

# McBride Mustangs



## Parent/Student Handbook 2018-2019

McBride Elementary  
2774 Columbia Blvd.  
St. Helens, OR 97051  
(503) 366-7700



***Parents: Please sign and return the Parent Compact page 21 after discussing it with your child. Please sign and return permissions on page 22.***

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## McBride Staff List 2018-2019

### Principal

Lisa Tyler

### Secretaries

Chelsie Orr, Cathy Gray

### Kindergarten

Megan Ritter  
Erika Kunders  
Kirstin Humbird

### First Grade

Natalie Kotler  
Mary McCartney  
Kendra Griffin

### Second Grade

Katie Quick  
Jennifer Kreafle  
Alex Peterson

### Third Grade

Lindsay Luttrell  
Lindsay Campbell  
Kari Stewart

### Fourth Grade

Noydena Douglass  
Dave Karn  
Sarah Landels

### Fifth Grade

Claire White  
Owen McCartney  
Chris Stewart

### Sixth Grade

Allison George  
Kim Snook  
Kelli Warren

### Physical Education

Luke Lansdell

### Music

Breighley Sexton

### Counselor

Kerry Marshall

### Librarian

Julie Nelson

### Primary Intervention

Bridgett Harkins

Assistants: Mary Beatley, Keeghan Holman

### Intermediate Learning Center

Leanna Klee

Assistants: Heather Hatch, Lisa Miller

### Resource Room

Martin Hehman

Assistants: Krista Wilson, \_\_\_\_\_

### Special Needs

Sheri Lee

Assistants: Rachael Thorp, Tammy Harrison, LeeAnn  
Holcomb, Katie Marsh, Laura Sharp, Tamera Sweeney,  
Meredith Hawkins, Dawn Robillard

### School Psychologist

Bethany Bowers (.5)

### Speech

Heather Braaten  
Melissa Howard

Assistants: Cindi Johnson, Carel Gantzer

### Custodians

Scott Thompson, Rob Henningsen

### Nutrition

Laurie Rempfer, Della Thornton, Kim Hufford, Ann  
McKinney, Sara Wolfe

### Student Intervention Program

Becky Franz

### Computer Lab Assistant

Gail Martyn

### Instructional Assistants

Chris Swift, Amy Stobbe, Julie Nielsen

### Instructional Coach

Heidi Green

### Reading Specialists

Rosalie Sumsion

Assistants- Michelle Flock, Diana Johnston

### ELD – English Language Development

Michelle Nett



## **Daily Schedule**

Student arrival begins at 7:30 am, no supervision is provided prior to 7:30 am. Students report directly to their classrooms unless they are having breakfast. If eating breakfast at school, students report to the cafeteria and then to their classroom when finished eating. Students do not congregate outside the building or on the playground before or after school. After school, students go directly home unless they have written permission to go elsewhere. Student safety is important to all of us; we ask for your partnership in assuring safe arrival and dismissal procedures. School supervision ends at 2:30 daily.

### **Daily Bell Schedule**

Arrival Bell	7:30 AM
Start Bell (school begins)	7:45 AM
Tardy Bell	7:50 AM
Dismissal	2:15 PM
Early Release Wednesdays	12:45 PM dismissal



## **Academics**

### **Homework**

Homework provides an opportunity for students to independently practice skills they have been taught in class. A good rule of thumb is a maximum of 10 minutes of homework per grade level. (10 minutes in grade 1, 20 minutes in grade 2, 30 minutes in grade 3, etc.) Specific homework guidelines are shared by classroom teachers at the start of the school year.

### **Make-up Work / Assignments**

Students are responsible for making up missed work due to absences. Students request make-up assignments from their teachers after an absence. If the student is present when the assignment is given, the assignment is due on the assigned date or when the student returns to school. If the student is absent for two or more days, assignments may be requested by contacting the classroom teacher. If a student knows ahead of time that they will be absent, a note from their parent/guardian is brought to the school office. They arrange with the teacher for make-up assignments. Advance notice of one week is required.

### **Cheating and Plagiarism**

Honesty is:

- Telling the truth.
- Doing your own work for grade or credit. Answers or opinions should be your own work and not a word-for-word copy of your partner or group. If a teacher gives permission to study together, the paper you turn in should still be your own work.
- Giving credit when you use the information or ideas of another person. When credit is not given it is referred to as plagiarism. Copying or paraphrasing material from a book or a website without giving credit to that source is plagiarism.
- Signing only your name to notes, assignments or other documents. For example signing your parent's signature to a note is dishonest and is called forgery.

## **Arrival and Dismissal**

### **Drop-off and Pick-up Procedures**

Safety of all children is of utmost importance. Arrival and departure procedures designed to minimize safety problems are below. Staff and volunteers assist those who are unfamiliar with pick-up and drop-off procedures.

Parents driving their children to school drop students off at the front of the school according to traffic directions.

Northbound Traffic (on Columbia Blvd.)

Turn left into McBride's parking lot to the left of the cones. Follow the cones into the first row of the parking lot. Students are dropped off at the crosswalk into the building. Cars in this lane drop off one at a time.

Southbound Traffic (on Columbia Blvd.)

Turn right into McBride's parking lot to the right of the cones. Proceed to the front of the building, pull forward as far as possible and unload along the curb. Please stay in the lane against the curb instead of pulling out and passing cars on the left. To ensure the children's safety, please follow directions given by staff stationed at the crosswalk. All students exit their vehicle on the curb side.

### **Arrival procedure**

Upon arrival, only students pass through hallways to classrooms after the first day of school. Parents drop students off at the front of the school. Should parents need to connect with office staff, they are welcome to park in side lots and sign in at the office and wear a Mustang sticker.

### **Dismissal procedure**

#### **Kindergarten**

Kindergarten students are not released to travel home on their own. At dismissal, Kindergarten students who do not ride the bus are released from exterior classroom doorways to a designated adult. Please use sidewalks to approach classroom doors.

#### **Grades 1-2**

Students are picked up by an adult at their class designated front door.

#### **Grades 3-6**

Students are picked up at the curb at the front of the school.

Unaccompanied students do not cross the school parking lots.

### **Arriving Late to School . . . 7:50 or later**

A student arriving late to school reports to the office, is given a welcome slip, and then reports to class.

### **Appointments During the School Day**

Parents come into the school office to sign out their child for appointments during the school day. Upon returning to school, the student checks in with the school secretary to receive an Admit Slip.

### **Bus Transportation – Change of Plans**

Students must have a written note from a parent/guardian to ride a different bus. The signed note is logged in the office and the student is issued a Bus Boarding Pass. It is important that the note include the date, name, phone number, and address where the child is to go. Transportation changes are not take by phone and are kept to a minimum to reduce confusion for children.

### **Going Anywhere Other Than Home After School**

Students who want to go anywhere other than their own home after school must present a signed written note from their parent/guardian. The note should indicate the date, name and address of the student's destination, and a **phone number** so the change can be verified. Students give their notes directly to their classroom teacher.

### **Leaving with Any Person Other Than Parent/Guardian**

Students leaving the school grounds with anyone other than their parent/guardian must have signed written permission from their parent/guardian. If a person is given parent permission to pick up a student and they are not on the student's pick-up list they should be prepared to show I.D.

### **Walking or Biking to School**

Students who walk or bike to school enter the building through the front doors and exit with their class. Due to bus traffic, students and parents are not on the playground before or after school. Students and parents may access the playground following the departure of the last bus.

## **Attendance**

All students enrolled in Oregon public school are subject to compulsory school attendance law regardless of age. Oregon State Statute ORS 339.065 defines truancy as excused or unexcused absences that exceed 5 days in three months or 10 days in six months. Truancy concerns may be turned over to the Oregon Truancy Officer for enforcement.

Oregon law requires students to be in school except for the following specific reasons:

- student illness
- family emergencies
- medical appointments
- court appearances
- funerals

Absences for all other reasons are considered unexcused. Upon return from an absence, students present a note signed by the parent/guardian to the school, stating why the student was absent. Notes are brought to the office in the morning before school starts. If a student forgets to bring a note, the student is given an Admit Slip from the school secretary before going to class. If the student fails to bring a signed note within three days following an absence, the absence becomes unexcused.

If an upcoming absence is known ahead of time, please send a signed note stating the absence dates. When one week's advanced notice and reason for absence is provided, school work may be requested in advance for absences lasting more than 2 days.

## **Behavior**

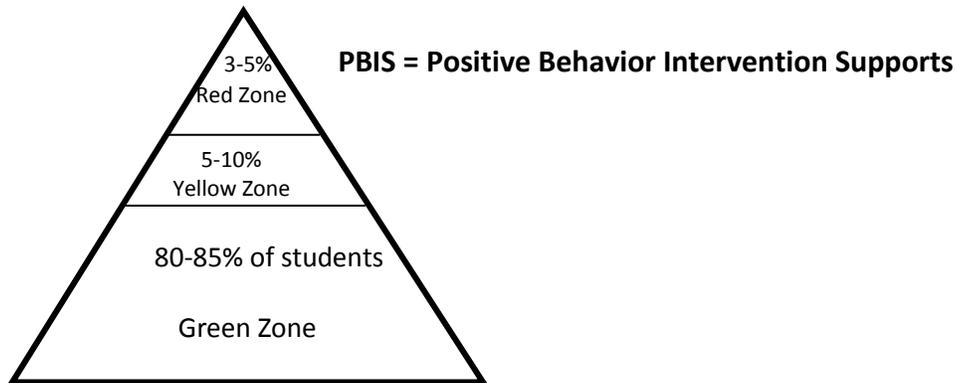
McBride students are taught to be safe, respectful, responsible and to be a learner. Students, parents, and staff work in partnership for successful academic, social, and emotional growth.

### **PBIS – Positive Behavior Intervention Supports/Time To Teach**

McBride blends the PBIS, Trauma Informed Care practices and other positive strategies building-wide. All of these combined are school-wide systems of proactive strategies for defining, teaching, re-teaching and supporting appropriate

student behaviors in order to create a positive school climate in which appropriate behavior is the norm. All are based on pre-teaching, positive recognition, and natural consequences.

As a blended system, McBride employs a continuum of positive behavior support for students, both in the classroom and non-classroom settings. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support that increase student success by making problem behavior less effective and desired behavior more functional for the student.



McBride's positive behavioral intervention support at the school-wide level includes:

- Four school-wide positive expectations for all students and staff: Be Safe, Be Respectful, Be Responsible, and Be a Learner.
- Monitoring of behavioral and facility needs by the core PBIS team
- Common, classroom-based Teach-To lessons for school-wide consistency in the teaching of behavioral expectations
- School-wide Mustang Awards or Caught-Ya Awards
  - On the spot recognition
  - Shared with home
  - Deposited in neighborhood jars for weekly random drawing/recognition
  - Deposited in office from neighborhood for monthly drawing/recognition
  - Saved to purchase special rewards
- Behavioral support at the classroom level based on a classroom management system including:
  - Classroom Expectations
    - Taught and retaught
    - Expected and noticed
    - Corrected if needed
  - Opportunity to refocus if needed
    - Refocus is an early intervention strategy which relies on the contingent withdrawal of attention from a student exhibiting emergent misbehavior. Students are given a prompt, allowed to self-correct, and asked to identify the interfering behavior – all while never leaving the academic environment.
  - Positive Reinforcement
- School-wide positive behavioral intervention support for individual students including:
  - Check-In, Check-Out
  - Individualized behavioral support plans
  - Individualized safety plans
- Student behavior which significantly disrupts the learning environment may result in an office referral for de-escalation, incident debriefing, re-teaching, making amends, problem solving and/or administrative action.

Major incidents include:

- Use/ possession of weapons
- Fighting/Physical Aggression
- Harassment/Bullying
- Property Damage/Vandalism
- Abusive/Inappropriate Language
- Forgery/Theft
- Defiance/Disrespect/Noncompliance
- Lying/Cheating
- Disruption
- Threats of physical harm

### **Schoolwide Behavioral Expectations**

As a community of learners, we are:

- Respectful
- Responsible
- Safe
- Be a Learner

#### School and Classroom Expectations

Follow directions the first time given

Keep hands, feet and objects to self

Other classroom expectations to be shared by classroom teacher throughout the year

#### Hallway Expectations

Walk in a straight line behind a behind

Walk on the right side of the hall

Quiet voices

Hands behind your back or in your pocket spots

#### Bathroom Expectations

Walk directly in and out

Use only the amount of toilet paper needed

Flush once and check that toilet is clear

Wash hands with soap and water

Throw trash away in trash can

#### Cafeteria Expectations

Walk

Hands and feet to self

Quiet, low voice to others directly next to you

Stay in line and face forward

Hold objects still in hands

### Playground Expectations

Face forward to walk or run  
Take turns  
Hands and feet to self  
Stay on playground or in designated areas  
Ask to join game first.



### Bus Expectations

All students who ride the bus are expected to:

1. Keep hands and feet to self
2. Keep back on the back
3. Keep feet on the floor
4. Use quiet voices
5. Use only kind, respectful words
6. Total silence at railroad crossings
7. Follow directions of the driver

If a student has difficulty following the rules they are given a bus referral. Three referrals result in a suspension from bus privileges. Additional referrals may result in suspension from bus privileges for the remainder of the year.

### **St. Helens School District Code of Conduct**

Please read the SHSD Student and Family Handbook and sign the acknowledgement form sent home with your student. The link is on the St. Helens School District web page.

### **Birthdays and Other Celebrations**

To protect instructional time, the school day is not used for cupcakes, cookies, and other edible birthday treats. Instead of edible treats, McBride welcomes the donation of a book to the student's classroom library. A special name plate affixed inside the front cover can honor your child each time the book is read. Balloons, flowers and other special gifts are part of home celebrations and are not delivered to students at school.

### **Cell Phones**

For safety purposes, some parents want their child to have a cell phone to contact family members outside school hours. Cell phones are turned off during the school day and unavailable for student use. Misuse of phones may result in confiscation for parent pick-up.

### **Contacting Staff**

We seek to partner with families in support of each and every child. When questions or concerns arise, please contact your child's teacher by phone, e-mail or note. Teachers will provide families with direct contact information at the start of the school year. Contact information is also available on the school web page. Calls received when class is in session are sent to voice mail. Teachers check messages after school, returning e-mail and calls within 24 hours.

Due to McBride's high volume of calls, office messages left after 1:30 pm may not be received until after students have been dismissed from school.

McBride School	503-366-7700 and 503-366-7701
Durham School Services	503-397-9072

## **Counseling**

The School Counseling Program includes 4 main components at McBride Elementary; Crisis Prevention and Response, Family and Community Connections, Classroom Guidance, and Small Group Intervention.

### **Crisis Prevention and Response**

The School Counselor provides crisis prevention and response for any student in need of emotional and/or behavioral support while at school. Additionally, the School Counselor works in collaboration with students, parents, school staff members, and community agencies to create and implement interventions and services that provide individual students with supports needed to be successful at school.

### **Family and Community Connections**

The School Counselor provides students and families with information, resources and support for dealing with challenges that exist beyond the school setting.

### **Classroom Guidance**

The School Counselor visits K-6 classrooms to teach lessons to students that focus on school and social skills that contribute to a successful school experience. These include areas such as friendship, empathy, problem solving, anti-bullying, conflict resolution, school and study skills, and career exploration.

### **Small Group Intervention**

The School Counselor works with a number of students in small groups. Students may be referred for small group intervention by themselves, staff members and/or parents. These groups are an extension of social and school skills taught in classrooms. Groups consist of 2-6 students and include students with varying skill levels and experiences. Students in Group are given opportunities to learn and practice skills to enhance their academic and social experiences at school. Common topics addressed in school counseling small groups are social skills, friendship, impulse control, conflict resolution, study skills, and basic school skills.

## **Dress and Grooming**

A student's dress and grooming may not interfere with their safe participation in school classes, programs, or school related activities. When dress or lack of proper grooming disrupts or interferes with the school learning environment, the student and/or parent will be counseled. Due to the close proximity in classrooms, the school asks that cleanliness be emphasized at home. Appropriate school attire is modest.

The following items are not to be worn or displayed\*:

- Clothing that refers to drugs, alcohol, tobacco, sex, gangs, violence or profanity
- Clothing that exposes the midriff, navel, or any part of undergarments
- Crop tops, tube tops, halter tops, half tops, low cut or spaghetti strap tops or dresses,
- Short skirts, short shorts (Length should extend beyond fingers when hand is straight at side.)
- Gang-style attire, colors, dog collars, chains, etc.
- Hats, hoods, or head coverings
- Sunglasses (unless doctor prescribed) worn indoors
- Overly tight, sheer or revealing clothing that may be distracting
- Soft-soled slippers, pajamas or pajama bottoms, exposed boxer shorts
- Excessively high-heeled shoes.
- Unclipped overalls, long belts, pants worn below the hipbones
- Perfumes and colognes – due to potential allergies, they are left at home.
- Writing or drawing on the skin or clothing that causes disruption or distraction is unacceptable.

Students dressed inappropriately are counseled and change clothes; parents may be contacted to bring appropriate clothing for the student to wear. If parent is unavailable, the student may be offered school-issued

clothing (if available), or kept out of the classroom until appropriate attire is attained. Coats are worn in cool weather, as is appropriate footwear for active play. Flip-flops are discouraged; the better choice is sneakers.

*\*Occasional special events may deviate from standard dress guidelines as specified by written communication to families. (ie class-earned hat day, pajama day, Spirit Week, etc.)*

## **Emergency Closure**

If school is closed due to bad weather or other emergencies, the school district will notify local radio and TV stations. A School Connects phone message is sent to family contact phone number(s). You may choose to be part of an electronic notification (Flashalert) which will send a message to your private e-mail address informing you of school closures when they are broadcast. To sign up for this feature and access other snow route and school closure information, visit the St. Helens School District website at [www.sthelens.k12.or.us](http://www.sthelens.k12.or.us) or the McBride Information Station Facebook page.

## **Health Services**

McBride's office staff tends to most student first aid needs. The District Nurse addresses medical protocols and more serious incidents when needed.

### **Medication**

- All medication taken at school is brought by an adult and requires written authorization for administering by school personnel. Telephone authorization is not sufficient.
- Prescription medication is in the original prescription bottle, labeled with the student's name, dosage, and Oregon licensed physician's name. Pharmacists may be willing to provide a second container with a prescription label for the school at the request of the parent / guardian.
- Non-prescription (over-the-counter) medicine, including cough drops and aspirin, must be in the original container accompanied by an authorization and specific written directions by the parent/guardian.
- If medication is for emergency use, such as epinephrine or glucagon, please contact the District Nurse for proper procedures. Her email is [tishh@sthelens.k12.or.us](mailto:tishh@sthelens.k12.or.us)

### **Medical Attention**

First aid for minor injuries is administered by school personnel. For more serious injuries, 9-1-1 is called and a parent notified. For emergencies, it is very important that the school office be kept informed of current contact information.

### **When to Keep Your Child at Home**

In order to protect your child and avoid the spread of illness, sick children stay home. A child with a fever in the evening remains at home the following day and until the child is without a fever for 24 hours. If your child is not well enough to participate in school activities (recess, PE, etc.) please keep him/her home. The school does not have staffing for indoor recess supervision.

The following are guidelines to assist you in determining when to keep your child at home:

- Fever (oral reading of 100.5 F or higher), vomiting, or a severe cough
- Diarrhea or other gastrointestinal virus
- Red or crusting eyes with drainage as this may be symptoms of pink eye which is highly contagious
- Significant sore throat, especially accompanied by fever and fatigue

The school office uses these same guidelines to determine if a child should be sent home from school.

### **Sacagawea School Based Health Center**

Sacagawea School Based Health Center is open to all district-wide children. They emphasize disease prevention, early intervention and immediate care needs. Sacagawea School Based Health Center is located on the Lewis & Clark School campus, 503-366-7645.

## Head Lice

St. Helens School District follows a nit-free policy; a child with nits or head lice is excluded from school. After being excluded, the student is re-checked by school staff before being readmitted to class. If nits are found, the child returns home until all nits have been removed. Students are nit free in order to return to the classroom.

## Internet

The following is taken from St. Helens School District Policy IIBGA-AR, Electronic Communications System. The complete policy is available on the district website: <http://policy.osba.org/sthelens/I/IIBGA%20R%20G1.PDF> The sections below pertain to student use of Electronic Communication Systems:

### General Use Prohibitions/Guidelines/Etiquette

Operation of the district's system relies upon the proper conduct and appropriate use by system users. Students, staff and others granted system access are responsible for adhering to the following prohibitions and guidelines which require legal, ethical and efficient utilization of the district's system.

### Prohibitions

The following conduct is strictly prohibited:

1. Attempts to use the district's system for:
  - a. Unauthorized solicitation of funds;
  - b. Distribution of chain letters;
  - c. Unauthorized sale or purchase of merchandise and services;
  - d. Collection of signatures;
  - e. Membership drives;
  - f. Transmission of any materials regarding political campaigns.
2. Attempts to upload, download, use, reproduce or distribute information, data, software, or file share music, videos or other materials on the district's system in violation of copyright law or applicable provisions of use or license agreements;
3. Attempts to degrade, disrupt or vandalize the district's equipment, software, materials or data or those of any other user of the district's system or any of the agencies or other networks connected to the district's system;
4. Attempts to evade, change or exceed resource quotas or disk usage quotas;
5. Attempts to send, intentionally access or download any text file or picture or engage in any communication that includes material which may be interpreted as:
  - a. Harmful to minors;
  - b. Obscene or child pornography as defined by law or indecent, vulgar, profane or lewd as determined by the district;
  - c. A product or service not permitted to minors by law;
  - d. Harassment, intimidation, menacing, threatening or constitutes insulting or fighting words, the very expression of which injures or harasses others;
  - e. A likelihood that, either because of its content or the manner of distribution, it will cause a material or substantial disruption of the proper and orderly operation of the school or school activity;
  - f. Defamatory, libelous, reckless or maliciously false, potentially giving rise to civil liability, constituting or promoting discrimination, a criminal offense or otherwise violates any law, rule, regulation, Board policy and/or administrative regulation.
6. Attempts to gain unauthorized access to any service via the district's system which has a cost involved or attempts to incur other types of costs without specific approval. The user accessing such services will be responsible for these costs;
7. Attempts to post or publish personal student contact information unless authorized by the system coordinator or teacher and consistent with applicable Board policy pertaining to student directory

information and personally identifiable information. Personal contact information includes photograph, age, home, school, work or e-mail addresses or phone numbers or other unauthorized disclosure, use and dissemination of personal information regarding students;

8. Attempts to arrange student meetings with anyone on the district's system, unless authorized by the system coordinator or teacher and with prior parent approval;
  - a. Attempts to use the district's name in external communication forums such as chat rooms without prior district authorization;
9. Attempts to use another individual's account name or password, failure to provide the district with individual passwords or to access restricted information, resources or networks to which the user has not been given access.

### **Guidelines/Etiquette**

System users will:

1. Adhere to the same standards for communicating online that are expected in the classroom and consistent with Board policy and administrative regulations;
2. Respect other people's time and cyberspace. Use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher or system coordinator.
3. Avoid downloading excessively large files. Remain on the system long enough to get needed information then exit the system. Act as though every byte sent costs somebody time and money, because it does;
4. Take pride in communications. Check spelling and grammar;
5. Respect the privacy of others. Do not read the mail or files of others without their permission;
6. Cite all quotes, references and sources;
7. Adhere to guidelines for managing and composing effective e-mail messages:
  - a. One subject per message - avoid covering various issues in a single e-mail message;
  - b. Use a descriptive heading;
  - c. Be concise - keep message short and to the point;
  - d. Write short sentences;
  - e. Use bulleted lists to break up complicated text;
  - f. Conclude message with actions required and target dates;
  - g. Remove e-mail in accordance with established guidelines;
  - h. Remember, there is no expected right to privacy when using e-mail. Others may read or access mail;
  - i. Always sign messages;
  - j. Always acknowledge receipt of a document or file.
8. Protect password confidentiality. Passwords are the property of the district and are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted with supervising teacher or system coordinator approval only. No system user may use a password on the district's computers, e-mail system or Internet access which is unknown to the district;
9. Communicate only with such users and/or sites as may be authorized by the district;
  - a. Be forgiving of the mistakes of others and share your knowledge. Practice good mentoring techniques;
10. Report violations of the district's policy and administrative regulation or security problems to the supervising teacher, system coordinator or administrator, as appropriate.

### **Violations/Consequences**

1. Students who violate general system user prohibitions shall be subject to discipline up to and including expulsion and/or revocation of district system access up to and including permanent loss of privileges.
2. Violations of law are reported to law enforcement officials and may result in criminal or civil sanctions.
3. Disciplinary action may be appealed by parents, students and/or a representative in accordance with established district procedures.

### **Information Content/Third Party Supplied Information**

1. System users and parents of student system users are advised that use of the district’s system may provide access to materials that may be considered objectionable and inconsistent with the district’s mission and goals. Parents should be aware of the existence of such materials and monitor their student’s home usage of the district’s system accordingly.
2. Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals are those of the providers and not the district.
3. System users may, with supervising teacher or system coordinator approval, order services or merchandise from other individuals and agencies that may be accessed through the district’s system. These individuals and agencies are not affiliated with the district. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties, guarantees and delivery are solely between the seller and the system user. The district makes no warranties or representation whatsoever with regard to any goods or services provided by the seller. District staff and administration shall not be a party to any such transaction or be liable for any costs or damages arising out of, either directly or indirectly, the actions or inactions of sellers.
4. The district does not warrant that the functions or services performed by or that the information or software contained on the system will meet the system user’s requirements or that the system will be uninterrupted or error-free or that defects will be corrected. The district’s system is provided on an “as is, as available” basis. The district does not make any warranties, whether express or implied including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein.

### **Invitations**

In order to avoid hurt feelings, we encourage the delivery of invitations to special events through the postal service. Only invitations for events which include all students may be distributed at school. Students give invitations to their teacher for distribution.

### **Lost and Found**

Lost and Found is located along the wall in the hall area adjacent to the kitchen. Please clearly mark your child’s name on all personal belongings. The school is not responsible for lost or stolen items.

### **Meals**

St. Helens School District offers students both breakfast and lunch services. Meal programs are regulated by State and Federal guidelines. Breakfast is served from 7:25 – 7:45 am. Lunch times vary by class. Parents are welcome to eat lunch with their child; we appreciate advance notice in order to make sure to prepare enough food. Non-parent lunch visitors must have signed permission from parents.

Student breakfast	\$ 1.25 (includes milk)
Student lunch	\$ 2.50 (includes milk)
Student milk only	\$ .50
Adult lunch	\$ 3.75
Adult breakfast	\$ 2.00

With a doctor’s note, a juice alternate may be provided for children with milk allergy or intolerance. A special peanut-free table is provided for those with peanut allergies.

### **FREE MEALS**

Students may be eligible to receive school lunch and/or breakfast for free. If you think your family may qualify for meal benefits, please complete and return an application to the school office. Applications for Free meals are available through Nutrition Services or the school office or easily apply online at [Lunchapp.com](http://Lunchapp.com)

## **LUNCH MONEY**

Lunch money is also received by office staff from 7:30-7:45 daily. Students take lunch money to the office prior to going to class. Please send check or cash in a sealed envelope with your child's name and teacher's name written on the outside. Checks are made out to McBride Elementary. When possible, we encourage families to purchase multiple lunches at a time to minimize the number of transactions and to lessen handling of money by students.

Lunch money is directly deposited via a link to InTouch on St. Helens School District and McBride's web sites.

## **Pets and Animals at School**

In accordance with St. Helens School District Policy, ING, permission is to be obtained from the principal before animals are brought into the school. Animals must be adequately housed and cared for in secure cages. Only the teacher or students designated by the teacher are to handle/touch the animals. Animals may not be transported on a school bus.

## **Parent Teacher Organization (PTO)**

Parent Teacher Organization (PTO) is a volunteer organization which supports and enhances our children's education. All McBride parents, guardians and staff are voting members and encouraged to attend monthly meetings and become involved. PTO meetings typically involve discussions of school activities, developing fund raising plans and hearing committee reports. McBride's PTO is critical to the rich experience provided each student. Meeting dates may be found on McBride's web page. [www.sthelens.k12.or.us](http://www.sthelens.k12.or.us), select McBride School, then select Parent Teacher Organization.



## **Skateboards, Scooters, Heelys and Roller Skates / Blades**

The use of skateboards, rollerblades and scooters on school grounds is not allowed. Students may carry them on the grounds of the school in which they are enrolled for use off the property. Violation of this policy may result in confiscation by school authorities for parent retrieval. Shoes with rollers in them (Heelys) are not allowed.

## **Title 1A**

Title 1A is a federally funded program. Title 1 funding allows us to provide additional instruction for students who need more support. At McBride, Title 1 support is focused on reading at the primary levels. If you have questions, please contact your child's classroom teacher or our Title 1A specialists.

## **Toys and Personal Items**

Toys and electronic devices including iPods, phones, MP3 players and portable games are allowed only on special, specified occasions. Teachers may have classroom celebrations or earned rewards which may include a "game day" or an "electronics day." In this case written notification will be provided. The school is not responsible for replacing or repairing any personal items that are lost, stolen or damaged.

## **Visitors**

- To ensure student safety by allowing staff to monitor key access points of entry, St. Helens has implemented an access control system at McBride. Upon arrival, visitors press the button (similar to a doorbell), letting staff know you are there. Staff speaks to visitors through a speaker and release the locked door for entry. Visitors then sign in at the front office.
- Visitors in the building without a visible badge are escorted to the office to sign-in and pick up proper identification. Students are not allowed to bring student visitors to school.
- Non-parent lunch visitors must have written parent permission to eat lunch with a McBride student. Visitors are not allowed on the playground during school hours.

- Visitors follow required protocols for evacuation during drills, exiting and remaining outside the school until given the signal that all is clear.

## **Volunteers**

- We welcome volunteers in our school and classrooms. Before volunteering, a volunteer application and criminal background check are completed. Applications are available in the office. All volunteers pass a criminal background check before working with children at McBride. An approved volunteer application and background check are necessary for field trip volunteers as well as classroom and school volunteers. Please allow 2 weeks or more for the approval process. Approved volunteer applications are valid for 2 years.
- Volunteers sign in at the front office and wear visible identification provided. Siblings and/or other children are not allowed to accompany volunteers. Volunteers are not allowed on the playground during school hours.
- Volunteers follow protocols for evacuation during drills, exiting and remaining outside the school until given the signal that all is clear.

## **Website**

McBride families use the school website to keep abreast of school events, connect to teacher web pages, and find links for classroom and enrichment activities.

## Section II – Required Annual Notifications

### CHILD ABUSE IDENTIFICATION

*In accordance with State of Oregon Senate Bill 379, we share the following with you.*

The first step in helping an abused child is learning to recognize the symptoms of child abuse, which are listed below. Child abuse is divided into four types: physical abuse, neglect, sexual abuse and emotional abuse. Any child at any age may experience these types of abuse.

**Physical Abuse:** Any injury to a child that is not accidental

♥ Recognize the Symptoms:

- Unexplained physical injuries
- Harsh discipline being used
- Excessive fear of parent or caretaker

**Neglect:** Failing to provide adequate food, shelter, clothing, supervision or medical care to a child

♥ Recognize the Symptoms:

- Consistently dirty
- No caretakers available
- Unsuitable clothing
- Steals food or money

**Sexual Abuse:** When a person uses or attempts to use a child for their own sexual gratification

♥ Recognize the Symptoms:

- Difficulty walking or sitting
- Unusual advanced sexual knowledge
- Inappropriate sexual touching

**Emotional Abuse:** When a child is treated cruelly by words or threats of harm

♥ Recognize the Symptoms:

- A child has cruel behavior
- A child acts inappropriately adult or inappropriately immature
- Displays inappropriate behaviors for their age, such as wetting and soiling, thumb sucking, and fear of the dark

### CHILD ABUSE PREVENTION

Child abuse affects us all, but can be prevented or stopped with your help. Although you are not required to report child abuse, voicing your concerns to the proper authorities can make a world of difference. As a parent or guardian, below are things you can do to prevent or detect child abuse:

- Know what child abuse is.
- Know the signs of child abuse.
- Report abuse.
- Become involved in your children's activities.
- Think before you discipline.
- Take note of time your child spends with other adults. Talk to your child about what they do, who they are spending time with and the kind of games they play.
- Listen to your child and believe what they're saying.
- Teach your child to say "no" and get away from someone who touches them inappropriately.
- Teach your child their body belongs to them only.
- Explain to your child not to keep secrets they feel are scary or uncomfortable.
- Go through the rules with your babysitter and child at the same time.

### **RESOURCES AVAILABLE:**

National Child Abuse/Neglect Hotline: 1-800-422-4453

Columbia County Child Abuse Reporting: 1-877-302-0077

St. Helens Police Department: (503) 397-3333

Columbia County Sheriff's Department: (503) 397-2511

Columbia County Child Abuse Assessment Center (Amani Center): (503) 366-4005

# McBride Elementary School

2774 Columbia Boulevard, St Helens, OR 97051  
Phone 503-366-7700 Fax: 503-366-7706

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September 2018

## St. Helens School District 502 Annual Parent Notice Right to request Teacher Qualifications

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we provide you with information about this law and your child's education.

As part of the implementation of this law, you have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. If the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. If the teacher is teaching under an emergency status for which state licensing requirements have been waived;
- c. The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and
- d. If your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

All of McBride's 2017-18 teaching staff meet state licensing requirements for the grade level(s) and subject area (s) in which they teach. All Title 1 paraprofessionals meet guidelines for Highly Qualified status. If you would like to request information regarding item C above, please contact the McBride office.

Thank you for your interest and involvement in your child's education.

Sincerely,



Lisa Tyler  
McBride Principal

NCLB A1

**St. Helens School District 502  
Annual Principal Verification of  
Highly Qualified Staff Requirements  
School Year 2016-17**

McBride Elementary

September 2017

Our school qualifies for Title I funding under the federal *No Child Left Behind Act (NCLB) of 2001*. This Act requires that certain teachers and paraprofessionals meet new requirements that qualify them as “highly qualified.” This public notice is verification that our school has met the following goals.

- All teachers teaching core academic subjects are highly qualified.
- All Title I teachers hired as of January 2002 are highly qualified.
- All Title I paraprofessionals hired as of January 2002 are highly qualified.

Copies of this verification are maintained at the school and the district office and upon request, are made available to any member of the community.

**NCLB Requirements for Teachers and Title I Paraprofessionals**

Teachers	Requirements met?	
	Yes	No
1. All Title I teachers hired as of the 2002-2003 school year are highly qualified.	✓	
2. There are annual increases in the percentage of teachers who are highly qualified and teach core academic subjects.	n/a already 100%	
3. There are annual increases in the percentage of teachers participating in professional Development to become highly qualified and successful classroom teachers.	n/a already 100%	
<b>4. All teachers are currently highly qualified.</b>	✓	

Title I Paraprofessionals	Requirements met?	
	Yes	No
1. All paraprofessionals hired as of January 2002 are highly qualified.	✓	
2. All paraprofessionals have a high school diploma or equivalent.	✓	
3. All paraprofessionals are assigned appropriate duties as required by federal rules and regulations.	✓	
<b>4. All paraprofessionals are currently highly qualified.</b>	✓	

St. Helens School District 502  
**McBride Elementary School – Parent--Student Compact**  
September 2018

Dear Parent(s)/Guardian,

We value your role in working to help your child achieve high academic standards. The following is an outline of some of the ways you and school staff can build and maintain a partnership to share the responsibility for supporting your child's learning.

***School Responsibility:***

- ❖ Provide high quality curriculum and learning materials.
- ❖ Provide you with assistance in understanding academic achievement and standards and how to monitor your child's progress.
- ❖ Provide opportunities for ongoing communication between you and teachers, at a minimum:
  - ❖ Annual parent-teacher conferences
  - ❖ Quarterly reports regarding your child's progress
  - ❖ Opportunities to talk with staff and volunteer in class
  - ❖ Observe classroom activities

***Parent Responsibility:***

- ❖ Make sure your child attends school on a regular basis, has an appropriate bedtime, and eats breakfast.
- ❖ Encourage your child to show positive school behavior.
- ❖ Review your child's homework.
- ❖ Monitor use of electronic devices and television and encourage positive use of your child's extracurricular time.
- ❖ Volunteer in your child's school and classroom if time or your schedule permits.
- ❖ Attend parent-teacher conferences and participate when appropriate in decisions relating to the education of your child.
- ❖ Communicate with our child's teacher if you have concerns.

***Student Responsibility:***

- ❖ Be safe, respectful, and responsible.
- ❖ Pay attention in class.
- ❖ Communicate with parents and teachers by delivering notes and sharing information.
- ❖ Help classmates learn.

Please review this school compact with your child. This school-parent compact may be discussed with you during a parent-teacher conference as it relates to your child's school progress.

Thank you for your support and involvement in your child's education. Please contact your school administrator for more information if you should need it.

I have read the school-parent compact and discussed it with my child

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Parent Signature

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Date

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PRINTED student name

