

Newby Elementary School Parent/Student Handbook 2023-2024



IMPORTANT!
Save this book all year.

Newby Elementary School Mission

Learning, Sharing, Caring – By all, For all

Newby Elementary School Rules

Be Safe
Be Responsible
Be Respectful

School Information

SCHOOL HOURS:

Monday, Tuesday, Thursday and Friday

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

Wednesday

9:00 a.m. - 2:30 p.m.

It is very important for students to arrive at school no later than 7:55 a.m. on Monday, Tuesday, Thursday, and Friday and by 8:55 on Wednesday.

<u>Newby Elementary School</u> 1125 NW Second Street McMinnville, Oregon 97128 Website: https://newby.msd.k12.or.us/	Main Office Phone: 503-565-4900 Fax Number: 503-565-4906
Attendance Line (24 hour voicemail) <ul style="list-style-type: none">• phone: 503-565-4900• email: idelrayosaldana@msd.k12.or.us	
Principal, Victoria Brown email: vbrown@msd.k12.or.us	503-565-4902
Office Manager, Rosie Tanner email: rtanner@msd.k12.or.us	503-565-4905
Bi-lingual Secretary, Irma Del Rayo email: idelrayosaldana@msd.k12.or.us	503-565-4901
Counselor, Kristy Turner email: kdirksen@msd.k12.or.us	503-565-4928
Student Management TOSA, Mackenzie Smith email: msmith@msd.k12.or.us	503-565-4908

Welcome to Newby Elementary! We are excited to partner with you for this new school year!

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 multicultural 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.

Please 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.

Together we can make it a great school year!

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.

Safety Protocols

McMinnville School District would like to remind families and students that as we return to school, we still need your help to keep our students and staff healthy and safe. The COVID guidance for schools has not changed. Masking will not be mandated at this time but we continue to follow the State and county guidelines and if students choose they can still wear a mask to school. We continue to encourage families to get their children vaccinated and boosted because vaccinations are the best defense from the virus. We also want to remind families to keep their child home if they are experiencing COVID symptoms or if they test positive for COVID-19. Refer to the following document for details: [COVID-19 in Schools - Guide for Caregivers, Parents and Families](#).

Adjusted Bell Times on Wednesdays

- Elementary and secondary schools start one hour later on Wednesdays

Buses will run the same routes on these days, they will just adjust their times by one hour. This hour in the day will provide our staff time to work together to review student achievement data, develop common assessments, and discuss how they can adjust their instructional practices to address the needs of each student in their classroom.

General Information

Arrival and Dismissal

It is very important for students to arrive at school by 7:55 am. This allows them to have a good breakfast to start their day and to not miss any important learning. To help ease traffic we have different arrival and dismissal spots. Please see the map on page 14 to determine where students should be dropped off and picked up. Families with multiple siblings should coordinate for siblings to meet at the youngest child's spot.

- Students may arrive as early as 7:30 am. They will be supervised on the playground until the morning bell at 7:55 am.
- On Mondays, Tuesdays, Thursdays and Fridays school ends at 2:30 pm. Students who are not attending our afterschool programs must be picked up by 2:45 pm.
- For the 2022-2023 school year, elementary students in the McMinnville School District will have early release on Wednesdays, this means school ends at 1:30 pm.

If you wish for your child to go home in a different way than normal, special arrangements must be made.

- If dismissal plans change during the school day, please call the front office at 503-565-4900 and we will get the message to your child.

Attendance

Regular attendance is one of the best predictors of school success. We want to see every student at school every day.

- We expect students to be at school at 7:55 am as classes begin promptly at 8:00 am.
- If students arrive after 8:05 am, they must check into the office and will be marked tardy.
- **If your child is going to be absent for the day, please call the attendance line at 503-565-4900**

Please review page 12 for more detailed information about student attendance expectations.

Behavior

At Newby Elementary we expect students to:

- Be Safe
- Be Respectful
- Be Responsible

We teach and re-teach these expectations throughout the school year. We understand that these expectations are a learning process and sometimes students need extra support around their behavior.

We have designed levels of behavior to help students. Please see page 13 of this document for specific information about the levels.

If students are continuously not following the expectations classroom teachers and administration will partner with families to create a plan for support to encourage student success.

Bicycles/Scooters/Skateboards

Students may use one of these items to get to school. Helmets are required for students by the Oregon Helmet Law. If students need a helmet, please see the office and we will be happy to provide you with one.

- Students must walk their bikes, scooters or skateboards once they get on school grounds.
- Bicycles need to be parked in the bicycle racks, the use of locks is encouraged.
- Scooters and skateboards can be left in the box outside the cafeteria or in the classroom.

CampFire - After School Care

McMinnville School District is partnering with CampFire to offer an after school program. This program runs from 2:30 pm to 6:30 pm. For more information about this program visit: <https://www.campfirecolumbia.org/programs/before-after-school/mcminnville/>

Cell Phones, Smart Watches, Electronic Devices and other Objects Brought to School

Cell phones are becoming increasingly common for students to have. While we understand the comfort and convenience that this provides parents and students, it also means we must establish clear expectations regarding their use at school. Cell phones during school hours 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. Students should also not have items like Smart Watches connected to devices during the school day. These can be an interruption to their learning engagement during the day.

Electronic devices, toys and other valuables are not to be brought to school unless special permission has been granted by the teacher. Any items that disrupt the learning environment will be held in the office until the end of the day. Students may not trade or exchange toys, cards or other items at school.

Students are responsible for their own property. The school will not be held responsible for damaged, lost, or stolen items.

Changes of Address/Phone Numbers

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. If your phone number or address changes please contact the main office.

Chromebooks

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

Conferences

- Fall conferences will be October 26th, 27th and 28th. The purpose of the fall conference is for teachers and parents to build a strong partnership to help students achieve their goals for the school year.
- Spring conferences are on May 4th and 5th. These conferences may be either an “open classroom” setting or a private scheduled conference.

Dress Code

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.
- **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.
- **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.**

Health Services

Medication

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.**

Health Room

Sometimes students become ill when they are at school. 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.

Immunizations

All students who are enrolling for the first time are required to provide evidence of immunization prior to enrolling. A Certificate of Immunization, which is signed by the parent filed with the student's records, shall document this evidence.

Inclement Weather

Information concerning school closures due to inclement weather will be sent out via ParentSquare. Families can also find information on the district website (https://www.msd.k12.or.us/parents_students/inclement-weather/) or local television stations. **Please try not to call the school on these morning** since it is difficult for the school office staff to maintain the proper emergency contacts if the phone lines are tied up with calls.

Library

Each classroom visits the library on a weekly basis. Students have the opportunity to check out books, it's important that they remember to return the books each week so they can check out new ones.

Meals - Breakfast and Lunch

Newby qualifies for the Community Eligibility Provision (CEP), which means meals will be free for all students in our school. 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.

Due to space constraints, we cannot accommodate parents who wish to come and eat lunch with their child during the school day.

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.

ParentSquare

Newby staff use ParentSquare as a way to communicate with families about the latest events happening at our building. Parents can go to the ParentSquare information page on the district website to learn how to set up an account: https://www.msd.k12.or.us/parents_students/parent-square/

Photographs

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. Forms are available in the school office.

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

Recess

All students have two recesses a day to give them fresh air and physical activity. We attempt to go outside every day, please make sure your child has appropriate clothing for the weather (rain coats, hat, gloves, etc). For safety reasons students should wear shoes or sandals with a back strap. If your family needs assistance getting coats, hats, gloves etc - please contact the school office or counselor.

Report Cards and/or Progress Reports

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 grade level expectations for learning during the span of time since the prior report.

Site Council

The Newby Site Council will meet three times per year. The Site Council is made up of Newby staff and parents. The purpose of the Site Council is to look at continuous school improvement and provide input on our goals. If you would like to be a member of the Newby Site Council, please contact the principal.

Snacks and Classroom Treats

All snacks and treats must be store bought and meet district wellness guidelines. 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 switch ice cream cups. For other healthy snack ideas and additional information about our wellness guidelines, you can visit the district website: <https://www.msd.k12.or.us/wp-content/uploads/2021/08/2Healthy-Celebrations-Guidelines-Flyer-En-S-P-McMinnville-School-District.pdf>

State Assessments

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

Student Records

Student records are kept in our school office. All student records are confidential except directory information (student name, address, email address, telephone and photo). **If you do not wish the school to release directory information to room parents or publish your child's name and photo, you must indicate this to our office in writing by September 30th.**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the school district provides evidence of a legally binding document revoking these rights.

Title One

Newby 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 school districts with a high percentage of students from low-income families. In our building, the Title One program offers additional support in the way of instructional assistants and one and a half reading teachers. We are grateful for our Title One program as it helps us support reading success for all students. We recognize that this is a partnership between teachers, parents and students and we look forward to working together.

Visitors to the Building

For the safety of our students, visitors to our school must enter through the front door, sign in at our office and wear a visitor sticker while they are in the building. We do ask families to say goodbye to their children outside in the mornings rather than walk them to class. This helps us know who is in the building and creates a safer school environment.

Volunteers

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 2022-2023 school year, volunteers working for periods of 15 minutes or more are required to be fully vaccinated against Covid-19 or be on an approved exception. This requirement does not apply to volunteers who are onsite for shorter periods of 15 minutes or less.

Volunteers on approved exception 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 what opportunities are currently available.

For more information regarding becoming a volunteer or to apply, please visit our website at www.msd.k12.or.us/volunteers or contact Melanie Jobb, HR Admin Assistant at mjobb@msd.k12.or.us.

Wednesday Folders

Every 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.

PTA (Parent Teacher Association)

The Newby PTA encourages all families to be a member of this group. All parents are welcome to attend monthly meetings and are encouraged to provide their input. There is a small membership fee for parents wanting to be able to be a voting member of PTA.

PTA helps with events like our Book Fair, Jog-a-Thon, School Carnival, May Flower events. They help provide funding for field trips and other classroom projects. They encourage you to follow their Facebook page for announcements and upcoming events.

The Newby PTA Facebook page is a great way to learn about events and get connected: <https://www.facebook.com/NewbyPTA/>

Board Members

President - Sydney Braziel

Vice President - Ellie Ackerman

Secretary - Reyna Staff

Treasurer - Amber Lauber

Attendance

Regular attendance is required and important to school success.

- We expect students to be at school at 7:55 am as classes begin promptly at 8:00 am.
- If students arrive after 8:05 am, they must check into the office and will be marked tardy.
- **If your child is going to be absent for the day, please call the attendance line at 503-565-4900**
 - Calls must be received by 8:15 am.
 - If parent/guardian does not make contact, a note explaining the absence and signed by parent/guardian must be turned into the office.
 - Students are required to make-up any missed work due to absences.
 - If you know that your student will be absent for a period of time please let the office know prior to the absence.

Excused Absences

According to Oregon State Law, (ORS 339.065), excused absences MUST meet one of the following criteria:

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

Unexcused Absences

Students who are absent more than 10% of the school year are considered chronically absent. Students that are chronically absent are at risk of falling significantly behind in school with a long lasting impact on their education.



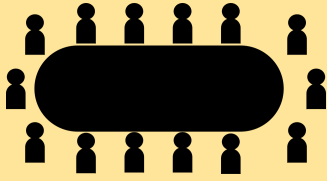
- Unexcused absences will be recorded. Oregon has a compulsory attendance law (ORS 330.010) which requires that school aged children attend school regularly.
- Some examples of unexcused absences are: transportation problems, trips not approved in advance, family guests, oversleeping, shopping and babysitting.
- If a student is considered chronically absent, steps will be put in place by the school to help support the family to improve attendance.

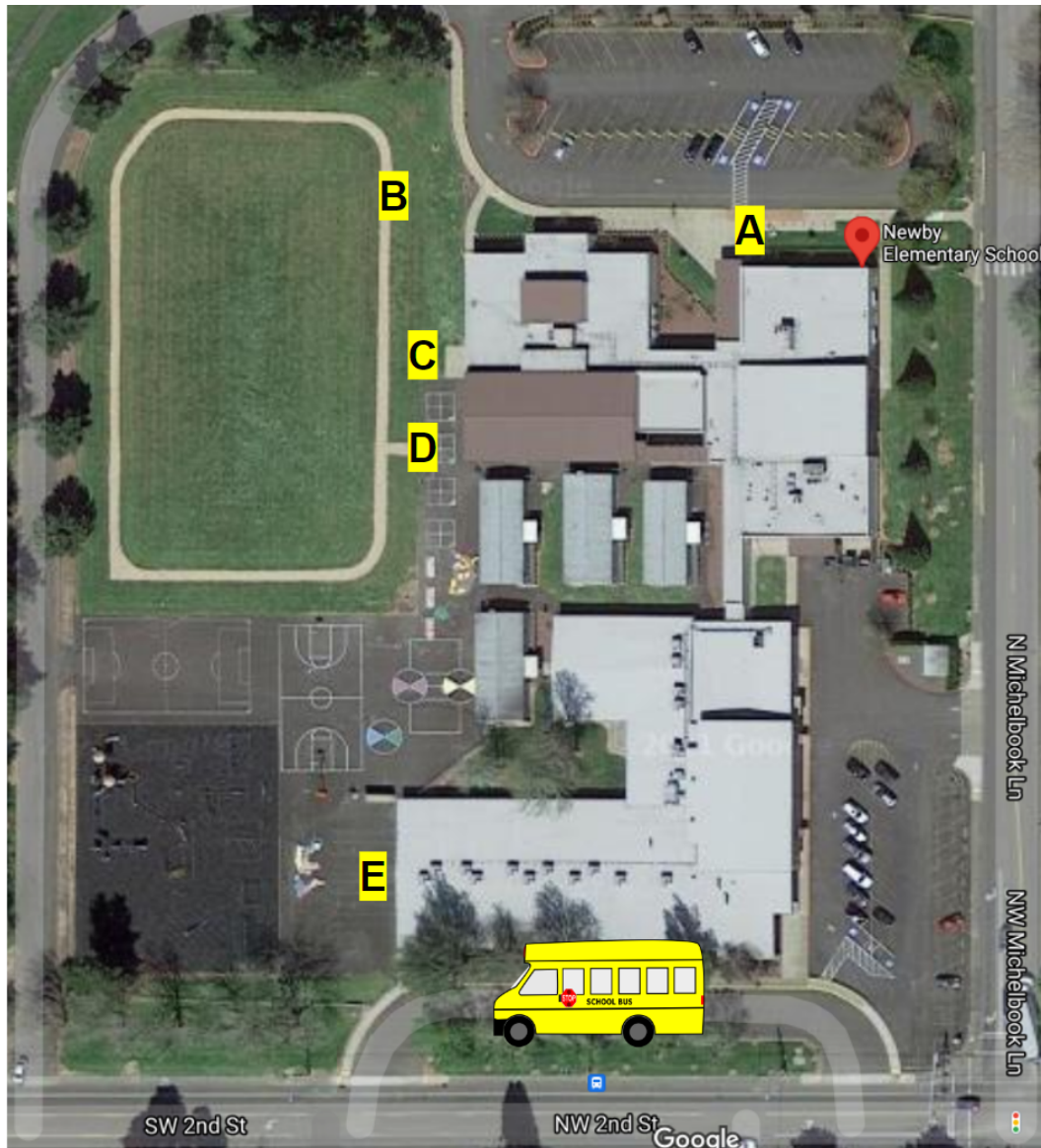
Safety Calls

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.

NEWBY ELEMENTARY-STUDENT COPY

STUDENT BEHAVIOR LEVELS

 <p style="text-align: center;">LEVEL 1</p>	 <p style="text-align: center;">LEVEL 2</p>	 <p style="text-align: center;">LEVEL 3</p>
<ul style="list-style-type: none"> • Work Avoidance • Teasing • Minor physical interactions like poking others, pinching. • Inappropriate language or swearing • Blurting • Misuse of recess equipment • Pushing in line • Talking during instruction • Running/pushing with no intent to harm • Not including others in game or group • Making noises that disturb other students' learning • Theft of small items • Cell phone out during class 	<ul style="list-style-type: none"> • Repeated level 1 behavior • Minor non-compliance or insubordination • Not coming in from recess • Defacing property where item is restorable with staff help • Not following bathroom expectations • Leaving the classroom without permission • Throwing food in the cafeteria 	<ul style="list-style-type: none"> • Repeated level 2 behaviors. • Theft of items like money, technology • Vandalism causing permanent damage • Leaving school grounds • Bullying • Major physical (fighting, hitting, kicking with intent)
<p>Students review expectations and change their behavior to meet expectations.</p> <ul style="list-style-type: none"> • <i>Optional Student Reflection Form</i> <p style="text-align: center;"><u>Review Expectations + Change Behavior</u></p>	<p>Students work with school staff to review expectations and change their behavior to meet expectations. Parents are contacted and informed of behavior.</p> <ul style="list-style-type: none"> • <i>Level 2 form completed</i> • <i>Parent Contacted and Information about behavior is shared</i> <p style="text-align: center;"><u>Review Expectations + Change Behavior + Parent Communication</u></p>	<p>Students work with the principal to review expectations and change behavior to meet expectations. Parents meet with school staff to help a student develop plans to change their behavior.</p> <ul style="list-style-type: none"> • <i>Office Referral Completed</i> • <i>Everyone works together to create a plan to help the student meet behavior expectations.</i> <p style="text-align: center;"><u>Review Expectations + Change Behavior + Administrator Involvement + Parent Involvement</u></p>



Drop Off/Pick Up Points:

- **A** - main entrance to Newby
 - Students who come after 8:05 am need to enter through here.
 - If you need to pick up your child early, please come to door A and push the doorbell.
- **B** - Kindergarten, 4th and 5th graders will gather here for pick up at the end of the day.
- **C** - Kindergarten enters at door C in the morning.
- **D** - 4th and 5th graders lineup here in the morning.
- **E** - 1st, 2nd and 3rd grade students line up here in the morning and gather here for pick up at the end of the day.