this card without parent/guardian permission.**

DIRECTORY INFORMATION

Directory Information in accordance with State and Federal laws and District policies JOA and JOB, 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 District Student Rights and Responsibilities Handbook.

USE OF STUDENT IMAGE/NAME

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 going on 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, and is published 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 the school to publish your child's name, photo or schoolwork, please inform us in writing by September 30th of each school year. Student information is most often published in school yearbooks, school and district websites, school and district newsletters, and local newspapers. We will publish student names, photos and schoolwork—especially in publicizing good news about students—unless you tell us in writing by September 30 to withhold your child's information.

Please note: The status currently on file for your student will remain in place unless a change is submitted.

STUDENT USE OF TECHNOLOGY

At Newby we believe that the integration of technology is a vital part of preparing our students for 21st Century learning. We use Chromebooks for Kindergarten through 5th grades. 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 Newby 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.

STUDENT ILLNESSES

Sometimes a student arrives at school, and we discover that they have an illness or disorder that could be spread to other children. Examples of this would be a fever, head lice, scabies, impetigo, measles, chicken pox, the flu and mumps. When a child has a “communicable” health problem, state law requires that we contact parents and exclude the child from school until treatment has begun or the contagious stage is over, depending on the illness or disorder. This is for the protection of all the other children as well as the sick child. Our office may request a note from your physician that indicates treatment has occurred.

Lice are a particularly difficult problem throughout this state over the last few years. In order to prevent the spread of pediculosis (head lice) in the school setting, school staff will screen students who complain of head lice symptoms or when a staff member recognizes symptoms. Students who present with live lice will be sent home at the end of the school day; the parent will be notified and provided with treatment instructions. The student will be excluded from school attendance while live lice are present according to OAR 333-019-0315. Students excluded from school will be readmitted after treatment is completed and live lice have been completely removed.

Successful treatment of head lice requires a coordinated approach that involves the use of recognized anti-lice products and implementation of preventative measures recommended by health authorities. The district will provide parents of students found to have contracted head lice with treatment information. It is the district's intent to not only eliminate the current infestation, but also to prevent a repeat episode.

ATTENDANCE

Regular attendance is required and is important to school success. Students can't learn if they are not in school. We expect students to be in school on time. Classes begin promptly at 8:00 a.m. If students arrive after 8:05, they must check in at the office. A tardy slip will be issued for any late arrival. **Please call the school attendance line, (503) 565-4903 or the office, (503) 565-4900, when your child is going to be absent for the**

day. These lines have voice mail, so you may call at any time. You may also email to rtanner@msd.k12.or.us.

If patterns of tardiness or absenteeism persist, we will contact home to see how we can assist in stopping this problem. Our Child Development Specialist will be glad to provide you with ideas on how to improve attendance. Excessive tardiness or absences will result in a meeting with the principal to enact an attendance plan, where if not followed, families will be referred to our attendance officer where they run the risk of incurring a fine from the school district and city of McMinnville.

EXCUSED ABSENCES

According to Oregon State Law, (ORS339.065), excused absences MUST meet one of the following criteria:

1. Illness of the student.
2. Illness of an immediate family member.
3. Emergencies (these are unexpected occurrences for which advance notice planning cannot be made, i.e. death, accident or medical emergencies.)

If a student is absent from school whether it is an excused or unexcused absence:

1. **The parent/guardian must call the attendance line, or the office, (503) 565-4900, or email to rtanner@msd.k12.or.us by 8:15am to report absence information**
You may leave a message or email 24 hours a day.
2. If the parent does not make contact, the parent/guardian must write a note giving the student's name, date the note is written, date of the absence, and reason for the absence. The parent/guardian must sign the note.
3. Present the written excuse to the office or teacher immediately upon return to school. You may also email the office at rtanner@msd.k12.or.us.
4. Make immediate plans to do make-up work. It is the student's responsibility to contact teachers for make-up work.
5. If you know that your student will be absent for a period of time, prior to the absence, please stop by the office and pick up a form so that the office knows and the teacher can make arrangements. Homework for these absences may be arranged with at least 2 days' notice so that teachers can plan and gather work that students will need.

UNEXCUSED ABSENCES

Any absence that is not prearranged with the school or does not fall into the State definition of EXCUSED absences will be considered UNEXCUSED. The following are examples of UNEXCUSED ABSENCES:

Transportation problems	Oversleeping
Missing the school bus	Employment
Trips not approved in advance	Shopping
Child needed at home	Babysitting
Family guests	

Unexcused absences will be recorded. After 5 such absences have been accumulated during a semester, the student will be identified as an "irregular attendee" (ORS 339.065). Parents will be contacted to ascertain the reasons and/or circumstances behind the unexcused absences. The procedures for subsequent unexcused absences will also be explained and a plan developed for regular attendance.

SAFETY CALLS

If we have not heard from parents that a student is going to be missing school, a safety call will be made from the school. This safety call is to allow both parents and school personnel to know that the student was not expected at school. To avoid this call coming to work or at an inconvenient time, calling the school first would be appreciated.

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. They must take the note to the office before boarding the bus, where an Office – Bus Communication Form will be issued. 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. Students must be picked up by 2:45 pm. 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.**

MEDICATIONS- PRESCRIPTION AND OVER THE COUNTER

All medications to be given to students at school must be brought to school by the parent/guardian.

Medications must:

- Be in the original container from the doctor, manufacturer or pharmacist with written instructions.
- Have a signed permission form completed by the parent/guardian. The medication form includes the following information: name of the medication, the dosage, the schedule for giving the medication, and the method of giving the medication.

If a student has forgotten to take medication at home, we are unable to get permission to give this medication over the phone unless we already have a signed permission form on file. If this might be a problem, it is best to plan ahead and provide directions for this in the original signed permission form. Permission forms are available in the office. **Notes from home are not acceptable. The form is required.**

NONDISCRIMINATION NOTICE

The McMinnville School District and Newby 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.

McMinnville School District and Newby 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 503-565-4900 or the district office at 503-565-4000.

LUNCH/BREAKFAST PROGRAMS

McMinnville School District is offering free meals to all Newby students. Students will be provided a free breakfast, a nutritional snack, and a free lunch each day. This is an incredible opportunity to feed all students in our building and we hope that you will take advantage of it.

At Newby 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 start their day in the classroom. 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.

Cafeteria servers assist in serving the student lunches. Our cooks make special arrangements for choosing and training these students to serve. Fourth and fifth graders serve the lunches on a rotating basis. This is a voluntary position for students who choose to help serve lunches.

HEALTHY SNACKS ONLY

All treats must be store bought and meet district wellness guidelines. **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 crispy 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.

RECESS

Recess time is a daily routine to give children fresh air and physical activity every day. If your child is too ill to go outside, please send a note to the teacher or contact the school office to discuss options **before** your child returns to school. For safety reasons, please make sure that your child wears **shoes or sandals with a back strap** to school, to avoid any stubbed, scraped or broken toes.

DRESS AND GROOMING

Dress and personal grooming has an important effect on the way in which our children see themselves. The responsibility for dress and grooming of a student rests primarily with the student and his or her parents or guardians. We ask for support from parents in encouraging your children to dress so that health issues and distractions are minimized. Some specific issues are:

- **Flip-flops, sandals / open-toed shoes without back straps are not allowed.** This type of shoe is dangerous on the playground, on play equipment, and for PE activities.
- **No hats, caps, hoods, bandanas or other head coverings may be worn inside the school.** It is acceptable to wear them to school, take them off when in the building, and put them on when out at recess or when going home.
- **All pants must be worn up and around the waist**– No baggy pants will be tolerated! Underwear should not be visible when a student is walking, sitting on the floor or bending over.
- **Midriffs must be covered.** Stomachs and belly buttons should not be visible
- **Shorts must be long enough to cover the thighs- fingertip length.**
- **Spaghetti strap shirts are not allowed.** They must be worn with a shirt that offers more coverage over top. Think lasagna straps, not spaghetti straps.
- **Any clothing that is gang -related, obscene, promotes violence or is drug -related (including alcohol and tobacco) is not allowed to be worn at our school.**
- **Wear clean clothes to school.**
- When **haircut, color or make-up** becomes a distraction to the learning environment or causes a disruption, the student will be sent to the office and parents will be contacted to assist in remedying the situation. Noticeable haircuts, such as Mohawks or colored hair should be a consideration before coming to school. They often create distractions and disruptions to the learning environment which is contrary to our educational mission.

Questions to ask before sending your child to school are:

- Might my child's appearance subject them to teasing or ridicule?
- Might my child's appearance cause distractions to any child in their classroom?

Any student found to be in violation of the school's dress code will be sent to the office and will be given clothing from our clothes closet. If an appropriate size cannot be found, then the student's parents will be notified and asked to bring different clothing to school. The situation must be resolved before the student can return to the classroom or regular school activities.

APPOINTMENTS WITH OUR STAFF

Appointments with our staff are encouraged for parents/guardians. This will allow you to meet with staff to discuss issues concerning the education of your child. **The best times to meet with staff is between 7:45:00 a.m. or after 2:30 p.m.** You may contact the school office at any time to set up an appointment. If an urgent

issue arises, please feel free to contact the principal to discuss the issue. Please note that many of our staff members are involved in meetings after school.

NAME LABELS

Please put name labels or write your child's name on coats and school items to help us return lost items to the owners. Our school **Lost and Found Box is located outside the cafeteria** if your child is missing an item please feel free to check the Lost and Found. Small found items such as glasses, jewelry, keys and phones, are kept in the office for security reasons.

OBJECTS BROUGHT TO SCHOOL

Toys, cameras, personal electronic devices such as handheld games, radios, iPods, and other valuables are not to be brought to school unless special permission has been granted by the teacher or principal.

Cell phones are also becoming increasingly more common for students to have. 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. Cell phones may only be used outside of the school building before and after school. Cell phones are to be turned off upon entry into the school and are to be kept in the student's backpack.

Any items that disrupt the learning environment during the school day will result in confiscation and it will be forwarded to the principal's office. Students will be able to pick up the item at the end of the school day for the first violation. Subsequent violations will necessitate a parent coming to school to retrieve the confiscated item, as well as possible disciplinary action.

Students are responsible for their own property, and the school will not be held responsible for these items should they be lost or stolen. Student's may not trade or exchange clothing, cards, toys, or other items at school since they result in disruption to the learning and cause distractions for other students and teachers. Items that are traded will be taken away and routed to the principal.

KIDS ON THE BLOCK

Kids On The Block (KOB) is an after school program run in conjunction with the Community Center and Linfield students that provides supervised activities for first through fifth graders. The program runs Monday through Fridays from 2:30 until 5:30 PM on days when school is in session. Applications and further information is available by calling the City Parks and Recreation Department at 503-434-7310 and asking for KOB program coordinator.

Please note that KOB is staffed by students from Linfield College. The program is not in session during holiday breaks and follows their school calendar. Specific dates when KOB is not in session are listed in the KOB registration application and information packet.

STUDENT SAFETY AND DISCIPLINE

SAFETY

Safety is something that students and adults at Newby School have the right to expect at all times. All members of our school community have a responsibility to watch for anything that might threaten this safe environment. If students, parents or staff notices a safety threat, they are asked to report this immediately to our school office or a staff member. The School Safety Committee will meet on a monthly basis and review safety concerns.

SCHOOL-WIDE DISCIPLINE

School-wide discipline is important to our staff, students and parents. We intend to create an environment where respect and natural consequences prevail. We teach the expectations, follow through and provide consequences that support students learning to problem solve and deal with issues successfully. At times there are severe behaviors that require parent contact, time out, problem solving, behavioral plans,

suspension, and specific steps to remedy the problems. Our biggest concerns are the safety, health, and well-being of all students and other Newby School community members.

DISCIPLINE REFERRAL FORMS

Discipline referral forms indicate when a student has misbehaved beyond the level that it can be corrected on the spot. It is important that parents have knowledge of the situation so that they can be the school's partner in helping their child learn from the mistake that they made. All discipline referrals will result in a meeting with the principal for corrective action. The action will be designed to help each student maximize learning, correct behaviors, and minimize loss of educational time. Parents will be a part of this process.

TRAFFIC SAFETY

Traffic safety can be a problem around our school due to high levels of traffic at certain times of the day. We encourage carpooling. Parents and students need to be extremely careful around the congested areas of the school. Be aware of the bus zones, the crosswalks, and the areas where parking is allowed. We ask that parents never park along the yellow strip by the front entry of the school. Parents who are picking up students may do so in the parking area but are restricted from parking in the bus loading zone.

INCLEMENT WEATHER

Inclement weather is sometimes an issue during the winter. Information concerning school closures is broadcast on the radio and television stations at regular intervals beginning at 6:30 a.m. The McMinnville School District website will also have updates when inclement weather occurs. It is best if parents tune in for these announcements rather than calling the school. Before the first inclement weather occurrence each fall, we will publish and send home a listing of the media stations carrying this information. *Please try not to call the school on these mornings since it is difficult for the school office to maintain the proper emergency contacts if the phone lines are tied up with calls.*

VISITORS

Visitors to our school MUST check in at the office. All visitors to our school will be asked to wear a visitor identification badge. This is an issue of safety for our children. Please do not be offended if a staff member approaches you in the hallway and asks you to identify yourself and check in at our office. Please be aware that visitors may be asked to show identification. **All visitors must enter through the main door, by the office.**

Parents are invited to join students for lunch any day that they are available. However, please let your child's teacher know that you will be coming in advance and be sure to sign in at the office before going to join the class for lunch.

If a student wants to bring a friend/visitor to school for a day, arrangements must be made with the teacher and approved by the principal at least one day in advance of the planned visitation. Student visitors who are school age can only visit on days their home school is not in session. **No school age visitors will be allowed on the day before a holiday or vacation break.**

OPPORTUNITIES FOR PARENTS

All volunteers and field trip chaperones are required to complete the *Criminal History Verification of Applicants/Volunteers* form, for background checks. Forms are available in the office and a copy will also be sent home in the first communication folder of the year.

CLASSROOM VOLUNTEERS

Classroom volunteers are very important to the success of the educational program at Newby. We welcome all interested parents to become a volunteer at Newby School. We have many parents and other volunteers involved in a variety of activities at our school. Your support is greatly appreciated. Feel free to contact your child's teacher, our librarian, or the office staff for information regarding volunteer opportunities and to arrange the details.

THE KSMART (START MAKING A READER TODAY) PROGRAM

The KSMART Program provides an opportunity for parents with busy schedules to provide one hour per week of volunteer time to read with children in our school. This program is intended to support students in Kindergarten to become successful readers. We invite you to contact our school office if you are interested in participating. There is training provided and the time you volunteer is consistent and predictable each week.

PARENT TEACHER ASSOCIATION (P.T.A.)

Every parent is encouraged to become a member of our parent group. There is a small membership fee to become a voting member of the PTA. All parents are welcome to attend monthly meetings and are encouraged to provide their input. The focus of the PTA is to increase parent involvement in our school. "It takes a whole village to raise a child" and parents are encouraged to work with our staff and with other parents to do everything possible to support one another in the education of our children. This year, the PTA will be responsible for supporting the following fundraisers and activities:

Fundraisers:

- Jog-a-thon
- Fall Festival/ School Carnival/ Auction
- Plant Sales
- Other things that come along

Activities:

- Organization of volunteers for special events
- Parent Representatives to Newby School Site Council
- Holiday gift-making night
- Fundraising for field trips and classroom project materials for all classrooms.
- End of the year celebration

SITE COUNCIL AND SCHOOL GOVERNANCE

Newby School's Site Council works on continuous school improvement. We hope to have at least two parent representatives serve on this committee. The purpose of the Site Council is to guide school improvement through increased student achievement and staff development.

The membership of the Site Council includes parent representatives, classified staff members, licensed teachers and the building principal. Members will be named during the first few weeks of the school year.

A copy of the School Improvement Plan is located in the school office for anyone who is interested in reading it in its entirety. Measurement of the achievement of plan goals is done on a yearly basis by our Site Council and reported to our school staff, the McMinnville School Board, and our parent group.

COMMUNITY ACTIVITIES AT OUR SCHOOL

There are many activities for students and their families that are a part of the educational program at Newby Elementary School. To better inform you, below are listed the activities, the goals for the activities, and the need we have for volunteers to assist us (call the school office to volunteer).

JOGATHON/WALK FOR NEWBY SCHOOL

*Volunteers needed
no experience necessary*

This event is designed to raise funds for instructional activities including reading and art activities. Students are asked to participate in this event which calls for them to obtain pledges from friends and family and to jog or walk a course set up in our field to raise as much money as possible. All participating students will receive a prize.

PICTURE DAY

2 Volunteers needed

Once per year, in the fall, we contract with a photographer to come into our school to take pictures of all of our students. Students should wear nice clothes and be well groomed for this day. Student pictures will be returned in time for use as holiday gifts or for enclosure in holiday greeting cards. All costs of pictures must be paid on-line in advance or on the day of the pictures. There will be a picture make-up day for students

who missed the first day or want retakes. To order pictures after pictures are taken, parents will need to contact the company directly.

VISION SCREENING DAY

2-3 Volunteers needed

Training provided

During these days, students will be tested for visual acuity. Your assistance on this day will make a real difference in the record keeping that must be done.

SCHOOLBOOK FAIR

Volunteers needed

Another event organized by our parent group, this allows children and parents to purchase books in our school library. Parents and our library staff run the fair. Students and parents may browse and then return and purchase their choices. These books and small items make great holiday or birthday gifts and the fair is timed to occur in time for holiday giving. Prices range from under a dollar to several dollars.

WINTER PROGRAM

Volunteers needed

This annual program is another event that is meant to bring our whole school community together. Many students in grades 45 participate to share the skills learned in our music program.

ROOM PARTIES

Room Parents needed

There are several times throughout the year where individual classrooms might have parties to celebrate different accomplishments, seasons or holidays. Accommodations for students who do not wish to participate in these celebrations will be made. Please note that for safety and health reasons, **ALL treats must be store bought, NOT HOMEMADE, and must follow the school district's nutritional guidelines.**

BIRTHDAY PARTIES FOR INDIVIDUAL STUDENTS

Some parents enjoy celebrating with their child's class on the occasion of a student's birthday. Our district's wellness policy allows only healthy snacks- no cake or cupcakes (which are full of sugar). Information will be sent home in your child's Communication Folder at the beginning of the year, and is available in the office, as well as on the district website: www.msd.k12.or.us **All treats must be store bought, NOT HOMEMADE** due to the countywide health alert that requires only professionally prepared foods in the schools. Birthday celebrations must be prearranged with your child's teacher in advance, not the day you wish to celebrate.

FLOWERS FOR MOM

Volunteers needed

Just before Mother's Day, the Newby PTA organizes this event for our school community. On the last Friday before Mother's Day all students will have the opportunity to choose a flowering plant to take home and give to their mothers as a gift.

FIELD DAY

Volunteers needed- no training required

This is a fun day of activities in which children participate in mixed age groups and compete only for the fun of participating. This activity will be held towards the end of the school year and will take place in our grass field. Parents are encouraged to attend and be a part of the fun with their child's classroom.

SCHOOL CARNIVAL / SCHOOL AUCTION

Many volunteers needed

This major fund raising event is sponsored by our PTA to support many supplementary activities for our students including field trips, assemblies, special books and materials. This is an evening of fun, lots of food, and frivolity.

EVENTS TO HONOR ADULT MEMBERS OF OUR SCHOOL COMMUNITY CLASSIFIED EMPLOYEE WEEK

This is the week when we honor our Educational Assistants, Special Education Assistants, Title I Assistants, Library Assistant, Secretary, Cooks and Custodians. These very important people keep all the rest of us going and contribute enormously to the learning of every one of our students. During this week, help us thank these folks for their hard work and commitment to our school.

VOLUNTEER APPRECIATION WEEK

During this week, we formally thank the parents, grandparents and other volunteers who have assisted our school throughout the school year.

TEACHER APPRECIATION WEEK

During this week we honor our teachers and let them know how much we appreciate the planning, instruction, caring and many other things they provide for the children of our school community. This caring extends to quality communications that they provide about the learning and behavior of our children. Please join us in thanking these folks for their hard work and commitment to our school.